

Transportation Technical Committee Meeting Agenda

Date: Wednesday, May 27, 2020

Time: 1:30 pm

Location: This will be a virtual meeting only. Please attend the meeting through the **Join Zoom Meeting** link below or by dialing the telephone number and entering the conference ID.

[Join Zoom Meeting](#)

<https://zoom.us/j/4430319139?pwd=VmdYdWxidXpvYStENIBZWVcxQVhqdz09>

Meeting ID: 443 031 9139

Password: 895434

Phone-in Option: 1-253-215-8782

1. Call to Order
2. Roll Call / Record of Attendance
3. Approval of March 25, 2020 Meeting Minutes
4. Public Comments
5. TTC Member Comments
6. Chair Report on SRTC Board of Directors Meeting

ACTION

7. **Financial Assessment Subject Matter Expert (SME) Team** (*David Fletcher*)

INFORMATION & DISCUSSION

8. **Project Delivery Report** (*Eve Nelson*)
9. Adjournment

MEETING MINUTES

Spokane Regional Transportation Council Transportation Technical Committee
March 25, 2020
Virtual Meeting via Skype

1. **Call to Order** - Mr. Karl Otterstrom, Chair, called the meeting to order at 1:35 p.m.

2. **Roll Call**

Committee Members Present

Karl Otterstrom	Spokane Transit	Gloria Mantz	City of Spokane Valley
Heather Trautman	City of Airway Heights	Scott Englehard	Spokane County
Roger Krieger	City of Deer Park	Barry Greene	Spokane County
Kara Mowry	City of Spokane	Mary Jensen	WSDOT
Inga Note	City of Spokane	Larry Larson	WSDOT
Kevin Picanco	City of Spokane	Keith Martin	WSDOT
Adam Jackson	City of Spokane Valley		

Committee Alternates Present

Lisa Key	City of Liberty Lake	Cindy Green	Spokane Regional Health Dist.
Mike Tresidder	Spokane Transit Authority		

Guests

Char Kay	WSDOT
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Staff

Eve Nelson	Principal Transportation Planner	Sabrina Minshall	Executive Director
Mike Ulrich	Principal Transportation Planner	Shauna Harshman	Assoc. Transportation Planner III
Jason Lien	Principal Transportation Planner	Kylee Jones	Assoc. Transportation Planner II

3. **Approval of February 26, 2020 Minutes**

Mr. Larson made a motion to approve the February 26, 2020 minutes as presented. Mr. Greene seconded the motion, which passed unanimously.

4. **Public Comments** - There were no public comments.

5. **Technical Member Comments**

- City of Spokane Valley reported that they are working on their 6-year TIP. Most staff are still working at the office but practicing social distancing, while some are working at home.
- City of Liberty Lake reported that
- WSDOT said 95% of staff is working remotely, but everyone is available via email. Some staff has been deployed to the emergency operations center.
- City of Spokane staff are working remotely for the most part and available by email. Most public outreach has been postponed or cancelled, awaiting further guidance.
- Spokane County had no project updates, but reported they are working on their TIP. About 75% of staff are working remotely.
- Spokane Regional Health District reported that most staff are at the command center and “Walk Bike Bus” and “Safe Routes to School” projects have been postponed.
- Spokane Transit Authority announced that starting tomorrow they would stop collecting fares, be using primarily rear entrance for on-boarding and off-boarding and expanding the paratransit program for people over 60. Overall ridership is down 62%. The Moran Station Park and Ride opens next week. About 50% of planning and administration staff are telecommuting.

- City of Deer Park reported that the roundabout project is on schedule and essential staff are in the office on a rotating basis.
- City of Airway Heights has 100% of staff working remotely and City Council meetings are held via Zoom. Their comprehensive plan is out for review on April 8. The RFQ for the 6th/12th/10th Streets projects is being reviewed in conjunction with the Cities of Spokane and West Plains PDA.

6. Chair Report on SRTC Board of Directors Meeting – Chair Otterstrom provided a summary of the March 12 Board meeting.

ACTION ITEMS

7. 2020-2023 Transportation Improvement Program (TIP) April Amendment – Ms. Nelson noted the funding for the projects awarded by the SRTC Board in February, so the proposed amendment is to incorporate the projects into the TIP. Ms. Nelson said the amendment is open for public comments through March 20, but none have been received as of today. There were no questions or discussion.

