



# Board of Directors Meeting

Thursday, February 11, 2021 • 1:00 PM – 3:00 PM

**Virtual Meeting via Teleconference**

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## PUBLIC NOTICE:

Due to COVID-19 and in accordance with the Governor Inslee's proclamations the SRTC office is closed to the public and no in-person meetings will be held until further notice.

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Public comments can be submitted by email to [contact.srtc@srtc.org](mailto:contact.srtc@srtc.org) or by phone to 509-343-6370. Deadline for submitting comments is 10:00 am on the day of the meeting.



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# Board of Directors Meeting

Thursday, February 11, 2021 • 1:00 PM – 3:00 PM

## AGENDA

Time	Item #		
1:00	1	Call to Order / Record of Attendance / Excused Absences	
1:02	2	Public Comments	
1:07	3	Interim Executive Director's Report	
		<b><u>FOR ACTION</u></b>	
1:12	4	Consent Agenda	
	a)	January 2021 Meeting Minutes	Page 3
	b)	January 2021 Vouchers	Page 7
	c)	2021-2024 Transportation Improvement Program February Amendment	Page 8
1:13	5	TIP Call for Projects – Principles of Investment ( <i>Eve McMenamy</i> )	Page 11
1:23	6	Spokane County Cost Overrun Eligibility ( <i>Eve McMenamy</i> )	Page 13
1:33	7	Metropolitan Transportation Plan Financial Forecast ( <i>David Fletcher</i> )	Page 19
1:48	8	Regional Transportation Project Priorities ( <i>Kevin Wallace</i> )	Page 63
		<b><u>FOR INFORMATION AND DISCUSSION</u></b>	
2:08	9	US 195/I-90 Study Update ( <i>Ryan Stewart</i> )	Page 65
2:13	10	DATA Project Draft Design Plan ( <i>Mike Ulrich</i> )	Page 67
2:28	11	DivisionConnects Update ( <i>Jason Lien</i> )	Page 88
2:43	12	CY 2020 Q4 Budget Update ( <i>Greg Griffin</i> )	Page 90
2:48	13	Board Member Comments	
3:00	14	Adjournment	
		<b>Attachments</b>	
		• 2021 Draft Board Agendas	Page 93
		• Transportation Technical Committee & Transportation Advisory Committee Meeting Summaries	Page 94

**MEETING MINUTES**

Spokane Regional Transportation Council  
Board of Directors Meeting – Thursday January 14, 2021  
Zoom Video Conference Meeting

**# 1 - Call to Order/Record of Attendance/Excused Absences:** Chair Ben Wick brought the meeting to order at 1:00 pm.

***Board Members Present:***

Mayor Ben Wick	City of Spokane Valley (Chair)
Council Member Paul Schmidt	City of Cheney (Vice-Chair)
Mayor Sonny Weathers	City of Airway Heights
Mayor Cris Kaminskis	City of Liberty Lake
Council Member Candace Mumm	City of Spokane
Larry Stone	Major Employer Representative
Commissioner Al French	Spokane County
Commissioner Mary Kuney	Spokane County
E. Susan Meyer	Spokane Transit Authority
Matt Ewers	Rail/Freight Representative
Todd Coleman	TAC Chair
Adam Jackson	TTC Chair
Mike Gribner	WSDOT-Eastern Region
Kelly Fukai	WA St Transp. Commission
Council Member Micki Harnois	Town of Rockford, Small Cities & Towns Representative

***Guests Present***

Brandi Colyar	Spokane County
Joe Tortorelli	Spokane Good Roads Assn.
Larry Larson	WSDOT-Eastern Region
Karen Corkins	Spokane County
Rachelle Bradley	Spokane Tribe
Tina Thorson	
Karl Otterstrom	Spokane Transit Authority
Chad Coles	Spokane County
Mary Jensen	WSDOT-Eastern Region
Brian McClatchey	City of Spokane
Shauna Harshman	City of Spokane
Gloria Mantz	City of Spokane Valley
Char Kay	WSDOT-Eastern Region
Paul Kropp	
Katy Allen	City of Liberty Lake
LeAnn Yamamoto	Commute Smart NW
Kevin Picanco	City of Spokane
Sean Messner	HDR

***SRTC Staff Present:***

Kevin Wallace	Interim Executive Director
Eve McMenamy	Principal Transportation Planner
Jason Lien	Principal Transportation Planner
Mike Ulrich	Principal Transportation Planner
David Fletcher	Assoc. Transportation Planner III
Michael Redlinger	Assoc. Transportation Planner II
Kylee Jones	Assoc. Transportation Planner II
Greg Griffin	Administrative Services Manager
Julie Meyers-Lehman	Administrative-Exec Coordinator
Stanley Schwartz	Legal Counsel

Chair Wick announced that Lori Kinnear had requested an excused absence for today's meeting.

***Mr. Schmidt made a motion to approve the excused absence. Ms. Harnois seconded. Motion carried unanimously.***

**# 2 - Public Comments:** There were no public comments.

**# 3 - Interim Executive Director's Report:** Mr. Wallace reported on:

- Discussion with the Board Chair regarding his goals as Interim Director, which are to keep agency work progressing and to ensure a smooth transition when the Board selects a permanent director.
- The State Legislature is now in session and there has been preliminary talk about potential transportation funding. He has been in contact with other MPOs across the state to learn more. He will be reaching out to area chambers of commerce to see how SRTC can support their work. He will also keep the Board informed as the session progresses.

- An update on the DivisionConnects study. The Steering Committee approved the release of four transit alternatives for public review; the study team and consultants are preparing for public engagement events including an online story map, postcard mailers to property owners along the corridor and an online open house on Feb 11.
- Reminder that SRTC Interlocal Agreement Signatories Meeting #3 is tomorrow afternoon.

## ACTION ITEMS

### # 4 - Consent Agenda

- (a) December 2020 Meeting Minutes
- (b) December 2020 Vouchers
- (c) 2021-2024 Transportation Improvement Program January Amendment
- (d) Resolution 21-01: Financial Document Signing Authority
- (e) Approval of 2021 Transportation Technical Committee and Transportation Advisory Committee Officers

***Mr. Schmidt made a motion to approve the Consent Agenda as presented; Mr. Gribner seconded. All votes were in favor.***

#### Recap for December 2020:

Vouchers: V121429-V121430, V121434, V121436, V121439-V121468	121,841.90
Salaries/Benefits Pay Periods Ending: 11/28/20; 12/12/20 and 12/26/20	105,909.31
Spokane County Treasury Monthly SCIP fee - December 2020	21.20
	<b>227,772.41</b>

**# 5 – WSDOT Consolidated Grant Program Project Grades:** Mr. Lien summarized the grant program and the ranking process. He noted that five TAC members and 1 TTC member participated in the scoring evaluation and he provided descriptions of the four projects, which were:

- Special Mobility Services – Sustain Deer Park Shuttle Expansion
- Spokane Neighborhood Action Plan – SNAP Transportation Services
- Special Mobility Services – Spokane County Mobility Management
- Special Mobility Services – Replace Vehicle for Deer Park Shuttle

Mr. Lien then presented the scoring results and the timeline for funding implementation. The TAC ranking recommendation was A grades for Sustain Deer Park Shuttle Expansion and SNAP Transportation Services, and B grades for Spokane County Mobility Management and Replace Vehicle for Deer Park Shuttle. There were no questions or discussion.

***Ms. Meyer made a motion to approve the project rankings (as recommended by the TAC) for the Consolidated Grant applications submitted in Spokane County; Mr. Schmidt seconded. Motion carried with all votes in favor.***

**# 6 – 2021 Employee Handbook Update:** Mr. Griffin spoke about the key components of the handbook update; he provided details and examples of the merit- based salary increase process which replaces the automatic salary step increase at anniversary process that was part of the City of Spokane compensation plan. Since SRTC completed separation from City of Spokane in 12-31-2019 for payroll administration and treasury services it was necessary to update many agency policies, procedures, and benefits.

***Ms. Meyer made a motion to approve the 2021 Employee Handbook to be effective January 14, 2021. Mr. Gribner seconded the motion, which passed unanimously.***

## INFORMATION & DISCUSSION ITEMS

**# 7 – TIP Call for Projects and Contingency Funding:** Ms. McMenemy provided a history of SRTC's 2018 Call for Projects in which \$6M was set aside for capital maintenance and preservation projects to be programmed in 2022 and 2023. The reason for the set aside was to allow jurisdictions to apply for funding based on actual pavement condition rather than predicted conditions.

She reported that the TIP Working Group met on 12/8/20 to discuss the call for projects and have suggested the following:

1. Limit the call to preservation projects, not more costly reconstruction
2. Cap awards at \$1M per project
3. Cap \$2M awards per agency
4. Adhere to funding requirements for STBG funding awards to include rural and small cities.

There was discussion about pros and cons of using jurisdictions population size or facility usage as a metric for funding awards; Ms. McMenemy noted that the call for projects application process will capture facility use data. Mr. Jackson explained the reasons the TIP Working Group was recommending award caps. Several members expressed support for a preservation-only call.

Ms. McMenemy spoke about SRTC's policy for contingency funding, an annual review of unallocated TIP funds returned to the agency. Current contingency funds available for obligation in 2022 and 2023 are \$4M in Congestion Mitigation Air Quality (CMAQ) and \$429,000 of Highway Infrastructure Program (HIP). She described the contingency funding process per the TIP Guidebook and presented the Regional Priority List/Contingency list, which was approved by the Board in September 2019. The TTC was briefed on this topic last month and will review the preliminary project selection next month. The Board will be briefed again in March and asked to approve proposed contingency funding awards in April.

**# 8 – Spokane County Cost Overrun:** Ms. McMenemy reported this project was awarded \$2.81M of partial funding in 2018 and received \$1.27M of contingency funding in 2020, and that was expected to be all funding needed for completion. Construction is planned for 2021 in conjunction with the City of Spokane Valley Wellesley/Sullivan intersection project. She referred to the TIP Guidebook policies about cost overrun eligibility and provided examples of both eligible and ineligible situations. She said this project qualifies for the available HIP funding, but not for the available CMAQ funds.

Ms. Colyar provided details about the project and the unforeseen project cost increases including:

- Increased cost of right of way costs due to increased property values
- Increase in cost of construction items, notably earthwork to allow for a pedestrian undercrossing to meet needs of the East Valley school district.

She said the County is requesting an additional \$850,000 to support the unforeseen expenditures and staff is actively seeking additional grant opportunities.

The next steps in determining the project's eligibility for additional SRTC funds is a review/recommendation by the TTC on January 27 and a decision by the Board at the February meeting.

**# 9 – WA Dept of Commerce ETS Grant & Spokane Regional Electric Vehicle Charging Infrastructure Plan:**

Ms. Kylee Jones explained that Spokane Regional Electrification project has two parallel processes: (1) Implementation of electric vehicle charging stations as part of the grant award and (2) Creation of a regional plan for electrification as part of the Metropolitan Transportation Plan (MTP). She thanked the Board and many grant partners and supporters.

She reported that the Washington Department of Commerce Electrification Grant: Clean Energy Fund awarded \$2.5 M for Electric Vehicle Supply Equipment to the Spokane region. This grant award was the largest of all the recipients and the sole recipient in eastern Washington. She spoke about the history of the grant collaboration in 2020 and noted the ways in which the funds will be allocated.

The terms of the grant agreement will come before the Board for approval in April. Ms. Jones spoke about SRTC's roles and responsibilities for the electrification project and those of the project partners, Avista Utility Corp, Spokane Transit Authority, City of Spokane and Urbanova. The estimated project schedule runs through May 2024.

Ms. Jones presented a map of the possible locations of charging stations, summarized the electrification policy in the current MTP, and addressed the ways in which it may be modified in the 2021 MTP update.

**# 10 – Metropolitan Transportation Plan (MTP) Freight Element Update:** Mr. Ulrich explained that the 2021 MTP update is not a comprehensive overhaul of the plan, but only a refresh of several sections in the MTP for three reasons; (1) public outreach difficulties and other issues caused by the pandemic (2) 2020 Census data not available in time to incorporate into the update (3) DATA project outputs will not be available before the MTP update deadline. Therefore, the focus of the update will be on areas in which there is sufficient data, one of which is freight. A multi-jurisdictional Subject Matter Expert Team has been established.

He explained there are four sections to work plan of the freight element update:

1. Identify and inventory truck parking in the region
2. Define and identify freight generators and activity centers
3. Identify key freight routes and corridors in the region
4. Identify freight-related equity and environmental justice issues in the region

He provided details and graphics from the work completed thus far in each section.

Mr. Ulrich noted the policy that relates to freight in the current MTP is to “support the efficiency of freight movement” and next steps in the freight update process will be for the Board to establish goals and measurable objectives to support the policy, for example such as “increase reliability of the national freight priority network”. The group discussed what is meant by the term “reliability” and possible freight plan objectives of safety, reduced fuel consumption, reduced dwell time, etc.

#### **# 11 - Board Member Comments**

- Ms. Fukai said the WTSC Annual Report was recently completed and will be distributed very soon.
- Ms. Meyer reported that the Boone St garage is now electrified in preparation for the new electric battery buses; there will also be charging stations at Spokane Community College station and the Moran station. She reported that transit workers should be eligible for the COVID vaccine in late February.
- Ms. Harnois announced she is now a part-time clerk for the Town of Malden and just became City Manager for the Town of Rockford.
- Mr. Stone said yesterday's weather event was another reminder of why the region should explore moving power lines underground.
- Mr. Schwartz spoke about two documents that were distributed to ILA Signatory members in preparation for tomorrow's meeting.

**# 12 - Adjournment** - There being no further business, the meeting adjourned at 2:33 pm.

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Julie Meyers-Lehman, Clerk of the Board

**VOUCHERS PAID FOR THE MONTH OF JANUARY 2021**

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
1/6/20	V121472	Intrinium	Managed IT Services - Mnthly Jan; Office365 Subscrptn 2021	6,279.66
	V121473	AWC Employee Benefit Trust	2021 Membership and Fees	1,137.88
	V121474	WA State Dept of Retirement	Employee and Employer Contributions: Dec 2020	15,872.31
	V121475	Fehr & Peers	US-195/I-90 Study for 10/31/20 - 11/27/20 Phases 2 & 4	18,312.11
	V121476	Resource Systems Group Inc	Tasks1.1/1.5/1.7 November 2020 D.A.T.A. work	10,633.21
	V121477	Pacific Office Automation	Copier lease November 2020	142.91
	V121479	Rehn & Associates	Q-1 2021 Agency H.S.A. contributions GG, JL, MR, MU	2,000.00
	V121480	Downtown Spokane Partnership	2020 Membership dues	525.00
	V121481	DIVCO	Server room A/C unit service	304.92
	V121482	Verizon Wireless	IT Svcs: Wireless Svcs E.D. Phone & Public Outreach Tablets, 10/24-11/23/20	87.19
	V121483	Associated Industries	2021 Q-1 membership dues	377.00
	V121484	Visionary Communications, Inc.	Fiber Services, Jan 2020	953.31
	V121485	Spokesman Review	Advertising ILA Meetng public notice	61.66
	V121486	Spokane County Treasurer	ESRI Software Support - Nov 2020	753.02
	V121487	Allstream	Telephone: Lines to 2/7/21 and Long Distance for Jan 2020	519.02
	V121488	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2021-01	450.00
1/26/21	V121489	AWC Employee Benefit Trust	February '21 Benefit Insurance Premiums	10,634.74
	V121490	ESRI	ESRI Licenses & Maintenance 2021	21,942.28
	V121491	Parametrix	Division St Corridor Study 11/1/20 - 11/28/20	15,795.67
	V121494	Witherspoon Kelley Attnys	Legal Services for Dec 2020 - Admin	2,091.50
	V121495	WA ESD - UI Tax Admin	2020 Q-4 Claim for staff separation 11/2019	147.82
	V121496	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for February 2021	7,008.62
	V121497	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2021-02	450.00
	V121498	Fehr & Peers	US-195/I-90 Study for 11/28/20 - 12/25/20 Phases 2 & 4	15,945.87
	V121499	AMPO	SRTC member dues Jan-June 2021	1,163.54
Salaries/Benefits Pay Periods Ending: 1/9/21 and 1/23/21				83,134.68
1/31/21	Spokane County Treasury Monthly SCIP fee - January 2021			20.27

**TOTAL JANUARY 2021 216,744.19**

<b>Recap for January 2021:</b>				
	Vouchers: V121472-V121477, V121479-V121491, V121494-V121498			133,589.24
	Salaries/Benefits Pay Periods Ending: 1/9/21 and 1/23/21			83,134.68
	Spokane County Treasury Monthly SCIP fee - January 2021			20.27
				<b>216,744.19</b>

As of 2/11/21, the Spokane Regional Transportation Council Board of Directors approves the payment of the January 2021 vouchers included in the list in the amount of:  
**\$216,744.19**

Chair

To: Board of Directors 02/04/2021  
From: Kylee Jones, Associate Transportation Planner II  
Topic: **2021-2024 Transportation Improvement Program (TIP) February Amendment**

**Requested Action:**

Approval of the February amendment to the 2021-2024 TIP, as shown in the **Attachment**.

**Key Points:**

Two member agencies have requested an amendment to the 2021-2024 TIP. The three projects in the proposed amendment are listed below (see **Attachment** for more details).

- Spokane Valley – Sprague/Barker Intersection Improvements
- Spokane Valley – 2020 Retroreflective Post Panels
- Spokane Regional Health District – 2018-2020 Safe Routes to School

**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.

**Board/Committee Discussions:**

In December 2020 the Transportation Technical Committee unanimously recommended approval of the 2021-2024 TIP January amendment.

**Public Involvement:**

Pursuant to SRTC's Public Participation Plan, this amendment will be published for a public review and comment period from January 20, 2021 through January 29, 2021 at 4:00 p.m. Notice of the amendment will be published in the Spokesman Review and posted to the SRTC website ([www.srtc.org](http://www.srtc.org)) and social media platforms on January 20, 2021. No public comments were received during the public comment period.



**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 February 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 February amendment will be incorporated into the STIP on or around March 14, 2021.

**More Information:**

- Attachment: 2021-2024 TIP February Amendment
- For detailed information contact: Kylee Jones at [kjones@src.org](mailto:kjones@src.org) or 509.343.6370

2021-2024 Transportation Improvement Program

February Amendment (21-02)

Agency	Project Title Amendment Description	Funding Adjustment		Amendment	
				New Project	Existing Project
Spokane Valley	<b>Sprague/Barker Intersection Improvements</b> Added HSIP funding	Federal (HSIP)	\$1,765,500		✓
		Local	\$68,900		
		Total	\$1,834,400		
Spokane Valley	<b>2020 Retroflective Post Panels</b> Install retroflective post panels to stop, warning, and speed limit signs	Federal (HSIP)	\$162,700	✓	
		Local	\$1,400		
		Total	\$164,100		
SRHD	<b>2018 - 2020 Safe Routes to School</b>				✓
	Delete project to to COVID complications	No funding changes			



To: Board of Directors 02/04/2021  
From: Eve McMenamy, Principal Transportation Planner  
Topic: **Transportation Improvement Program (TIP) Call for Preservation Projects:  
Principles of Investment**

**Requested Action:**

Approve the principles of investment for the \$6 Million SRTC Call for Preservation Projects to:

- 1) Limit project applications to include grind and overlays, chip seals and other sealant projects;
- 2) Limit project awards not to exceed of \$1M; and
- 3) Limit any one jurisdiction total awards not to exceed \$2M.

**Call for Projects Key Points:**

- Principle of investment decisions are needed from the Board of Directors to guide and prepare for the release of the Call for Preservation Projects on March 1, 2021.
- In 2018 the SRTC Board set aside \$6M of Surface Transportation Block Grants (STBG) during the 2018 Call for Projects to fund capital maintenance and preservation projects to obligate in 2022 and 2023.
- The purpose to delay the call for preservation projects until this time, was to allow member agencies to use actual pavement conditions rather than predicted pavement conditions to determine which projects best qualify for preservation funding.
- The TIP Working Group and the TTC discussed their preservation needs as it relates to the \$6M call for preservation projects in their last two meetings. During these meetings they also developed recommendations for principles for investment.
- The TTC recommends the Board consider the following principles of investments.
  - 1) Limit project applications to include grind and overlays, chip seals and other sealant projects. These preservation treatment types are less costly than reconstruction projects and would allow for more projects to be awarded.
  - 2) Limit project awards to \$1M per project so multiple projects can be funded. This is suggested to prevent any one large project which could potentially absorb most of the available funding.
  - 3) Limit any one jurisdiction at \$2M in awards, for geographical distribution.
- Federal and state funding requirements ensure that rural and small cities are distributed a portion of the awards. The rural and small city combined awards must be at least \$805,000 and not greater than \$1,650,000 of the total \$6,000,000 available.

- The SRTC Board approved a new TIP Policy in October 2020 to conduct a biennial call for preservation projects to assist with efficient project delivery to meet annual obligation targets. This call for projects will fulfill this policy.

### **Board/Committee Discussions:**

The Board received information about this topic on 01/14/2021; the Transportation Technical Committee was briefed on this topic at their meetings on 12/16/20 and 01/27/2021.

### **Public Involvement:**

All Board and TTC meetings are open to the public. When additional funds are allocated by SRTC to projects, a TIP Amendment 10-day public comment period will be open.

### **Supporting Information/Implications:**

The Call for Preservation Projects schedule is as follows:

<b>SRTC Call for Capital Maintenance &amp; Preservation Projects Schedule</b>	
<b>2020</b>	
December 8	TIP Working Group meeting- Capital Maintenance & Preservation Call for Projects and Contingency List Funding
December 16	TTC meeting Capital Maintenance & Preservation Call for Projects and Contingency List Funding
<b>2021</b>	
January 14	SRTC Board of Directors - Capital Maintenance & Preservation Call for Projects and Contingency List Funding
January 27	TTC meeting- Principles of investments recommendation
<b>February 11</b>	<b>SRTC Board of Directors – Principles of investments action item</b>
March 1	CALL FOR PROJECTS RELEASED
April 30	APPLICATION Package DUE by 4:00 pm.
May 10-21	Pavement committee field work verification
May 24-June 4	Multi-agency project scoring
June 24	TTC meeting - review preliminary results
July 8	SRTC Board - review preliminary results
July 28	TTC Meeting - recommend preservation funding lists of STBG, CMAQ and STBG Set-Aside projects to fund and contingency lists for Board approval
August 12	SRTC Board – Approve awards in call for projects
August – October	2022-2025 TIP development process which includes a 30-day public comment period on the draft TIP.

### **More Information:**

- For detailed information contact: Eve McMenamy at [evemc@srtc.org](mailto:evemc@srtc.org) or 509.343.6370

To: Board of Directors 02/04/2021

From: Eve McMenamy, Principal Transportation Planner and  
Brandi Colyar, Spokane County Capital Projects Manager

Topic: **Spokane County Bigelow Gulch 6 Project Cost Overrun,  
Request for Additional Funds**

**Requested Action:**

Approve the Bigelow Gulch Project 6 cost overrun to be eligible for the SRTC contingency funding process.

**Key Points:**

- On December 8, 2020 SRTC received a letter from Spokane County requesting additional funding of \$850,000 for their Bigelow Gulch project 6 as a result of a cost overrun, see **Attachment**.
- Bigelow Gulch 6 is a project in the SRTC Transportation Improvement Program and programmed for construction in 2021.
- In relationship to the Bigelow Gulch 6, the City of Spokane Valley's Sullivan & Wellesley intersection project is also in the SRTC Transportation Improvement Program and programmed for construction in 2021.
- According to SRTC TIP Guidebook Policy, this request is considered a cost overrun. The relevant cost overrun policies can be found in the supporting information of this memo.
- The SRTC Executive Director and/or the SRTC Board shall make the determination on whether a project cost overrun is considered eligible or ineligible for a fund increase based on the following:

TIP Guidebook Policy 6.3.1- A cost overrun may be eligible for a fund increase if it is considered outside of the control of the project sponsor. Examples of possible eligible cost overruns could include: unanticipated weather events, "Acts of God", or other external events including war, labor strikes, or national security threats or events; new federal or state mandatory requirements; significant unanticipated utility, environmental, cultural/historical issues; or significant unanticipated pavement condition.

- The County letter included information regarding right of way cost increases of \$1.77M due to increased property appraisal values since the project was scoped. Also, in a Board presentation on January 14th, Spokane County reported a \$305,000 increase in construction due to unforeseen earthwork to accommodate a pedestrian undercrossing to meet the needs of the School District.
- Fund increases are limited to SRTC available funding. Bigelow Gulch Project 6 does qualify for Highway Improvement Program (HIP) Funds. SRTC presently has \$429,680 of HIP available.

