



Transportation Advisory Committee Meeting

Wednesday, May 24, 2021 • 3:00 PM

Virtual Meeting via Teleconference

PUBLIC NOTICE:

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Transportation Advisory Committee Meeting

Monday, May 24, 2021 ▪ 3:00 PM

AGENDA

Time	Item	Page #
3:00	1. Call to Order / Record of Attendance <u>FOR ACTION</u>	
3:02	2. Approval of April 26, 2021 Meeting Minutes	Page 3
3:03	3. 2022-2023 Unified Planning Work Program (Michael Redlinger)	Page 6
<u>FOR INFORMATION & DISCUSSION</u>		
3:08	4. Chair Report on April Board of Directors Meeting	n/a
3:11	5. Spokane Transportation Collaborative (<i>Holly Chilinski, Special Mobility Services</i>)	n/a
3:30	6. Unified List of Regional Transportation Priorities (<i>Eve Nelson</i>)	Page 63
3:45	7. Metropolitan Transportation Plan Update (<i>Mike Ulrich</i>)	Page 67
4:00	8. TAC Work Plan Status (<i>All</i>)	Page 69
4:15	9. Agency Update (<i>Kylee Jones</i>)	n/a
4:20	10. TAC member comments	
4:30	11. Adjournment	<i>Next Meeting Monday, June 28</i>

MEETING MINUTES

**Spokane Regional Transportation Council
04/26/2021 Transportation Advisory Committee (TAC) Meeting
Zoom Video Conference**

#1 Call to Order/Roll Call – Chair Todd Coleman brought the meeting to order at 3:01 pm.

Members Present:

Todd Coleman, Chair	Melanie Rose, Vice Chair
Kennet Bertelsen	Carlie Hoffman
Rachel Callary	Dave Richardson
Mark Haberman	Rhonda Young

Guests Present:

Paul Kropp
Mark Burrus
Shauna Harshman, City of Spokane
Char Kay, WSDOT-Eastern Region

SRTC Staff Present:

Kylee Jones, Associate Transportation Planner II
David Fletcher, Associate Transportation Planner III
Mike Ulrich, Principal Transportation Planner
Kevin Wallace, Executive Director

Michael Redlinger, Associate Transportation Planner III
Julie Meyers-Lehman, Admin-Exec Coordinator
Eve McMenemy, Principal Transportation Planner

ACTION ITEMS

2 Approval of March 2021 TAC Meeting Minutes

Ms. Rose made a motion to approve the minutes as presented. Mr. Bertelsen seconded. All votes were in favor.

INFORMATION & DISCUSSION ITEMS

3 Chair Report on Board Meeting

Chair Coleman provided a summary of the April Board meeting.

4 Unified List of Regional Transportation Priorities

Ms. McMenemy explained that as part of guidance from the new federal administration and proposed transportation spending packages at both the state and federal level, the SRTC Board has discussed the need for the region to be more cohesive about relaying regional transportation priorities. Rather than multiple cities/towns, chambers of commerce, transport providers, etc. all forwarding differing priority lists to legislators, a better strategy is for groups to come to agreement on 15 to 20 top projects for the region.

She described why SRTC is the logical choice to launch this effort and emphasized that while SRTC cannot lobby or create legislative agendas, SRTC can provide the technical information to assist in the creation of a unified list, then hand it off to members and stakeholder groups that do meet with legislators, such as the Regional Transportation Coalition. She spoke about how both the long-range plan, Horizon 2040, and the short-range plan, the Transportation Improvement Program, can be

utilized help develop the priorities. She presented a timeline and noted that the goal is to have a Board approved list by October so the chamber coalition can create marketing materials in time for the 2022 legislative session.

There was discussion about the criteria for projects relating to Horizon 2040 and how the TAC can become involved in public outreach for the unified list.

5 Public Participation Plan (PPP) Update

Ms. Jones recapped the background and requirements of the PPP then provided highlights of the last workshop, which focused on best practices to involved hard to reach communities. The next step in the process is to develop an evaluation matrix which can measure outreach success. The group discussed and some comments included:

- The recent workshop had good guest speakers and provided helpful information.
- Suggestion to keep the plan simple and implementable.
- One measurement of successful outreach is when the polarized voices on each end of a project move to towards the middle; it means people are thoughtfully considering the information.
- Remember to circle back to conversations held with community members.
- The earlier the public engagement can begin the better, particularly with the new Unified List of Regional Transportation Priorities; suggestion for TAC members to bring this up to the Board.
- Engaging the public now about the Unified List of Regional Transportation Priorities.
- Emphasis on a focus for creation of a transportation equity plan.

6 2022-2023 Unified Planning Work Program (UPWP)

Mr. Redlinger explained that staff is seeking input from the TAC on the UPWP document. Staff is currently reviewing best practices to address climate change, environmental justice and social equity within the policy framework.

He outlined the eight major tasks in the UPWP, highlighted key accomplishments from the 2020-2021 UPWP and some key milestones staff plans to meet in the upcoming two years. He provided a summary of the revenue and expenditure forecasts, the UPWP development timeline, and spoke about the coordination meeting held with representatives from WSDOT, Federal Highway Administration, Spokane Transit and SRTC staff.

7 TAC Member Comments

The group was asked to comment on progress of the TAC or general remarks. Some comments included:

- Would like the TAC to discuss the impacts of the high cost of transportation for lower income communities.

