

**Transportation Technical Committee (TTC)
Meeting Agenda**

Date: Wednesday, August 26, 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.**

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<https://us02web.zoom.us/j/9394879626?pwd=ZFRmL2RJTkx4SGowV2YwOUdxMGVTZz09>

Meeting ID: 939 487 9626 | Password: 234239 | Or by phone 1-253-215-8782

1. Call to Order
2. Roll Call / Record of Attendance
3. Approval of July 22, 2020 Meeting Minutes Page 2
4. Public Comments
5. TTC Member Comments
6. Chair Report on SRTC Board of Directors Meeting

ACTION

7. **2020-2023 Transportation Improvement Program (TIP) Sept. Amendment** (*Kylee Jones*) Page 5
8. **Report on Work of Land Use Forecast Subject Matter Expert (SME) Team** (*Mike Ulrich*) Page 8
9. **TIP Delivery & Project Readiness Policies** (*Eve McMenamy*) Page 16

INFORMATION & DISCUSSION

10. **2021-2024 TIP Overview** (*Eve McMenamy*) Page 24
11. Agency Update
12. Adjournment

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MEETING MINUTES

Spokane Regional Transportation Council Transportation Technical Committee
 July 22, 2020 | Zoom Video Conference

1. Call to Order - Mr. Karl Otterstrom, Chair, called the meeting to order at 1:30 p.m.

2. Roll Call

Committee Members Present

| | |
|-----------------|-------------------------------|
| Karl Otterstrom | Spokane Transit Authority |
| Adam Jackson | City of Spokane Valley |
| Todd Ableman | City of Cheney |
| Roger Krieger | City of Deer Park |
| Lisa Key | City of Liberty Lake |
| Kara Mowry | City of Spokane |
| Inga Note | City of Spokane |
| Kevin Picanco | City of Spokane |
| Gloria Mantz | City of Spokane Valley |
| Scott Englehard | Spokane County |
| April Westby | Spokane Regional Clean Air |
| Cindy Green | Spokane Regional Health Dist. |
| Mary Jensen | WSDOT-Eastern Region |
| Larry Larson | WSDOT-Eastern Region |
| Glenn Wagemann | WSDOT-Eastern Region |

Committee Alternates Present

| | |
|----------------|---------------------------|
| Mark Bergam | City of Airway Heights |
| Jamie Hayes | Spokane County |
| Mike Tresidder | Spokane Transit Authority |

Guests

| | |
|---------------------|---------------------------|
| Adam Miles | DOWL |
| Sean Messner | HDR |
| Brandon Blankenagel | KPFF Consulting Engineers |
| Ben Schmitt | City of Liberty Lake |
| Char Kay | WSDOT-Eastern Region |
| Keith Martin | WSDOT-Eastern Region |
| Chad Coles | Spokane County |

SRTC Staff

| | | | |
|----------------|-----------------------------------|---------------------|----------------------------------|
| Eve McMenemy | Principal Transportation Planner | Sabrina Minshall | Executive Director |
| Mike Ulrich | Principal Transportation Planner | Kylee Jones | Assoc. Transportation Planner II |
| Jason Lien | Principal Transportation Planner | Michael Redlinger | Assoc. Transportation Planner II |
| David Fletcher | Assoc. Transportation Planner III | Julie Meyers-Lehman | Admin-Exec. Coordinator |

3. Approval of June 2020 Meeting Minutes

Mr. Larsen made a motion to approve the June 24, 2020 minutes as presented. Mr. Jackson seconded the motion. All votes were in favor.

4. Public Comments - There were no public comments.

5. Technical Member Comments – Members shared information about projects/programs happening in their jurisdictions.

6. Chair Report on SRTC Board of Directors Meeting – Chair Otterstrom shared highlights from the July Board meeting.

ACTION ITEMS

There were no action items.

INFORMATION & DISCUSSION ITEMS

8. TIP Delivery & Project Readiness – Ms. McMenemy spoke about the TIP and the federal funding obligation authority (OA) targets/deadlines. She said SRTC has started to look at ways to improve project delivery by getting TIP projects obligated earlier and more confidently, as well as preparing additional projects for funding opportunities. This discussion of possible strategies will provide feedback to staff with direction to fine tune

proposed strategies for improvement. She presented a schedule of the steps towards improvement. She noted that SRTC held a multi-jurisdictional project delivery workshop on May 28 and the Board was presented with the following eight proposed strategies (divided into short, medium and long term categories) at their last meeting and were polled to gauge their general support of each. Additionally, the TIP Working Group evaluated the eight strategies and developed a pros and cons list; which was emailed to TTC members in advance of today's meeting. Ms. McMenemy said staff is seeking additional input from the TTC.

Mr. Otterstrom said the group will review and discuss the proposed strategies and if anyone has any other ideas to please bring them up. He stated that the TIP working group will review again after today's discussion and he emphasized that the overall goal is to improve the reliability in meeting OA target each year, not to exert more control over agencies.

Mr. Jackson read through each of the eight strategies (listed below) and provided highlights from the TIP Working Group's list of pros and cons.