- Contingency fund recommendations for HIP and Congestion Mitigation Air Quality (CMAQ) will be brought to the Board at their March 11 meeting.

**Board/Committee Discussions:**

This topic was presented at the 01/14/2021 Board meetings and at Transportation Technical Committee (TTC) meetings on 12/16/20 and 01/27/2021. At their January meeting, the TTC recommended to the SRTC Board of Directors that the Bigelow Gulch Project 6 cost overrun be eligible for the SRTC contingency funding process.

**Working Group/Subject Matter Expert Team Involvement:**

The TIP Working Group (TIPWG) provides input and makes recommendations to the TTC on TIP policy and programming activities. The TIPWG also assists SRTC staff in managing the TIP to deliver our annual federal funding obligation targets. The multijurisdictional TIPWG meets monthly and is comprised of staff from the following agencies: City of Spokane, Spokane County, Spokane Transit Authority, City of Spokane Valley and WSDOT. The TIPWG last met on 1/12/2021.

**Public Involvement:**

All Board and TTC meetings are open to the public. The Bigelow Gulch 6 project was part of the 2021-2024 TIP Transportation Improvement Program (TIP) public comment process.

**Supporting Information/Implications****Policy for Cost Overruns**

Cost Overruns Cost overruns are defined as costs that exceed the project budget as it was determined at the time of project application to SRTC. The full policies can be found in the TIP Guidebook linked [here](#). What follows are several specific policies that relate to this request.

Policy 6.1 - After a project has been selected by SRTC for regional allocations of federal funds, any cost overruns are the responsibility of the project sponsor. Project sponsors are required to sign SRTC's Local Agency Project Endorsement Form, which states that any cost overruns are the responsibility of the project sponsor.

Policy 6.2 - Although cost overruns are the responsibility of the project sponsor, for eligible cost overruns (see Policy 6.3) on projects awarded on regional allocations of federal funds, the project sponsor may request additional funds through the SRTC Executive Director or the SRTC Board. The process for requesting a fund increase is described below.

Policy 6.3 - Fund increase requests related to cost overruns will be considered on a case-by-case basis. Policies 6.3.1 and 6.3.2 describe possible causes for eligible and ineligible cost overruns. The examples provided below are not exhaustive and do not imply the eligibility or ineligibility of any specific project. The SRTC Executive Director and/or SRTC Board shall make the determination on whether a project cost overrun is considered eligible or ineligible for a fund increase.

Policy 6.3.1 - A cost overrun may be eligible for a fund increase if it is considered outside of the control of the project sponsor. Examples of possible eligible cost overruns could include: unanticipated weather

events, “Acts of God”, or other external events including war, labor strikes, or national security threats or events; new federal or state mandatory requirements; significant unanticipated utility, environmental, cultural/historical issues; or significant unanticipated pavement condition.

Policy 6.3.2 - A cost overrun may be ineligible for additional funds through SRTC if the cost overrun is considered to be within the control of the project sponsor. Examples of possible ineligible cost overruns could include: a change in scope for owner betterment; omitted requirements that could have reasonably been anticipated; or poor judgment or inadequate planning, design, or implementation of the project.

Policy 6.4 - Approved fund increase requests related to cost overruns must maintain or increase the original local match commitment (i.e. percentages).

**More Information:**

- Attachment: Spokane County Funding Request Letter
- For detailed information contact: Eve McMenamy at [evemc@srtc.org](mailto:evemc@srtc.org) or at 509.343.6370



# Public Works Department

Spokane County, Washington

**FOR ACTION**  
**AGENDA ITEM 6**  
**Attachment**  
**02/11/2021 Board Meeting**

November 24, 2020

Spokane County Public Works

1026 W. Broadway Ave

Spokane, WA 99208

Sabrina C. Minshall, AICP

Spokane Regional Transportation Council

421 W. Riverside Ave Suite 500

Spokane, WA 99201

RE: Bigelow Gulch Project 6 Request for Additional Funds

Dear Sabrina,

Spokane County with the support of the City of Spokane Valley presents to Spokane Regional Transportation Council (SRTC) this request for additional funding for the Spokane County Bigelow Gulch 6 project. Spokane County and The City of Spokane Valley have worked diligently to secure the funding necessary to construct the improvements of the Bigelow Corridor through the Sullivan-Wellesley Intersection.

Completion of the Bigelow- Forker corridor through the Sullivan-Wellesley intersection is a recognized priority in our region. The Bigelow Gulch Project 6 ranks number 11th on the approved SRTC Priority List and was awarded funding under the 2018 call. This project will construct a new alignment for Forker Road between East Valley Middle School and East Valley High School providing a direct connection to the Sullivan /Wellesley intersection. The new roadway will consist of an urban section with four lanes, a center turn lane and sidewalks on both sides. The Project improves the safety and capacity for road users, allows for efficient freight movement and add pedestrian and bicycle facilities, including a tunnel between the two schools.

Spokane County and the City of Spokane Valley have been utilizing an MOU to provide efficiencies for the design and row acquisition of these two projects. We would like to continue this effort for administration of





## Public Works Department

Spokane County, Washington

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the construction projects limiting the disruption to the traveling public and the school district. Administering the projects together also provides for opportunities to reduce construction item and oversight expenses. This teamwork provides a fiscally responsible approach to delivering these projects. Spokane County had committed to the costs necessary to improve the Sullivan-Wellesley intersection as it was submitted in the 2018-2020 CMAQ application to accommodate the additional lanes constructed with the new corridor.

Recently Spokane County was notified of a correction to the cost estimate for the intersection increasing the project total approximately \$490,000 more than the estimate provided in 2018. The intersection project total funding Gap for the full build out is currently estimated at \$965,000. Spokane County would like to honor the commitment to provide needed funding. We also hope to do so in a timely manner allowing both agencies to move forward and construct these projects together however unanticipated increases to the costs on project 6 restrict the availability of any additional County Road Funds.

To free County funds needed to fully fund and facilitate the construction of the Sullivan-Wellesley intersection we are requesting additional funding for the unanticipated Bigelow Gulch Project 6 Cost increases. Submitting the funding request for project 6 only is being done to streamline the STIP funding administration and obligation process. Current Project 6 funding partners include; SRTC (STBG/HIP), FMSIB, TIB and Spokane County. The proposed project cost estimate at the time of the grant proposal in 2018 was \$8,275,000. The updated total Project cost estimate at 90% PS&E is \$10,350,000 for all phases. The project has funding commitments that require it to begin construction in 2021 so delaying the project is not an option.

These unforeseen increases to the total project costs include Right of Way and Construction impacts. The difference in ROW expenses is from the original PFE WSDOT Required Method for estimates to obligate ROW funding to the updated estimate utilizing the actual appraisal values. The Construction estimate also increased substantially. The increase in costs is for earth work needed to allow for raising the profile of the roadway from the original design elevation to accommodate the pedestrian undercrossing and meet the needs of the School District.

The project Costs have increased \$2,075,000 since the 2018 project application. Approximately \$1,770,00 is due to the increased appraisal values alone. The school district property consists of the relocation of athletic fields that must meet certain standards and required the consultation of a landscaping architect. These costs were not reasonably identifiable at a scoping level estimate.

Spokane County is requesting an additional \$850,000 to support these unforeseen project expenditures. The updated funding breakdown would be as follows:



# Public Works Department

Spokane County, Washington

Fed Secured	FMSIB	TIB	County	SRTC 2020	Total
\$4,085,000	\$2,000,000	\$2,065,000	\$1,350,000	850,000	10,350,000
39%	19%	20%	13%	8%	100%
*27% Match to Federal Funding					

Spokane County recognizes that cost overruns are the responsibility of the project sponsor but requests the Board consider these increases to the ROW and unanticipated impacts to the School District facilities out of our control. The County is increasing contributions to maintain our 27% match as was submitted in the 2018 grant applications. With approval of this request for additional funding we will commit up to \$850,000 of additional County Road Funds to support the completion of the Sullivan-Wellesley intersection improvements.

The County and the City of Spokane Valley believe that granting this request provides substantial benefits to our region. We submitted these projects as part of a team effort to complete the corridor to both INFRA and BUILD grants this year and while the projects scored well they ultimately were not selected. We respectfully ask that you grant this additional funding request for unforeseen expenses. Thank you in advance for your consideration.

Please contact Brandi Colyar at 509-477-7136 or [BColyar@spokanecounty.org](mailto:BColyar@spokanecounty.org) with questions or requests for additional information

Sincerely,

Sincerely,

Chad Coles P.E.

County Engineer

cc: The City of Spokane Valley

To: Board of Directors 02/11/2021  
From: David Fletcher, AICP, Associate Transportation Planner III  
Topic: **Metropolitan Transportation Plan (MTP) Financial Forecast**

**Requested Action:**

Acceptance of the MTP financial forecast, as shown in **Attachment 1**.

**Key Points:**

- Federal regulations require the MTP to be fiscally constrained. This means that it must contain a financial assessment demonstrating that its projects can be implemented with committed, available, or reasonably available revenues. The MTP may also contain demonstrative projects that do not have funding to illustrate the need is greater than the expected revenue.
- The financial forecast is **task one** of the MTP update's financial assessment. It will be used in conjunction with **task two**, a transportation needs analysis, to develop the MTP's fiscally constrained projects list.
- The completed draft MTP financial forecast is included as an attachment. It includes: (1) an inventory of potential revenue sources, (2) an explanation of its financial assumptions and (3) a summary of forecasted revenues over the MTP's 2045 planning horizon year.
- The forecast anticipates total revenues of approximately \$13.7 billion in year of expenditure dollars, from 2022 through 2045. This equates to just over \$10.6 billion in 2020 dollars.
- The forecast's financial assumptions were developed in collaboration with the Spokane Transit Authority (STA) and Washington State Department of Transportation (WSDOT).
- A subject matter expert (SME) team, consisting of local agency staff, reviewed and provided input on the forecast and its assumptions.

**Board/Committee Discussions:**

In July 2020, the SRTC Board approved the Executive Director to execute a contract with BERK Consulting to prepare the MTP financial forecast. The Transportation Technical Committee (TTC) was briefed on the scope of work at their May 2020 meeting and approved to the establishment of an SME team to inform the effort. The draft forecast was presented to the SRTC Board in December.

The forecast was also presented to the TTC in December. Due to the forecast's length, several committee members requested additional time to review and comment on it prior to recommending its acceptance to the SRTC Board. A motion was passed to table the item until the January 2021 TTC meeting.

At their meeting on 01/27/2021 the TTC recommended the SRTC Board accept the MTP financial forecast, as shown in the **Attachment**.

**Working Group/Subject Matter Expert Team Involvement:**

The financial assessment subject matter expert (SME) team, made up of local agency staff, was formed in May 2020 to inform this effort. This summer, a subset of the team reviewed proposals and helped select a consultant to perform the financial forecast. They reviewed the forecast in November 2020 and the first SME team meeting was held that month. In it, the consultant and SRTC staff presented the draft forecast, took comments, and answered SME team member questions.

SRTC staff anticipates holding two to three additional SME team meetings this spring to develop the transportation needs analysis. While the financial forecast was complete by a consultant, with input from SME team, the needs analysis will be completed by SRTC staff and the SME team.

**Financial Assessment SME Team Members**

<b>Agency</b>	<b>Team Member</b>
City of Airway Heights	Heather Trautman
City of Deer Park	Roger Krieger
City of Liberty Lake	Katy Allen
City of Spokane	Katherine Miller
City of Spokane Valley	John Hohman
Spokane County	Chad Coles
Spokane Transit Authority	Tammy Johnston
WSDOT — Eastern Region	Mary Jensen

**Public Involvement:**

The MTP financial forecast is part of SRTC's MTP update, which will utilize public education and engagement to validate that its various elements align with and implement the community vision.

**Supporting Information/Implications:**

The MTP financial forecast estimates the amount of transportation revenue the Spokane region can reasonably anticipate within the plan's 2045 planning horizon year and is required under 23 CFR § 450.324(f)(11). It is task one of the MTP update's financial assessment.

The financial forecast will be used in conjunction with the assessment's second task, a transportation needs analysis, to identify what needs can be funded and develop the MTP's fiscally constrained projects list. The needs analysis is scheduled to be completed with the assistance of the SME team in mid-2021.

The forecast identifies reasonably available transportation revenues from all federal, state, and local

sources. It anticipates total revenues of approximately \$13.7 billion in year of expenditure dollars over the MTP's 23-year planning timeframe, which extends through 2045. This equates to roughly \$10.6 billion in 2020 dollars. A breakdown between local, regional, WSDOT, and STA revenues is provided in the table below.

**Forecasted Transportation Revenues: 2022–2045<sup>1</sup>**

	<b>Year of Expenditure \$</b>	<b>2020 \$</b>
Local	\$5,375,500,000	\$4,192,100,000
Regional	\$350,600,000	\$271,200,000
WSDOT	\$4,159,600,000	\$3,212,600,000
STA	\$3,832,800,000	\$2,935,600,000
Total	\$13,718,500,000	\$10,611,500,000

<sup>1</sup>Please note that these figures differ slightly from those in the attached draft forecast document. This is because the figures provided in that document show projected revenue from 2021 through 2045. The figures provided in the table below have been adjusted to match the MTP's 2022 through 2045 planning timeline.

**More Information:**

- Attachment: Draft MTP Financial Forecast 2021 Update
- For detailed information contact: David Fletcher at [dfletcher@strc.org](mailto:dfletcher@strc.org) or 509.343.6370

# Metropolitan Transportation Plan Financial Forecast 2021 Update

Spokane Regional Transportation Council

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**Prepared for:**



Spokane Regional Transportation Council

**Prepared by:**



BERK Consulting, Inc.

**Date:**

October 16, 2020

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# Introduction

This financial forecast identifies funding sources and available revenues for transportation improvements in the Spokane Regional Transportation Council's (SRTC) 2021 Metropolitan Transportation Plan (MTP) update by estimating the funding that may be reasonably available during the 2021-2045 planning period. These forecasted revenues will be integrated with anticipated transportation investment needs to enable SRTC to prioritize investments and generate the MTP's fiscally constrained project list for the next planning period.

## *Organization of this Memo*

This document is organized as follows:

- First, we present an **inventory** of potential revenue sources available to the region.
- Then, we summarize the **financial assumptions** that BERK developed based on historical revenues and in collaboration with the SRTC, Spokane Transit Authority (STA), and Washington State Department of Transportation (WSDOT).
- Finally, we present the **forecasted available revenues** during the planning horizon.

## Potential Revenue Sources

This section summarizes potential local, state, and federal transportation revenue sources available to the SRTC region through the planning horizon year, 2045. We identify eligible transportation project types for each potential revenue source. Like the 2017 financial forecast update, this list is not intended to be all inclusive as additional funding mechanisms may be available, particularly at the local level. This forecast focuses on regional funding, and local jurisdictions may pursue new funding opportunities or tap into additional funding capacity in existing sources. More details on each source may be found in **Appendix A. Summary of Potential Revenue Sources**.

### LOCAL SOURCES

Local government revenue sources may be either unrestricted or transportation-restricted.

- **Unrestricted revenues** are available for all general fund activities or broad categories of activities. This means transportation needs compete with many other local government needs, and funding may depend on a community's priorities and context. For cities and counties, unrestricted revenues may include property tax, retail sales and use tax, business and occupation tax, utility tax, and real estate excise tax (REET).
- **Transportation-restricted revenues** are collected through specific legislation that limits use of revenues to transportation purposes. For cities and counties, these revenues may include transportation impact fees, commercial parking taxes, local improvement districts, road improvement districts, and development agreements. Some local options are not feasible or applicable to many communities; they may be only effective in certain locations, have limited eligibility, or depend on voter approval.



## STATE SOURCES

State funding to local governments primarily comes from the motor vehicle fuel tax (MVFT; also referred to as the gas tax in this report) revenue that is directly distributed to Spokane County and the cities and towns within the county. The State also provides direct project appropriations and competitive grants and loans.

State dollars reach local jurisdictions in the SRTC region through three general channels:

- **Direct distributions** are direct allocations through the state gas tax, as well as direct transfers from the state Motor Vehicle and Multimodal Accounts, funded by the 2015 Connecting Washington Act. The state MVFT also funds the County Arterial Preservation Program (CAPP), which distributes revenue to counties on a formula basis.
- **Local project appropriations** are direct budget appropriations (earmarks) to specific projects.
- **State competitive programs** are competitively awarded state grant and loans programs, which include both state money and federal money that is managed and distributed by the County Road Administration Board (CRAB), Transportation Improvement Board (TIB), Freight Mobility Strategic Investment Board (FMSIB), WSDOT, and other agencies.

### *State Transportation Packages*

State transportation funding packages passed by the Legislature may provide significant funding for transportation investments. In the last 20 years, the State passed the 2003 Nickel Package, 2005 Transportation Partnership Act, and 2015 Connecting Washington Act (CWA). The CWA is based on an 11.9 cent increase in the state gas tax and is expected to invest \$16 billion on state multimodal transportation infrastructure through 2032. The CWA expires prior to the horizon year of this MTP update, so legislatively allocated state transportation funding beyond 2032 depends on future revenue packages.

## FEDERAL SOURCES

Federal funding flows to states and local governments through two main channels:

- **Bills that authorize transportation programs and funding ceilings over ranges of years.** The Fixing America's Surface Transportation (FAST) Act was passed in December 2015, authorizing \$305 billion through September 30, 2020.
- **Annual appropriation bills that set annual spending levels for transportation programs.**

The State receives federal funds from Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) programs. WSDOT Local Programs serves as the steward of FHWA funding for public agencies.

In Washington, the FAST Act Advisory Group has reviewed and recommended distributions of federal highway funds between the state and local jurisdictions in the past. This group most recently met in 2016, after the most recent reauthorization of the FAST Act.<sup>1</sup> FAST Act funds are allocated through programs,

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<sup>1</sup> WSDOT, <https://www.wsdot.wa.gov/LocalPrograms/ProgramMgmt/FedTransAct.htm>.

including the Surface Transportation Block Grant (STBG), STBG Set-Aside (formerly Transportation Alternatives), and Congestion Mitigation and Air Quality Improvement (CMAQ) Program.

The federal Highway Trust Fund (HTF) is the distribution mechanism for most programs in the FAST Act. The HTF is comprised of the Highway Account, which funds highway and intermodal programs, and the Mass Transit Account. The FAST Act extends the imposition of highway-user taxes through September 2022 with no change to tax rates. Federal motor fuel taxes are a primary source of income into the HTF.

Federal funds are passed along to local jurisdictions within the SRTC region through several mechanisms:<sup>2</sup>

- **Federal pass-through programs:** recipients are selected by SRTC through regional priority competitive programs. Programs include the STBG and STBG Set-Aside.
- **Federally managed programs:** projects and programs are selected by WSDOT through statewide competitive programs. Programs include the Local Bridge Program and the Highway Safety Improvement Program.
- **Federal discretionary programs:** grantees are selected federally through nationwide competitive programs.

## Financial Assumptions

This section details the core assumptions supporting the financial forecast for the 2021 MTP update. Funding sources were organized based on the point of expenditure: **local jurisdictions, the SRTC region, WSDOT, and STA**. BERK projected each revenue source through the planning horizon year of 2045 using the following assumptions developed in collaboration with SRTC, STA, and WSDOT.

For each revenue source, we projected future revenues using various methodologies, which were discussed and vetted with SRTC staff. These methodologies are as follows:

- Projecting from either the **latest actual value** or from an **average historical value**.
- Projecting using a **constant value** or a **specified growth rate**.
- Projecting based on **revenue forecasts provided by jurisdictions**.

## INFLATION ADJUSTMENT

We show revenues in both year of expenditure (YOE\$) dollars and inflation-adjusted 2020 dollars (2020\$). We used the Bureau of Labor Statistics' Consumer Price Index for All Urban Consumers, U.S. West Cities – Size Class B/C. This assumes an annual 1.74% change from 2020 onward.<sup>3</sup>

## COVID-19 RECESSION ADJUSTMENT

We estimated potential economic impacts from the COVID-19 pandemic for local and regional revenue sources based on financial forecasting from the Washington State Transportation Revenue Forecast

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<sup>2</sup> WSDOT, <https://www.wsdot.wa.gov/LocalPrograms/ProgramMgmt/funding.htm>

<sup>3</sup> Bureau of Labor Statistics. For reference, the CPI using U.S. City Average assumes 1.72%. The CPI for Seattle-Tacoma-Bellevue assumes 2.26% annual change.

Council (TRFC) and the Washington State Economic and Revenue Forecast Council (ERFC).<sup>4</sup> Revenue estimates for WSDOT and the STA also included estimated economic impacts from the COVID-19 pandemic based on existing projections from the TRFC and STA, respectively.

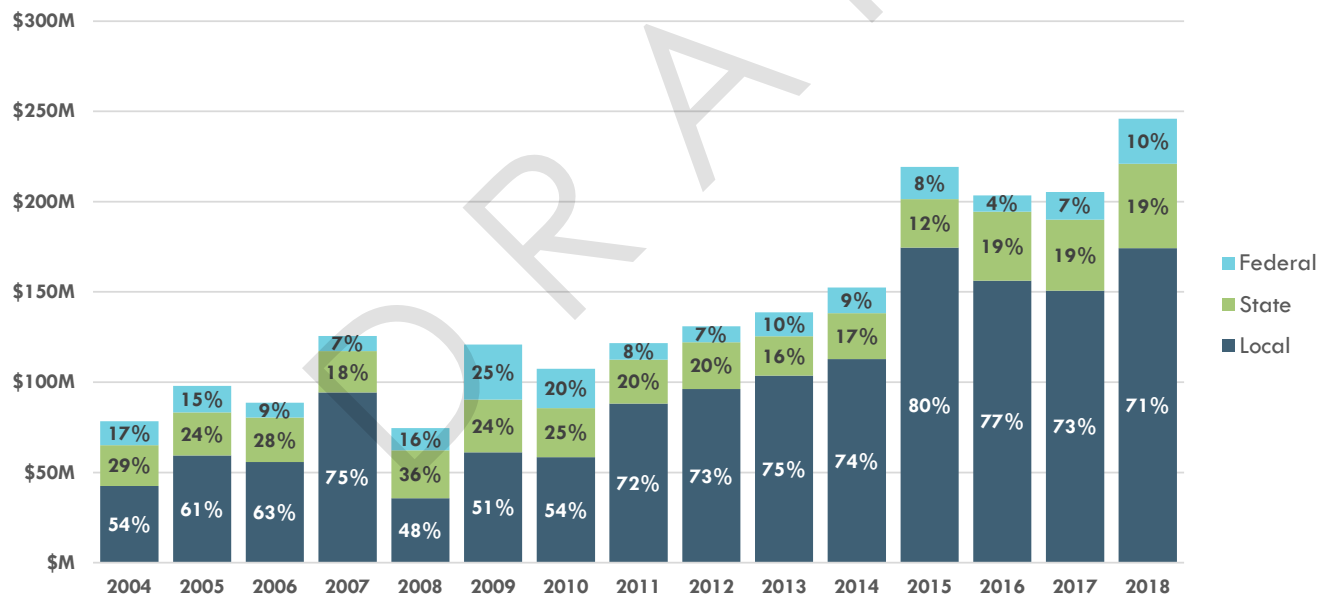
LOCAL JURISDICTIONS: SPOKANE COUNTY AND CITIES

For Spokane County and the 13 cities in the SRTC region,<sup>5</sup> we categorized revenues using WSDOT data and the following categorizations, which are consistent with the prior MTP update:

- **Local:** property taxes, special assessments, general fund appropriations, local road user taxes, other local receipts, and bond proceeds.
- **State:** state fuel tax distributions, state grants, other state funds, ferry tolls.
- **Federal:** federal revenues.

Between 2004 and 2018, historical revenues steadily increased from **\$75 million to \$250 million** in year of expenditure dollars (YOE\$). Inflation-adjusted average annual revenues for 2004 through 2018 were **\$171 million** in 2020 dollars (2020\$). Since 2011, 70-80% of these revenues have been locally generated, as shown in Exhibit 1.

Exhibit 1. Historical Transportation Revenues for Spokane County and Cities, 2004-2018 (YOE\$)



Sources: WSDOT City Streets and County Roads Merged Dataset, 2004-2018; BERK, 2020.

We used the following assumptions to project revenues for Spokane County and cities in the region:

- **State and federal revenues** to local jurisdictions tend to fluctuate year by year, but over time they have remained relatively constant in real terms. Except for motor vehicle fuel tax distributions, we

<sup>4</sup> BERK’s forecast model allows SRTC staff to adjust this COVID-19 impact: turning this on or off, adjusting the specific 2020 and 2021 year impacts, and adjusting the recovery year.