- How is equity defined? How do we take into consideration underserved areas? Are there existing conversations happening that the TAC can get involved in?
- Suggestions that the PPP work group can get out into the community to discuss those equity questions.
- There are representatives of disenfranchised communities on the Spokane Transportation Collaborative; may be helpful to reach out to them.
- Rising fuel and auto prices increases the pressure of transit to be at the right place at the right time.
- It may be useful to discuss how e-bikes rentals can serve community members who cannot afford cars.
- Many conversations about transportation leave out service workers who do not own vehicles and work hours prohibit them from using transit.
- Need to hold some discussions about filling the three vacant positions on the TAC.
- Suggestions for future guest speakers; City of Spokane Council Member Betsy Wilkerson, Gary Ballou from GSI
- Request to check status with TAC Workplan at the next meeting

Ms. McMenemy asked for two or three volunteers to assist with evaluating applications for the SRTC Call for Preservation Projects.

8 Adjournment

There being no further business, the meeting adjourned at 4:17 pm.

Acting Recording Secretary
Julie Meyers-Lehman

To: Transportation Advisory Committee 05/17/2021
From: Michael Redlinger, Associate Transportation Planner II
Topic: **SFY 2022-2023 Unified Planning Work Program (UPWP)**

Requested Action:

Recommend Board approval of the State Fiscal Years 2022-2023 Unified Planning Work Program.

Key Points:

- The UPWP is the foundational document outlining the core functions, planning studies, technical support and other ongoing planning activities conducted at SRTC.
- The state fiscal year (SFY) 2022-2023 UPWP covers a two-year period from July 1, 2021 to June 30, 2023.
- The UPWP two-year revenue and expenditure budget forecast is approximately \$4.6M.
- On April 27, 2021 the WSDOT Eastern Region Planning Office and WSDOT Tribal and Regional Planning (TRIP) Office, along with the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA), held a meeting with SRTC staff to review the draft SFY 2022-2023 UPWP, which resulted in a request for several minor edits and corrections which have already been incorporated into the draft document included in the packet.
- In relationship to the UPWP, USDOT recently released an Infrastructure for Rebuilding America (INFRA) grant opportunity with key objectives that focus on climate change, social justice and advancing racial equity. The Board was encouraged to share their perspectives on how SRTC could engage in this work. Over the SFY 2022-2023 UPWP period, SRTC plans to scope the process and workflow needed to update our equity and climate change planning.
- The UPWP includes major planning activities identified by Spokane Transit Authority and WSDOT Eastern Region are also included in the UPWP by appendices.

Board/Committee Discussions:

The Board of Directors, TTC, and Transportation Advisory Committee all received updates of the UPWP development in March and April. This month we are requesting the TAC move to recommend Board approval.

Public Involvement:

All meetings at which the SFY 2022-2023 UPWP was discussed have been open to the public.

Supporting Information/Implications

A development schedule for the SFY 2022-2023 UPWP is below.

Date	Action
03/24/21	UPWP Overview to TTC
03/28/21	UPWP Overview to Transportation Advisory Committee (TAC)
04/06/21	Preliminary draft of UPWP document to WSDOT TRIP
04/08/21	UPWP Overview to Board of Directors
04/27/21	On-site review meeting with WSDOT, FHWA, FTA, Spokane Transit
04/26/21	Draft UPWP presented to TAC
04/28/21	Draft UPWP presented to TTC
04/28/21	UPWP out for comment
05/13/21	Draft UPWP presented to the Board of Directors
05/13/21	Comment period closes. Comments from TTC and TAC due.
05/21/21	Comments from Board of Directors requested by 5/21
05/24/21	TAC recommendation of Board approval of draft UPWP
05/26/21	TTC recommendation of Board approval of draft UPWP
06/10/21	Board approval of UPWP
06/14/21	Approved UPWP submitted to WSDOT TRIP
06/21/21	WSDOT TRIP submits approved SFY 2022-2023 UPWP to FHWA/FTA
06/30/21	FHWA/FTA UPWP approval date
07/01/21	SFY 2022-2023 UPWP takes effect

More Information:

- For detailed information contact: Michael Redlinger at mredlinger@strc.org or 509.343.6370

JULY 1, 2021 -
JUNE 30, 2023

UNIFIED PLANNING WORK PROGRAM

State Fiscal Years 2022-2023

May 3, 2021 Draft

Spokane Regional Transportation Council

421 W Riverside Ave Suite 500 | Spokane WA 99201
509.343.6370 | www.srtc.org | contact.srtc@rtc.org



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INTRODUCTION

Background

The Spokane Regional Transportation Council (SRTC) is the lead agency for coordinating transportation planning activities in the Spokane region (see map in Appendix B). SRTC maintains three important transportation planning designations:

Metropolitan Planning Organization (MPO)

The United States Department of Transportation (USDOT) requires every metropolitan area with a population over 50,000 in population to have a designated Metropolitan Planning Organization (MPO) to qualify for receipt of federal highway and transit funds. SRTC is the designated MPO for the Spokane Metropolitan Planning Area and is responsible for ensuring compliance with federal transportation planning requirements. In particular, federal legislation (23 U.S.C. 134) requires the MPO to work in cooperation with the state and public transportation agencies in carrying out a continuing, cooperative, and comprehensive (3C) metropolitan planning process.

Transportation Management Area (TMA)

Urbanized areas over 200,000 in population are designated by federal legislation as Transportation Management Areas (TMA's). SRTC is the federally designated TMA for the Spokane Metropolitan Planning Area. TMA's have additional responsibilities and discretion in allocating certain federal transportation funds within the urbanized area. Those responsibilities require public transportation representation on the SRTC Board, a regionally coordinated Congestion Management Process, authority for TIP project selection; and FTA/FHWA must jointly certify the TMA every four years.

Regional Transportation Planning Organization (RTPO)

SRTC serves as the state designated Regional Transportation Planning Organization (RTPO) for Spokane County. RTPO's are voluntary associations of local governments and were authorized as part of the 1990 Washington State Growth Management Act to ensure local and regional coordination of transportation plans.