1. Increase flexibility to move projects to an earlier year of the TIP
2. Decrease flexibility for switching project delivery to later years (i.e. delays)
3. De-federalize funding for flexibility
4. Program balance the TIP
5. Conduct a biennial SRTC "preservation only" call for projects
6. Program gap years for larger projects in phasing
7. Move internal SRTC obligation target date earlier
8. Have agencies submit a "Plan B" for project delivery options

TTC comments about proposed strategies included:

- Questioning whether the #4 "Program Balance the TIP" strategy took into consideration the funding of corridor studies. Ms. McMenemy spoke about call for projects prioritization and off the top funding.
- Several members commented on #7 "Moving the internal SRTC obligation date to March 1" strategy, the consensus being that they felt it would create significant difficulties and stress on jurisdictions.
 - Mr. Picancano said the City of Spokane does not support this as it would unnecessarily tie their hands for design and delivery. It would force a change in how they organize, design and schedule projects over the course of a year. He remarked that the City does not just have road projects, but also utilities and other projects that don't go through SRTC. Moving the deadline to March would create problems with their overall prioritization process. He stated that the TIP Working Group already successfully monitors project delivery status and if there was a more modest deadline change proposed, they could be more willing to consider that.
 - Mr. Jackson expressed his agreement about the TIP Working Group doing a good job of tracking delivery but recognized the stress that the July deadline puts on SRTC staff.
 - Ms. Mantz said of course agencies want to deliver projects early, but a March 1 deadline would put undue stress on them.
 - Mr. Martin said Local Programs and SRTC is getting better at mastering the OA process all the time; there has been significant improvement even within the past few years, so backing up the deadline to March may not be necessary, especially if some of the other strategies are implemented.
 - Several members commented that they could support backing it up one month, but a 5-month change is too severe and would unnecessarily create problems for project delivery.

Mr. Otterstrom said the comments from this discussion will be forwarded to the TIP Working Group as they evaluate the project delivery improvement strategies further. They will make recommendations and this topic will be brought back before the TTC, who will in turn make a recommendation to the Board. Ms. McMenemy outlined the next steps and timeline; the goal is to have Board approval of a set of strategies by October.

9. DivisionConnects Update– Mr. Lien provided information on how the project has progressed since the last update to the TTC in March 2020. He addressed:

- Current and future conditions of Division Street

- Draft multi-modal and transit framework
- Peak travel times for vehicles and transit ridership
- Existing cross-sections on Division and how it differs by geographical segment
- Potential future options for the different segments
- Upcoming public outreach and project schedule

10. DATA (Data Applications for Transportation Analysis) Project Update – Mr. Ulrich spoke about the project origin and evolution and explained why SRTC launched this project. He spoke about:

- Project budget
- Importance of applying data and not just acquiring data
- Consultant selection and project phasing; currently in last part of Task 1a of Phase 1
- Timeline from project inception to completion, including previous updates to the TTC
- Members of the Project Team and the Consultant Team
- Current analytic tools used by SRTC
- Potential future analytic tools
- Why acquisition of data is not enough; application of the data is key
- Alternative future conditions

11. Agency Update – Ms. McMenemy reported on:

- BERK Consulting was awarded the MTP financial forecast consulting contract, the work should be done by October and the results will be made available to the TTC.
- SRTC Executive Director Sabrina Minshall is representing our region on the WSDOT Freight Steering Committee, the Commercial Aviation Coordination Council and the WSDOT Investment Alignment Group.

12. Adjournment

There being no further business, the meeting adjourned at 3:03 pm.

Julie Meyers-Lehman
Recording Secretary



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To: Transportation Technical Committee August 18, 2020

From: Kylee Jones, Associate Transportation Planner II

Topic: **2020-2023 Transportation Improvement Program (TIP)
September Amendment**

Requested Action

Recommendation for SRTC Board approval of the September amendment to the 2020-2023 TIP, as shown in the **Attachment**.

Key Points

WSDOT requested an amendment to the 2020-2023 TIP. The projects are listed below, see **Attachment** for more details.

- I-90/Rosamond, Sherman, Arthur Crossings – Bridge Deck Rehabilitation
- I-90/Mullan Rd Crossing – Bridge Deck Repair

TIP Overview

The TIP is a programming document that identifies specific projects and programs to be implemented during the upcoming four years. Any project with federal funds from the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA), as well as any regionally significant projects, must be included in the TIP. After a TIP has been incorporated into the Washington State TIP (STIP), project changes can be requested by local agencies. Minor changes can be made administratively by SRTC staff. Significant changes must be made through the amendment process, which requires a 10-day public comment period and action by the SRTC Board of Directors.

Public Involvement

Pursuant to SRTC’s Public Participation Plan, this amendment will be published for a 10-day public review and comment period from August 14, 2020 through August 23, 2020 at 4:00 p.m. Notice of the amendment will be published in the Spokesman Review and posted on the SRTC website (www.srtc.org) August 14, 2020. Public comments received during the public comment period will be addressed by SRTC staff and presented to the SRTC Board of Directors in their September meeting packet.

Supporting Information/ Implications

The TIP serves as an important tool in implementing the goals, policies, and strategies identified in Horizon 2040, SRTC’s long-range plan. As such, any projects included in the TIP, including projects added through monthly amendments, must be consistent with Horizon

2040. Consistency with Horizon 2040 includes a demonstration of financial constraint and conformity with regional air quality plans. The September amendment has been reviewed by SRTC staff for compliance with federal and state requirements and consistency with Horizon 2040.