<sup>5</sup> Airway Heights, Cheney, Deer Park, Fairfield, Latah, Liberty Lake, Medical Lake, Millwood, Rockford, Spangle, Spokane, Spokane Valley, and Waverly.

projected federal and state revenues forward using a constant average historical value in 2020\$.

- **Motor vehicle fuel tax distributions** are allocated per capita by the State to the County and cities. We projected fuel tax distributions forward from the latest actual value in YOE\$ using growth rates derived from WSDOT's projected motor vehicle fuel tax collections to local jurisdictions through the 2027-2029 biennium from the TRFC. We extended the growth rate projections through 2045 to match SRTC's MTP update horizon year. Growth rates from TRFC are adjusted based on population growth estimates for the SRTC region and Washington State. Population growth estimates for the SRTC region align with SRTC's 2019 land use forecast.
- **Property tax** growth is limited by state law to 1% plus new construction. We assumed a growth rate of 1% per year in YOE\$ as a conservative estimate of property tax growth. Because assessed value typically grows at a higher rate than inflation, this means that revenues decrease in real terms.
- **General Fund appropriations** and **other local receipts** are growing in real terms, so we projected a specified growth rate of 3% per year in YOE\$.
- **Special assessments** and **local road user taxes** fluctuate year by year, but over time they have remained relatively constant in real terms. We projected these revenues using a constant historical average value in 2020\$.
- **Bond proceeds** also fluctuate year to year and are dependent on local jurisdictions issuing debt and needing to financing large capital projects. As such, given the wide variation in revenue levels year to year, we projected these revenues using a constant historical average value in 2020\$.

#### Exhibit 2. Financial Forecast Assumptions for Spokane County and Cities

Revenue Source	Category	Projection Method and Assumptions
<b>Bond Proceeds</b>	Local	Average 2004-2018 value in 2020\$, constant
<b>General Fund Appropriations</b>	Local	Specified growth rate of 3% per year in YOE\$
<b>Local Road User Taxes</b>	Local	Average 2004-2018 value in 2020\$, constant
<b>Other Local Receipts</b>	Local	Specified growth rate of 3% per year in YOE\$
<b>Property Taxes</b>	Local	Specified growth rate of 1% per year in YOE\$
<b>Special Assessments</b>	Local	Average 2004-2018 value in 2020\$, constant
<b>Other State Funds</b>	State	Average 2004-2018 value in 2020\$, constant
<b>State Fuel Tax Distributions</b>	State	Latest actual value in YOE\$; growth rates derived from State's Transportation Revenue Forecast Council and adjusted per SRTC's population projections aligning with 2019 Land Use Update and OFM's population growth projections for Washington State
<b>Federal Revenues</b>	Federal	Average 2004-2018 value in 2020\$, constant

Sources: TRFC, 2020; SRTC, 2020; BERK, 2020.

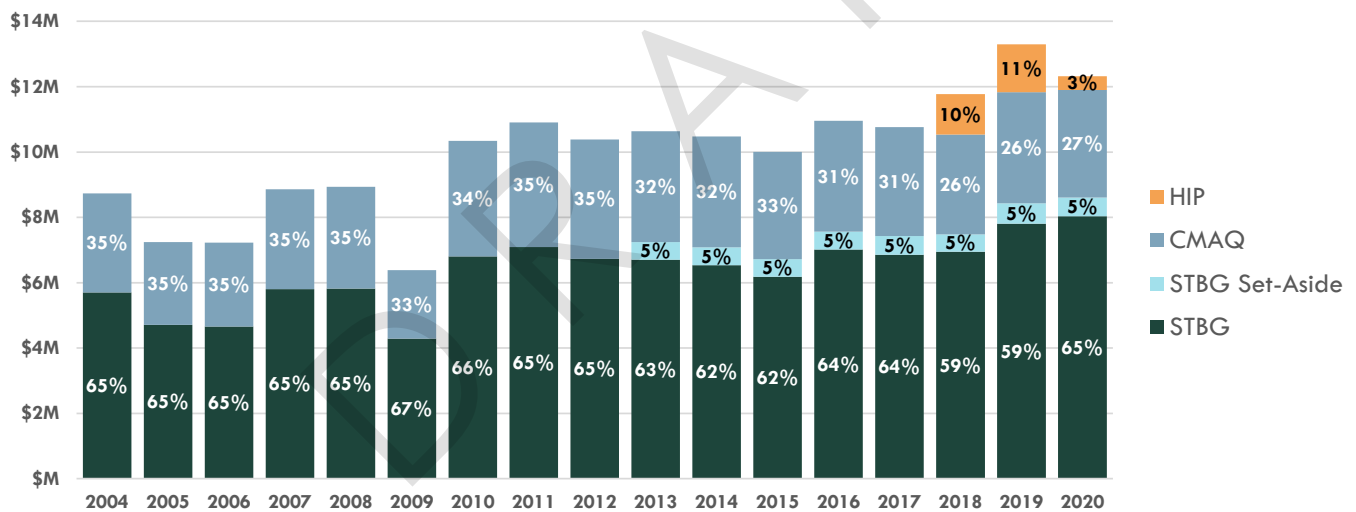
## REGIONAL: SRTC

Federal funding allocated to the SRTC region includes the following sources:

- **Surface Transportation Block Grants (STBG).** SRTC received on average **\$7.4 million** (2020\$) in STBG funding from 2013-2020. This amount has been relatively constant.
- **STBG Set Aside allocations.** SRTC received on average **\$590,000** (2020\$) in STBG set aside allocations from 2013-2020. This amount has also been relatively constant.
- **Congestion Mitigation and Air Quality Improvement (CMAQ) funds.** SRTC received on average **\$3.5 million** (2020\$) in CMAQ funding from 2013-2020. Like STBG funding, this has been relatively constant.
- **Highway Improvement Funds (HIP).** HIP allocations started in 2018. SRTC has received around **\$1.4 million** in 2018 and 2019 but just under **\$500,000** in 2020 (2020\$). In the current federal funding climate, we do not expect these funds to continue.

Between 2013-2020, annual federal allocations to SRTC were **\$10 to \$12 million (YOE\$)**, as shown in Exhibit 3. Adjusted for inflation, SRTC received on average **\$11.9 million** (2020\$) annually.

**Exhibit 3. Historical Federal Transportation Funding for SRTC Region, 2004-2020 (YOE\$)**



Sources: SRTC, 2020; BERK, 2020.

We used the following assumptions to project revenues:

- STBG and STBG Set-Aside funds are relatively constant in real terms, so we projected a constant 2020\$ amount reflecting a historical average value.
- In consultation with SRTC staff, we assumed that HIP funding will not continue beyond 2020 and that CMAQ funds will not continue after 2025, which is SRTC's attainment year.

#### Exhibit 4. Financial Forecast Assumptions for SRTC Region

Revenue Source	Projection Method and Assumptions
<b>STBG</b>	Average 2013-2020 value in 2020\$, constant
<b>STBG Set-Aside</b>	Average 2013-2020 value in 2020\$, constant
<b>CMAQ</b>	Average 2013-2020 value in 2020\$, constant Assume this does not continue beyond 2025, which is SRTC attainment year
<b>HIP</b>	Assume this funding does not continue beyond 2020

Sources: WSDOT, 2020; SRTC, 2020; BERK, 2020.

## WSDOT

This WSDOT revenue forecast relies on the TRFC's June 2020 projections. TRFC estimates WSDOT revenues through the 2027-2029 biennium. WSDOT staff allocated revenues to the Spokane region using various allocation factors, including population, vehicle registrations, and rental car tax revenue. BERK extended the forecast through 2045 to match SRTC's MTP update horizon year.

### Legislatively Funded Projects

In addition to WSDOT funds, the SRTC region may receive dedicated funding for projects through the Connecting Washington Act (CWA) or other legislatively funded projects. BERK estimated this funding by reviewing how much the Spokane region has received and is expected to receive from the following past revenue packages: the 2003 Nickel Package, 2005 Transportation Partnership Act, and 2015 CWA (funding through 2031). The Spokane region has received and is expected to receive a total of around **\$1.4 billion** from these packages starting in 2003 through 2031. This is an average of \$47 million per year (YOE\$), which we extended from 2032 through 2045. This methodology aligns with the estimation method from the 2017 MTP update.

#### Exhibit 5. Financial Forecast Assumptions for WSDOT and Legislatively Funded Projects

Revenue Source	Projection Method and Assumptions
<b>Motor vehicle fuel tax</b>	TRFC; Allocated to SRTC region based on OFM population estimates
<b>Vehicle related fees</b>	TRFC; Allocated to SRTC region based on 2020 vehicle registration count
<b>Driver related fees</b>	TRFC; Allocated to SRTC region based on OFM population estimates
<b>Other business-related revenue</b>	TRFC; Allocated to SRTC region based on OFM population estimates
<b>Rental car tax and vehicle sales tax</b>	TRFC; Allocated to SRTC region based on 2003-2013 car rental tax revenue
<b>CWA/Additional Legislative Bills</b>	Average 2003-2031 value in YOE\$, constant

Sources: WSDOT, 2020; BERK, 2020.

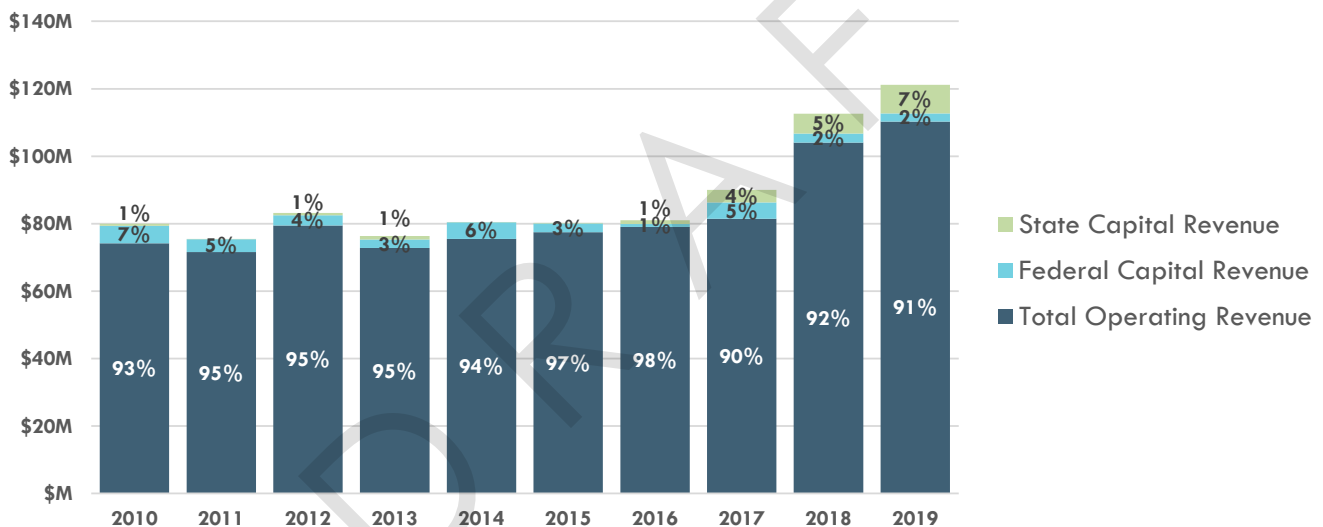
## SPOKANE TRANSIT AUTHORITY

Spokane Transit Authority (STA) categorizes revenues as follows:

- **State capital revenue**
- **Federal capital revenue**
- **Total operating revenue:** fare revenue; sales tax revenue; revenue from grants including the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Federal Emergency Management Agency (FEMA), preventative maintenance, and state special needs grants; as well as revenue from miscellaneous investments, earnings, and other sources.

Between 2010 and 2019, historical revenues steadily increased from around **\$70 million to \$120 million (YOE\$)**, as shown in Exhibit 6. Over 90% of revenue is from operating revenue. Beginning cash balances are not included as a revenue stream in our analysis. Adjusted for inflation, average annual revenues for 2010 through 2019 were around **\$90 million** in 2020\$.

**Exhibit 6. Historical Transportation Funding for STA, 2010-2019 (YOE\$)**



Sources: STA, 2020; BERK, 2020.

STA provided annual financial projections through 2038, and BERK extended these through to the MTP planning horizon year, 2045.

STA's financial projections assume a six-year economic recovery from the COVID-19 pandemic with an estimated \$126.3 million cumulative revenue loss relative to prior year forecasts. To mitigate the forecasted impact, STA plans to leverage the 2020 CARES Act funding of \$23.4 million, align operating expenditures to adjusted revenue flow, and introduce capital projects on an extended timeline, while still fulfilling the Moving Forward commitment to voters.<sup>6</sup>

For 2021, STA assumes that Spokane County will be in the fourth and final phase of Governor Jay Inslee's Safe Start Plan and that by December 2021 operations will begin to recover to a level equivalent to December 2019 indicators. Thereafter, STA projects 1% growth in operating indicators

<sup>6</sup> STA Transit Development Plan: 2021-2026, 9/17/2020.

through 2026. STA's projections do not assume a voted sales tax increase on the next ballot.

#### Exhibit 7. Financial Forecast Assumptions for STA

Revenue Source	Projection Method
State Capital Revenue	Provided by STA through 2038, extended by BERK to 2045
Federal Capital Revenue	Provided by STA through 2038, extended by BERK to 2045
Total Operating Revenue	Provided by STA through 2038, extended by BERK to 2045

Source: STA, 2020.

## Forecasted Revenues

Based on the financial assumptions outlined in the prior section, BERK developed the following financial forecasts in collaboration with the SRTC, STA, and WSDOT. These projections considered the region's historical financial situation and assumptions on future revenues.

Given a level of uncertainty inherent in projecting revenues over a 25-year planning time frame, it is important to note that the following revenue projections are not intended to be precise on a year-to-year basis. Instead, these revenue projections are intended to capture trends over the 25-year planning time frame and to inform SRTC's planning in generating the MTP's fiscally constrained project list for the next planning period.

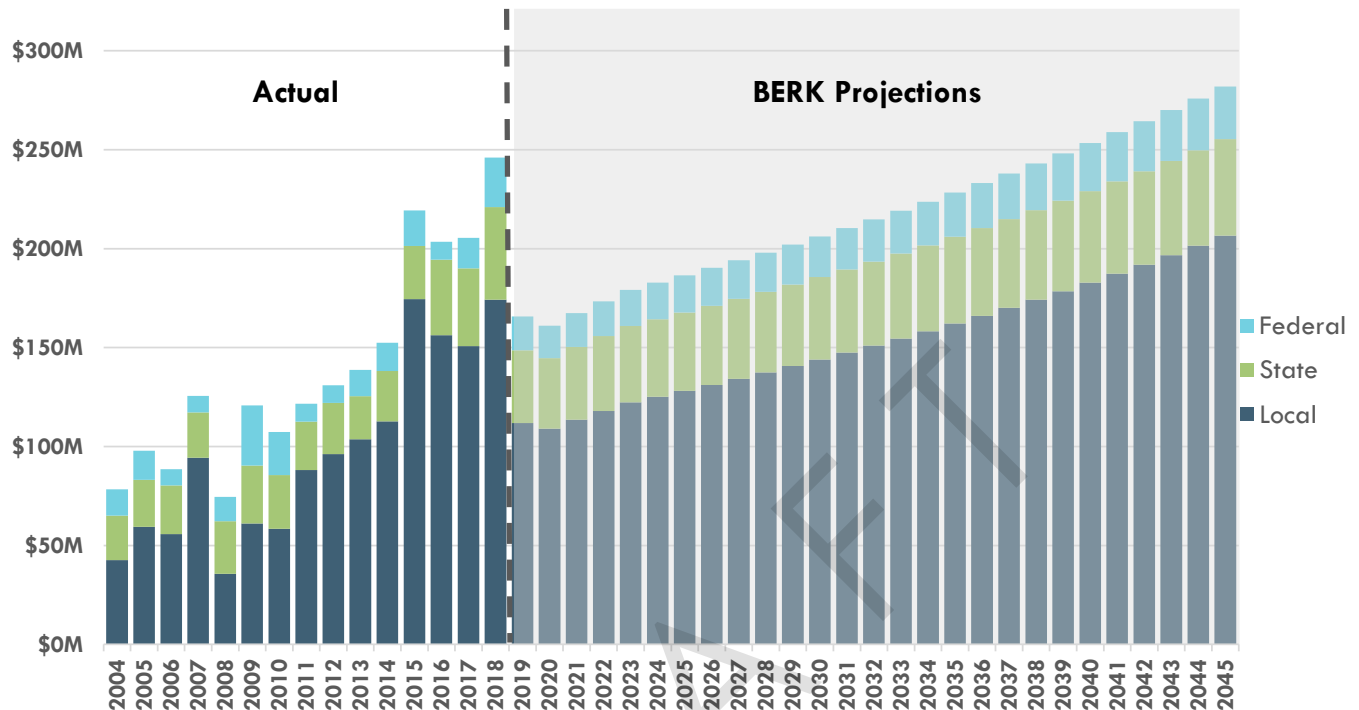
As detailed in the **Financial Assumptions** section, our forecast assumptions vary across revenue sources. Overall, these forecast assumptions lean more conservative than aggressive through the planning time frame, particularly for revenue sources with a significant amount of historical variation. Our model adjusts for historical volatility as well as estimated COVID-19 recession impacts by basing projections on average historical values rather than from recent potential peak values. Where applicable, we also adjusted for the region's population growth relative to the state's overall population growth.



## LOCAL JURISDICTIONS: SPOKANE COUNTY AND CITIES

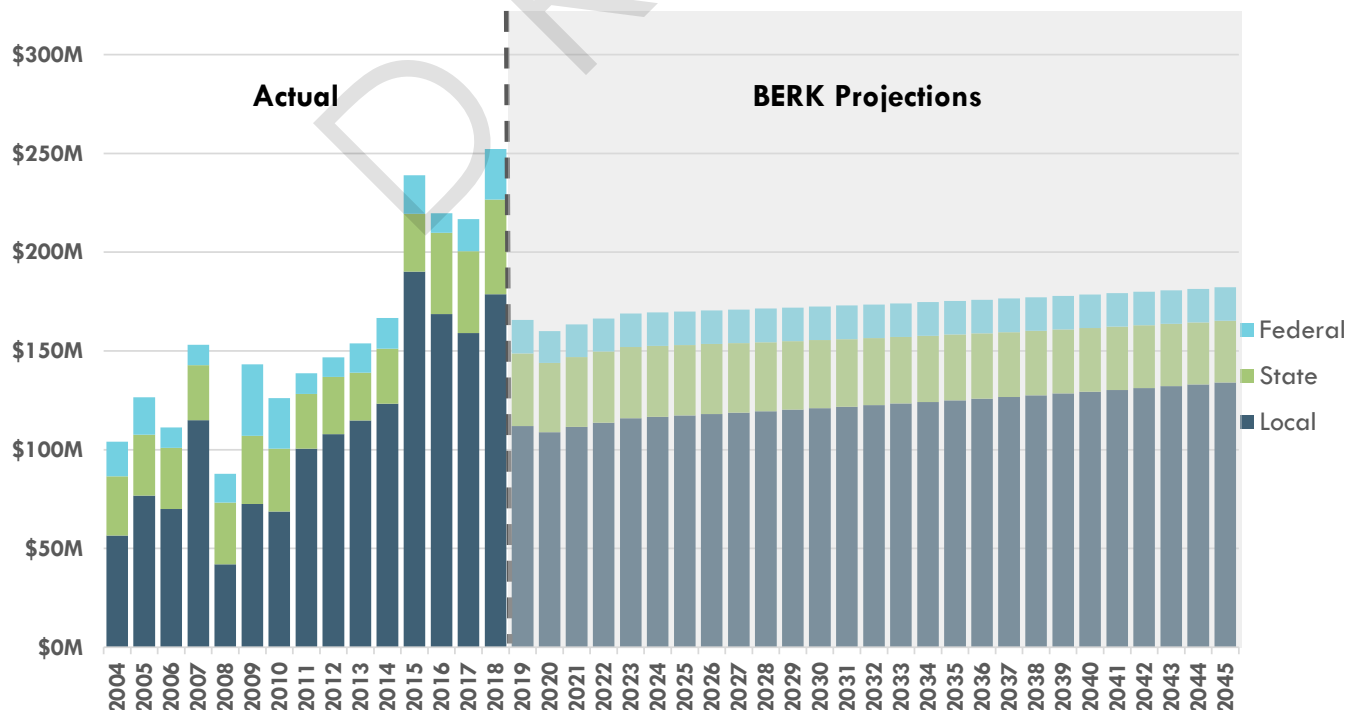
Exhibit 8 and Exhibit 9 show forecasted revenues for local jurisdictions in YOES\$ and 2020\$.

**Exhibit 8. Projected Revenues for Local Jurisdictions (County and Cities), 2021-2045 (YOES\$)**



Sources: WSDOT City Streets and County Roads Merged Dataset, 2004-2018; BERK, 2020.

**Exhibit 9. Projected Revenues for Local Jurisdictions (County and Cities), 2021-2045 (2020\$)**

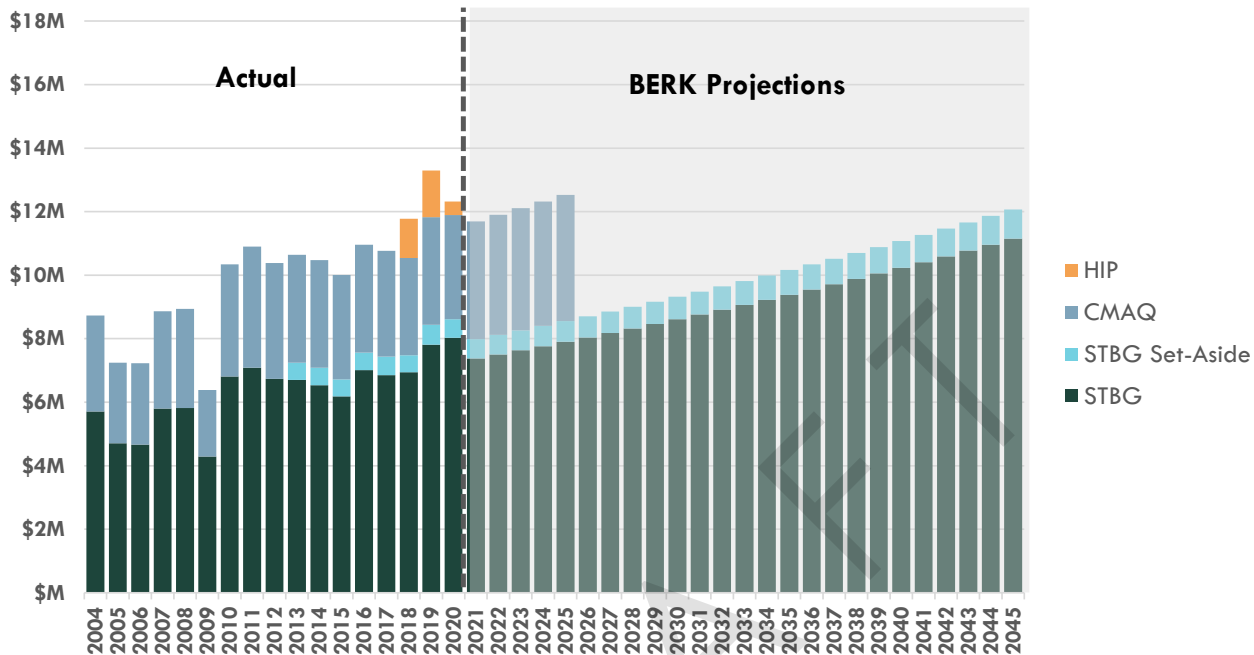


Sources: WSDOT City Streets and County Roads Merged Dataset, 2004-2018; BERK, 2020.