Purpose of UPWP

The purpose of a UPWP is to identify and align all federally funded transportation planning activities to be conducted in the metropolitan planning area during a one or two-year period. This State Fiscal Year (SFY) 2022-2023 Unified Planning Work Program defines such activities and their associated financial resources that will be undertaken in the Spokane Metropolitan Planning Area during the July 1, 2021 through June 30, 2023 Washington state fiscal year periods.

SRTC staff is also responsible for carrying out specific activities that go beyond MPO planning activities. For example, SRTC receives funding from the Washington State Department of Transportation (WSDOT) to carry out its duties as an RTPO. The UPWP defines core MPO functions and their associated funding sources. It should be noted there is often overlap within a specific work program task between federal and state planning requirements. In situations where a particular task is relevant as a core MPO function and as an RTPO function (e.g., Program Administration and Coordination), the identification of funding sources will include both the federal and state resources necessary to complete the task.

Agency Organization and Process

SRTC is organized through an interlocal agreement. As shown on page 39, the agency is governed by a Board that receives policy input from a Transportation Advisory Committee (TAC) and technical input from a Transportation Technical Committee (TTC). The Board includes 13 voting members and three ex-officio, non-voting members. Also, pursuant to RCW 47.80.040, area members of the House of Representatives and the State Senate are considered ex-officio board members of SRTC.

The TTC is composed of 21 professionals from various local, regional, and state agencies and Tribes. The TTC provides technical input and helps ensure a coordinated regional transportation system. Additionally, the TTC participates in SRTC's transportation planning program by conducting technical reviews of activities such as applications for funding, setting of performance targets, congestion management reports, amendments to the Transportation Improvement Program, and provides input on the UPWP.

The TAC is composed of 13 community members from an array of geographic areas, modal and policy expertise, agencies, and constituent groups. A key responsibility of the TAC is to advise the Board on policy issues associated with plans, programs, and activities conducted by SRTC. The TAC is also intended to promote agency transparency while providing a forum for the public involvement in SRTC's overall transportation planning program.

In developing the SFY 2022-2023 UPWP, SRTC worked cooperatively with WSDOT and the Spokane Transit Authority (STA) to define planning priorities, work activities, and associated financial resources.

Issues Addressed in the Planning Process

Current Planning Environment

Over the past several years, national, state, and local governments have been faced with declining revenues and this trend is expected to continue. On December 4, 2015 the latest federal transportation authorization bill, the Fixing America's Surface Transportation (FAST) Act, was signed into law, replacing the previous federal transportation authorization bill, Moving Ahead for Progress in the 21st Century (MAP-21). The FAST Act provides \$305 billion nationally over five years for various highway, transit, and safety programs. Approval of the FAST Act ended more than 10 years of short-term extensions and temporary transportation bills. Initial review of the FAST Act modifications and requirements does not reveal any necessary immediate changes for MPOs and continues the major changes brought about by MAP-21 in the programmatic structure for both highways and public transit and included an initiative to improve efficiency through performance-based planning. The FAST Act maintains all the funding program mergers created by MAP-21. The FAST Act also provides for enhanced coordination of public transportation services with other federally assisted transportation services to aid in the mobility of seniors and individuals with disabilities.

In SFY 2022-2023, SRTC will continue to work on several key activities related to FAST Act performance-based planning requirements. Performance-based planning has enhanced SRTC's long-range planning and project selection processes. The FAST Act performance-based planning requirements are an extension of the MAP-21 performance-based planning requirements, and as such, will involve a significant and continuing investment in resources (e.g., staffing, data collection, etc.).¹ Because these new requirements in 23 CFR 490 are not fully funded through the FAST Act, SRTC has balanced performance-based planning requirements with other MPO requirements. In striking this balance, SRTC has fully adopted and met the core MPO and RTPO planning functions and now is taking on key efforts to start furthering the accomplishment of statewide performance targets through education, coordination data acquisition and technical work. These goals are reflected in SRTC's SFY 2022-2023 UPWP. In updating the new metropolitan/regional transportation plan, Horizon 2040, SRTC has identified several emerging planning issues to be addressed in the SFY 2022-2023 UPWP and subsequent years. These include continuing to implement performance-based planning, aligning and supporting WSDOT's practical solutions framework, getting involved in equity and climate change planning activities and understanding linkages between land use and transportation decisions.

¹ **Federal Register / Vol. 79, No. 105 / Monday, June 2, 2014 / Proposed Rules, page 31786, Summary of Average Annual Regulatory Costs and Burden Hours of Effort:** FHWA and FTA estimated that the average Transportation Management Area (TMA) will be required to provide 1,800 additional hours of effort to implement the new MAP-21 planning requirements. When considering paid time off (holidays, vacations, and sick leave) 1,800 hours essentially represents 1 Full Time Equivalent (FTE). This represents a significant work requirement for SRTC, which has a staff of 10.78 FTEs.

Federal and State Planning Factors

As part of the process of developing the UPWP, the FTA and FHWA require the consideration of federal planning factors in regional transportation planning efforts. These planning factors include:

- Support the economic vitality of the metropolitan area; especially by enabling global competitiveness, productivity, and efficiency;
- Increase both the safety and security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility of people and for freight;
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planning growth and economic development patterns;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation;
- Emphasize the preservation of the existing transportation system;
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- Enhance travel and tourism.

The SFY 2022-2023 UPWP reflects these federal priorities and direction through specific work activities.