TIP amendments must be approved by the SRTC Board in order to be incorporated into the Washington State TIP (STIP). Projects receiving federal funds must be in both the TIP and the STIP to access those funds.

Pending approval by the SRTC Board, the April amendment will be incorporated into the STIP on or around October 15, 2020.

Prior Committee Actions

This item is being presented to the TTC for the first time.

More Information

- For detailed information contact Kylee Jones at (509)343-6370 or kjones@srtc.org

SRTC 2020-2023 Transportation Improvement Program
September Amendment (20-09)

| Agency | Project Title Amendment Description | Funding Adjustment | | Amendment | |
|--------|--|--------------------|-------------|-------------|------------------|
| | | | | New Project | Existing Project |
| WSDOT | I-90/Rosamond, Sherman, Arthur Crossings - Bridge Deck Rehabilitation New project to rehabilitate bridge decks with preparation, repair and new wearing surface, work to preserve the structural integrity, asset utility and extend the life of the bridges. | New STBG | \$2,997,225 | ✓ | |
| | | Local | \$68,925 | | |
| | | | \$3,066,150 | | |
| WSDOT | I-90/Mullan Rd Crossing - Bridge Deck Repair This amendment adds \$559,805 in NHPP funds to rehabilitate existing bridge deck and perform additional depth deck repair as needed. Replace deck with a high early modified concrete overlay to preserve the structural integrity of the bridge. | Previous | | | ✓ |
| | | NHPP | \$220,745 | | |
| | | New NHPP | \$559,805 | | |
| | | Local | \$19,300 | | |
| | | \$799,850 | | | |

STBG = Surface Transportation Block Grant

Local = Local funding

NHPP = National Highway Performance Program

To: Transportation Technical Committee August 18, 2020

From: Mike Ulrich, AICP, Principal Transportation Planner

Topic: **Report on Work of Land Use Forecast Subject Matter Expert (SME) Team**

Requested Action:

Recommendation to the SRTC Board to consider the staff recommendation for the land use forecast which was developed using a collaborative process through the work of a subject matter expert team.

Key Points:

- SRTC staff, in conjunction with the upcoming MTP update, evaluated SRTC’s current land use forecasting process and compared it to current state of best practice for MPOs across the country.
- In doing so, staff identified several critical elements that could be improved to further align with best practice.
- In February the TTC voted unanimously to stand up a subject matter expert (SME) team to work with staff on a process for the upcoming land use forecast.
- The SME team met virtually three times. Those meeting dates were: March 19, March 26, and April 2.
- The membership of the SME was as follows:

| | | |
|-------------------------------|------------------|--------------|
| City of Airway Heights | Heather Trautman | |
| City of Deer Park | Roger Krieger | |
| City of Liberty Lake | Lisa Key | |
| City of Spokane | Tirrell Black | Louis Meuler |
| City of Spokane Valley | Mike Basinger | |
| Spokane County | Steve Davenport | |
| Spokane Transit Authority | Mike Tresidder | |
| WSDOT - Eastern Region | Greg Figg | Charlene Kay |
| Avista | Grant Forsyth | |
| Leland Consulting Group | Ted Kamp | |
| Eastern Washington University | Brian Kennedy | |

- The SME Team was presented a staff recommendation (based on state of best practice from MPOs across the country) and each meeting provided a facilitated discussion and an opportunity to provide feedback.
- After incorporating the feedback received into a final draft, the methodology document was distributed to SME team members for a final round of comments on May 7.

- Staff received written feedback from the City of Spokane and Spokane County. All comments received were incorporated into subsequent methodology drafts, when practicable.
- Given concerns raised by the City of Spokane regarding RCW and WAC requirements, SRTC staff and City of Spokane staff, including their respective legal counsels, met on June 24.
- City of Spokane staff suggested revisions that, if incorporated, would alleviate their concerns.
- Those revisions were incorporated into the final document which is attached (see **Attachment**).

Board/Committee Discussions:

The SME did not arrive at full consensus regarding the final methodology document. There were concerns raised that could not fully be accounted for in the methodology. These include a complete understanding of the logistic growth formula, deviation from past practice, consistency with the County Wide Planning Policies, fully accounting for redevelopment potential, and accurately forecasting employment. Potential changes from past practices have been introduced to the SRTC Board of Directors through a phased education process.

At the August TTC meeting, staff will deliver a presentation which summarizes these issues and allows for a discussion on the collaborative process within which the SME team operated. SRTC does not always operate from full consensus, especially within technical processes, and in this case the TTC will need to consider whether the process the SME team worked within was sufficient to support the above requested action.

Public Involvement:

As land use forecasting is a very technical exercise, historically, the public has not had any direct involvement with the land use forecast. There will be a public involvement component of the Metropolitan Transportation Plan update, which provides opportunity for input on the results of the technical components.

Supporting Information/Implications:

Currently, SRTC updates its land use forecast every four years. SRTC stakeholders have identified the need to improve the region's analytic tools, especially the travel demand model. The changes to the methodology will advance the goal of improved analysis tools. The DATA Project will continue these advances into future Metropolitan Transportation Plan updates. One anticipated outcome of the DATA project will be more robust land use forecast analysis capabilities.

More Information:

- For more detailed information contact Mike Ulrich at mulrich@src.org or at (509) 343-6384.