## REGIONAL: SRTC

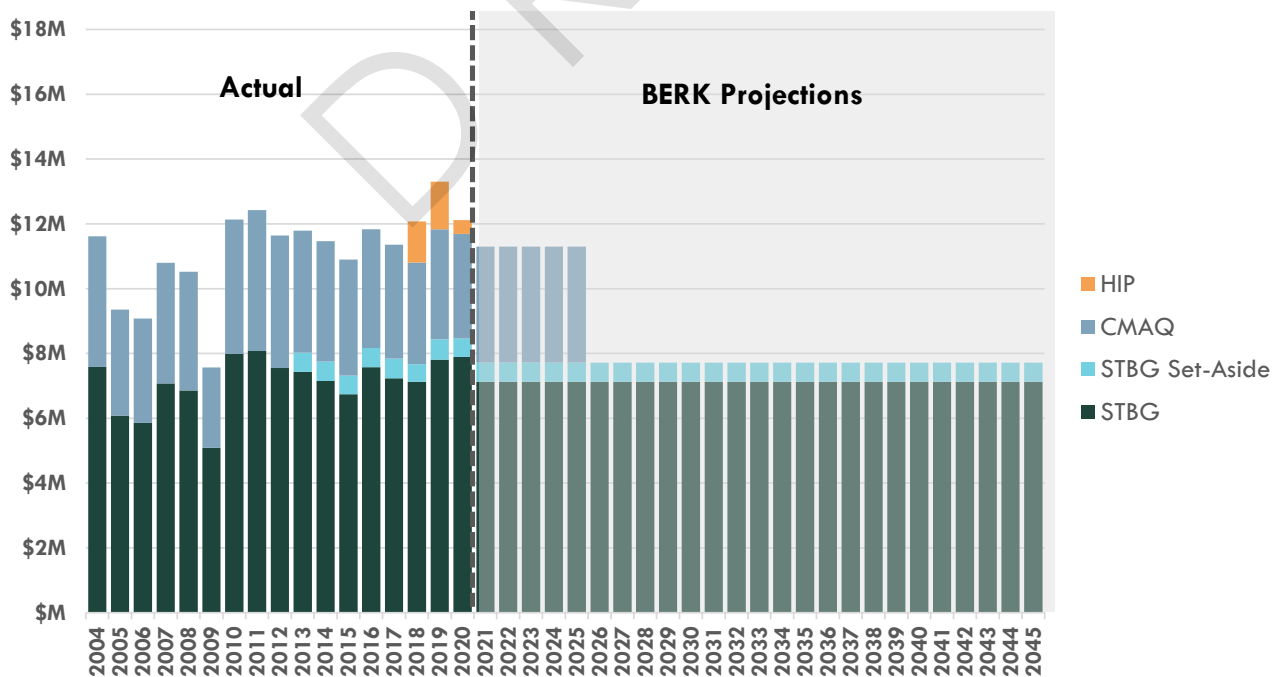
Exhibit 10 and Exhibit 11 show forecasted federal funding allocations to the SRTC region in YOE\$ and 2020\$.

**Exhibit 10. Projected Federal Transportation Funding for the SRTC Region, 2021-2045 (YOE\$)**



Notes: HIP funding is not anticipated to continue after 2020. CMAQ funding is not anticipated to continue after 2025.  
Sources: SRTC, 2020; BERK, 2020.

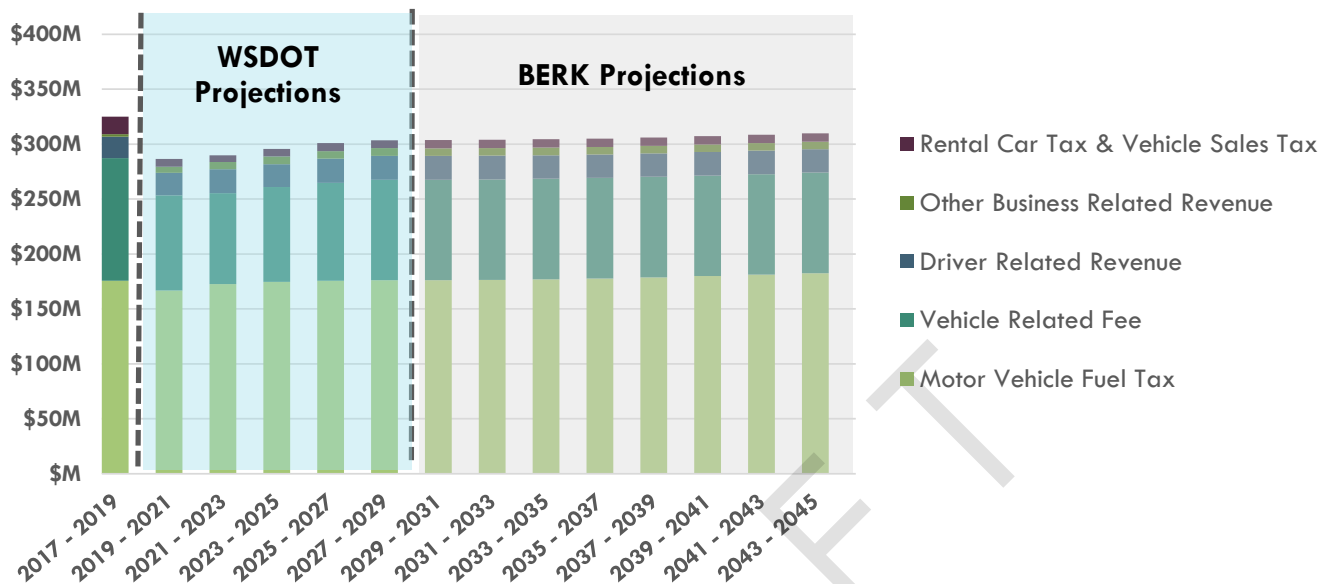
**Exhibit 11. Projected Federal Transportation Funding for the SRTC Region, 2021-2045 (2020\$)**



Notes: HIP funding is not anticipated to continue after 2020. CMAQ funding is not anticipated to continue after 2025.  
Sources: SRTC, 2020; BERK, 2020.

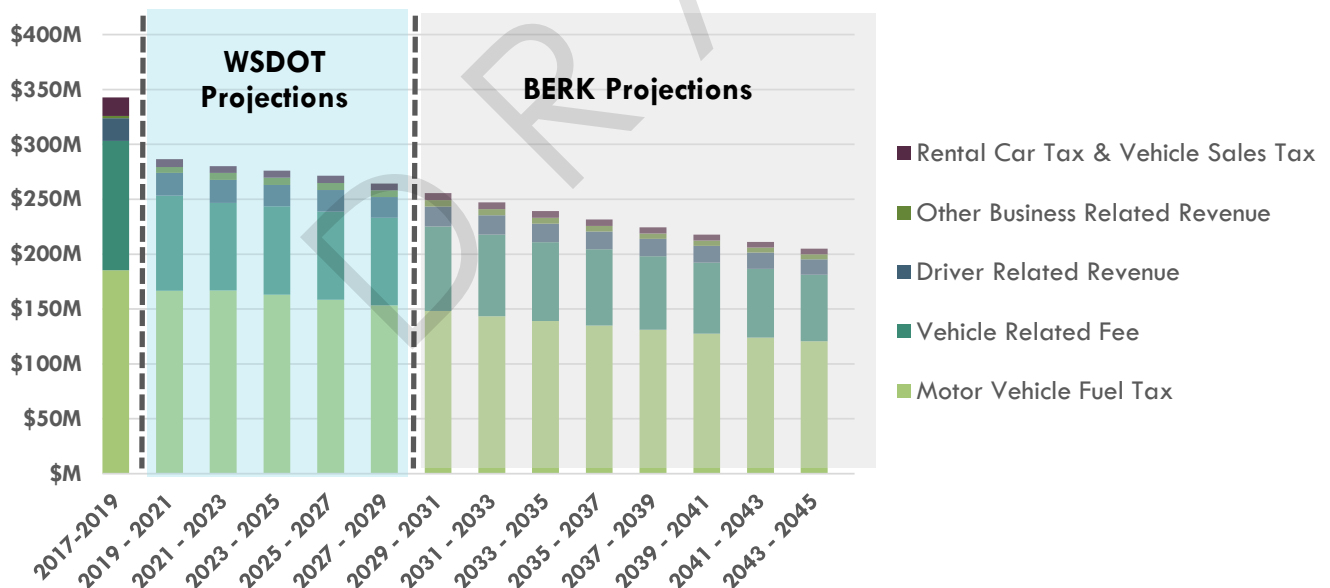
Exhibit 12 and Exhibit 13 show projected WSDOT revenues in the SRTC region in YOE\$ and 2020\$.

**Exhibit 12. Projected WSDOT Revenues in the SRTC Region, 2021-2045 (YOE\$)**



Sources: WSDOT, 2020; BERK, 2020.

**Exhibit 13. Projected WSDOT Revenues in the SRTC Region, 2021-2045 (2020\$)**

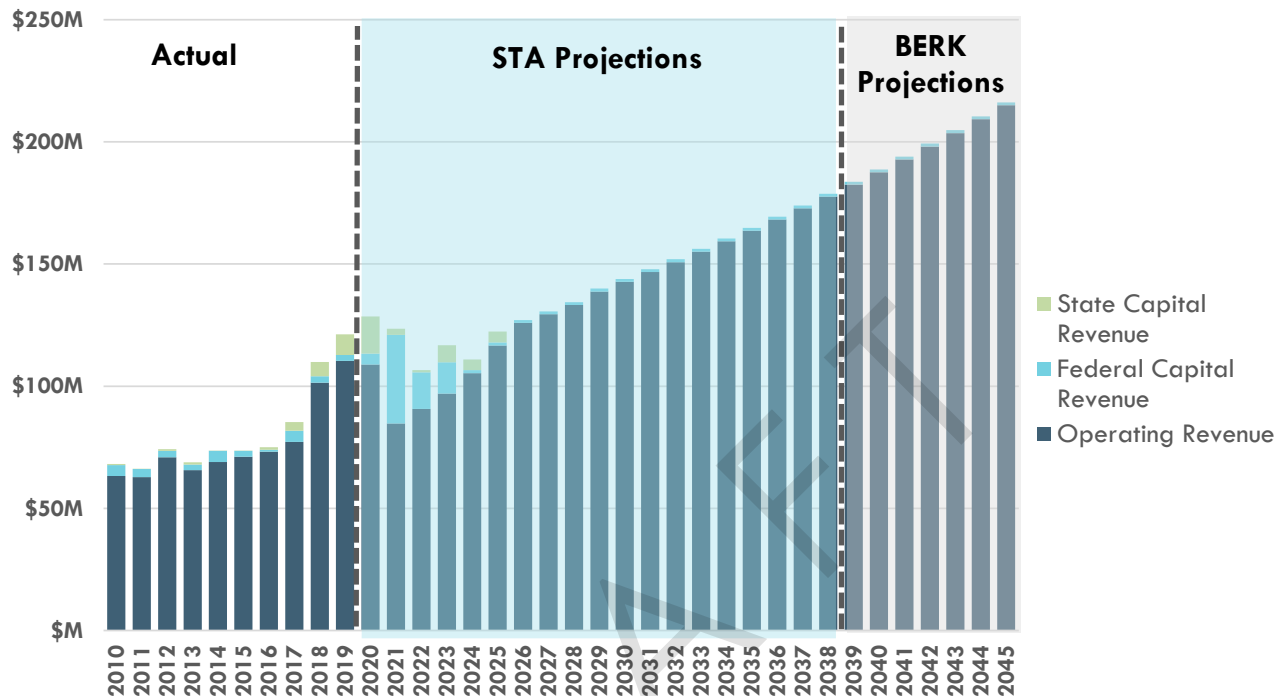


Sources: WSDOT, 2020; BERK, 2020.

## SPOKANE TRANSIT AUTHORITY

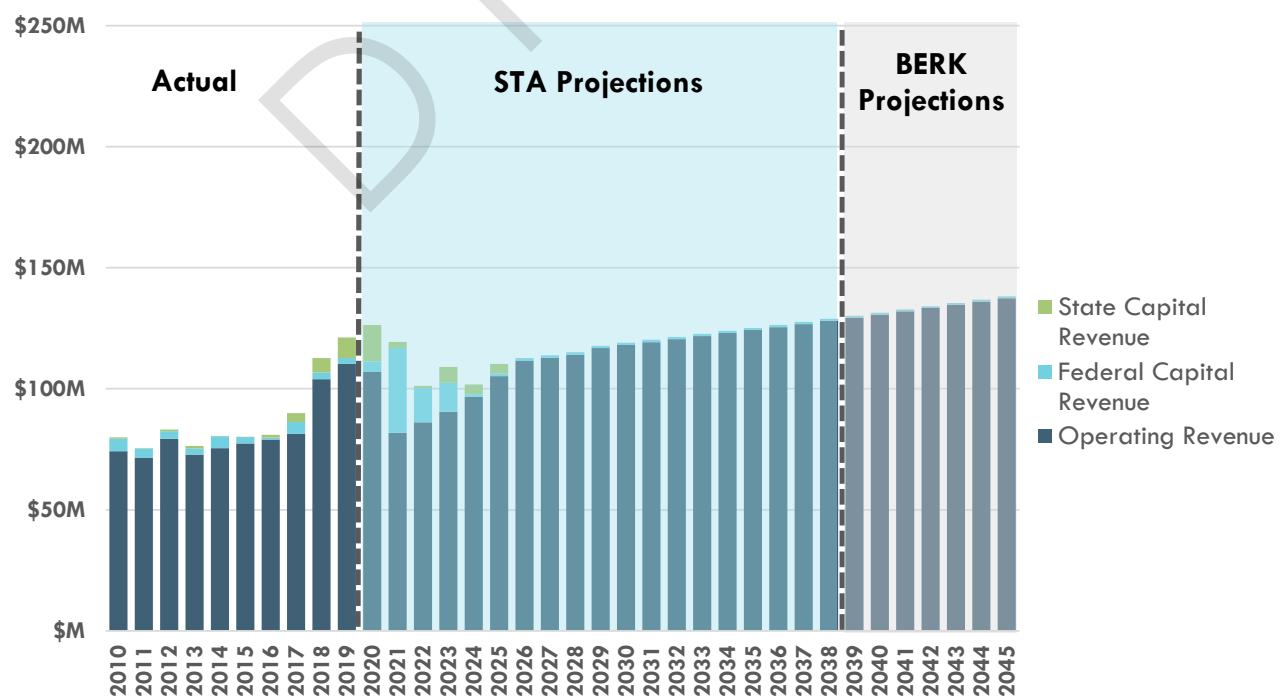
Exhibit 14 and Exhibit 15 show projected revenues for STA in YOES\$ and 2020\$. STA forecasts a dip in operating revenues in 2021 and recovery from 2021-2024, recovering to 2019 levels by 2025.

**Exhibit 14. Projected STA Revenues, 2021-2045 (YOES\$)**



Sources: STA, 2020; BERK, 2020.

**Exhibit 15. Projected STA Revenues, 2021-2045 (2020\$)**



Sources: STA, 2020; BERK, 2020.

## TOTAL PROJECTED REVENUES

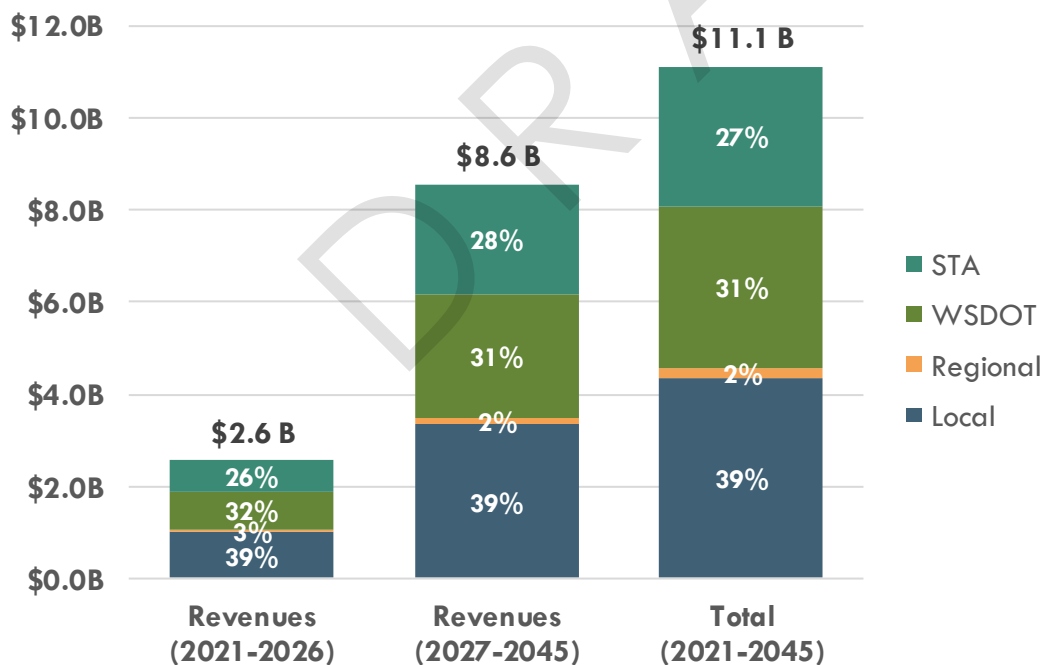
This forecast estimates that the SRTC region will have approximately **\$11.1 billion** in available revenues for the planning period of 2021-2045, including **\$2.6 billion** over the next six years (2021-2026) in 2020\$ as shown in Exhibit 16 and Exhibit 17. In year of expenditure dollars, the forecast estimates that the SRTC region will have approximately \$14.2 billion in available revenues for the period of 2021-2045, with \$2.7 billion over the next six years (Exhibit 18).

Forecasting revenues inherently involves some uncertainty. Additionally:

- Economic fluctuations stemming from the **COVID-19 pandemic** are ongoing. We incorporated potential COVID-19 impacts based on financial forecasting from the TRFC and ERFC, and revenue estimates provided by WSDOT and STA also incorporated some impacts of the COVID-19 pandemic.
- Some revenue sources, such as motor vehicle fuel tax distributions and sales tax revenues, may be particularly **sensitive to changes in transportation usage and consumption patterns**.
- **New revenue tools or sources** may be enacted beyond those that currently exist.<sup>7</sup>

Using the best available information and in consultation with SRTC staff, we developed the following revenue estimates to provide guidance to SRTC's planning in generating the MTP's fiscally constrained project list for the next planning period.

**Exhibit 16. Total Projected Revenues, 2021-2045 (2020\$)**



Note: Labels may not sum to 100% due to rounding.

Sources: SRTC, 2020; STA, 2020; WSDOT City Streets and County Roads Merged Dataset, 2004-2018; WSDOT, 2020; BERK, 2020.

<sup>7</sup> BERK's forecast model allows SRTC staff to input additional revenue if this scenario arises.

**Exhibit 17. Total Projected Revenues, 2021-2045 (2020\$)**

Jurisdiction	Source	Revenues (2021-2026)	Revenues (2027-2045)	Total (2021-2045)	%
<b>Local</b>	Local	\$693,300,000	\$2,395,200,000	\$3,088,500,000	28%
	State	\$214,300,000	\$628,800,000	\$843,100,000	8%
	Federal	\$101,100,000	\$322,700,000	\$423,800,000	4%
<b>Regional (SRTC)</b>	STBG	\$42,700,000	\$135,400,000	\$178,100,000	2%
	STBG Set Aside	\$3,500,000	\$11,200,000	\$14,700,000	0.1%
	CMAQ	\$17,900,000	\$0	\$17,900,000	0.2%
	HIP	\$0	\$0	\$0	0%
<b>WSDOT</b>	Motor Vehicle Fuel Tax	\$488,300,000	\$1,281,200,000	\$1,769,500,000	16%
	Vehicle Related Fee	\$240,600,000	\$656,600,000	\$897,200,000	8%
	Driver Related Revenue	\$60,200,000	\$154,100,000	\$214,300,000	2%
	Other Business Related Revenue	\$19,300,000	\$49,500,000	\$68,800,000	1%
	Rental Car Tax & Vehicle Sales Tax	\$19,100,000	\$54,200,000	\$73,300,000	1%
	CWA/Additional Bills	\$0	\$469,400,000	\$469,400,000	4%
<b>STA</b>	Operating Revenue	\$572,100,000	\$2,384,200,000	\$2,956,300,000	27%
	Federal Capital Revenue	\$64,200,000	\$16,600,000	\$80,800,000	1%
	State Capital Revenue	\$18,100,000	\$0	\$18,100,000	0.2%
<b>TOTAL</b>		<b>\$2,554,700,000</b>	<b>\$8,559,100,000</b>	<b>\$11,113,800,000</b>	<b>100%</b>

Notes: HIP funding is not anticipated to continue after 2020. CMAQ funding is not anticipated to continue after 2025.

Sources: SRTC, 2020; STA, 2020; WSDOT City Streets and County Roads Merged Dataset, 2004-2018; WSDOT, 2020; BERK, 2020.

**Exhibit 18. Total Projected Revenues, 2021-2045 (YOE\$)**

Jurisdiction	Source	Revenues (2021-2026)	Revenues (2027-2045)	Total (2021-2045)	%
<b>Local</b>	Local	\$738,500,000	\$3,185,600,000	\$3,924,100,000	28%
	State	\$231,700,000	\$843,600,000	\$1,075,300,000	8%
	Federal	\$109,300,000	\$434,400,000	\$543,700,000	4%
<b>Regional (SRTC)</b>	STBG	\$46,200,000	\$182,200,000	\$228,400,000	2%
	STBG Set Aside	\$3,800,000	\$15,100,000	\$18,900,000	0.1%
	CMAQ	\$19,200,000	\$0	\$19,200,000	0.1%
	HIP	\$0	\$0	\$0	0%
<b>WSDOT</b>	Motor Vehicle Fuel Tax	\$523,000,000	\$1,697,700,000	\$2,220,700,000	16%
	Vehicle Related Fee	\$257,900,000	\$869,000,000	\$1,126,900,000	8%
	Driver Related Revenue	\$64,500,000	\$203,800,000	\$268,300,000	2%
	Other Business Related Revenue	\$20,700,000	\$65,400,000	\$86,100,000	1%
	Rental Car Tax & Vehicle Sales Tax	\$20,500,000	\$71,800,000	\$92,300,000	1%
	CWA/Additional Bills	\$0	\$655,200,000	\$655,200,000	5%
<b>STA</b>	Operating Revenue	\$620,400,000	\$3,226,800,000	\$3,847,200,000	27%
	Federal Capital Revenue	\$67,300,000	\$22,100,000	\$89,400,000	1%
	State Capital Revenue	\$19,500,000	\$0	\$19,500,000	0.1%
<b>TOTAL</b>		<b>\$2,742,500,000</b>	<b>\$11,472,700,000</b>	<b>\$14,215,200,000</b>	<b>100%</b>

Notes: HIP funding is not anticipated to continue after 2020. CMAQ funding is not anticipated to continue after 2025.

Sources: SRTC, 2020; STA, 2020; WSDOT City Streets and County Roads Merged Dataset, 2004-2018; WSDOT, 2020; BERK, 2020.

## Appendix A. Summary of Potential Revenue Sources

**Exhibit 19** summarizes federal, state, and local transportation revenue sources potentially available to jurisdictions within the SRTC region. The table includes the authorizing statute, whether the source is restricted to transportation purposes, whether it may be used on programmatic and/or capital expenditures, and whether the option requires voter approval. Additional detail around these revenue sources follow the table on page 28.