The SFY 2022-2023 UPWP also addresses the six Washington State legislative transportation system policy goals of [RCW 47.04.280](#), including Economic Vitality, Preservation, Safety, Mobility, Environment, and Stewardship. In particular, Task 8: RTPO Planning Functions, addresses the specific requirements of RCW 47.04.280.

Finally, the SFY 2022-2023 UPWP incorporates the Guiding Principles, Policies and Strategies established in the Horizon 2040 Metropolitan Transportation Plan and 2021-2024 Transportation Improvement Program, which were both developed within the framework of current federal and state planning requirements.

Coordination with Adjacent MPOs and RTPOs

In March 2003, Kootenai County, Idaho became a federally designated urbanized area. Associated with that designation was the establishment of the Kootenai Metropolitan Planning Organization (KMPO). While the SRTC and KMPO Boards are independent from one another, SRTC and KMPO continue to coordinate planning and modeling efforts that affect both MPO areas. All UPWP documents are forwarded to adjacent RTPOs for review.

SFY 2020-2021 UPWP KEY ACCOMPLISHMENTS

The SFY 2022-2023 UPWP identifies SRTC key accomplishments for SFY 2020-2021 organized by UPWP Task number.

Task 1	Program Administration and Coordination
	<ul style="list-style-type: none"> Completed SFY 2020-2021 UPWP.
	<ul style="list-style-type: none"> Completed SFY 2019 and 2020 UPWP Annual Reports.
	<ul style="list-style-type: none"> Received recertification from FHWA and FTA in January 2020. Submitted self-certification to WSDOT in August 2020.
	<ul style="list-style-type: none"> Developed Calendar Years 2020 and 2021 Budgets and Indirect Cost Plans.
	<ul style="list-style-type: none"> Hired two Associate Planners.
	<ul style="list-style-type: none"> Participated in Washington MPO Coordination Committee.
	<ul style="list-style-type: none"> Participated in WSDOT's Freight Stakeholder Group.
	<ul style="list-style-type: none"> Participated in North Spokane Corridor Executive Committee.
	<ul style="list-style-type: none"> Participated in Spokane Regional Transportation Management Center Board and Committees.
	<ul style="list-style-type: none"> Participated in Intermountain West MPO Directors Meetings.
	<ul style="list-style-type: none"> Conducted monthly meetings of SRTC Board of Directors, Transportation Technical Committee, and Transportation Advisory Committee.
	<ul style="list-style-type: none"> Participated on WSDOT's Commercial Aviation Coordinating Commission.
	<ul style="list-style-type: none"> Prepared CY 2020 and CY 2021 Budget and Indirect Cost Plans; both approved by the Board.
	<ul style="list-style-type: none"> Completed successful audits by the Washington State Auditor's Office in 2019 and 2020 containing no findings.
	<ul style="list-style-type: none"> Held multiple meetings with Board members discussing upcoming revisions to SRTC Interlocal Agreement.

Task 2	Public and Stakeholder Participation and Coordination
	<ul style="list-style-type: none"> Increased social media presence, with 1,670 Twitter followers and 465 Facebook page "likes", and 95 followers on LinkedIn.
	<ul style="list-style-type: none"> Due to Covid-19, all Board, TTC and TAC meetings moved to a video conference platform in March 2020; the change from in person meetings has increased public participation numbers at the meetings. All in-person public outreach was suspended and all the community events in which SRTC traditionally participates for outreach (such as Summer Parkways, Bike Swap, Felts Field Neighbor Day, etc.) were canceled.
	<ul style="list-style-type: none"> In coordination with Avista Utilities and many other public and private partners, SRTC was awarded

<p>a \$2.5 M grant from Washington Department of Commerce to build electric vehicle charging station infrastructure in the region. Electrification Grant.</p>
<ul style="list-style-type: none"> • Held a virtual open house to present the draft 2021-2024 TIP to the public.
<ul style="list-style-type: none"> • Participated on the steering committee for the Spokane Transportation Collaborative.
<ul style="list-style-type: none"> • Restructured the Transportation Advisory Committee (TAC), SRTC’s advisory committee of community members. Created a contextual area-based application, conducted both in-person and telephone interviews, culminating in a 13-member group appointed by the Board of Directors in April 2020.
<ul style="list-style-type: none"> • Participated on the WSDOT Highway Systems Plan.
<ul style="list-style-type: none"> • Participated on the Spokane County Complete Count Committee for Census 2020.
<ul style="list-style-type: none"> • Coordinated with Commute Smart NW to develop an updated regional paper bike map, which will be distributed free of charge throughout the community in 2021.

Task 3 Data Management and Systems Analysis

<ul style="list-style-type: none"> • Continued to address recommendations in the regional travel demand model peer review report.
<ul style="list-style-type: none"> • Worked on and discussed model improvement and land use considerations through the DATA project, which is a multi-year effort to improve suite of analytic tools. This included robust stakeholder engagement to solicit input on local agency data applications needs, consultant selection and contracting, and continuing coordination with consultant/project teams.
<ul style="list-style-type: none"> • Developed methodology for updating land use forecasts for MTP horizon year of 2045.
<ul style="list-style-type: none"> • Acquired, updated, and maintained demographic, socioeconomic, land use, and transportation data in geospatial and other formats in support of transportation planning as appropriate.
<ul style="list-style-type: none"> • Collaborated with other agencies in data and analysis sharing as needed.
<ul style="list-style-type: none"> • Initiated work to review cloud-based solutions for the GIS program.
<ul style="list-style-type: none"> • Provided GIS data, mapping, and GIS support to member jurisdictions.
<ul style="list-style-type: none"> • Expanded the use of ArcGIS Online interactive mapping and data capabilities to provide partner agencies and the public transportation relevant maps and data.
<ul style="list-style-type: none"> • Visualized environmental justice and social equity-related data for the Social Equity Mapping Tool.
<ul style="list-style-type: none"> • Developed methodology for updating land use forecasts for the MTP horizon year of 2045.
<ul style="list-style-type: none"> • Provided model data and modeling support to member agencies for several projects, studies and other planning efforts.
<ul style="list-style-type: none"> • Coordinated the PSAP process to validate and update census geographies for Census 2020.