Spokane Regional Transportation Council

LAND USE FORECAST METHODOLOGY

1.0 INTRODUCTION

The Spokane Regional Transportation Council (SRTC) tracks and forecasts land use for a variety of long-range planning functions. These include travel demand modeling, scenario development, capital investment prioritization, freight planning, subarea analysis, and comprehensive plan amendment certification. SRTC updates its land use forecasts with each Metropolitan Transportation Plan (MTP) update. This is done to incorporate the most recent base year data and align the forecast with the MTP’s planning horizon year. The current land use update will have a base year of 2019 and a horizon year of 2045.

1.1 SRTC Land Use Categories

SRTC’s land use data is classified into twelve categories. These are shown in Table 1. Most of these categories are used to classify population and employment.¹ Sections 2 and 3 in this document describe SRTC’s method for forecasting the land uses.

Table 1.1: SRTC Land Use Categories by Type

| SRTC Land Use | Land Use Type | Land Use Measurement | Description |
|---------------|---------------|----------------------|---|
| LU1 | Population | Housing Units | Single-family, duplex, triplex, manufactured or mobile home |
| LU2 | Population | Housing Units | Four or more residential units on a single parcel |
| LU3 | Other | Rooms/campsites | Hotel, motel, or campsite |
| LU4 | Employment | Employees | Agriculture, forestry, mining, industrial, manufacturing, and wholesale |
| LU5 | Employment | Employees | Retail trade (non-CBD) |
| LU6 | Employment | Employees | Services and offices |
| LU7 | Employment | Employees | Finance, insurance and real estate services (FIRES) |
| LU8 | Employment | Employees | Medical |
| LU9 | Employment | Employees | Retail trade (CBD) |
| LU10 | Other | Students | College and university commuter students |
| LU11 | Employment | Employees | Education employees (K–12) |
| LU12 | Employment | Employees | Education employees (college and university) |

¹ SRTC also includes hotel rooms and higher education commuter students in its land use. These combine to account for a very small share of the region’s total land use. More detail on how they are forecasted can be found in Appendix B of SRTC’s most recent MTP update, Horizon 2040.

1.2 Base Year Land Use

SRTC updated its base year land use to 2019 for this forecast. Various population data sources were used, including the 2010 Census, the Office of Financial Management’s (OFM) Small Area Estimates Program (SAEP) and local jurisdiction’s residential building permits. Employment Security Department (ESD) Unemployment Insurance Data was the primary source for base year employment. SRTC used figures from the second quarter of 2019. ESD data was supplemented with SRTC research, which included contacting major employers and school districts directly to verify employee counts and locations. SRTC also reviewed the accuracy of employer locations and geolocated to with missing or inaccurate locations. More information on this process will be made available in SRTC’s 2019 Land Use Update documentation.

1.3 Federal and State Consistency Requirements

As the metropolitan planning organization (MPO) for the Spokane region, SRTC is federally required to forecast transportation and land use conditions over at least a 20-year planning horizon.² State law requires these forecasts to be consistent with local growth assumptions.³

SRTC coordinates with local jurisdictions to ensure consistency, however, its forecasts are not identical to those produced by local jurisdictions. There are two primary reasons for this: (1) to meet its federal requirements, SRTC forecasts to a different horizon year; and (2) to effectively project future transportation conditions, SRTC forecasts future growth at the transportation analysis zone (TAZ) level. Forecasts adopted by the Spokane County Board of Commissioners allocate their growth to the jurisdiction level only.

2.0 POPULATION FORECAST

In 2015 Spokane County adopted 20-year population forecast and allocations, with a 2037 forecast horizon. SRTC considers its population forecast methodology to be consistent with the county’s forecast. However, for a variety of practical differences between the forecasts, including an extended horizon year and the need to allocate population at the TAZ-level, the methodologies are not identical.

SRTC’s population forecast methodology consists of four primary steps: (1) establishing the countywide population control total, (2) determining population capacity, (3) identifying recent and planned development, and (4) allocating population growth. This section details the methods SRTC will use to complete these steps.

2.1 Establishing the Countywide Population Control Total

The countywide control total will be the 2017 Growth Management Act (GMA) county projection from the OFM.⁴

² This requirement is described in [23 CFR § 450.324](#).

³ This requirement is described in [WAC 468-86-110](#).

⁴ SRTC will use the medium series 2045 Spokane County population from [OFM’s 2017 supplemental GMA county projections](#).

2.2 Determining Population Capacity

SRTC will compile the latest parcel-level land quantity analysis (LQA) data from jurisdictions that have recently completed LQAs. This data will be used to determine capacity in these jurisdictions. SRTC will perform a capacity analysis based on the methods described in the [Department of Commerce's Buildable Lands Guidelines](#), for jurisdictions that do not have parcel level LQA data available. This will utilize data from Spokane County's GIS and Assessor parcel data, as well as zoning and land use data from local jurisdictions. It will consist of the following steps:

- a) Identify vacant and under-utilized land:
 - Parcels not containing a structure valued over \$5,000 will be classified as vacant.⁵
 - Parcels in the Urban Growth Area (UGA) with an improvement to land value ratio under 1:1 and zoned to allow for high density residential will be classified as under-utilized.⁶

- b) Remove land that is not suitable for development:
 - 20 percent of land will be removed for utility and road rights of way on parcels larger than five acres.
 - Physical barriers that limit development will be removed. These will include (1) wetlands and 100-foot wetland buffers; (2) geologically hazardous areas and steep slopes of over 30 percent; and (3) protected open space.