Mr. Jackson made a motion to approve the 2020-2023 TIP April Amendment minutes as presented and Mr. Krieger seconded. All votes were in favor.

8. Metropolitan Transportation Plan (MTP) Freight Element – Ms. Jones explained that rather than launching a regional freight study as a stand-alone project, it is being incorporated into the MTP update and explained the reasons for this decision. SRTC would like to establish a subject matter expert (SME) comprised of agency partners and stakeholders that will review the study scope, draft work plan, timeline, etc and report back to the TTC as the study and performance indicators are identified. She described the integrated approach this study will take, outlined proposed outcomes, and completed tasks to date. Ms. Jones outlined both the SME Team and TTC roles in development of the freight study; she read the suggested SME agency/team member list. Mr. Jackson commented that he was willing to participate on the SME Team as well.

Mr. Jackson made a motion to establish a SME team as presented, with the addition of the City of Spokane Valley and himself as member, to inform the Freight Element of the MTP Update. Mr. Greene seconded the motion. Motion passed unanimously.

INFORMATION AND DISCUSSION ITEMS

9. MTP 2045: Introduction to Regional Networks – Ms. Harshman reported on the work that is currently underway by staff to clarify and operationalize regionally important transportation networks as part of the MTP update. She stated the ways in which staff are creating visual tools such as maps and graphics to assist in applying for funding, assist in decision making and checking for consistency between local and regional plans.

She spoke about SRTC's MTP consistency checklist under development which help determine if a project is regionally important. Updating existing priority network maps. She described the next steps in the process which is to discuss the network approach and tools with the TTC and complete the regionally important network maps for vehicular travel, freight, and active transportation modes.

Mr. Jackson is concerned that locally funded projects that happen to be on a regionally important network will become "regionally significant" and therefore required to be incorporated into the STIP. Ms. Harshman replied that increasing the number of projects that must be added to the STIP is not the focus of this process, but staff is very mindful that is a possibility of happening. Chair Otterstrom stated that the "regionally significant" terminology can provide both opportunities and burdens for projects and that designation is not always appropriate for every project. Mr. Jackson agreed.

Ms. Minshall discussed the high-level planning for regionally important network and noted that not every project on a regionally important corridor will be classified as such. She said the ultimate goal is transparency of network integration for all modes.

Mr. Englehard stated that local agencies are capable of determining regionally significant projects themselves and already provide this information to their respective boards or governing bodies. He expressed his concern at adding another layer of input by the MPO. Ms. Minshall replied that to adhere to federal guidelines for performance-based planning, MPOs are required to identify regionally important networks

10. US 195/I-90 Study Update – Mr. Stewart spoke about the purpose of the study as being a multi-modal evaluation of the transportation issues along this corridor with a focus on safety, operations, access and infrastructure. He identified project team members and described the study approach as evaluating the following: existing/future conditions, systems analysis, and strategies. He described the study's systems approach. Mr. Stewart highlighted the project schedule, next steps, and us195transportationstudy.com website

11. Division Street Corridor Study Update – Mr. Lien provided a background of the study, which is a collaborative effort with SRTC, a consultant team, and agency partners. He said the approach will evaluate all modes, the transportation network, land use and the environment. The four main purposes of the study is to identify a preferred alternative for STA rapid transit, develop multi-modal alternatives along the corridor, recommend capital projects and implementation phasing, and identifying land use opportunities. Mr. Lien noted the Board recently approve the establishment of a 6-member steering committee for the study and spoke about their tasks. He said he will be providing regular updates to the TTC.

12. Agency Update – Ms. Nelson said that all SRTC staff are working remotely and can be contacted by email. She said all meetings will be held virtually until further notice; additionally, the agency work plan for the year is being assessed in regards to the remote work situation. If any modifications need to be made the TTC will be informed.

She asked any member agencies who are pursuing a BUILD grant to let SRTC know by March 31.

Ms. Nelson provided an update on the DATA project; the first Subject Matter Expert team is meeting next week; part of their work is developing a draft questionnaire to be used in planned listening sessions. She told members to watch their email inbox for the questionnaires in the next few weeks.