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**Exhibit 19. Potential Revenue Sources for the SRTC Region**

REVENUE SOURCE	TRANSPORTATION RESTRICTED	NOTES	ELIGIBLE EXPENDITURES		VOTED
			Programmatic	Capital	
Federal Sources					
National Highway Performance Program (NHPP) <a href="#">23 U.S.C. Section 119</a>	✓	To fund construction and maintenance projects located in the National Highway System (NHS) – which includes the entire Interstate system and all other highways classified as principal arterials.	✓	✓	No
Surface Transportation Block Grant (STBG) Program <a href="#">23 U.S.C. Section 133</a>	✓	Provides flexible funding that may be used by states and local governments for surface transportation improvement projects.	✓	✓	No
STBG Set-Aside <a href="#">23 U.S.C. Section 133</a>	✓	To fund a variety of smaller-scale transportation projects such as pedestrian and bicycle facilities, recreational trails, safe routes to school and other transportation-related activities.	✓	✓	No
Congestion Mitigation and Air Quality Improvement (CMAQ) Program <a href="#">23 U.S.C. Section 149</a>	✓	Provides flexible funding source to state and local governments for transportation projects and programs to help meet the requirements of the Clean Air Act.	✓	✓	No
Highway Safety Improvement Program (HSIP) <a href="#">23 U.S.C. Section 148</a>	✓	Provides funding to achieve a significant reduction in traffic fatalities and serious injuries on all public roads.	✓	✓	No
Metropolitan Planning Program <a href="#">23 U.S.C. Section 134</a>	✓	To assist regions in meeting requirements for developing and updating long-range plans and short-term transportation improvement programs.	✓	✓	No



REVENUE SOURCE	TRANSPORTATION RESTRICTED	NOTES	ELIGIBLE EXPENDITURES		VOTED
			Programmatic	Capital	
<b>Transportation Infrastructure Finance and Innovation Act (TIFIA)</b> <a href="#">23 U.S.C. Section 601</a>	✓	Provides federal credit assistance in the form of direct loans, loan guarantees, and standby lines of credit to finance surface transportation projects of national and regional significance.		✓	No
<b>Community Development Block Grant (CDBG) Programs</b> <a href="#">42 U.S.C. Section 5301</a>		Federal funds available to cities and counties for a variety of public facilities including transportation improvements, housing, and economic development projects that benefit low to moderate income households.		✓	No
<b>Urbanized Area Formula Funding Program</b> <a href="#">49 U.S.C. Section 5307</a>	✓	Largest of FTA's grant programs; provides funding to urbanized areas (population of 50,000 or more) for transit capital and operating assistance and for transportation related planning.	✓	✓	No
<b>Fixed Guideway Capital Investment Grants</b> <a href="#">49 U.S.C. Section 5309</a>	✓	Provides grants for new and expanded rail, bus rapid transit, and ferry systems that reflect local priorities to improve transportation options in key corridors.		✓	No
<b>Enhanced Mobility of Seniors and Individuals with Disabilities</b> <a href="#">49 U.S.C. Section 5310</a>	✓	To improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options.	✓	✓	No

REVENUE SOURCE	TRANSPORTATION RESTRICTED	NOTES	ELIGIBLE EXPENDITURES		VOTED
			Programmatic	Capital	
<b>Better Utilizing Investment to Leverage Development (BUILD) Program</b> <a href="#">P.L. 115-141</a>	✓	Funds planning and capital projects in surface transportation infrastructure. Funded from federal appropriations and awarded on a competitive basis.	✓	✓	No
<b>Highway Infrastructure Program (HIP)</b> <a href="#">P.L. 115-141</a>	✓	Annual appropriations that provide funding to construct highways bridges, and tunnels.		✓	No
<b>Payments in Lieu of Taxes</b> <a href="#">Federal Law 31 U.S.C. Chapter 69</a>		Because government agencies are exempt from property tax, counties with large areas of state and federal land do not receive road fund revenues from these properties. But those counties are still responsible for maintaining roads in and around these properties. To address this discrepancy, some state and federal agencies provide counties with payments in lieu of taxes.	✓	✓	No
<b>State Sources</b>					
<b>Local Project Appropriations for Transportation Projects</b>	✓	<ul style="list-style-type: none"> <li>Legislature may make direct appropriations to specific transportation projects in the state budget.</li> </ul>	✓	✓	No
<b>State Motor Vehicle Fuel Tax (MVFT)</b> (state gas tax distribution) <a href="#">RCW 82.38</a> <a href="#">RCW 46.68.090</a>	✓	<ul style="list-style-type: none"> <li>Limited to “transportation purposes” per RCW 82.80.070 and “highway purposes” per the 18<sup>th</sup> Amendment.</li> <li>Distributed to cities and counties; city portion is based on a per capita (population) basis while county portion is distributed based on population, road costs, and financial need.</li> <li>State transfers an additional portion from Transportation Partnership Account beginning in 2005.</li> <li>State transfers an additional portion from State Motor Vehicle Account under Connecting Washington Act starting 2015.</li> </ul>	✓	✓	No

REVENUE SOURCE	TRANSPORTATION RESTRICTED	NOTES	ELIGIBLE EXPENDITURES		VOTED
			Programmatic	Capital	
<b>State Multimodal Account Distribution</b> <a href="#">RCW 46.68.126</a>	✓	<ul style="list-style-type: none"> <li>State transfers a portion from the State Multimodal Account under Connecting Washington Act starting 2015.</li> <li>Distributed to all cities and counties on a per capita (population) basis.</li> </ul>	✓	✓	No
<b>County Arterial Preservation Program (CAPP)</b> <a href="#">RCW 46.68.090</a> <a href="#">WAC 136-300</a>	✓	<ul style="list-style-type: none"> <li>Funded by 0.45 cents per gallon of the state MVFT from the State Motor Vehicle Account.</li> <li>Distributed by CRAB to counties based on share of paved county road miles.</li> <li>May be used to administer a pavement management system and for capital expenditures.</li> </ul>	✓	✓	No
<b>Rural Arterial Program (RAP)</b> <a href="#">RCW 46.68.090</a> <a href="#">WAC 136-100</a>	✓	<ul style="list-style-type: none"> <li>Funded by 0.58 cents per gallon of the state MVFT from the State Motor Vehicle Account.</li> <li>Awarded to counties by CRAB on a competitive basis within five state regions.</li> <li>Funds support improvement and reconstruction of rural arterials and collectors.</li> </ul>		✓	No
<b>Freight Mobility Strategic Investment Board (FMSIB) Grants</b> <a href="#">RCW 47.06A</a> <a href="#">WAC 226.01</a>	✓	<ul style="list-style-type: none"> <li>To support statewide freight mobility transportation system.</li> <li>FMSIB selects and prioritizes projects for funding.</li> </ul>		✓	No
<b>Transportation Improvement Board (TIB) Grants</b> <a href="#">RCW 47.04.320</a> <a href="#">WAC 479-10-500</a> <a href="#">WAC 479-10-510</a>	✓	<ul style="list-style-type: none"> <li>Funded by state gas tax.</li> <li>Grants primarily fund urban programs for jurisdictions with population greater than 5,000 or more (local match of 20% or greater required) and small city programs for jurisdictions with population of less than 5,000 (local match of 5% or greater required).</li> </ul>		✓	No

REVENUE SOURCE	TRANSPORTATION RESTRICTED	NOTES	ELIGIBLE EXPENDITURES		VOTED
			Programmatic	Capital	
<b>Public Works Board, Construction Loan Program</b> <a href="#">RCW 43.155.050</a>		<ul style="list-style-type: none"> <li>■ To provide low-interest loans for public infrastructure construction and rehabilitation</li> <li>■ Eligible projects must improve public health and safety, respond to environmental issues, promote economic development, or upgrade system performance.</li> </ul>		✓	No
<b>Regional Mobility Grant Program</b> <a href="#">RCW 47.66.030</a>	✓	<ul style="list-style-type: none"> <li>■ To support local efforts to improve transit mobility.</li> </ul>	✓	✓	No
<b>Public Transportation – Consolidated Grant Awards</b>	✓	<ul style="list-style-type: none"> <li>■ Funded by federal and state funds.</li> <li>■ To improve public transportation within and between rural communities, provide transportation services between cities, purchase new buses and other equipment, and offer public transportation services to seniors and persons with disabilities</li> </ul>	✓	✓	No
<b>WSDOT Local Programs: Safe Routes to School</b> <a href="#">RCW 47.04.300</a>	✓	<ul style="list-style-type: none"> <li>■ Funded by federal and state funds for projects that improve conditions for and encourage children to walk and bike to school.</li> </ul>		✓	No
<b>WSDOT Local Programs: Pedestrian &amp; Bicycle Funding</b>	✓	<ul style="list-style-type: none"> <li>■ Funded by federal and state funds for projects that enhance safety and mobility for people who walk or bike.</li> </ul>		✓	No
<b>Local Sources: Transportation-Restricted</b>					
<b>County Road Fund Property Tax</b> <a href="#">RCW 36.82.040</a> <a href="#">RCW 84.55.050</a>	✓	<ul style="list-style-type: none"> <li>■ To fund construction, alteration, repair, improvement, and maintenance of county roads and other transportation capital facilities; funds county engineer's office.</li> </ul>	✓	✓	No Yes, for levy lid lift
<b>Commercial Parking Tax</b> <a href="#">RCW 82.80.030</a>	✓	<ul style="list-style-type: none"> <li>■ For general "transportation purposes" per RCW 82.80.070.</li> <li>■ Subject to planning provisions.</li> </ul>	✓	✓	No

REVENUE SOURCE	TRANSPORTATION RESTRICTED	NOTES	ELIGIBLE EXPENDITURES		VOTED
			Programmatic	Capital	
<b>Local Improvement District (LID) / County Road Improvement District (RID)</b> <a href="#">RCW 35.43</a> <a href="#">RCW 36.88</a>	✓	<ul style="list-style-type: none"> <li>▪ LIDs used to fund improvements in specific areas, which must directly benefit nearby property owners.</li> <li>▪ RIDs are enacted by counties.</li> <li>▪ RIDs used to fund acquisition of rights-of-way for county roads and construction of or improvements to county roads and associated facilities.</li> </ul>		✓	No
<b>Local Option Motor Vehicle Fuel Tax (MVFT)</b> <a href="#">RCW 82.80.010</a>	✓	<ul style="list-style-type: none"> <li>▪ Maximum allowable rate equal to 10% of the state MVFT rate.</li> <li>▪ Revenues are shared with cities and towns in the county.</li> <li>▪ No county has successfully imposed a local option MVFT.</li> </ul>	✓	✓	Yes
<b>Transportation Benefit District – Sales and Use Tax</b> <a href="#">RCW 36.73</a> <a href="#">RCW 82.14.0455</a>	✓	<ul style="list-style-type: none"> <li>▪ For transportation improvements on state highways, county roads, and city streets.</li> <li>▪ Limited to “transportation purposes” per RCW 82.80.070.</li> <li>▪</li> </ul>	✓	✓	Yes
<b>Transportation Benefit District – Vehicle Licensing Fee</b> <i>This option may be eliminated if Initiative 976 goes into effect.</i> <a href="#">RCW 36.73</a> <a href="#">RCW 36.73.065</a> <a href="#">RCW 82.80.140</a>	✓	<ul style="list-style-type: none"> <li>▪ For transportation improvements on state highways, county roads, and city streets.</li> <li>▪ Limited to “transportation purposes” per RCW 82.80.070.</li> <li>▪ Up to \$100 per vehicle.</li> </ul>	✓	✓	No, up to \$50.  Yes, above \$50 up to \$100.

REVENUE SOURCE	TRANSPORTATION RESTRICTED	NOTES	ELIGIBLE EXPENDITURES		VOTED
			Programmatic	Capital	
<b>Transportation Impact Fees</b> <a href="#">RCW 82.02.050 (GMA)</a> <a href="#">RCW 39.92 (LTA)</a>	✓	<ul style="list-style-type: none"> <li>Under GMA, only for public streets and roads addressed by a capital facilities plan element of a GMA comprehensive plan.</li> <li>Under LTA, any local government may impose to pay for transportation infrastructure related to demand generated by new development.</li> </ul>		✓	No
<b>Tolls</b> <a href="#">RCW 47.56.820</a>	✓	<ul style="list-style-type: none"> <li>Paid by users and limited to repayment of bonds to finance construction or covering operating costs of the toll facility</li> </ul>	✓	✓	No
<b>On-Street Parking Fees</b> <a href="#">WAC 308-330-650</a>	✓	<ul style="list-style-type: none"> <li>Proceeds from on-street parking fees may be used for administrative costs, parking studies, and acquisition and maintenance of off-street parking facilities.</li> </ul>		✓	No
<b>Development Agreements/Subdivision Exactions</b> <a href="#">RCW 58.17</a> <a href="#">RCW 36.70B</a>	✓	<ul style="list-style-type: none"> <li>Local governments may require that developers install, at their expense, certain facilities or improvements including streets, curbs and gutters, sidewalks, and transit stops.</li> </ul>		✓	No
<b>State Environmental Policy Act (SEPA)/Environmental Mitigation</b> <a href="#">RCW 43.21C</a>	✓	<ul style="list-style-type: none"> <li>Local governments may impose mitigating conditions, including streets, traffic signals, or additional lanes, relating to a project's environmental impacts</li> </ul>		✓	No
<b>Voluntary Agreements</b> <a href="#">RCW 82.02.020</a>	✓	<ul style="list-style-type: none"> <li>Allows for contributions, either in the form of land, mitigation of a direct impact of the development, or payments in lieu of land or mitigation, from developer to local government to facilitate development.</li> </ul>		✓	No

REVENUE SOURCE	TRANSPORTATION RESTRICTED	NOTES	ELIGIBLE EXPENDITURES		VOTED
			Programmatic	Capital	
Local Sources: Non-Restricted					
Property Tax <a href="#">Title 84 RCW</a> <a href="#">RCW 84.55.050</a>		<ul style="list-style-type: none"><li>Not restricted.</li><li>Limited to a maximum rate of \$1.80 per \$1,000 of assessed value in incorporated areas.</li><li>Limited to a maximum combined rate (including county road fund levy) of \$4.05 in unincorporated areas.</li></ul>	✓	✓	No Yes, for levy lid lift or excess levy
Retail Sales & Use Tax <a href="#">RCW 82.08</a> <a href="#">RCW 82.14.030</a>		<ul style="list-style-type: none"><li>Not restricted.</li><li>Limited to a maximum rate of 1%.</li></ul>	✓	✓	No
Business and Occupation Tax <a href="#">RCW 35.22.280(32)</a>		<ul style="list-style-type: none"><li>Not restricted.</li><li>May be used by cities.</li><li>Rates may not exceed 0.2% of gross receipts unless grandfathered in or approved by voters.</li></ul>	✓	✓	No
Utility Tax <a href="#">RCW 35.22.280(32)</a>		<ul style="list-style-type: none"><li>Not restricted.</li><li>May be used by cities.</li><li>Maximum tax rate may not exceed 6% for electric, gas, steam, and telephone services unless approved by voters.</li><li>No limitation on the tax rate for water, sewer, solid waste, or stormwater utilities.</li></ul>	✓	✓	No
Off-Street Parking Fees <a href="#">RCW 35.86A.100</a>		<ul style="list-style-type: none"><li>Revenues from off-street parking facilities can be paid to the jurisdiction's general fund or other such funds as provided by ordinance.</li></ul>	✓	✓	No
Real Estate Excise Tax First Quarter Percent (REET 1) <a href="#">RCW 82.46.010(5)</a> <a href="#">RCW 82.46.030</a> <a href="#">RCW 82.46.035(2)</a>		<ul style="list-style-type: none"><li>GMA local governments: capital projects included capital facilities element of Comprehensive Plan.</li><li>Non-GMA local governments: capital purpose identified in a capital improvements plan.</li></ul>		✓	No

REVENUE SOURCE	TRANSPORTATION RESTRICTED	NOTES	ELIGIBLE EXPENDITURES		VOTED
			Programmatic	Capital	
<b>Real Estate Excise Tax Second Quarter Percent (REET 2)</b> <a href="#">RCW 82.46.010(5)</a> <a href="#">RCW 82.45.030</a> <a href="#">RCW 82.46.035(2)</a> <a href="#">RCW 82.46.037</a> <a href="#">Engrossed House Bill 1219</a>		<ul style="list-style-type: none"> <li>▪ GMA local governments only.</li> <li>▪ Restricted to streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, water/storm/sewer systems, parks. May be used for affordable housing and homelessness projects until 2026, based on Engrossed House Bill 1419 (passed April 2019).</li> </ul>		✓	No
<b>Real Estate Excise Tax One-Half Percent (REET 3)</b> <a href="#">RCW 82.46.010(3)</a>		<ul style="list-style-type: none"> <li>▪ Local governments that do not levy 0.5% local sales tax may levy REET 3 for general fund operating expenses.</li> </ul>	✓	✓	No
<b>Local Debt Financing</b>					
<b>Limited Tax General Obligation (LTGO) Bonds</b> <a href="#">RCW 39.36</a> <a href="#">Article 8, Sec. 6, State Constitution</a>		<ul style="list-style-type: none"> <li>▪ Total debt is limited to 2.5% of assessed value; LTGO debt is limited to 1.5% of assessed value of taxable properties.</li> </ul>	✓	✓	No
<b>Unlimited Tax General Obligation (UTGO) Bonds</b> <a href="#">RCW 39.36</a> <a href="#">RCW 84.52.056</a> <a href="#">Article 7, Sec. 2, State Constitution</a>		<ul style="list-style-type: none"> <li>▪ Total debt is limited to 2.5% of assessed value.</li> <li>▪ Limited to capital purposes.</li> </ul>		✓	Yes
<b>Industrial Revenue Bonds</b> <a href="#">RCW 39.84</a>		<ul style="list-style-type: none"> <li>▪ Tax-exempt revenue bonds issued by public development corporations to finance industrial development facilities, including transportation projects such as street improvements.</li> </ul>		✓	No

Sources: County Road Administration Board; 2020; Federal Highway Administration, 2020; U.S. Department of Transportation, 2020; U.S. Department of Housing and Urban Development, 2020; Washington State Department of Transportation, 2020; Washington JTC Transportation Resource Manual, 2017; MRSC, 2020; State Auditor's Office Local Government Financial Reporting System, 2018; Washington State Department of Revenue, 2020; BERK, 2020.



## FEDERAL SOURCES

### *National Highway Performance Program (NHPP)*

#### **23 U.S.C. Section 119**

- The NHPP is the largest of the federal-aid highway programs, with estimated annual funding of \$24.2 billion for FY 2020.<sup>8</sup>
- The NHPP supports the improvement of the condition and performance of the National Highway System (NHS), which includes Interstate System highways and bridges as well as virtually all other major highways.
- Eligible projects must support progress toward achieving national performance goals for improving infrastructure condition, safety, congestion reduction, system reliability or freight movement on the NHS. Projects must be identified in the Statewide Transportation Improvement Program (STIP) and be consistent with the state and metropolitan planning.
- States receive an apportioned share of NHPP funds based on an allocation process specified in federal law.

### *Surface Transportation Block Grant (STBG) Program*

#### **23 U.S.C. Section 133**

- The STBG program has the broadest eligibility criteria of all the federal-aid highway programs. Fund can be used on any federal-aid highway, on bridge projects on any public road, on transit capital projects, on routes for nonmotorized transportation, and on bridge and tunnel inspection and inspector training.<sup>9</sup>
- The STBG program has three set-asides from the State's apportionment including funding for Transportation Alternatives (see next).
- STBG funds are apportioned to each State as a lump sum then divided between designated programs, and sub-allocated to urbanized areas as well as other areas based on population.

### *STBG Set-Aside/Funding for Transportation Alternatives*

#### **23 U.S.C. Section 133**

- The STBG program has set-asides for Transportation Alternatives (TA), state planning and research, and funding for bridges not on federal-aid highways. Eligible projects for TA funding include a variety of smaller-scale transportation projects such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, community improvements such as historic preservation and vegetation management, and environmental mitigation related to stormwater and habitat connectivity.

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<sup>8</sup> FHWA, <https://www.fhwa.dot.gov/specialfunding/nhpp/160309.cfm#ProgramPurpose>

<sup>9</sup> Congressional Research Service, <https://crsreports.congress.gov/product/pdf/R/R44332>

## *Congestion Mitigation and Air Quality Improvement (CMAQ) Program*

### **23 U.S.C. Section 149**

- The CMAQ program provides a flexible funding source to State and local governments for transportation projects and programs that may reduce emissions of transportation-related pollutants.
- Funding is available to reduce congestion and improve air quality for areas that do not meet the National Ambient Air Quality Standards for ozone, carbon monoxide, or particulate matter (PM) (nonattainment areas) and for former nonattainment areas that are now in compliance (maintenance areas).

## *Highway Safety Improvement Program (HSIP)*

### **23 U.S.C. Section 148**

- The HSIP supports projects that improve the safety of road infrastructure by correcting hazardous road locations (e.g. dangerous intersections) or making road improvements (e.g. adding rumble strips).
- HSIP funds must be used for safety projects that are consistent with the State's strategic highway safety plan.
- The Railway-Highway Crossing program is a set-aside of HSIP funding, which provides funds for safety improvements to reduce the number of fatalities, injuries, and crashes at public railway-highway grade crossings.

## *Metropolitan Planning Program*

### **23 U.S.C. Section 134**

- The Metropolitan Planning Program (MPP) assists regions in meeting requirements for developing and updating long-range plans and short-term transportation improvement programs.
- The program establishes a cooperative, continuous, and comprehensive framework for making transportation investment decisions in metropolitan areas. Program oversight is a joint Federal Highway Administration/Federal Transit Administration responsibility.
- MPP funds are apportioned as a lump sum total instead of individual authorizations for each program. Once each State's combined total apportionment is calculated, funding is set aside for the State's Metropolitan Planning program from the State's base apportionment; and the State's apportionment for the National Highway Freight Program.

## *Transportation Infrastructure Finance and Innovation Act (TIFIA)*

### **23 U.S.C. Section 601**

- TIFIA provides federal credit assistance in the form of direct loans, loan guarantees, and standby lines of credit to finance surface transportation projects of national and regional significance.
- TIFIA credit assistance provides improved access to capital markets, flexible repayment terms, and potentially more favorable interest rates than can be found in private capital markets for similar instruments. TIFIA can help advance qualified, large-scale projects that otherwise might be delayed or deferred because of size, complexity, or uncertainty over the timing of revenues.
- Many surface transportation projects – highway, transit, railroad, intermodal freight, and port access – are eligible for assistance.

## *Community Development Block Grant (CDBG) Programs*

### **42 U.S.C. Section 5301**

- The CDBG program provides annual grants on a formula basis to cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons.
- Eligible projects include a variety of public facilities such as transportation improvements, housing, and economic development projects that benefit low to moderate income households.
- Eligible jurisdictions include principal cities of Metropolitan Statistical Areas (MSAs), other metropolitan cities with populations of at least 50,000, and qualified urban counties with populations of at least 200,000 (excluding the population of entitled cities)

## *Urbanized Area Formula Funding Program*

### **49 S.C. Section 5307**

- The Urbanized Area Formula Funding program makes federal resources available to urbanized areas, to governors for transit capital and operating assistance, and for transportation related planning in urbanized areas. An urbanized area is a Census-designated area with a population of 50,000 or more as determined by the U.S. Department of Commerce, Bureau of the Census.
- Funding is distributed by formula based on the level of transit service provision, population, and other factors. The 5307 program now includes activities eligible under the former Job Access and Reverse Commute (JARC) program, which focused on providing services to low-income individuals for improving access to jobs.

## *Fixed Guideway Capital Investment Grants*

### **49 S.C. Section 5309**

- The discretionary Capital Investment Grant (CIG) program funds fixed guideway investments such as new and expanded rapid rail, commuter rail, light rail, streetcars, bus rapid transit, and ferries, as well as corridor-based bus rapid transit investments that emulate the features of rail.

- There are four categories of eligible projects under the CIG program:
  - **New Starts** projects are new fixed guideway projects or extensions to existing fixed guideway systems with a total estimated capital cost of \$300 million or more, or that are seeking \$100 million or more in Section 5309 CIG program funds.
  - **Small Starts** projects are new fixed guideway projects, extensions to existing fixed guideway systems, or corridor-based bus rapid transit projects with a total estimated capital cost of less than \$300 million and that are seeking less than \$100 million in Section 5309 CIG program funds.
  - **Core Capacity** projects are substantial corridor-based capital investments in existing fixed guideway systems that increase capacity by not less than 10 percent in corridors that are at capacity today or will be in five years. Core capacity projects may not include elements designed to maintain a state of good repair.
  - **Programs of Interrelated Projects** are comprised of any combination of two or more New Starts, Small Starts, or Core Capacity projects. The projects in the program must have logical connectivity to one another and all must begin construction within a reasonable timeframe.<sup>10</sup>

#### *Enhanced Mobility of Seniors and Individuals with Disabilities Program*

##### **49 U.S.C. Section 5310**

- This program provides funding to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options.
- At least 55% of program funds must be spent on public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable.
- The remaining 45% may be used for: public transportation projects that exceed the requirements of the ADA; public transportation projects that improve access to fixed-route service and decrease reliance by individuals with disabilities on complementary paratransit; or, alternatives to public transportation that assist seniors and individuals with disabilities.
- This program supports transportation services planned, designed, and carried out to meet special transportation needs of seniors and individuals with disabilities in all areas – large urbanized (over 200,000), small urbanized (50,000-200,000), and rural (under 50,000).

#### *Better Utilizing Investment to Leverage Development (BUILD) Program*

##### **P.L. 115-141**

- Previously known as Transportation Investment Generating Economic Recovery (TIGER) Discretionary Grants, the BUILD program provides funding for planning and capital investments in surface transportation infrastructure.

<sup>10</sup> USDOT, [https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/5309\\_Capital\\_Investment\\_Grant\\_Fact\\_Sheet.pdf](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/5309_Capital_Investment_Grant_Fact_Sheet.pdf)

- Funding is awarded on a competitive basis for projects with significant local or regional impact, and it can support roads, bridges, transit, rail, ports, or intermodal transportation.
- BUILD projects are evaluated based on merit criteria that include safety, economic competitiveness, quality of life, environmental sustainability, state of good repair, innovation, and partnership.

### *Highway Infrastructure Program (HIP)*

#### **P.L. 115-141**

- The HIP provides federal funds to construct highways, bridges, and tunnels. The program is funded by annual appropriations from the Department of Transportation Appropriations Act and has been approved in single year increments every year since 2018.
- Starting in 2019, funds can also be used for the elimination of hazards and installation of protective devices at railway-highway crossings. In 2020, funds were also eligible to be used for charging infrastructure along corridor-ready or corridor-pending alternative fuel corridors.
- Funding is distributed to states by the FHWA, while states then further sub-allocate funding by formula based on population. MPOs or RTPOs award specific HIP projects and are also responsible for programming the HIP projects within their jurisdictions into the STIP.