Unlike local LQAs, SRTC does not directly apply a market factor to calculate capacity. This is due to the logistic growth model used to allocated growth to TAZs. The model decreases growth rates as available resources (i.e. developable land) decrease.⁷ The purpose of market factors used in local LQAs is to account for the percentage of developable land is likely to remain undeveloped over the course of a planning period due to fluctuating market factors.⁸ Because the logistic growth model reduces growth rates as the supply of land decreases, it is essentially accounting for the same fluctuating market factors. Applying a market factor in addition to the logistic growth approach would over count the land that is likely to remain undeveloped during the planning period. The logistic growth model is explained in more detail in Section 2.4.

2.3 Identifying Recent and Planned Development

Prior to distributing growth to TAZs, local jurisdiction staff will be given the opportunity to identify developments that have either: (1) recently occurred and are not captured in the base year data or (2) approved or in process. SRTC will also incorporate any existing market-based forecasts from subarea plans and studies. For a proposed development or forecast to be included, jurisdictions must submit documentation supporting the proposal (i.e. recorded plats, building permits, et cetera).

⁵ \$5,000 was selected as the threshold for identifying vacant land in response to subject matter expert (SME) team feedback suggesting that SRTC should be aggressive in identifying vacant land.

⁶ This is in response to SME team input regarding the importance of accounting for redevelopment. An Improvement to land value ratio of 1:1 has been selected based on the methods described in the [Department of Commerce's Buildable Lands Guidelines](#) (2018).

⁷ More information on logistic growth can be found [here](#).

⁸ More information on market factors and their intended purpose can be found in the [Department of Commerce's Buildable Lands Guidelines](#).

2.4 Distributing Population Growth to TAZ

Once recent and planned development has been added, SRTC will utilize a logistic growth model to distribute growth among TAZs. TAZ capacities and growth from 2003 to 2019 will be used as the model's inputs. The logistic growth function will be applied to TAZ, resulting in TAZ growth rates diminishing as their populations approach their capacities. This is done by identifying the theoretical unconstrained growth rate (r_{max}) of the population (P) and reducing it as capacity (K) decreases. r_{max} is determined by fitting the logistic growth equation to the geography's historical growth. The following formula used to determine a given geography's growth rate:

$$r_{max} \left(1 - \frac{P}{K} \right)$$

3.0 EMPLOYMENT FORECAST

Like the population forecast, SRTC's employment forecast consists of four primary steps: (1) establishing the countywide employment control total, (2) determining employment sector growth, (3) identifying recent and planned development, and (4) allocating employment growth. This section details the methods SRTC will use to complete these steps.

3.1 Establish 2045 Employment Control Total

Because SRTC does not currently have access to the data that would be necessary to produce an independent countywide employment forecast, the countywide control total will follow population. It will be calculated by maintaining the current population-to-employment ratio.

3.2 Determining Employment Sector Growth

SRTC's employment land use is divided into eight sections, which are based on NAICS codes. These are shown in Table 1. Each sector will be allocated a share of growth based on the [Employment Security Department's long-term occupational projections for Spokane County](#).

3.3 Identifying Recent and Planned Development

As with population, local jurisdiction staff will be given the opportunity to identify developments that have either: (1) recently occurred and are not captured in the base year data or (2) approved or in process. SRTC will also incorporate any existing market-based forecasts from subarea plans and studies. For a proposed development or forecast to be included, jurisdictions must submit documentation supporting the proposal (i.e. recorder plats, building permits, et cetera).