She announced a Call for Projects has been released for Section 130 Rail Crossings and also that the Bike Walk Roll summit has been delayed until September.

Ms. Minshall reported on virtual meetings and how Governor Inslee's proclamation affects the Open Public Meetings Act. She said future Board agendas will have fewer items, while being aware that we to minimize impacts to our planned work schedules. She said staff is reviewing strategies to keep the high level of Board engagement while holding virtual meetings.

She said staff is still hoping to get the Transportation Advisory Committee seated at April Board meeting so the group can meet (virtually) by the end of April early May.

13. Adjournment

There being no further business, the meeting adjourned at 2:27 pm.

Julie Meyers-Lehman
Recording Secretary

To: Transportation Technical Committee

May 20, 2020

From: David Fletcher, Associate Transportation Planner III

Topic: Financial Assessment Subject Matter Expert (SME) Team

Requested Action:

Establish a subject matter expert (SME) team to inform the Metropolitan Transportation Plan (MTP) financial assessment. The SME team will report back out to the TTC as to the selected methodology and assumptions that inform projected transportation revenue and need into the MTP horizon year.

Key Points:

- An update to the federally mandated Metropolitan Transportation Plan (MTP) is due to be adopted by December 9, 2021. Its planning horizon year is 2045.
- Federal regulations require the MTP to be fiscally constrained. This means it must demonstrate that its projects can be implemented with committed, available, or reasonably available revenues. Additional illustrative projects with costs that exceed the revenue forecast may be included to demonstrate the need for additional investment.
- The MTP financial assessment will consist of a forecast of the region's reasonably anticipated transportation revenue within the plan horizon year and an analysis of the region's transportation needs.
- The revenue forecast will review historical transportation revenues, identify potential revenue sources, and develop future revenue assumptions. The needs analysis will inventory regionally significant projects identified in existing plans. It will also identify needs not in existing plans.
- SRTC would like to establish a SME team comprised of WSDOT, Spokane Transit Authority, and local agency staff to inform this work. Some SME team member will also be asked to participate in selecting a consultant to assist SRTC in this effort.
- The MTP financial assessment is scheduled to be completed in the second quarter of 2021.

Board/Committee Discussions:

The Board has been briefed on the MTP Update and will be briefed on the financial assessment at a future meeting.

Public Involvement:

The MTP financial assessment is part of SRTC's MTP update. A public participation plan for the update has been drafted. It will utilize public education and engagement to validate that the MTP and its various elements align with and implement the community vision.

Supporting Information/Implications

SRTC is recommending the following MTP financial assessment SME team members:

<i>Agency</i>	<i>Team Member</i>
City of Airway Heights	Albert Tripp <i>or designee</i>
City of Deer Park	Roger Krieger <i>or designee</i>
City of Liberty Lake	Katy Allen <i>or designee</i>
City of Spokane	Katherine Miller <i>or designee</i>
City of Spokane Valley	John Hohman <i>or designee</i>
Spokane County	Chad Coles <i>or designee</i>
Spokane Transit Authority	Gordon Howell <i>or designee</i>
WSDOT — Eastern Region	Mike Gribner <i>or designee</i>

More Information:

- For detailed information contact: David Fletcher at (509)343-6370 or dfletcher@srtc.org.

To: Transportation Technical Committee

May 20, 2020

From: Eve Nelson, Principal Transportation Planner

Topic: **Federal Fiscal Year (FFY) 2020 Project Delivery Update**

Requested Action

This is for information and discussion.