Task 4 Metropolitan Transportation Plan (MTP)

<ul style="list-style-type: none"> • Completed the financial forecast for MTP update; accepted by the Board March 2021.
<ul style="list-style-type: none"> • Updated the methodology for the base and horizon year land use forecasts for 2021 MTP; approved by the Board in September 2020.

<ul style="list-style-type: none"> • Launched a scoping of needs analysis and public involvement elements of the MTP update.
<ul style="list-style-type: none"> • Participated quarterly in the air quality interagency consultation process with FHWA, FTA and EPA.
<ul style="list-style-type: none"> • Using the expertise of a performance management working group for input, the SRTC Board agreed to support WSDOT’s performance targets for PM2 and PM3 federal rules 23 CFR 490 and developed project selection criteria to support statewide performance targets.
<ul style="list-style-type: none"> • Participated in WSDOT performance management technical meetings and provided feedback to the agency.
<ul style="list-style-type: none"> • Participated in many WSDOT project meetings such as Target Zero, US 2 West Plains Subarea Transportation Management Plan, Active Transportation Plan, Highway Systems Plan, Practical Solutions efforts, and others.
<ul style="list-style-type: none"> • Developed performance criteria in the 2021 Call for Projects prioritization process to help support statewide performance targets.
<ul style="list-style-type: none"> • Coordinated the installation of bicycle and pedestrian counters at six locations in four jurisdictions.
<ul style="list-style-type: none"> • Conducted Active Transportation coordination meetings with member jurisdictions and other interested stakeholders.
<ul style="list-style-type: none"> • Launched review of regional bicycle priority network as part of the MTP update.
<ul style="list-style-type: none"> • Participated on the Spokane Transportation Collaborative steering committee, a group focused on enhancing transportation choices and promoting projects consistent with needs identified in the 2018 Coordinated Public Transit-Human Services Transportation Plan.
<ul style="list-style-type: none"> • Established a Freight Subject Matter Expert (SME) Team consisting of agency partner staff, private sector representatives and other freight interests to provide input into the Freight Study and Investment Plan.
<ul style="list-style-type: none"> • Scoped and began work on a regional freight mobility study and investment strategy in partnership with Freight SME team.
<ul style="list-style-type: none"> • Purchased ATRI data and partnered with Eastern Washington University’s GIS Department to process ATRI data into the regional freight mobility study.

<p>Task 5 Transportation Improvement Program (TIP)</p>
<ul style="list-style-type: none"> • Developed the 2020-2023 and 2021-2024 TIP.
<ul style="list-style-type: none"> • Developed the 2020 and 2021 TIP Guidebooks which strengthened policies for project delivery.
<ul style="list-style-type: none"> • Maintained current TIP with amendments and/or administrative modifications processed monthly and uploaded on ArcGIS Online.
<ul style="list-style-type: none"> • Coordinated monthly meetings of the multi-jurisdictional TIP Working Group.
<ul style="list-style-type: none"> • Conducted air quality conformity reviews on the 2020-2023 TIP, the 2021-2024 TIP and TIP amendments.
<ul style="list-style-type: none"> • Coordinated with Washington State Dept of Ecology and vehicle miles traveled data.
<ul style="list-style-type: none"> • Submitted annual CMAQ and TAP reports.
<ul style="list-style-type: none"> • Developed TIP Obligation Reports for 2020 and 2021.

- Supplied assistance to member agencies with grant applications and communications on funding sources.

Task 6 Congestion Management Process (CMP)

- Provided data and analysis for regional priority strategy process related to I-90 congestion effort for corridor strategies.
- Participated in developing an ATMS application for funding.
- Participated on the Spokane Regional Transportation Management Center Operations Board for 2020 and 2021.
- Participated in hosting an intelligent transportation system (ITS) education series.
- Participated in the development of the Regional ITS Architecture Plan, accepted by the Board in November 2019.
- Participated in training for Acyclia Bluetooth Readers on SRTC congested corridors.

Task 7 Planning Consultation and Studies

- Provided traffic count, travel forecast, statistical, GIS, mapping/cartographic products, travel demand modeling support and other resources to partner and community agencies as requested.
- Developed scope and RFQs for the Division Street corridor analysis and US 195 / Interstate 90 Study; Initiated studies and made progress on several deliverables.
- Participated on STA's Central City Line Advisory Committee.
- Participated in the West Plains Connections (6th/10th/23rd St transportation study) and the City of Spokane's Ray-Freya Crossover Study.

Task 8 RTPO Planning Functions

- Conducted reviews and multi-modal level of service analyses of local jurisdictions' comprehensive plan updates and amendments in accordance with SRTC policies and procedures. Reviewed, and certified when applicable, member agencies' comprehensive plan amendments and updates for transportation consistency with the MTP and specified RCW transportation planning requirements.
- Managed SRTC's internal Commute Trip Reduction program. Provided data and analysis to support countywide CTR program.
- Participated in Ruckelshaus discussion meetings with WSDOT and other RTPOs.
- Began reevaluation of household and job allocations with member agencies.
- Served as grant administrator for Washington OFM funding for 2020 Census public outreach.
- Monitored GMA efforts at the state level. Provided Board and Committee education on GMA and RTPO requirements.
- Conducted model analyses for member jurisdictions and agencies.