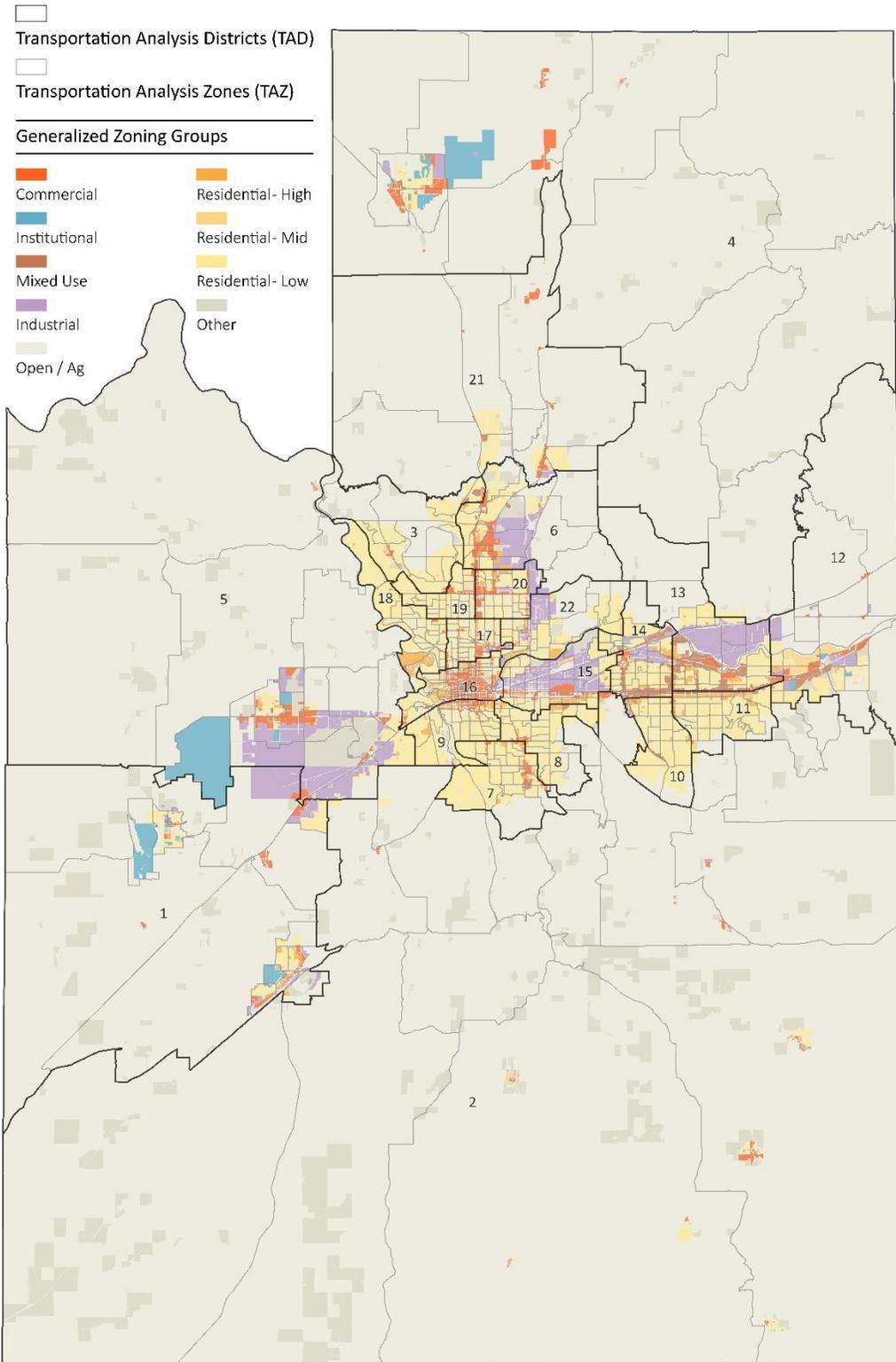
3.4 Distributing Employment Growth to TAZ

SRTC will distribute employment from the county control total to Transportation Analysis Districts (TAD), as opposed to jurisdictions, because employment growth trends do not necessarily follow jurisdiction boundaries. TADs are aggregations of TAZs that have been grouped to capture areas with similar economic characteristics. They are shown in Figure 3.1.

TAZ district employment allocations will be determined based on historical growth rates, by sector. These will be derived from the [Census Bureau's LEHD Origin-Destination Employment Statistics \(LODES\) dataset](#). This data is available from 2002 through 2017 and will be aggregated to TADs. The trend data will be fitted to countywide control totals.

4.0 Final Review

Upon completing initial TAZ-level population and employment distributions, SRTC will provide the draft forecast to jurisdictions for a final review. If a local jurisdiction disagrees with the forecast, they may provide recommend changes. As with recent and planned development, jurisdictions will need to submit sufficient documentation supporting their recommendations in order for the changes to go into effect.



This map is a forecast of land use based on the current land use and the regional transportation plan. It is not a guarantee of future land use. The map is a forecast of land use based on the current land use and the regional transportation plan. It is not a guarantee of future land use. The map is a forecast of land use based on the current land use and the regional transportation plan. It is not a guarantee of future land use.

Figure 3.1: SRTC TAZ Districts

To: Transportation Technical Committee

August 18, 2020

From: Eve McMenemy, Principal Transportation Planner

Topic: Transportation Improvement Program (TIP) Delivery & Project Readiness

Requested Action

Recommend Board approval of new TIP Guidebook policies to improve project delivery to meet project obligation targets by July 31.

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.
- If SRTC meets our obligation target by July 31, 2020, SRTC will be in position to potentially receive additional federal funds. Conversely, if we don't reach our target by September 30, 2020, we are in jeopardy of losing the portion of underdelivered funds through sanctions by WSDOT.
- As of July 30, 2020, SRTC met and exceeded our obligation target at 106%.
- In the last six years SRTC has missed meeting our FFY obligation target twice, or 33% of the time.
- SRTC convened a collaborative workshop May 28, 2020 to generate new policy strategies for Board consideration to ensure obligation targets are met more consistently. The TTC reviewed the strategies and the pros and cons of each policy at their July 22 TTC meeting and provided input.
- The TIP Working Group which focuses on project delivery and associated delivery policies met most recently on August 6th. The group discussed TTC input and which policies to recommend for TTC consideration for forwarding to the SRTC Board of Directors for potential approval. **See Attachment.**
- 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.

- Strategies vetted through the Board and TTC may become policies in the 2021 TIP Guidebook which will be presented to the Board in September for further discussion and in October for approval.

Public Involvement:

This topic was presented as an informational item at the following meetings which are open to the public: SRTC Board of Directors of May 14 and July 9; and the TTC on July 22.