### *Payments in Lieu of Taxes*

#### **31 U.S.C. Chapter 69**

Because government agencies are exempt from property tax, counties with large areas of state and federal land do not receive road fund revenues from these properties. But those counties are still responsible for maintaining roads in and around these properties. To address this discrepancy, some state and federal agencies provide counties with payments in lieu of taxes (PILT). Agencies may include the Washington State Department of Natural Resources, Washington State Department of Fish and Wildlife, the US Forest Service, via the Secure Rural Schools program, and the US Bureau of Land Management, via the Taylor Grazing Act.

## STATE SOURCES

### *Local Project Appropriations for Transportation Projects*

The Legislature may make direct appropriations to specific transportation projects in the state budget.

### *Motor Vehicle Fuel Tax (State Gas Tax)*

#### [RCW 82.38](#), [RCW 46.68.090](#)

The motor vehicle fuel tax is a state distributed revenue, where the state collects a state gas tax of 49.4 cents per gallon, and the local portion is distributed to cities and counties. The 49.4 cents are distributed as follows:

- State Highway Program: 10.21 cents.
- Transportation 2003 Account (Nickel Account): 5 cents.
- Transportation Partnership Account: 8.50 cents.
- State Highway Program – Special Category C: 0.75 cents.
- Connecting Washington Account: 11.9 cents.
- Rural Arterial Program: 0.58 cents.
- Transportation Improvement Account (TIB funded programs): 3.04 cents or 13.2336% of 23 cents deposited in TIB.
- County Arterial Preservation Program: 0.45 cents.
- Counties: 4.92 cents.
- Cities: 2.96 cents.
- Ferry Operations: 0.54 cents.
- Ferry Capital Construction: 0.55 cents.

### *State Multimodal Account Distribution*

Starting in 2015, under the Connecting Washington Act, the state also transfers a portion from the State Motor Vehicle Account and the State Multimodal Account. This amount of set by [RCW 46.68.126](#) and is proportioned evenly between cities and counties. This amount was \$11.7 million in 2015-17 biennium, and \$25.1 million each in the 2017-19 and 2019-21 biennia.

### *County Arterial Preservation Program (CAPP) Grants*

#### [RCW 46.68.090](#), [WAC 136-300](#)

- The CAPP is funded by 0.45 cents per gallon of the state MVFT from the State Motor Vehicle Account. The program was designed to help counties preserve existing paved road networks.
- Funds are distributed by CRAB directly to counties based on share of paved county road miles. These funds may be used to administer a pavement management system and for capital expenditures.

- In order to be eligible for CAPP funds, counties are required to use a pavement management system to assist their project selection and decision process.

#### *Rural Arterial Program (RAP) Grants*

##### [RCW 46.68.090](#), [WAC 136-100](#)

- The RAP is funded by 0.58 cents per gallon of the state MVFT from the State Motor Vehicle Account. Funds awarded to counties by CRAB on a competitive basis within five state regions. Funds support improvement and reconstruction of rural arterials and collectors.
- The program was designed in 1983 to help finance the reconstruction of rural arterial roads facing severe deterioration after railroads were abandoned. The rural arterial road system linked the state's harvested resources to the marketplace. RAP serves countywide commercial transport needs and helps counties to improve rural roads that are primarily local use or recreational.
- The competitive grant considers: 1) structural ability to support loaded trucks; 2) ability to move traffic at reasonable speeds; 3) adequacy of alignment and related geometry; 4) accident and fatal accident experience; 5) local significance.

#### *Freight Mobility Strategic Investment Board (FMSIB) Grants*

##### [RCW 47.06A](#), [WAC 226.01](#)

FMSIB was created in 1998 to ensure strategic investments to facilitate freight movements among local, national, and international markets. The Board proposes policies, projects, corridors, and funding to the Legislature to promote strategic investments in statewide freight mobility transportation system.

#### *Transportation Improvement Board (TIB) Grants*

##### [RCW 47](#), [WAC 479-05](#), [WAC 479-10](#), [WAC 479-14](#)

- TIB is an independent state agency, created by the Legislature, that manages street construction and maintenance grants to cities and counties across Washington. Funding is generated by three cents of the state gas tax.
- TIB administers competitive grant programs for local transportation projects. While most TIB programs support city street projects, historically about 24% of TIB funds have supported county projects.<sup>11</sup>
- TIB largely funds urban programs for jurisdictions with population greater than 5,000 or more (local match of 20% or greater required) and small city programs for jurisdictions with population of less than 5,000 (local match of 5% or greater required).

<sup>11</sup> JTC Transportation Resource Manual, 2019.

## *Public Works Board, Construction Loan Program*

### [RCW 43.155.050](#)

- The Public Works Board is authorized by state statute to loan funds to counties, cities and special purpose districts to repair, replace, or create infrastructure
- The Construction Loan Program provides low-interest loans for public infrastructure construction and rehabilitation. Eligible projects must improve public health and safety, respond to environmental issues, promote economic development, or upgrade system performance. Eligible projects include roads/streets and bridges.

## *Regional Mobility Grant Program*

### [RCW 47.66.030](#)

- The Regional Mobility Grant Program supports local efforts to improve connectivity between counties and regional population centers and reduce transportation delay. This program is supported exclusively by state funding.
- Funded projects have included new transit services, park and ride lots, new buses, transit service expansion, transportation demand management programs, and transit speed and reliability improvements.

## *Public Transportation – Consolidated Grant Awards*

- The Consolidated Grant Program awards funding to improve public transportation within and between rural communities, provide transportation services between cities, purchase new buses and other equipment, and offer public transportation services to seniors and persons with disabilities.
- Funding is provided by federal FTA funds and state Paratransit/Special Needs grant program funds and Rural Mobility grant program funds.

## *WSDOT Local Programs*

Under the FHWA's Federal-Aid Stewardship Agreement with WSDOT, WSDOT Local Programs serves as the steward of FHWA funding for public agencies in the state. WSDOT administers all federal highway transportation funds, subject to federal and state criteria, including funds that go to local agencies.

- **Safe Routes to School:** This grant program provides technical assistance and funding to public agencies to improve conditions for and encourage children to walk and bike to school. The program is funded through a competitive application process, evaluated based on consideration for need, project potential, deliverability, and value.<sup>12</sup>
- **Pedestrian and Bicycle Funding Program:** This grant program's objective is to improve the transportation system to enhance safety and mobility for people who walk or bike.

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<sup>12</sup> WSDOT, <https://www.wsdot.wa.gov/LocalPrograms/SafeRoutes/default.htm>



## LOCAL TRANSPORTATION-RESTRICTED SOURCES

### County Road Fund Property Tax

#### [RCW 36.82.040, RCW 84.55.050](#)

- The Road Fund property tax levy is a primary source of transportation funding in counties and may be levied in unincorporated areas up to the statutory maximum of \$2.25 per \$1,000 of assessed value (AV).
- Counties can levy either a single-year or multiyear levy lid lift, temporary or permanent, to increase county road property taxes in taxing districts without banked capacity beyond the 1% limit.
- With a *permanent single-year lid lift*, a county can increase the county road fund property taxes beyond the 1% limit in the first year, and then that amount is used to calculate all future 1% levy limitations. The measure never expires, and the levy lid never reverts. Single-year lid lifts may be submitted to voters at any special, primary, or general election.
- With a *permanent multiyear lid lift*, a county can increase the county road fund property taxes beyond the 1% limit (up to a limit factor specified in the ballot measure), for six consecutive years up to a rate equal to or less than the statutory maximum of \$2.25 per \$1,000 of AV. After the six years, the total levy can increase by up to 1% annually. Multiyear lid lifts must be submitted at the primary or general election.

### Commercial Parking Tax

#### [RCW 82.80.030](#)

- Cities, counties (unincorporated areas), and Regional Transportation Investment Districts (RTIDs) can impose a commercial parking tax. The tax may be used for general transportation purposes, including construction and operation of state highways, county roads, and city streets; public transportation; high capacity transportation; transportation planning and design; and other transportation-related activities.
- The tax may be set on the customer or the commercial parking business, based on gross proceeds or number of stalls. Tax-exempt carpools, vehicles with handicapped decals, and government vehicles are exempt.
- Restricted to “transportation purposes” per RCW 82.80.070.
- *No counties have implemented this tax. Twelve cities have implemented this tax.*

### Local Improvement District (LID) / County Road Improvement District (RID)

#### [RCW 35.43, RCW 36.88](#)

- Cities, counties, port districts, water districts, TBDs, and other local governments can create LIDs to fund improvements in specific areas. Local improvements must directly benefit nearby property owners and can be initiated by a petition of property owners.
- Counties can create RIDs to fund county road improvements in unincorporated areas. LIDs/RIDs are

funded by special assessments. Property owners who benefit from improvements are assessed at proportionate levels to pay for the improvements.

#### *Local Option Motor Vehicle Fuel Tax (MVFT)*

##### **RCW 82.80.010**

- Counties may levy the local option motor vehicle fuel excise tax at 10% of the state rate. The tax would be collected by the state and distributed to the county and cities based on population.
- Restricted to “transportation purposes” per RCW 82.80.070 and “highway purposes” per 18<sup>th</sup> Amendment.
- No counties are currently levying this tax. Two counties have attempted to levy this tax, Spokane County and Snohomish County, and both ballot measures failed.

#### *Transportation Benefit District – Sales and Use Tax*

##### **RCW 36.73, RCW 82.14.0455**

- Independent taxing districts created through ordinance can impose an additional voted sales and use tax of up to 0.2%. The tax must be reauthorized by voters after 10 years.
- This option could be more susceptible to market volatility, since taxes collected depend on commercial use. This option can potentially help to align costs with beneficiaries in areas with pass-through users of the transportation system, since the tax would apply to recreational users passing through.

#### *Transportation Benefit District – Vehicle Licensing Fee*

***This option may be eliminated if Initiative 976 goes into effect.***

##### **RCW 36.73, RCW 36.73.065, RCW 82.80.140**

- TBDs can impose a Vehicle Licensing Fee (VLF) fee, without voter approval, up to \$20. If a \$20 VLF is in effect for at least 24 months, then a VLF up to \$40 can be imposed; if a \$40 VLF has been in effect for 24 months, then a \$50 VLF can be imposed. VLFs can be up to \$100 with voter approval.
- Two ordinances are required: first a Transportation Benefit District (TBD) and then a VLF. The fee can be collected months after approved. The County must notify DOL once the fee is approved so the fee is included in vehicle renewal notices. DOL collects 1% of revenue generated from a VLF.
- This VLF is limited to vehicles under 6,000 pounds. In some areas, there may be an equity concern as large vehicles that may cause a significant wear on the roads would not bear the burden of this cost.

#### *Transportation Impact Fees*

##### **RCW 82.02.050** (GMA), **RCW 39.92** (LTA)

- Must be used for public streets and roads addressed by a capital facilities plan element of a comprehensive plan adopted under the GMA. Impact fees cannot be used to fund maintenance and operations costs.

- Local governments are authorized to charge fees only for system improvements that are reasonably related to the new development, do not exceed a proportionate share of the costs of necessary system improvements, and are only used for system improvements that will reasonably benefit the new development. In addition, impact fees cannot be the sole source of funding for system improvements that address growth impacts.
- Impact fees must be adjusted for other revenue sources that are paid by development, if such payments are earmarked or pro-ratable to specific system improvements. Likewise, the city or county must provide impact fee credit if the developer dedicates land or improvements identified in the adopted Capital Facilities Plan and such construction is required as a condition of development approval. Collected impact fees may only be spent on public facilities identified in a capital facilities plan and may only be spent on capital costs; they may not be used to pay for operating expenses or maintenance activities.

### *Tolls*

#### **RCW 47.56.820**

- Toll revenues must be used only to construct, improve, preserve, maintain, manage, or operate the eligible toll facility on or in which the revenue is collected. This includes:
  - Covering the operating costs of the eligible toll facility, including necessary maintenance, preservation, administration, and toll enforcement by public law enforcement within the boundaries of the facility;
  - Meeting obligations for the repayment of debt and interest on the eligible toll facilities, and any other associated financing costs including, but not limited to, required reserves and insurance;
  - Meeting any other obligations to provide funding contributions for any projects or operations on the eligible toll facilities;
  - Providing for the operations of conveyances of people or goods; or any other improvements to the eligible toll facilities.

### *On-Street Parking Fees*

#### **WAC 308-330-650**

- Revenues from parking meter fees are used to cover the regulation and control of parking upon highways, the costs of parking meters, their installation, inspection, supervision, operation, repair, and maintenance, control and use of parking spaces, and regulating the parking of vehicles in parking meter zones; and the costs of acquiring, establishing, improving, maintaining, and operating public off-street parking facilities.

### *Development Agreements/Subdivision Exactions*

#### **RCW 58.17; RCW 36.70B**

- Local governments may require that developers install, at their expense, certain facilities or improvements including streets, curbs and gutters, sidewalks, and transit stops.

## *State Environmental Policy Act (SEPA)/Environmental Mitigation*

### **RCW 43.21C**

- The State Environmental Policy Act grants wide-ranging authority to impose mitigating conditions relating to a project's environmental impacts.
- Local governments may impose mitigating conditions, including streets, traffic signals, or additional lanes, relating to a project's environmental impacts
- Local governments may not require any person to pay for system improvements under SEPA when they have paid a fee for the same system improvements under GMA or any other authority.

## *Voluntary Agreements*

### **RCW 82.02.020**

- Allows for contributions, either in the form of land, mitigation of a direct impact of the development, or payments in lieu of land or mitigation, from developer to local government to facilitate development.
- The permitting agency must be able to establish that an impact fee collected pursuant to a voluntary agreement is "reasonably necessary as a direct result of the proposed development or plat."
- Funds collected under voluntary agreements must be held in a reserve account and expended on agreed upon capital improvements.

## **LOCAL UNRESTRICTED SOURCES**

### *Property Tax (General Fund)*

#### **Title 84 RCW; RCW 84.55.050**

- Property tax has traditionally been the primary funding source for local government in Washington. Property tax revenues are a major funding source since they are unrestricted, can generate large revenues, and do not require voter approval.
- With Initiative 747, annual property tax increases were limited to 1% of the prior year's collections plus any new construction, leading to erosion in property taxes as a local funding source due to inflation and service demand (based on per capita and per modified capita growth) outpacing that 1% growth allowance.
- A local government's "banked" capacity is available to use in future years without voter approval, per [RCW 84.55.092](#).

### *Retail Sales & Use Tax*

#### **RCW 82.08; RCW 82.14.030**

- Local governments can impose, by resolution or ordinance, a non-voted sales and use tax at 0.5% on any taxable event, per [RCW 82.14.030\(1\)](#). Local governments may impose, by legislative body majority, an additional sales tax up to 0.5%, in increments of 0.1%, per [RCW 82.14.030\(2\)](#).

Revenues are not restricted. For both, the combined city/county rate may not exceed 0.5%, so the effective rate for either the city or county may be lower.

- Collection of retail sales and use taxes are driven by the distribution of major retail sales. This means that retail sales and use taxes are also highly volatile, following changes in the economy.

### *Business and Occupation (B&O) Tax*

#### [RCW 35.22.280\(32\)](#)

- Any city may impose general business and occupation taxes on local businesses.
- General B&O taxes are levied on gross receipts of businesses, based on the industry. Historically, many cities have chosen not to implement B&O taxes, due to the perception that business taxes erode local competitiveness for attracting businesses to cities. However, as property tax revenues continue to erode, more cities are considering implementing them.

### *Utility Tax*

#### [RCW 35.22.280\(32\)](#)

- Any city may impose general B&O taxes upon the income of public and private utilities providing services within the boundaries of a city, and/or upon the city's own municipal utilities.
- Utility taxes are a form of B&O tax. These revenues contribute to a municipality's general fund and may be used for many city expenses, including capital improvements.
- Washington State sets the maximum rate of tax on electrical, natural gas, steam energy, and telephone businesses at 6.0%, unless a higher rate is approved by voters. There is no tax rate limit on other utilities such as water, sewer, and garbage services. These taxes are generally smaller in total collections but also less volatile in response to the economy.

### *Real Estate Excise Tax (REET)*

#### [RCW 82.46.010](#); [RCW 82.45.030](#); [RCW 82.46.035\(2\)](#); [RCW 82.46.037](#)

Washington State levies a 1.28% real estate excise tax (REET) on all property taxes. Local governments may levy a local tax in addition to the state tax.

- Local governments can implement can levy two REET taxes (REET 1 and REET 2), each of which is a 0.25% tax on the full sales price of real estate.
- **REET 1:** All local governments may levy REET 1. Local governments planning under GMA must use REET 1 on capital projects included in the capital facilities element of the Comprehensive Plan. Local governments not planning under GMA can use REET 1 on any capital purpose identified in a capital improvements plan or acquisition of lands associated with such improvements.
- **REET 2:** Only local governments planning under GMA may levy REET 2. REET 2 must be spent on capital projects as defined in [RCW 82.46.035\(5\)](#): streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, water/storm/sewer systems, and parks.

- **Use of REET 2 for maintenance and REET 1 projects:** Local governments may use a portion of collected REET 2 funds for capital projects and limited maintenance.
- **Use of REET 2 for affordable housing and homelessness:** Local governments may use a portion of collected REET 2 funds for affordable housing and homelessness projects 2026, based on [Engrossed House Bill 1419](#) (passed April 2019).
- **REET 3:** Local governments that do not levy 0.5% local sales tax may levy REET 3 for general fund operating expenses.

## LOCAL DEBT FINANCING

### *Limited Tax General Obligation (LTGO) Bonds*

#### **RCW 39.36, Article 8, Sec. 6, State Constitution**

- LTGO bonds, sometimes referred to in Washington as "councilmanic" bonds, do not require voter approval and are payable from the issuer's general tax levy and other legally available revenue sources. LTGO bonds can be used for any purpose, but funding for debt service must be made available from existing revenue sources.
- There are constitutional and statutory limits on a municipality's authority to incur non-voted debt. Total debt is limited to 2.5% of the AV of taxable properties; and councilmanic debt is limited to 1.5% of the AV of taxable properties.

### *Unlimited Tax General Obligation (UTGO) Bonds*

#### **RCW 39.36, RCW 84.52.056, Article 7, Sec. 2, State Constitution**

- UTGO bonds are voted bonds that require 60% voter approval with a minimum voter turnout of 40% of voters who cast ballots in the last general election within the district. When voters of a jurisdiction vote for a bond issue, they are being asked to approve: (a) the issuance of a fixed amount of general obligation bonds and (b) the levy of an additional tax to repay the bonds, unlimited as to rate or amount. Once voter approval is obtained, a municipal corporation is still restricted by constitutional and statutory debt limits with these bonds.
- UTGO bonds can be used only for capital purposes, and replacement of equipment is not permitted

### *Industrial Revenue Bonds*

#### **RCW 39.84**

- Tax-exempt revenue bonds issued by public development corporations to finance industrial development facilities, including transportation projects such as street improvements.

To: Board of Directors  
From: Kevin Wallace, Interim Executive Director  
Topic: **Regional Transportation Project Priorities**

02/04/2021

**Requested Action:**

For information, discussion, and possible action.

**Key Points:**

- The state legislature is currently in session. Three transportation revenue packages have been submitted for consideration and a fourth is anticipated.
- Negotiations are underway to determine if one of the state revenue packages, or a blending of packages, will be approved by the legislature.
- There are also discussions at the federal level about a major infrastructure bill. As part of these discussions, earmarks are being considered for the first time in 10 years.
- A variety of transportation projects and programs have been discussed as potential regional priorities. Discussions have taken place at the SRTC Board and at the Transportation Coalition, which is led by the Spokane Valley Chamber.

**Board/Committee Discussions:**

The Board discussed regional project priorities in May and November 2019 and in May and November 2020.

**Public Involvement:**

All Board meetings are open to the public.

**Supporting Information/Implications**

This item was placed on the Board's agenda for possible action. After reviewing the draft regional priority list and minutes from previous Board meetings, staff provides the following priority areas for discussion purposes:

- Priority One – Completion and Acceleration of the Connecting Washington Program
- Priority Two – Transportation System Preservation and Maintenance
- Priority Three – Critical Regional Transportation Projects
- Priority Four – Critical Multi-Modal Transportation Projects and Programs

Priorities One and Two have received favorable response at previous Board meetings. One possible course of action would be for the Board to: 1) approve Priorities One and Two; and 2) direct staff to bring

back recommendations to address Priorities Three and Four at a future meeting.

**More Information:**

- For additional information contact: Kevin Wallace at [kwallace@srtc.org](mailto:kwallace@srtc.org) or at 509.343.6370



To: SRTC Board of Directors  
From: Ryan Stewart AICP, Principal Transportation Planner  
Topic: **US 195/Interstate 90 Study Update**

2/04/2021

**Requested Action:**

None. For information and discussion.

**Key Points:**

- The US 195/Interstate 90 Study is a multimodal effort to address safety, operations, access, and infrastructure issues in the Study area.
- The Study is a multi-agency effort with representatives from the City of Spokane, Washington State Department of Transportation, Spokane County, and Spokane Transit on the Study Advisory Team (SAT). SRTC is coordinating the regional effort and providing project management.
- The Study kicked off late last year after a consultant team, led by Fehr & Peers, was selected following WSDOT's contracting requirements. The consultants are assisting with the technical analysis and stakeholder engagement efforts.
- The existing conditions analysis is complete and includes safety, travel time, origin/destination, and level of service assessments. A market-based land use analysis has been completed with 20-year growth projections for the study area of approximately 3,300 dwelling units and nearly 1,600 jobs. Future transportation forecasts were based on the land use analysis.
- Project goals and evaluation criteria for potential strategies were developed based on guidance from the SAT and community input. The criteria directly relate to the Study goals of improving safety, maintaining mobility, accommodating the transportation needs of planned development, increasing modal options, and identifying projects that are practical, implementable, and fundable in a reasonable timeframe.
- Initial strategies were vetted through the SAT earlier this year. Several revisions were made to the projects and scenarios (project packages) based on SAT input and initial modeling analysis.
- The SAT has developed 2 project packages for detailed safety and operational analysis. Members of the SAT have requested additional time to review the data, analysis, and project packages.
- The final recommended packages will be vetted through the Board (anticipated March meeting) and then presented to the public and key stakeholders for review and input.
- A final list of recommended strategies as well as a phased implementation plan will be included in the Study's Final Report. The Study is scheduled to be complete by April 2021.

**Board/Committee Discussions:**

The US 195/I-90 Study was identified in the SRTC Strategic Plan. The Board approved the scope and consultant contract for the study in 2019. The Board was provided with updates at the March, June, and December 2020 Board meetings. The Transportation Technical Committee (TTC) was also updated at their March, June, and December meetings. The Transportation Advisory Committee (TAC) was briefed at their August meeting.

The recommended project packages will be presented to the Board prior to providing them to the public and stakeholders. This is anticipated to occur at the March Board meeting with the engagement effort commencing immediately after.

**Public Involvement:**

An engagement plan for the Study has been implemented to gauge the community's vision for the Study area and get feedback on strategies as they are developed. Numerous stakeholder interviews have been conducted and a public meeting was held in February 2020. Other outreach efforts so far include neighborhood council meetings, a presentation to the City of Spokane Plan Commission, social media postings, a survey, and a project website. Once the Board approves release of the final recommended project packages, the engagement effort will continue through remote measures including outreach tools on the project website, presentations, and an online public workshop.

**Supporting Information/Implications:**

The US 195 and I-90 corridors have experienced increasing operational and safety issues, particularly at their interchange and at local access points. Current challenges include:

- Safety - reduce collisions, improve safety for pedestrians and bicyclists
- Operations - maintain reliability, improve congestion at the interchange and on I-90
- Access - coordinated land use and environmental management, recreation access
- Infrastructure – local network connectivity, road and bridge conditions, railroads

The purpose of the multi-jurisdictional US 195/I-90 study is to develop strategies for addressing these issues while considering practical solutions. The need for collaboratively developed solutions in the Study area has been a topic of discussion for several years.

**More Information:**

- For detailed information contact: Ryan Stewart at [rstewart@srtc.org.or](mailto:rstewart@srtc.org.or) 509.343.6370

To: Board of Directors  
From: Mike Ulrich, AICP, Principal Transportation Planner  
Topic: **DATA Project Draft Design Plan**

02/04/2021

**Requested Action:**

For information and discussion.