SFY 2022-2023 UPWP TASKS

The SFY 2022-2023 UPWP identifies priorities for the Spokane Metropolitan Planning Area and allocates resources to specific needs and projects. It also assists local, state, and federal agencies in coordination of urban transportation planning activities.

The tasks and subtasks to be accomplished and developed under the SFY 2020-2021 UPWP are listed in Table 1. In addition, Table 1 provides a generalized illustration of whether a particular task or subtask is primarily undertaken to satisfy federal (MPO), state (RTPO), or both federal and state requirements. Subtasks have been added to provide SRTC the ability to track staff time and deliverables under areas of interest and to align that effort with the areas of focus.

Table 1: SFY 2022-2023 UPWP Tasks and Subtasks

Task	MPO	RTPO
1. Program Administration and Coordination		
1.1 Program Management and Support	•	•
1.2 Professional Development and Training	•	•
1.3 MPO Agreements	•	
1.4 Coordination with State and Federal Legislators	•	
1.5 Professional Development & Training	•	•
1.6 Unified Planning Work Program	•	
2. Public and Stakeholder Participation and Coordination		
2.1 Public Coordination and Outreach	•	•
2.2 Stakeholder Coordination	•	•
2.3 Title VI & Environmental Justice	•	•
2.4 Webpage and Social Media Management	•	•
3. Data Management and Systems Analysis		
3.1 Data and Software Management	•	•
3.2 GIS and Spatial Analysis	•	•
3.3 Data Visualization and Cartography	•	•
3.4 Socioeconomic Data Collection and Forecasting	•	•
3.5 Systems Analysis and Data Application	•	
3.6 Air Quality and Transportation Conformity	•	
4. Metropolitan Transportation Plan (MTP) and General Long-Range Transportation Planning		
4.1 Long Range Transportation Planning	•	•
4.2 Equity Planning	•	
4.3 Climate Change and Resiliency	•	•
4.4 WSDOT Support and Coordination	•	•

5. Transportation Improvement Program		
5.1 TIP Development and Maintenance	•	•
5.2 Coordinate and Tracking Projects	•	•
6. Congestion Management Process (CMP)		
All activities	•	
7. Planning Consultation and Studies		
7.1 I-90/US 195 Study	•	
7.2 Division Street Reimagined	•	
7.3 Coordinated Public Transit-Human Services Transportation Plan	•	•
8. RTPO Planning Functions		
All activities		•

The overview for each task and subtask are identified in Table 1 are provided beginning on page 12. Major milestones and products for each task are identified next. Following this are the detailed subtasks and the ongoing tasks that are conducted throughout the entire planning period. Next are unfunded planning activities and the responsibility for each task. Budget information follows, including federal, state, and local transportation planning estimated revenues and expenditures and a comparison to the last UPWP budget for reference purposes.

Federal and State Areas of Emphasis

Federal and state emphasis areas are addressed in the SFY 2022-2023 UPWP including:

MAP-21 and FAST Act Implementation

Transportation Performance Management

- SRTC will continue tracking Federal notices of proposed rulemaking as they pertain to performance management and will inform and aid local agencies of the notices and changes.
- SRTC will update, monitor, and maintain performance management data as determined by the FAST Act.
- SRTC has integrated Performance Based Planning into all steps of its process from the MTP- Horizon 2040 to the TIP application process.
- SRTC will continue to collaborate with WSDOT to set statewide and MPO performance measure targets.
- SRTC’s TTC and Board of Directors will consider the targets financial implication and relationship to its efforts on performance-based planning. SRTC will integrate this approach into its’ work on a freight strategic plan, land use modeling, and project funding.
- SRTC is aware of new federal priorities and is tracking and responding to the information.

Models of Regional Planning Cooperation

Promote cooperation and coordination across MPO boundaries and across state boundaries where appropriate to ensure a regional approach to transportation planning.

- SRTC will coordinate development of SFY 2022-2023 UPWP with FHWA, FTA, STA, and WSDOT’s

Transportation Planning Office and Eastern Region's Planning Office.

- SRTC will coordinate with federal, state, local, and Tribal agencies regarding regional transportation issues.
- SRTC will monitor federal and state legislative actions.
- SRTC will participate and coordinate in WSDOT Plan Alignment Work Group (PAWG).
- SRTC will provide input and technical assistance as needed on WSDOT's Highway Systems Plan update.
- SRTC will review and certify local updates and amendments to comprehensive plans and the county wide plan policies for consistency with SRTC's Plan Review and Certification Process Instruction Manual.
- SRTC will continue interaction with Intermountain MPO group, and other MPOs and agencies, to share information, MPO practices, data uses, techniques, and plans.

Ladders of Opportunity

Access to essential services: as part of the transportation planning process, identify transportation connectivity gaps in access to essential services.

- SRTC will incorporate text related to access gaps into future MTP updates within the Title VI and Americans with Disabilities Act (ADA) sections.
- SRTC will reach out to "traditionally underserved" populations for the purpose of education and awareness regarding corridor plans and the long-range transportation plan, Horizon 2040 through coordination with local agencies.

Tribal Consultation

Coordinate and invite participation with Tribal governments on the development of their regional transportation plans and programs.

- SRTC will coordinate with Tribal governments and invite the Tribe to join the Board.
- SRTC will maintain coordination with Tribal and Land Management agencies per SRTC's Tribal and Land Management Coordination policies.
- SRTC will coordinate Tribal participation in the TIP process.

Interlocal Agreements

Create or update as needed. Interlocal agreements are the legal instrument used to establish MPOs and RTPOs.