Supporting Information/Implications:

In the last two years the region has delivered over 40% of the TIP obligation target in late June and July to meet the July 31 deadline. This does not allow the agencies adequate time to react and replace projects that may encounter delays or implement a plan “B.” At the May 14 Board meeting staff presented our intention to investigate TIP policies and practices to improve project delivery and readiness. The following table indicates the touchpoints for this policy development process.

| | |
|-------------------------------------|--------------|
| SRTC Board of Directors | May 14 |
| Multiple Agency Workshop | May 28 |
| TIP Working Group | June 9 |
| SRTC Board of Directors | July 9 |
| TIP Working Group | July 14 |
| TTC | July 22 |
| TIP Working Group | August 6 |
| TTC | August 26 |
| SRTC Board of Directors | September 10 |
| SRTC Board of Directors (if needed) | October 8 |

More Information:

- Attachment: TIP Guidebook Recommendations
- For more detailed information contact Eve McMenamy at evemc@strc.org or at (509) 343-6370.

TIP GUIDEBOOK POLICY CHANGE RECOMMENDATIONS

Improve TIP Project Delivery

TIP Working Group- August 7, 2020

1. INCREASE FLEXIBILITY TO MOVE PROJECTS INTO AN EARLIER YEAR OF THE TIP

DESCRIPTION:

Adjust SRTC TIP policy to allow any project to deliver in the 4-year TIP window without a TIP modification.

CURRENT POLICY/PRACTICE:

SRTC policy only allows projects to deliver one year ahead without modification. The State policy allows projects in the first four years of the TIP to deliver without modification. This would improve delivery by one month or more.

RECOMMENDED TIP POLICY CHANGE:

TIP Guidebook Policy 1.1 – For the purposes of SRTC’s TIP, years one through four of the TIP constitute an agreed to list as defined by CFR 45.330.

Policy 1.1.1 - Once a project has been *programmed in year one, two, three or four* of an approved TIP, the project sponsor(s) can begin project implementation by obligating funds.

~~**Policy 1.1.2 – Projects that are programmed in years three and four of the TIP are not part of the agreed to list and are not eligible for obligation without prior approval by the SRTC Board**~~

2. CONDUCT A BIENNIAL SRTC PRESERVATION CALL FOR PROJECTS

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|---|
| DESCRIPTION: Have a preservation call for projects every two years. Preservation projects are generally less complicated and can be more easily delivered than improvement projects that need ROW. This will keep an active list of quickly deliverable projects. |
| CURRENT POLICY/ PRACTICE: Call for projects current practice is on an as needed basis. Has occurred historically on a two- or three-year rotation for various project types. |
| RECOMMENDED TIP POLICY CHANGE: SRTC Project Selection section in the TIP Guidebook: SRTC will conduct a SRTC Preservation Call for Projects and develop a preservation contingency list, every two years. |

3. DE-FEDERALIZE FUNDING FOR FLEXIBILITY

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| DESCRIPTION: Allow projects within the same jurisdiction to switch out federal funding source. In agreement with jurisdiction, swap federal funds with local funds if a jurisdiction has a smaller project that could use all local to fund. Local match levels must be maintained, and the larger project will likely have a greater than needed local match. |
| RECOMMENDED TIP POLICY CHANGE: New TIP Guidebook Policy 4.9- Staff to draft new policy to match intent of above description. |

TIP PRACTICE RECOMMENDATIONS

Improve TIP Project Delivery

TIP Working Group- August 7, 2020

4. PHASING FOR LARGER PROJECTS

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| DESCRIPTION: For larger projects program a one-year gap between PE and ROW and a two-year gap between ROW and CN. ROW process is complicated and the phase that most often causes delays. |
| CURRENT PRACTICE: To provide a one-year gap between PE, RW and CN for larger projects. |
| RECOMMENDED NEW PRACTICE: During TIP call for projects process develop a questionnaire for awarded projects to ascertain right of way risk levels so both the jurisdiction and MPO can be aware of programming needs. |

5. MOVE INTERNAL SRTC OBLIGATION TARGET DATE

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| DESCRIPTION: Phase in an earlier internal delivery target so the region can react and deliver other projects before the July 31st target date. Current policy is to deliver by July 31st to position ourselves for additional funding. In 2022, move delivery to June 30th and reevaluate TIP delivery effectiveness. |
| CURRENT PRACTICE: Deliver by July 31st to meet the obligation authority target date which would put the region in position to accept more obligation authority from the state, pending the state meets their obligation target. If our obligation is not met by Sept 30th, the region could lose obligation authority. |
| RECOMMENDED NEW PRACTICE: Starting in 2022 move obligation target date to June 30th. |

6. REQUIRE AGENCIES TO SUBMIT A PLAN B FOR DELIVERY OPTIONS

DESCRIPTION:

If a jurisdiction has multiple projects in the TIP, request a strategy if first year projects do not deliver, on what projects will deliver instead. The Plan B should be presented at the March Board meeting to allow time to notify the Board for agencies to obligate and deliver.

CURRENT PRACTICE:

Current practice is for SRTC to meet monthly with the TIP Working Group and to compile information and discuss Plan B options on a month-by-month basis. As the July 31st target gets closer, agencies tend to take action to fill gaps for projects that have been delayed in delivering. Often, we wait to hear from the State if we officially met our target since we take it right to the very final day for obligation.

RECOMMENDED NEW PRACTICE:

During TIP Working Group meetings starting in January 2021, develop a listing of projects or programs that could be executed in case a contingency plan is needed to meet our obligation target. The list will be shared with the Board when they are updated on project delivery progress.