**Key Points:**

- The current Metropolitan Transportation Plan (MTP) details as policy 2d (page 26) that SRTC should coordinate transportation relevant data for shared use among regional stakeholders. The strategic planning section of the executive summary (page 6) calls for an increase in trends monitoring and data availability to anticipate changing conditions.
- In October of 2018 the SRTC Board approved a program of projects that awarded \$1M in Surface Transportation Block Grant (STBG) grant funding to SRTC for data acquisition.
- \$850,000 of the total project cost included in the 2019-2022 Transportation Improvement Program (TIP) has been obligated.
- Staff convened a project team to develop an RFQ for a project to holistically evaluate SRTC's current tools, state of best practice, and agency need to create a design plan.
- Resource Systems Group, Inc. was the prime consultant selected. For over 30 years, RSG has been a national thought leader in developing and applying analytical techniques to help planners understand and forecast complex human behavior and systems dynamics.
- A [stakeholder questionnaire](#) was deployed to help the consultant team better understand member agencies' current analysis methods, data, and interests related to potential regional tools. The questionnaire was posted for online participation on April 2, 2020, with 17 people, representing 11 agencies, participating.
- Over the course of several weeks in July and August 2020, SRTC and the project consultant team held a series of [listening sessions](#) with SRTC partner agencies. The purpose of each session was to explore needs and opportunities for regional data collaboration, understand desired regional analysis capabilities and understand other agency specific needs.
- The input received was used to develop a [project summary and recommendations report](#). The report explores existing data and tools, synthesizes a review of relevant literature, summarizes stakeholder engagement and details the available options for Phase II of the project. This report serves as the critical and necessary foundation for recommended investments.

- A [stakeholder priorities work session](#) was held on November 10, 2020 for two key purposes. First, to help the project team understand the options presented by the consultant team for Phase II. Second, to provide feedback to the consultant team by way of ranking exercise based on project objectives and other strategic considerations.
- A [staff priorities work session](#) was held on November 30, 2020 with the added purpose of considering options based on State and Federal responsibilities as an MPO and RTPO prescribed by applicable RCWs and CFRs.
- The two work sessions generated differing perspectives among stakeholders on how to invest the project budget. Some agency staff suggested only investing to the extent that the minimum federal requirements are being met while others differed in which tools should be prioritized over others and at what investment level.
- Ultimately, SRTC staff believes that the experts in the field of applied data and MPO/RTPO best practices have delivered a draft design plan which accounts for the entirety of the feedback received and recommends reasonable, right-sized investments to advance SRTC's data analytics capabilities.

**Board/Committee Discussions:**

This project was presented to the Transportation Technical Committee (TTC) at their October 2018 meeting. After that presentation a project team was formed consisting of member jurisdiction technical staff, which met on January 29, 2019 and May 13, 2019 to provide feedback that was incorporated into the RFQ. This project was presented at the March SRTC Board Administrative Committee and the April 2019 Board meeting. The Board authorized the Executive Director to execute an agreement with RSG at their December 2019 meeting. The agreement was executed February 5, 2020. Staff provided a project update to the TTC in July 2020 and to the Transportation Advisory Committee (TAC) in October 2020.

**Project Team Involvement:**

The project team, which has been informing this project since its inception, is made up of staff-level partners who are consumers of SRTC data products. The project team was instrumental in developing the project's RFQ and in the consultant selection process. More recently, the project team was used to help the consultant team understand investment priorities. Additionally, the project has relied on the feedback from a larger stakeholder group. A summary of that feedback and how it was applied to the draft design plan can be found [here](#).

**Public Involvement:**

The funds for this project were included in the 2019-2022 TIP which was adopted October 11, 2018. A public meeting was held on September 19, 2018 to review and discuss the 2019-2022 TIP. A public comment period of thirty days ran from September 1 to September 30.

**Supporting Information/Implications:**

The draft design plan is being presented to the Board at their February meeting for discussion. The plan will be on the Board's March agenda for action to approve the draft design plan and to authorize the Interim Executive Director to negotiate and execute an agreement with more refined scopes and schedules.

**More Information:**

- Attachment: Draft phase II design plan
- For detailed information contact: Mike Ulrich at [mulrich@strc.org](mailto:mulrich@strc.org) or 509.343.6384



## Spokane Regional Transportation Council

# DATA COLLECTION AND TOOLBOX DEVELOPMENT AND IMPLEMENTATION PLAN

DRAFT

Report | January 6, 2020



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**PREPARED FOR:**  
SPOKANE REGIONAL TRANSPORTATION COUNCIL

**SUBMITTED BY:**  
RSG

**IN COOPERATION WITH:**  
DKS ASSOCIATES, INC. AND PLANEERING, LLC



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# 1 INTRODUCTION AND EXECUTIVE SUMMARY

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In 2019, SRTC initiated the DATA Project (Data Applications for Transportation Analysis) with several objectives in mind:

- Improve confidence in data and information used for transportation decision-making.
- Help align regional data and tools with member agency planning needs.
- Increase stakeholder agency input into existing tools, such as the regional travel demand model, and development of potential new tools; and
- Look for innovative ways to analyze and respond to emerging transportation trends.

A team led by RSG was selected to perform this project, and work began in early 2020. The project is organized using a 'design build' approach; the first phase of the project includes an analysis of SRTC's current data and toolset and their ability to address current and potential future planning needs, a review of relevant literature, and stakeholder listening sessions. These activities culminated in recommendations for investments in data and tools to be implemented in the second phase of the project. These recommendations were summarized in a technical report<sup>1</sup> that was shared with SRTC staff, project stakeholders, and the SRTC board. SRTC staff and project stakeholders were then led through a prioritization and ranking exercise in order to narrow and refine second phase activities.

The final selected recommended Phase II investments are shown in Table 1. They include household travel survey data collection, trip tables developed from passive data, traffic count data analysis and collection, development of an automated land-use data management system. travel demand model updates, and development of a lightweight online data hub. Optional ongoing investments in data collection and toolbox development are summarized in Table 2. Each table describes the investment, the cost of the investment, and the expected level of SRTC staff support. The rest of this document provides additional details on each of the recommended data collection and toolbox development elements in the second phase of the project.

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<sup>1</sup> Spokane Regional Transportation Council Data Project Summary and Recommendations Final Draft Report, October 5, 2020, RSG.

**TABLE 1: PHASE II INVESTMENTS**

<b>Data/Toolbox</b>	<b>Description</b>	<b>Cost</b>	<b>SRTC staff support</b>
<b>Household Travel Survey Data</b>	A 1,500 household, smartphone enabled household travel survey	\$345,000	0.2 FTE for project management, coordination, and outreach.
<b>Passive Data</b>	Passenger and heavy truck trip tables from passive (location-based services) data	\$135,000	None
<b>Traffic Count Data</b>	Selected traffic counts at key locations	\$50,000	Coordination with jurisdictions, obtaining permissions/permits as needed. Exact level of effort TBD
<b>Land-Use Data Management System</b>	A system for management of existing and future land-use data and allocation of county-wide population and employment controls to TAZs, taking into account land capacity and recent developments.	\$100,000	0.05 - 0.1 FTE for project management. 0.5 FTE analyst support for tool development (1 year).
<b>Travel Demand Model Updates</b>	Update travel model zones, and networks. Calibrate models to survey and passive data. Validate to counts and boardings. Implement a data-driven heavy truck model from passive data. Documentation, user's guide and training.	\$250,000	0.05 - 0.1 FTE for project management. 0.25 analyst FTE over 3 months for collection and geocoding available traffic counts from jurisdictions.
<b>Online Data Hub</b>	A regional online data and tools platform to manage and share SRTC's data and tools with the community.	\$100,000	0.05 - 0.1 FTE for project management is assumed, along with additional planner/analyst FTE to periodically update the data and tools as needed. Limited IT support to help maintain the site.
<b>Contingency</b>	Funds to be held in reserve for supplementing other activities	\$20,000	N.A.

Data/Toolbox	Description	Cost	SRTC staff support
<b>Total Cost</b>		\$1,000,000	

**TABLE 2: ONGOING DATA INVESTMENTS**

Data/Toolbox	Description	Cost	SRTC staff support
<b>Continuous Cross-Sectional Household Travel Survey Data</b>	Ongoing data collection of approximately 500-750 households every 3 years.	\$50,000/yr	0.2 FTE for project management, coordination, and outreach every third year.
<b>Continuous Passive Data</b>	Yearly creation and expansion of passenger trip tables from passive data	\$45,000/yr	None
<b>Traffic Count Data</b>	Ongoing traffic count data collection	\$10,000-\$50,000 per year <sup>2</sup>	Coordination with jurisdictions, obtaining permissions/permits as needed. Exact level of effort TBD
<b>Land-Use Data Management System</b>	A system for management of existing and future land-use data and allocation of county-wide population and employment controls to TAZs, taking into account land capacity and recent developments.	Hosting fees (e.g., \$500 to \$2500 / year for ArcGIS Online <sup>3</sup>	0.5 FTE over 3 months bi-annually for updated land-use estimates.
<b>Online Data Hub</b>	A regional online data and tools platform to manage and share SRTC's data and tools with the community.	TBD <sup>4</sup>	Planner/analyst to periodically update the data and tools as needed. Limited IT support to maintain the site may also be required.
<b>Total Cost Per Year</b>		\$105,500 - \$147,500	

<sup>2</sup> Exact amount depending on location and number of counts to be collected in each year

<sup>3</sup> Depends on the adopted technology for the website and whether additional functionality is added over time

<sup>4</sup> Depends on the adopted technology for the website and whether additional functionality is added over time

## 2 DATA COLLECTION ACTIVITIES

---

### 2.1 HOUSEHOLD TRAVEL SURVEY

A household travel survey (HTS) collects detailed information on travel behavior and is the main source of information used to update travel demand models. Moreover, SRTC can use travel survey data to create descriptive statistics on regional travel and to analyze behavioral and attitudinal trends over time.

#### 2.1.1 General Description

We will use rMove™, a smartphone app that uses location services for accurate origin, destination, departure time, and other information, to conduct the survey. rMove has been successfully used in a number of regions including the 2017 – 2019 PSRC travel survey, 2018 WCOG travel survey, and 2021 SCOG travel survey. An online option that aligns with the smartphone app will be provided for those who do not have access to smartphones.

Households will participate in a two-stage household survey. The first stage (recruitment) captures household composition, demographic information, and typical travel information (e.g., home, work, and school locations). Most households will participate and answer these questions via an online survey or in-app smartphone survey. A toll-free phone number, where the operators utilize the same online survey, will also be available. The second stage is a travel diary for households to report their travel for a given, assigned period. Based on studies in Washington State in recent years, an estimated 70% of households would participate using a smartphone for seven days and the remaining households would complete a one-day travel diary by reporting over the phone or online.

Other key features of the survey are as follows:

- A sample size target of 1,500 households - a sample rate of roughly 0.7% of households in Spokane County and modestly more households when compared to the 2005 HTS.
- Households residing in Spokane County will be recruited via mail using address-based sampling (ABS). We will use oversampling to help overcome non-response bias and to increase sample sizes for select populations or behaviors. We will attempt to recruit university/college students by issuing the survey invitation directly to their .edu email address. We will also consider targeted sampling for Fairchild AFB. These latter two (non-ABS) sampling steps will require assistance by SRTC staff.
- The survey will include questions on evolving travel behavior due to COVID-19 outbreak impacts (e.g., new and evolving work and school commute behaviors), e-commerce trends, and/or emerging mobility modes.
- We will develop a branded, public-facing website with general information about the survey, study region, and answers to frequently asked questions. Participants who complete the survey online (instead of by smartphone app) will also enter the survey through this website.

- The survey effort will include financial incentives for completion. Households completing the seven-day smartphone diary will receive an incentive of \$20 per participating adult, while households completing the online survey would receive \$10 per household. Households are given a choice of gift cards from Amazon, Walmart, or forgoing an incentive (out of public good will).
- The survey will include a public outreach effort targeted at traditionally hard-to-survey populations (e.g., low income, minority race/ethnicity). As budget allows, this effort will include some combination of targeted outreach materials and targeted invitations to hard-to-survey populations, multi-lingual survey materials, coordination with local programs, churches, and other community groups, and potentially advertising on social media.

### **2.1.2 Schedule**

We currently anticipate a soft launch in fall 2021, assuming a return to stabilized travel conditions with minimal COVID-19 impacts. The soft launch would gauge response rates and monitor data quality while still allowing the data to be integrated with the final dataset (pilot data is typically not included). Following the approximate two to four-week survey soft launch, the main study data collection period would occur over approximately six weeks in fall 2021 (October – November). During data collection, real-time and regularly scheduled study progress updates will be provided to SRTC and partner stakeholders.

After survey data collection is concluded, the survey data will be reviewed, processed, and weighted. Data weighting expands the survey sample to reflect the greater regional population, while also removing any lingering sampling biases that may be present. It takes approximately 8-10 weeks from the end of data collection to provide the initial dataset to SRTC. The dataset will contain tables for the households, persons, vehicles, person-days, person-trips, and location/GPS data collected in the study. An initial recommended period of four weeks in total is suggested for SRTC to review and work with the data and to provide any questions or requested dataset edits.

After the dataset is agreed upon and finalized, a summary project report will be provided for review with again a four-week period to provide comments and requested edits. The final report is a “summary of response”, focusing on the survey methodology, the contents of the dataset, and key descriptive statistics on the data.

The data would be available for travel model updates by late Spring 2022.

### **2.1.3 Cost**

At this time, the HTS budget for a single instance of data collection is estimated at approximately \$345,000 for approximately 1,500 households, including public outreach and engagement efforts. SRTC staff commitment will be 20% FTE for project management and oversight with slightly higher involvement during the planning and data review stages and lower involvement during data collection and RSG processing.

## **2.2 OPTIONAL: RECURRENT HOUSEHOLD SURVEY DATA COLLECTION**

The recommendations above are primarily focused on a single-instance HTS. However, we recommend that SRTC also consider initiating a recurrent travel survey program.

### **2.2.1 General Description**

Recurring survey programs involve re-sampling households over a fixed time interval using generally similar survey instruments and questionnaires. Supplemental questions can be added in order to better understand specific travel behavior of interest.

Recurrent household travel surveys provide more current, detailed, and readily available data for transportation planning and analysis than surveys on a more traditional 10 or 20-year schedule. Recurrent survey programs allow for trend analysis and help smooth the impact of short-term changes on long-term analysis (e.g., short-term impacts of COVID-19, changing availability of mobility companies, and shifting demographics). Recurrent surveys are also efficient to administer given that many materials, including participant invitations and survey questionnaires, can be refreshed following the first wave instead of re-developed each wave. Lastly, recurrent surveys can allow for alignment with other data needs, such as conducting a special-generator targeted sample, lower-cost follow-on surveys using the sample, and co-timing of passive data work.

### **2.2.2 Schedule**

We recommend a three-year increment using a similar approach as PSRC where the first instance (2021) collects a larger, start-up or refresher sample, and subsequent years collect smaller sample sizes of approximately 500-750 households. Each survey wave would be collected over a period of several weeks in either Spring or Fall. Once survey weighting and summary processes are established in the initial survey, they can be re-used for the additional waves, saving time and effort. Generally, 4-5 months between recruitment and availability of cleaned and expanded data is a reasonable schedule. However, the exact schedule depends on the extent of staff availability or use of consulting services, the extent of differences in survey instruments between the various survey waves, and the types of analysis and documentation to be completed.

### **2.2.3 Cost**

Recurrent HTS programs typically have numerous cost savings because many tasks are reduced (e.g., questionnaire design, sampling) and are based on the most recent survey instance. Annualized, we estimate planning for about \$50,000 per subsequent year or about \$150,000 every three subsequent years. We recommend that SRTC also allocate approximately 0.2 FTE every three years to manage and support the effort.

## 2.3 PASSIVE DATA

Trip tables and a visualization tool built from passive passenger and freight data will be included in Phase II, to supplement HTS data for calculation of trip attraction rates, trip distribution model calibration, serve as the basis for a heavy truck model, and to be available for use in corridor studies.

### 2.3.1 General Description

RSG purchases raw Location-Based Services (LBS) data from data providers and processes that data to create passenger trip tables. The data is processed to distinguish ‘trips’ from ‘stops’ or ‘stays’, device-level characteristics (e.g., home location) are inferred, and trip attributes are determined.

A data schema will be developed for passive data products to be provided to SRTC. This schema will cover all required dimensions of aggregated products (e.g., OD tables split by imputed trip purpose, time-of-day, resident/visitor, etc.). Based on the agreed-upon schema for passive data products, a data processing plan and data expansion plan will be developed. At a minimum, data processing will include:

1. Generation of aggregate OD matrices split by the agreed-upon dimensions for a zone system encompassing the SRTC regional model area plus a halo/buffer area to better capture external travel.
2. Routing of trips on the SRTC travel demand model network
3. Comparison of routed trip volumes to available traffic count data

Data expansion steps include:

1. Demographic expansion based on household travel survey data, Census data, and local demographic information
2. Creation of trip tables and network-based matrix adjustment methods (e.g., ODME/TFlowFuzzy) based on traffic counts

ATRI GPS data provide a robust sample of heavy-duty commercial truck movements, which processed alongside LBS data provides a comprehensive view of travel demand in the region. We will process the recently-purchased ATRI data such that it can be used to provide an OD matrix, removing intermediate stops for activities such as refueling, expanded using a network-based approach using traffic counts, and used to develop a data-driven freight model (See the Travel Model recommendations in Section 3.2). ATRI data representing travel across all four seasons will be processed and expanded, according to modeling needs.

RSG’s online passive data dashboard will be setup to help SRTC and partner agencies view and summarize the data. Key dimensions in the data products (e.g., OD flows segmented by trip purpose) will be visualized using the web-based data visualization platform.

### 2.3.2 Schedule

Passive data processing will be coordinated to coincide with the timeline of the household travel survey.

If SRTC elects to field a recurrent household travel survey, passively collected data will be processed over the same timeframe (e.g., 3 years). Otherwise, passively collected data will be processed only for the year in which the travel survey is in the field. The processing and, if desired, expansion plan will guide this effort, and derived data products will match the consensus data schema.

### 2.3.3 Cost

A one-time passively collected, unexpanded passenger data purchase for the Spokane region is estimated to cost approximately \$60,000, plus \$35,000 for data expansion, for a total of \$95,000.

Assuming that SRTC has already purchased required ATRI data, data processing and expansion required to support the development of a data-driven freight model is estimated to cost approximately \$40,000. This estimate includes some cost-savings since the expansion of ATRI data is done in conjunction with a passenger passive data purchase.

If a continuous passive data program is desired, additional years of passenger data are estimated to cost \$30,000 each plus another \$15,000 for data expansion in each year, resulting in 45,000 for each subsequent year (\$185,000 across three years including the first year). We do not anticipate acquiring or expanding ATRI data in subsequent years.

## 2.4 OPTIONAL: TRANSIT ON-BOARD SURVEY

Transit on-board survey data can be used to understand current transit ridership markets including origin/destination patterns, trip purposes, modes of access/egress, and socio-economic characteristics.

### 2.4.1 General Description

Spokane Transit Authority currently conducts on-board transit surveys that provide useful information on current transit ridership and for Title VI reporting. Travel demand modeling imposes some additional requirements for on-board survey data. Ideally, on-board survey data includes origin and destination address, origin and destination purpose, access and egress mode, route sequence, and relevant socio-economic characteristics considered by the travel model.

A well-designed sample and data collection plan is essential to ensure that the data is representative. We recommend that tablet PC's be used to collect on-board data, to ensure accurate geocoding and high retainage of usable records. We recommend that SRTC coordinate with STA on the next on-board survey to determine if there are possibilities for collaborating on the design and collection of the next scheduled data collection effort, to improve the use of the data for travel modeling (both the regional travel demand model as well as potential future STOPS applications) and monitoring system performance. Spokane Transit



serves about 41k average daily riders; the target sample rate would be around 4,100 OD surveys (10% of daily ridership).

### **2.4.2 Schedule**

The timing of the on-board survey should generally coincide with the household survey. We suggest spring 2022, to ensure that transit-related impacts of COVID are minimized.

### **2.4.3 Cost**

The cost for a full transit on-board survey for a similarly-sized system is around \$200,000. However, we do not include the cost of the on-board survey in the DATA project, as we believe there may be opportunities for some level of cost-sharing between SRTC, STA, and possibly other partner agencies.

## **2.5 TRAFFIC COUNTS**

Traffic counts are used for cross-sectional validation of model outputs, including network flows and vehicle miles of travel (VMT). They will also be used for expansion of passive data trip tables.

### **2.5.1 General Description**

The most recent model validation relied upon traffic counts from a variety of sources. Many of the traffic counts are dated. Updating the model to a new base year and expansion of passive data will require a recent and robust set of traffic counts, including classification counts.

### **2.5.2 Schedule**

Traffic count collection will begin in spring 2022, to reflect post-COVID travel conditions.

### **2.5.3 Cost**

We have set aside \$50,000 of project resources for collection of traffic counts. We expect SRTC staff to assist in coordinating count collection with local jurisdictions and obtaining necessary permissions and permits.

## 3 TOOLBOX DEVELOPMENT ACTIVITIES

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### 3.1 LAND-USE DATA MANAGEMENT SYSTEM

A land use data management system will be developed to enable SRTC to generate population and employment forecasts at the TAZ level every two years. This will allow SRTC to keep the base-year of the travel demand model more current with land-use developments. The tool would also estimate intermediate year forecasts.

#### 3.1.1 General Description

The system will allow for adjustments to reflect approved or recently built developments and recognize control totals for population and employment. The tool will include automation of the data processing steps and simple, transparent allocation rules. The data schema will include:

- Census estimates of existing households by block
- Existing employment and enrollment data by TAZ
- Spokane County's GIS and tax assessor parcel data
- Zoning and land use data from local jurisdictions including wetlands, geologically hazardous areas, steep slopes of over 30% and protected open space.
- Transportation Analysis Districts (TAD)
- Land quantity analysis (LQA) data from each jurisdiction (with available LQA data) by parcel
- Recent and planned development that has occurred, is in process, or been approved for development since the last-base year update and will be in use prior to the next base-year, by TAZ
- Countywide population control total (the Office of Financial Management's 2017 Growth Management Act (GMA) medium series county projection)
- Employment Security Department's long-term occupational projections for Spokane County by eight sectors

The land-use data management system will replicate the population and employment forecasting functionality described in SRTC's recently-adopted Land Use Forecast Methodology technical memorandum. These steps include:

- Calculate population capacity for TAZs without jurisdiction level LQA data
- Reduce capacity and account for recent, or recently-approved, land-use developments not included in existing population data
- Apply logistic regression allocation equation for population
- Estimate countywide employment total consistent with the base-year employment to population ratio

- Update zone level employment to account for recent, or recently approved, land-use developments not included in existing employment data, and reduce this employment from the allocated county employment
- Allocating the total employment to each of the employment sectors used in the SRTC model
- Distribute employment from the county control total to Transportation Analysis Districts, then to TAZs based on historical growth rates, by sector, from LEHD data
- Develop intermediate year forecasts by interpolating population and employment linearly between the base-year and future year, in 5-year increments

The data management system will be automated/scripted with Python and accessible online to provide access to SRTC staff and member jurisdictions. The online portal will at a minimum allow for accessing, displaying, uploading, and downloading data sets. Depending on the implemented technology, such as [ArcGIS Online](#), the system may also allow for additional interactivity, GIS analysis, and runnable tools/scripts. The land use data management system may also be integrated with the online data hub described below. An online data management system and runnable tool can have several features and so RSG will work with SRTC to finalize the tool design and features consistent with the project needs and resources.

To use the tool for bi-annual updates, the LQA data, recently built developments and pipeline developments will be updated before the process is re-run. The tool will automatically decrease the countywide population and employment control totals to be allocated to TAZs based on the updated land-use data. Partner agencies will need to work with SRTC to share these data via the online portal. The portal will also be used to publish the zonal land-use estimates by year for partner agency review.

### **3.1.2 Schedule**

We anticipate design of the tool to begin in spring 2021, with development of the tool to begin in summer 2021. An initial version is planned to be available in spring 2022. The bi-annual update process should take less than 3 months each year.

### **3.1.3 Cost**

We have budgeted \$100,000 for the development of this tool, with the final cost dependent on the implemented technology and the agreed upon design and project needs. Hosting fees (e.g., \$500 to \$2500 / year for ArcGIS Online for example) would be in addition. The level of SRTC staff support required will be determined by the format and scale of the data sources but is estimated to require approximately 0.5 FTE over the first year of the tool, primarily to populate the data schema and perform QA/QC of the calculations. We then anticipate 0.5 FTE over 3 months every other year for bi-annual forecasts. Additional resources for consulting assistance are not expected unless SRTC decides to improve the data management system or processes in the future.