- SRTC will review existing MOU (signed January 15, 2013) for any changes necessary in coordination with WSDOT and STA.
- SRTC will finish an update of Interlocal Agreement for federal and state required changes, including Tribal membership and voting changes due to population from census results, dues, and other changes directed by the Board.

TASK 1

PROGRAM ADMINISTRATION & COORDINATION

Overview-Task 1

Program Administration is a core MPO and RTPO function. The purpose of this task is to administer the overall metropolitan transportation planning process in an open and collaborative environment. Program administration activities are undertaken to ensure MPO compliance with applicable provisions of Titles 23, 40, and 49 of the US Code and the Code of Federal Regulations that call for a continuing, comprehensive, and cooperative metropolitan transportation planning process. Program administration activities also ensure RTPO compliance with RCW 47.80 and Chapter 468-86 WAC. Program Administration is a core MPO and RTPO function and includes the development and tracking of the Unified Planning Work Program.

Major Milestones and Products-Task 1

- Submit MPO Self-Certification to WSDOT Tribal and Regional Coordination Liaison. (September 2021 and September 2022)
- Review and update Interlocal Agreement; potential changes include modification of membership structure due to state and federal requirements, census data, dues, and any other Board directed alterations. (July 2021)
- Review progress to date on existing MOA (signed January 15, 2013) in coordination with WSDOT and STA. Review for possible changes, a process for target setting and adoption, and adopt amendment(s) if necessary. (June 2022)
- Develop the Annual UPWP Performance and Expenditure Report as required by federal regulations. (September 2021 and September 2022)
- Hold orientation sessions for SRTC Board Members (February 2022)
- Review of 2022-2023 UPWP for modifications (February 2022 and February 2023)
- Prepare the SFY2024-2025 UPWP (February 2023)
- Develop Unified Regional Transportation Priorities (June 2021-December 2021, June 2022-December-2022)

Sub-Task 1.1 Program Management and Support

This subtask includes the activities necessary to effectively manage the metropolitan transportation planning process as required by federal and state regulations:

Sub-Task 1.1 Ongoing/Continuous Activities

- Administer the metropolitan transportation planning process that complies with applicable federal and state regulations.
- Coordinate meetings and provide support to the Board of Directors, Transportation Technical Committee, Transportation Advisory Committee.

- Coordinate with federal, state, local agencies, Tribes, and other partners regarding regional transportation issues, plans, studies, funding, and implementation programs.
- Coordinate and consult with WSDOT, STA, member agencies, Tribal governments, other MPOs, other RTPOs, and other local agencies and planning partners.
- Develop and monitor program activities, interagency agreements, the annual SRTC budget, and the annual Indirect Cost Plan.
- Conduct financial planning and management, including the administration of planning grants.
- Purchase office equipment, supplies, computer hardware, and software.
- Manage and submit reports on agency fiscal status.
- Develop and administer agency policies and procedures.
- Managing staff and providing agency leadership.

Sub-Task 1.2 Federal Transportation Planning Certification

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) conducted a joint site review of the Spokane metropolitan area’s transportation planning process in late 2019. This Transportation Planning Certification Review is required by federal regulations every four years for metropolitan areas that exceed a population of 200,000 and have been designated as a Transportation Management Area (TMA).

During the review, the FHWA and FTA made several recommendations, but found no corrective actions needed. It was certified that the transportation planning process in the Spokane metropolitan area meets the applicable program and regulatory requirements of 23 CFR 450. The next certification review is expected to begin in mid-2023.

Sub-Task 1.2 Ongoing/Continuous Activities

- Implement recommendations from the January 2020 Federal Transportation Planning Certification Review Final Report.

Sub-Task 1.3 MPO Agreements

In 2013, the SRTC Board approved a new Interlocal Agreement (ILA) which outlines the governance structure and cooperative process for carrying out the metropolitan transportation planning process. At the time of the UPWP the ILA is presently being updated to accurately reflect population-based representation, tribal representation and voting structure. This 2021 ILA and will supersede the 2013 ILA.

The 2013 MOA between SRTC, WSDOT, and Spokane Transit Administration (STA) will be reviewed and modified if any changes are needed as noted in the milestones above.

Sub-Task 1.4 Coordination with State and Federal Legislators

Periodically SRTC staff is asked to provide technical information about the status of transportation plans and programs to both state and federal legislators. SRTC staff also provide updates on metropolitan planning activities where legislators and/or their staff members may be present. In addition, pursuant to RCW 47.80.040, any member of the House of Representatives or the State Senate whose districts are

wholly or partly within the boundaries of the regional transportation planning organization are considered ex officio, nonvoting board members of the regional transportation planning organization. As such, SRTC staff coordinates with area members of the state legislature as regular ex officio members of the SRTC Board.

SRTC does not use federal revenue when expenditures include staff time, travel, lodging, or meals for legislative functions. SRTC maintains a binder with anti-lobbying rules and regulations regarding unallowable costs. It is periodically reviewed by SRTC staff who interact with policy makers or manage contracts.

During SFY 2022-2023, the Executive Director may participate in the following community organized trips to meet with state and federal legislators. Both trips will be paid for solely with local funds:

- Regional Olympia Fly-In (January 2022, January 2023)
- Regional Washington DC Fly-In (April 2022, April 2023)

Sub-Task 1.4 Ongoing/Continuous Activities

- Monitor federal and state legislative issues and actions.
- Review anti-lobbying rules and regulations.
- Provide information regarding regional transportation projects and Board approved priority projects and policies.