Key Points:

- SRTC is required to meet federal funding obligation targets within our Transportation Improvement Program (TIP). The estimated FFY 2020 funding obligation target for all federal funding sources administered by SRTC is \$11.37 million.
- **We are currently at 40% of our obligation target.** The FFY 2020 obligations prior to development of this memo are approximately \$5.51M. De-obligations are at \$0.96M.
- With current information received by member agencies, **SRTC is presently expecting to be shy of the target by \$100,000 - \$400,000 due to delays in projects.** All projects programmed in the current year with SRTC funds, including those experience delays, are noted in the supplemental information table.
- If SRTC meets our obligation target by July 1, 2020, SRTC will be in position to potentially obligate additional federal funds that may come available. Conversely, if we don't reach our target by September 30, 2020, we are in jeopardy of losing the portion of underdelivered funding through sanctions by WSDOT.
- WSDOT's Local Agency Federal Obligation Authority (OA) Policy establishes the obligation targets for each Metropolitan Planning Organization (MPO), Regional Transportation Planning Organization (RTPO), and County lead agency.
- The policy only applies to three funding sources that the SRTC Board is responsible for in terms of project identification, prioritization, and selection: Surface Transportation Block Grant Program (STBG), Congestion Mitigation Air Quality (CMAQ), and STBG Set-Aside.
- SRTC is actively working with jurisdictions to overcome project delays as well as looking to deliver other federally funded projects early to overcome the anticipated obligation gap.
- SRTC is currently planning a collaborative workshop to generate new policies and procedures for Board consideration to ensure obligation targets are met and will also assist in preparing the region for additional funding opportunities. This will require an adjustment of our delivery polices. The work will also focus on how to develop project readiness, so the region is better prepared with potential projects for incoming grant opportunities.

Public Involvement:

The SRTC Board of Directors received an update on this topic at their May 12, 2020 meeting, which was available to the public on the Zoom platform due to the current pandemic.

Supporting Information/Implications

The following is the listing of projects programmed in the TIP with SRTC allocated funding for FFY 2020 and their obligation status. Projects at risk of delivery are noted with an asterisk.

Bolded projects indicate projects have already obligated.

Project Title	Agency	Phase	Programmed for 2020	Amt. Obligated	Month Anticipated
*Highway 2 Shared Use Path Gap Project	Airway Heights	CN	\$178,048		July
Washington Street Preservation Project	Cheney	CN	\$646,880		July
Crawford & Colville Roundabout/N Colville Recon.	Deer Park	CN	\$1,788,000		July
1st Street Sidewalk Improvement Phase 2	Fairfield	CN	\$276,780	\$276,280	
Argonne Road, Empire to Liberty Congestion Relief	Millwood	RW	\$83,473		July
Ben Burr Crossings at 2nd Ave and 3rd Ave	Spokane	CN	\$99,633		June
Centennial Trail Gap, Summit Blvd to Pettet Drive	Spokane	RW	\$45,000 \$250,000		June
Hamilton St. Corridor Intersection Improvements	Spokane	CN	\$2,612,179	\$2,612,179	
Thor and Freya Couplet from Hartson to Sprague	Spokane	RW	\$41,500		June
*Wellesley-Maple Intersection	Spokane	RW	\$39,235		June
Bigelow Gulch/Forker Connector -5	Spokane Co.	CN	\$1,403,000	\$1,403,000	
Brooks Road	Spokane Co.	PE	\$40,482	\$40,482	
Commute Trip Reduction, TDM Expansion, Outreach	Spokane Co.	PL	\$332,597		June
Little Spokane Connection Road Separated Pathway	Spokane Co.	PE	\$22,044		July
Separated Spokane River Centennial Trail at Carlson	Spokane Co.	RW	\$4,325		May
*Separated Spokane River Centennial Trail at Carlson	Spokane Co.	CN	\$368,975		July
2018-2020 Safe Routes to Schools	SRHD	PL	\$148,711		July
Barker Rd (River - GSP)	Spokane Valley	RW	\$157,383	\$151,375	
Barker Rd (River - GSP)	Spokane Valley	CN	\$1,825,000		May
Barker Rd (UPRR Crossing)	Spokane Valley	RW	\$60,550	\$64,875	
North Sullivan ITS Project	Spokane Valley	CN	\$613,045	\$613,045	
Pines Road/BNSF ROW Early Acquisition	Spokane Valley	RW	\$1,040,000		June
Sprague/Barker Intersection Improvements	Spokane Valley	RW	\$349,000		June
Sullivan-Wellesley Intersection Improvement Project	Spokane Valley	CN	\$0		Moved to 2021
2020 Metropolitan Transportation Planning	SRTC	PL	\$350,000	\$350,000	
Five Mile Park and Ride Mobility Hub	STA	PL	\$200,000		July