## 3.2 TRAVEL DEMAND MODEL UPDATE

The SRTC travel demand model is a fundamental tool for analysis of transportation projects and policies considered by SRTC and partner agencies. Partner agencies recognized the need for an update of the model, validation to current conditions, and more frequent model releases.

### 3.2.1 General Description

The following model updates will be undertaken.

- **Analyze existing traffic counts and screenlines.** Traffic counts will be collected from partner agencies and evaluated with respect to current and potential new screenline locations. Additional traffic counts may be collected based on this analysis (see Section 2.5).
- **Update and enhance network detail.** The Transportation Analysis Zone (TAZ) system will be reviewed. Zonal detail may be added in more rural areas to support model applications. Network capacity, speed, intersection geometry, and control type will be reviewed and updated based on available data.
- **Update trip rates, gravity model parameters, mode choice calibration, and time-of-day factoring.** All model parameters will be updated based upon the household survey, transit on-board survey, and passive data described above.
- **Improve representation of special travel markets.** Certain land-uses such as major universities, the airport, recreation areas, casinos, and hospitals have unique travel patterns associated with them. Trip rates for special markets will be estimated from passive data.
- **Implement a data-driven heavy truck model.** A heavy truck model will be developed based on expanded ATRI data.
- **Validate the model using recent traffic counts.** The model will be validated against a regional count database adjusted to reflect average weekday conditions.
- **Update model documentation.** A model development report and a complete model user's guide will be developed. Model training will be offered to SRTC and partner agency staff.

### 3.2.2 Schedule

Analysis of traffic counts and network detail would start in summer 2021. Assuming a survey effort starting in fall 2021 (with completion by early 2022), the travel demand model update could wrap up by end of 2022.

### 3.2.3 Cost

The model update task is budgeted at \$250,000. SRTC staff support (0.25 FTE over 6 months) is requested to support traffic count collection and geocoding.

## 3.3 ONLINE DATA HUB

A regional online data and tools platform to manage and share SRTC's data and tools with the community will be developed. This will take the form of an expanded version of the current [SRTC Maps & Data section](#) of the website, complete with a backend data management solution and online, user-driven data visualization.

### 3.3.1 General Description

This platform will:

- Help organize SRTC's data and tools as a cohesive regional data and tools solution
- Make data and tools accessible to regional partners, stakeholders, and the public
- Enhance stakeholder participation through user-driven data visualization maps, charts, tables to assist with answering their planning questions

The platform will house and make accessible the following data and tools:

- Regional high-level base-year demographic data such as persons by age and employment totals by sector
- Household travel survey summaries such as percent of trips starting and ending by time-of-day, share of trips by purpose, worker telecommute frequency, active mode use by age, share of work trips by mode, trip mode share, share of regional trips between origin-destination district pairs, aggregate person activity by time-of-day
- Traffic count data and summaries such as traffic count volumes by location (x,y) and time-of-day
- Estimated base-year and forecasted<sup>5</sup> traffic volumes
- Passive travel data and summaries such as share of regional trips between origin-destination district pairs for residents versus non-residents and trips by time-of-day
- Estimated base-year and forecasted TAZ data such as population and employment totals, and trip productions and attractions by purpose
- Estimated base-year and future year model results such as trip distribution by origin-destination district pair, trip mode share, district-level and region-wide VMT
- Links to tools for download, as well as links to accessory reports, maps, and/or plans

The platform implementation will consist of:

- A **home page** / landing page with links and descriptions to the highlighted data and tools
- An **interactive data visualization and download page for each data set**. There are several options for implementation of the interactive visualization pages, including custom-built solutions using open source software such as RSG's [ActivityViz](#) and commercial solutions such as [Tableau](#). Open source solutions are often easier to

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<sup>5</sup> Forecasted travel demand model data would be based on the current adopted MTP scenario

customize for agency needs than commercial solutions, but open source solutions do not include a maintenance and support plan, which can be a long term maintenance issue. RSG recommends implementing the online data hub using ActivityViz because it has been utilized for several transportation planning projects and provides a wealth of interactive travel and land use data visualization capabilities. The final approach to data visualization technology will be discussed and agreed upon with SRTC.

- A **data management** solution such as [GitHub LFS](#) or [Azure Blob Storage](#). ActivityViz has been configured to work with both technologies. GitHub LFS is free if the data is publicly available. The final approach to data management will depend on the specific data sets and formats desired by SRTC.
- **Integrated documentation / help** for using the site, including adding new data sets, visualizing data, and downloading data sets. RSG will deliver a **one-day training** on using and maintaining the site.

The first task to develop the online data hub is to finalize the design and needs, discuss the pros and cons of the implementation technologies, and agree upon a set of data sets and visualizations to implement within the task budget. This discussion will include establishing SRTC's aesthetic standards for the hub, as well as delineating the needed functional site requirements and maintenance plan. By applying an understanding of SRTC's data and tools, audiences and context, the user experience will be iteratively defined through a series of increasingly detailed mockups of pages. SRTC and partner agencies will be asked to review and comment on the design before implementation. The second task is to implement the site using the latest technologies. The site will be built using responsive technologies so that it automatically adapts to differences between PC, tablet, and mobile displays. The initial site will be extensively beta-tested before full deployment, and improvements made based on SRTC feedback. Finally, the third task is to populate the documentation and deliver the training. RSG will reserve budget for one year of support. RSG will also deliver scripts used to prepare the data sets and summaries.

### 3.3.2 Schedule

We anticipate design of the tool to begin in spring 2021, with development of the tool to begin in summer 2021. An initial version is planned to be available in spring 2022. Updates to the data and visualizations will be on an as-needed basis.

### 3.3.3 Cost

The online data hub task is budgeted at \$100,000, with the final cost dependent on the implemented technology and the agreed upon design and project needs. In terms of SRTC staff support, 0.05 - 0.1 FTE for project management is assumed, along with additional planner/analyst FTE to periodically update the data and tools as needed. Limited IT support to help maintain the site may also be required.



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To: Board of Directors  
From: Jason Lien, Principal Transportation Planner  
Topic: **DivisionConnects Project Update**

02/04/2021

**Requested Action:**

None. For information and discussion.

**Key Points:**

- DivisionConnects is a multi-jurisdictional study to analyze transportation alternatives, including implementation of bus rapid transit (BRT), in the Division Street study area.
- The first phase of the study will deliver the preferred alternative for BRT. The second phase of the study will evaluate land use and further multimodal refinements along the corridor.
- In January, the study reached a final range of alternatives for consideration, and a public outreach campaign began the week of January 18. A virtual open house is scheduled for the evening of February 11.

**Board/Committee Discussions:**

Emphasizing a regional approach to major transportation corridors was born out of the SRTC Board's strategic plan in late 2017. The SRTC funding portion for the Division Street Corridor Study was approved by the Board in March 2018, consisting of a \$400,000 STBG allocation as part of the 2018 SRTC Call for Projects. The Board authorized formation of a project steering committee at the March 2020 meeting. A project update was last provided to the Board at the December 2020 meeting. The TTC was updated in January 2021. The Division Street Corridor Study is identified in SRTC's 2-year Unified Planning Work Program (UPWP).

**Public Involvement:**

The study process involves extensive public engagement, and a project website is available ([divisionconnects.org](https://divisionconnects.org)). Information about the project has been distributed through Neighborhood Councils, email lists, focus groups, print media, direct mail, online questionnaires, agency newsletters, and social media. The study is in an active phase of public involvement, and an online open house was launched through the project website on January 19. A virtual open house with staff is scheduled for the evening of February 11, 2021 (details available through the project website).

**Supporting Information/Implications:**

DivisionConnects is a coordinated planning effort with Spokane Transit Authority (STA) to engage the community and analyze opportunities in the Division Street corridor from a multimodal transportation and system perspective. The study purpose is to analyze the future of Division Street and transformative elements that could occur as a result of planned system investments, namely



implementation of bus rapid transit and completion of the North Spokane Corridor. The selection of a preferred alternative for bus rapid transit along Division is a major component of the study, and this task is managed by STA. Project partners include WSDOT, City of Spokane, and Spokane County. A consultant team led by Parametrix is assisting with the work effort.

In Fall 2020, the study process explored an array of preliminary scenarios for Division Street. In November, the preliminary scenarios were evaluated through a high-level screening process with the project steering committee. The steering committee serves an advisory role for the study and consists of Commissioner Al French (SRTC and STA Boards), Council Member Kate Burke (SRTC and STA Boards), Council Member Candace Mumm (SRTC and STA Boards), Council Member Tim Hattenburg (STA Board), Susan Meyer (SRTC Board), and Mike Gribner (SRTC Board).

The scenario screening process was discussed at the steering committee meeting on 11/18/20, and consensus was reached to advance four out of nine preliminary scenarios to the full technical analysis of multimodal performance, future travel demand, and feasibility. The technical analysis occurred during December/January, and initial results were brought back to the steering committee on January 6.

With review of initial technical findings on January 6, the steering committee gave consent to move alternatives forward for engagement with the community at large. The alternatives consist of center-running bus rapid transit or side-running BAT lanes with active transportation and operational variations in the Division/Ruby couplet. Staff will discuss these 4 alternatives at the Board meeting, highlight the technical evaluation, and explain next steps in the study process. Public/committee feedback and further analysis will inform the selection of a locally preferred alternative (LPA) for bus transit. The study will continue through the rest of 2021 with analysis of land use and further refinement of multimodal options. Final study recommendations will conclude in early 2022. Schedule milestones for the next few months are shown in the table below.

Item	Oct-Nov	Dec	Jan	Feb	March	April	Thru 2021
Scenario development							
Steering Committee							
Technical evaluation							
Public engagement							
Agency Team							
Board updates							
LPA with STA Board							
LPA with SRTC Board							
Phase 2 Study							

### **More Information:**

For detailed information contact: Jason Lien at [jlien@srtc.org](mailto:jlien@srtc.org) or 509.343.6370

To: Board of Directors 02/04/2021  
From: Greg Griffin, Administrative Services Manager  
Topic: **Calendar Year (CY) 2020 Quarterly Budget Update (4<sup>th</sup> Quarter: Oct-Nov-Dec)**

**Requested Action:**

None. For information and discussion.

**Key Points:**

- SRTC develops an annual budget outlining the anticipated revenues and expenditures for the upcoming year. SRTC reports on a cash basis, which provides a snapshot in time of the agency's revenues and expenditures.
- SRTC staff reports quarterly to the Board of Directors on revenue and expenditures for the preceding quarter and year to date.
- SRTC began 2020 with a cash balance of \$870,660 and ended 2020 with a balance of \$722,119. The decrease was due to reduction of \$171,000 balance of local designated funds, of which \$349,600 carried into 2020 for the US 195/I-90 Study and the Division Street Corridor Study. \$178,600 of designated local funds for these studies carry forward into 2021.
- The revenues portion includes funds received in CY 2020 that were for CY 2019 expenditures. The attached spreadsheet provides a summary for the Fourth Quarter (Q4) of CY 2020 budget, actual 2020 revenues and expenditures, and a column for 2019 year to date revenues/expenses has been added for comparative purposes.
- SRTC operated within the Board approved budget in CY 2020. All major revenue and expenditures were in line with anticipated revenues and expenditures for the year.

**Key revenues and expenditures are as follows:**

**Revenues:**

Through the Fourth Quarter (Q4) (100% of Calendar Year) of CY 2020 (January – December), SRTC collected 78% of anticipated revenues for the year. All but one SRTC member paid their 2020 dues. Approximately \$342,000 STBG Data & Study Project Funds budgeted but unspent in 2020 were rolled into the 2021 budget.

**Expenditures:**

Through the Q4 of CY 2020 (January – December), SRTC spent 74% of total anticipated expenditures as follows:

- Personnel Expenditures: Total personnel expenditures were \$1,193,258 through Q4, or 88% of the CY 2020 budget amount.
- Contractual and Professional Services: Total services expenditures were \$792,559 year-to-date, or 60% of the total budget amount. The major contractual study efforts were re-budgeted into 2021.
- Materials and Services: Total materials and services expenditures were \$111,921 for the year 2020, or 91% of the total budget amount.
- Travel, Training, and Staff Development (includes and Subscriptions/Memberships): Total expenditures were \$31,182 thru Q4, or 38% of the total budgeted amount. This category was undeniably impacted by the 2020 pandemic with all travel cancelled starting late March 2020.
- IT Operations: Total expenditures were \$72,989 thru Q4, or 73% of the total budgeted amount.

**Board/Committee Discussions:**

The CY 2020 Budget was approved by the Board on December 12, 2019 and staff provided quarterly updates throughout the year.

**Public Involvement:**

All meetings in which the CY 2020 Budget and/or quarterly budget updates were presented to the Board were open to the public.

**Supporting Information/Implications**

During the COVID-19 crisis, expenditures have been closely monitored and savings opportunities embraced at all levels of the organization.

**More Information:**

- See Attachment: Q4 2020 Budget Summary
- For detailed information contact: Greg Griffin at [ggriffin@srtc.org](mailto:ggriffin@srtc.org) or 509.343.6370

## SRTC CY 2020, Report through December 31, 2020

	CY 2020 Approved	CY 2020					Prior Year-to-Date	CY 2020 % of Budget
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year-to-Date		
<b>REVENUES</b>								
<b>SRTC Cash Balance 12/31/19</b>						<b>870,660</b>		
Designated Local Funds carried over from 2019	350,000							
FHWA PL (Federal Public Law Funds)	759,836	278,574	193,554	152,500	65,075	689,703	610,782	91%
FTA (Federal Section 5303 Funds)	278,622	85,311	1,028	54,432	24,719	165,490	209,519	59%
STBG Planning Funds	350,000	31,287	-	207,821	105,430	344,539	318,713	98%
STBG Data & Study Project Funds	635,000	15,100	50,607	158,475	68,743	292,924	2,832	46%
RTPO (State Planning Funds)	150,763	47,790	20,315	30,206	33,154	131,464	166,552	87%
Local Dues	249,847	249,798	-	-	-	249,798	218,088	100%
Grants - Other & Census 2020 dues	26,295	25,769	526	21,021	-	47,316	83,624	180%
Other Local Study Project Funds (STA 2020 Division Study)	175,000	414	35,968	0	78,765	115,147	350,000	66%
Spokane County Treasury Interest		5,324	4,629	3,943	3,091	16,987	-	
<b>TOTAL REVENUES (Received in 2020)</b>	<b>2,975,363</b>	<b>739,368</b>	<b>306,626</b>	<b>628,397</b>	<b>378,976</b>	<b>2,053,367</b>	<b>1,960,110</b>	<b>78%</b>
<b>EXPENDITURES</b>								
<b>Personnel</b>								
Salaries	973,711	231,831	192,157	221,035	224,254	869,277	783,993	89%
Accrued Leave Payouts (includes unemployment)	-	-	2,711	2,000	-	4,711	32,139	
FICA	71,429	17,967	15,227	17,229	17,477	67,900	62,195	95%
WA State Retirement System	120,449	27,112	27,338	26,785	26,692	107,928	98,510	90%
Insurance	186,845	46,955	32,238	32,020	32,229	143,443	163,506	77%
<b>Total Personnel</b>	<b>1,352,434</b>	<b>323,864</b>	<b>269,672</b>	<b>299,070</b>	<b>300,652</b>	<b>1,193,258</b>	<b>1,140,343</b>	<b>88%</b>
<b>Contractual and Professional Services</b>								
Legal Services	27,000	2,609	5,076	5,335	13,268	26,287	16,800	97%
Consultants & Professional Svcs	45,508	2,775	4,396	-	26,927	34,097	22,473	75%
Prof. Svcs. Census 2020 'Complete Count'	26,295	24,811	1,484	21,021	-	47,316	73,705	180%
MTP Update	45,000	3,042	75	19,744	18,962	41,823	20,000	93%
Consultant Svcs & Model Development	460,000	885	24,528	28,349	54,497	108,259	1,089	24%
Consultant Svcs & I90/US 195 Systems Study	300,000	60,290	137,898	74,720	30,177	303,085	980	101%
Consultant & Division St Study	400,000	17,520	80,877	61,378	59,702	219,477	2,035	55%
State Audit Charges	12,995	-	11,367	848	-	12,215	10,826	94%
<b>Total Contractual and Professional Services</b>	<b>1,316,798</b>	<b>111,932</b>	<b>265,700</b>	<b>211,395</b>	<b>203,533</b>	<b>792,559</b>	<b>147,907</b>	<b>60%</b>
<b>Materials and Services</b>								
Publications	500	56	30	30	40	156	317	31%
Postage	250	110	60	8	83	261	321	104%
Operating Supplies	6,700	340	806	274	929	2,350	1,602	35%
Minor Furniture	750	637	-	-	207	844	2,127	113%
Telephone	8,585	1,837	1,888	1,830	1,758	7,313	7,019	85%
Advertising	2,920	263	475	380	62	1,180	2,279	40%
Rent - Office Space	82,400	12,999	20,354	22,407	29,012	84,772	83,550	103%
Rent - Meeting Rooms	500	100	-	-	-	100	125	20%
Lease - Copier	4,300	576	637	290	435	1,938	2,893	45%
Property and Liability Insurance	10,700	184	-	12,312	-	12,496	11,356	117%
Printing	2,000	-	-	-	-	-	306	0%
IF Charges	4,000	73	303	72	63	511	9,911	13%
<b>Total Materials and Services</b>	<b>123,605</b>	<b>17,176</b>	<b>24,553</b>	<b>37,603</b>	<b>32,589</b>	<b>111,921</b>	<b>121,806</b>	<b>91%</b>
<b>Travel, Training, and Staff Development</b>								
Mileage & Parking	4,800	515	298	-	60	873	4,019	18%
Travel / Training (Staff)	49,500	9,442	(59)	7,265	2,067	18,716	60,529	38%
Educational Speaker Series	15,000	-	-	-	-	-	15,801	0%
Board/Staff Retreats, Facilitators, Food	1,200	680	862	58	106	1,705	3,617	142%
Dues, Subscriptions, and Memberships	11,525	3,286	2,862	2,376	1,364	9,887	9,554	86%
<b>Total Travel, Training, and Staff Development</b>	<b>82,025</b>	<b>13,923</b>	<b>3,963</b>	<b>9,699</b>	<b>3,597</b>	<b>31,182</b>	<b>93,520</b>	<b>38%</b>
<b>IT Operations</b>								
IT Professional Svcs	32,700	6,170	5,924	5,767	5,805	23,666	29,786	72%
Software	40,188	6,691	10,095	3,591	4,970	25,347	23,906	63%
Hardware - New and Replacement; Repairs/Maint.	14,700	4,547	500	2,654	3,289	10,990	6,996	75%
Online Services	12,913	3,098	3,174	3,253	3,460	12,986	12,501	101%
<b>Total IT Services</b>	<b>100,501</b>	<b>20,505</b>	<b>19,694</b>	<b>15,266</b>	<b>17,524</b>	<b>72,989</b>	<b>73,189</b>	<b>73%</b>
<b>TOTAL EXPENDITURES (Paid in 2020)</b>	<b>2,975,363</b>	<b>487,399</b>	<b>583,583</b>	<b>573,033</b>	<b>557,894</b>	<b>2,201,909</b>	<b>1,576,765</b>	<b>74%</b>
<b>CASH BALANCE 12/31/20</b>						<b>722,119</b>	<b>868,323</b>	

# 2021 Draft Board Agenda Items

## MARCH

### For Action

### For Information & Discussion

Transportation Improvement Program  
Contingency Funding

Public Participation Plan Update

DivisionConnects

DATA Project Draft Design Plan - 2nd touch  
(tentative)

Electrification Grant & Planning

## APRIL

### For Action

### For Information & Discussion

DivisionConnects LPA for Transit

US 195/I-90 Study Final Report

Transportation Improvement Program  
Contingency Funding

2021 Q1 Budget Update

DATA Project Design Plan (tentative)

## MEETING SUMMARY

### Spokane Regional Transportation Council 01/25/2021 Transportation Advisory Committee (TAC) Meeting Zoom Video Conference

#### ***Action Items***

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- Approval of December meeting minutes passed unanimously.

#### ***Information & Discussion Items***

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- **TAC Work Plan Brainstorming Activity & 2021 Schedule** – Staff and members reviewed the Work Plan for continued relevancy and suggestions for next steps. The group stated their intention to concentrate on Focus Areas 1 (Increased Engagement) and 3 (Linkages Between Economic Development & Transportation) at this time. Members suggested ideas for deliverables. Staff will compile comments and circulate to all members for additional suggestions.
- **Metropolitan Transportation Plan Update: Regional Bike Network** - Staff recapped the development of the regional bike network to date and asked the group for input on additional priority destinations and types of destinations, regardless of mode. Comments from the discussion will be incorporated into the next phase of network development and in the identification of gaps in the bike network.
- **DivisionConnects Update** – Staff provided a background of the study and presented information about existing conditions on the corridor. The group received information about the high-level analysis of future travel demand modeling screenlines done by the consultant which has resulted in four build scenarios, and details about upcoming public engagement opportunities.
- **Metropolitan Transportation Plan Engagement Strategy** – Staff reported there will be five main parts of the community engagement strategy: a community survey about transportation, a virtual MTP kick-off meeting in the spring, a hybrid virtual/in-person meeting in the late summer, ongoing interagency coordination/collaboration, and ongoing updates to the Board and committees. Staff will be seeking assistance from the TAC with development and distribution of the survey and with the two public meetings.
- **WA Dept of Commerce ETS Grant & Regional Electric Vehicle Charging Infrastructure Plan** – Staff announced the Spokane region was awarded of a \$2.5M grant for electric vehicle charging equipment and infrastructure, provided a history of the grant collaboration process, and outlined the roles/responsibilities of the grant partners for the process going forward. The group talked about other potential locations for charging stations, emphasizing the need to track construction of new facilities where charging stations would be ideal (libraries, community centers).

## MEETING SUMMARY

### Spokane Regional Transportation Council 01/27/21 Transportation Technical Committee (TTC) Meeting Zoom Video Conference

#### Action Items

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- **2021-2023 Transportation Improvement Program February Amendment** – Staff presented information about the projects in the proposed amendment. There were no questions or discussion. *A motion to recommend Board approval of the amendment passed unanimously.*
- **TIP Call for Projects – Principles of Investment** – Staff provided a background of the 2018 call for projects, in which the Board set aside \$6M of STBG funds for preservation projects to be programmed in 2022/2023 and the policy approved by the Board in 10/2020 to hold a biennial preservation only call for projects. The group discussed the suggestions made by the TIP Working Group to (1) limit this call for preservation projects to grind/overlay, chip seal and other sealants (2) \$1M award per project limit (3) \$2M award per jurisdiction limit. *The motion to recommend Board approval of the three limitations to this call for projects passed unanimously.*
- **Spokane County Cost Overrun Eligibility** – Staff reported on past funds awarded to this project by SRTC, referred to TIP Guidebook policies about cost overrun eligibility, and provided examples of both eligible and ineligible situations. Spokane County staff provided additional project details and reasons for the unforeseen project cost increases. *All votes were in favor of the motion to recommend to the Board that the Bigelow Gulch Project 6 be eligible for available SRTC contingency funds.*
- **Metropolitan Transportation Plan Financial Forecast** – This item was carried forward from the last meeting to allow member agency staff additional time to review the forecast. Staff presented a summary of the Subject Matter Expert Team's comments, discussed projected revenues, and comments about the forecast by TTC members. Staff spoke about the adjustable assumption parameters built into the forecast. The group discussed anticipated future funding availability and inflation of construction costs. *A motion for recommendation for the Board to accept the MTP Financial Forecast with the proposed revisions carried unanimously.*

#### Information and Discussion Items

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- **DivisionConnects Update** – Staff reported on the current status of the study, noted there are four alternatives currently under consideration and a new public engagement campaign has been launched. Information was presented about the opportunities for study involvement to date by the Steering Committee, the public, member agency staff, and the technical team. Staff presented illustrations of the four alternatives and photo examples of similar layouts in other regions. The next phase of the project will be exploring land use considerations along the corridor.
- **DATA Draft Design Plan** – Staff recapped the ways in which stakeholders and member agency staff have been involved in the project development process. The project consultant spoke about the Phase I and Phase II schedules, the decision making procedure and outlined how stakeholder input was obtained. He described the draft design plan, which includes proposed Phase II investments:
  1. Household Travel Survey (1500 household smartphone enabled using rMove)
  2. Passive Data (Passenger & heavy truck trip tables from passive location based services data)
  3. Traffic Count Data (Selected traffic counts at key locations)
  4. Land Use Data Management System (For management of existing & future land use data and TAZ data)
  5. Travel Demand Model Updates
  6. Online Data Hub (Regional online data/tools platform to share SRTC's information with the community)