TIP POLICIES CONSIDERED- RECOMMENDATION TO MAINTAIN EXISTING POLICY OR NOT MOVE FORWARD

Improve TIP Project Delivery

TIP Working Group- August 7, 2020

7. DECREASE FLEXIBILITY FOR SWITCHING PROJECT DELIVERY TO LATER YEARS

DESCRIPTION:

Hold project delivery accountable to year designated in the TIP program. Require SRTC Board or Executive Director approval to delay a project. Current policy is you have one-year grace period and a second delay requires Board approval.

RECOMMENDATION TO MAINTAIN CURRENT POLICIES:

TIP Guidebook Policy 4.4 – If a project phase does not meet its targeted obligation date; SRTC may administratively grant the project sponsor a one-time extension of up to two (2) years. The project sponsor has 30 calendar days from the date it was notified of the administrative extension to submit a revised project delivery schedule for the project to SRTC. If a revised schedule has not been received within that time period, the project will be presented to the SRTC Policy Board for direction and possible removal from the TIP.

TIP Guidebook Policy 4.5 – If a project sponsor is unable to meet a targeted obligation date after the one-time grace period, the project sponsor may request an extension from the SRTC Policy Board. The Board may grant the extension or may act to remove the project from the TIP. If the agency is permitted an extension, it must submit a revised schedule to SRTC within 30 calendar days of the Board action. If the Board acts to remove the project from the TIP, any regional federal funds awarded to the project shall be returned to SRTC for reallocation. If the project is eligible to receive regionally selected federal funds, it may be placed on the contingency list of projects for that fund source at the discretion of the Board.

TIP Guidebook Policy 4.6 – Planning projects and preliminary engineering phases for all projects are not eligible for an administrative grace period for obligation of funds. If a planning project or preliminary engineering phase cannot meet its scheduled date for obligation, the project will be reviewed by the SRTC Policy Board. The Board may grant the

agency a one-time grace period of up to one (1) year or may act to remove the project from the TIP. If the agency is permitted a grace period, a revised schedule must be received by SRTC within 30 calendar days of the Board action. If the Board acts to remove the project from the TIP, any regional federal funds awarded to the project shall be returned to SRTC for reallocation. If the project is eligible to receive regionally selected federal funds, it may be placed on the contingency list of projects for that fund source at the discretion of the Board.

8. PROGRAM BALANCE THE TIP

DESCRIPTION:

Evaluate programming to include a mixture of Planning, Preliminary Engineering (PE), Right of Way (ROW) and Construction (CN) phases of projects. More diversity in project phases may provide more flexibility when projects are delayed.

RECOMMENDATION TO MAINTAIN CURRENT PRACTICE: Current practice does include a balance of project types which occurs naturally when programming after a Call for Projects, but this is not done with the true intention of balancing.

To: Transportation Technical Committee August 18, 2020

From: Eve McMenamy, Principal Transportation Planner

Topic: **2021-2024 Transportation Improvement Program (TIP) Overview**

Requested Action:

For information and discussion.

Key Points:

- SRTC staff is currently preparing the 2021-2024 TIP. SRTC is required to develop a TIP that includes a list of projects and programs to be carried out in the Spokane Metropolitan Planning Area (SMPA) over a four-year period.
- The TIP must be updated, at minimum, every two years.
- Any project with federal funds from the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA), as well as any regionally significant projects, must be included in the TIP. Once approved by the SRTC Board, the TIP is incorporated into the Washington State TIP (STIP) which is reviewed and approved by FHWA and FTA
- The TIP is an important tool for implementing the goals and policies of the Metropolitan Transportation Plan (MTP). Projects that are programmed in the TIP must be consistent with the MTP.
- To date, staff from member jurisdictions have submitted their TIP project records through the Secured Access Washington database. Staff is currently reviewing project records and developing the TIP.

Board/Committee Discussions:

None. The 2021-2024 TIP is being discussed for the first time.

Public Involvement:

None to date. However, individual agencies develop and adopt their six-year programs in accordance with their own public involvement procedures. As specified in SRTC's Public Participation Policy, the development and approval of the TIP includes a 30-day public comment period (September 1 – 30) and a public meeting (due to the COVID-19 pandemic, the structure of this public meeting is still under development). Presentations of the TIP document will be held at Board and TTC meetings all of which are open to the public.

Supporting Information/Implications

Below is the schedule for the development and approval of the 2021-2024 TIP:

| 2021-2024 TIP Development Schedule | |
|---|---|
| August 1 | Agencies must submit the required information for all regionally significant and/or federally funded projects to SRTC in Secure Access Washington (SAW) |
| August 1 | Complete Streets Checklists due to SRTC for projects that are not exempt from the Safe & Complete Streets policy or were not previously submitted with an SRTC call for projects. |
| July-August | TIP Development – review project information in SAW, finalize project list, fiscal constraint analysis, air quality conformity determination. |
| August 23 | TTC meeting – TIP Overview |
| September 1 - 30 | 30 day public comment period |
| September 14 | Board meeting – TIP Overview |
| September TBD | Public meeting to review draft TIP |
| September 19 | TTC meeting – Recommend approval of draft TIP |
| October 11 | SRTC Board Approval |
| October 26 | WSDOT STIP Due Date |
| ~ January 15 | FHWA/FTA STIP Approval |

More Information:

- For detailed information contact: Eve McMenamy at (509) 343-6370 or evemc@srtc.org.