Subtask 1.5 Professional Development and Training

This subtask provides for ongoing staff training to include attending conferences, seminars, and training sessions within budget constraints. Professional development and training are fundamental components of maintaining a qualified, up-to-date professional staff. Training requirements are particularly important for a small MPO staff responsible for staying abreast of changing federal and state regulations and planning requirements, travel demand modeling, air quality conformity modeling, Geographic Information Systems, and computer hardware, software, and network systems.

On an annual basis SRTC compiles a detailed spreadsheet to determine the training needs and costs for staff members to attend needed training. This task also includes costs for professional and trade associations such as the Association of Metropolitan Planning Associations (AMPO) and National Association of Regional Councils (NARC).

SRTC is also focused on attracting and retaining highly qualified employees. This task includes training and certification for professional planners through American Planning Associations (APA) AICP Certification program and other professional training for Geographic Information Systems (GIS).

Sub-Task 1.5 Ongoing/Continuous Activities

- Complete various professional development and training by staff, including travel demand modeling (VISUM), air quality conformity (MOVES), Geographic Information Systems (ArcGIS), transportation planning and programming, computer programming, statistical data and methods, leadership and management training, project management, Title VI, Environmental Justice, and congestion management planning. Includes costs of certification, membership, and participation in statewide, regional, and national trade organizations

Sub-Task 1.6 Unified Planning Work Program

SRTC will develop and maintain the SFY 2022-2023 UPWP to coordinate metropolitan planning activities between SRTC and its member agencies, define planning activities, and identify funding sources for those activities. The UPWP is a core MPO function and identifies and organizes RTPPO planning activities. SRTC staff serves as lead in coordination with member agencies, STA, and WSDOT.

Sub-Task 1.6 Ongoing/Continuous Activities

- Maintain the SFY 2022-2023 UPWP, which identifies transportation planning activities to be undertaken in the SMPA using federal, state, and local funds.
- Periodically update the Board of Directors on progress in implementing the SFY 2022-2023 UPWP. As needed, submit UPWP amendments to the Board for approval and forward to FHWA and FTA.

Unfunded Activities-Task 1

- None

Responsibilities-Task 1

SRTC staff serves as lead in coordination with members, STA and WSDOT.

Summary of Revenues and Expenditures-Task 1

Revenues		Expenditures	
FHWA-PL	\$ 572,455	Salaries & Benefits	\$ 516,403
FTA-5303	\$ 144,459	Overhead	\$ 251,387
FHWA-STBG-Metro Planning	\$ 0	Direct Costs	\$ 74,750
RTPPO	\$ 100,000	Consultants	\$ 0
Local	\$ 25,626	TOTAL	\$ 842,540
TOTAL	\$ 842,540		

Budget Comparison		FTE Staffing Comparison	
SFY 2022-2023	\$ 842,540	SFY 2022-2023	1.85
SFY 2020-2021	\$ 756,170	SFY 2020-2021	1.59

TASK 2

PUBLIC & STAKEHOLDER PARTICIPATION & COORDINATION

Overview-Task 2

SRTC creates opportunities for public and stakeholder involvement, participation, and consultation to support planning and programming activities. This is a core MPO and RTPO function. A robust and ongoing public and stakeholder participation and coordination process is a vital component of a successful metropolitan transportation planning process. SRTC supports public coordination an outreach, stakeholder coordination, Title VI and Environmental Justice and online presence to fulfill this objective. Key provisions in the Public Participation Plan (PPP) provides information to the public and stakeholders; timely public notice of SRTC meetings; public comment periods, and other activities; full public access to key decisions and decision-making processes; and support for early and continuing involvement of the public in all planning and programming activities.

Major Milestones and Products-Task 2

- Complete a public workshop series for Public Participation Plan update. (September 2021)
- Board approval of the Public Participation Plan update. (December 2021)
- Develop and conduct agencywide education events regarding environmental justice, racial equity, and strategies to effectively engage communities and improve outcomes. (October 2021-March 2022)
- Maintain the social equity mapping tool, including updating data, language and messaging as needed. (June 2022)
- Update the SRTC Website to improve user experience and elevate engagement tools. (December 2022)
- Deliver a user-friendly interactive webpage for the Metropolitan Transportation Plan update with the assistance of a consultant. (December 2021- March 2022)

Sub-Task 2.1 Public Coordination and Outreach

In accordance with applicable federal requirements and adopted public participation procedures, SRTC provides the public with opportunities to participate in the metropolitan planning process. SRTC does this by providing information on specific issues through a variety of channels, as well as providing opportunities to engage in the process at multiple points. SRTC has developed a Public Participation Plan (PPP) to identify specific stakeholders, methods used to engage them, and channels to disseminate project-specific or plan-specific information to them. The return to traditional in-person outreach remains tentative considering COVID-19.

In general, the outreach methods employed by SRTC include:

- Roundtables, focus groups, and stakeholder interviews on regional transportation issues and priorities.

- Presentations to diverse groups of various sizes and interest areas, with specific attention to Title VI and populations with transportation barriers.
- Open houses and public meetings, both in-person and online, to inform the public about major SRTC activities and projects.
- Participation in open houses, public meetings, and events hosted by other jurisdictions and agencies.
- Surveys.
- Social media sites including a blog, Facebook, Twitter, and LinkedIn
- Press releases to local media.
- SRTC presence at community events.
- Email distribution lists, flyers and/or direct mailings to publicize meetings and events.
- Coordination with member agencies and community groups to promote SRTC activities through websites, social media posts and other methods.
- Maintaining coordination with Tribal and Land Management agencies per SRTC's Tribal and Land Management Coordination policies.

Sub-Task 2.1 Ongoing/Continuous Activities

- Maintain contact databases.
- Develop dynamic presentation and education outreach materials.
- Hold open houses and public meetings to engage and receive feedback.
- Provide alternate communication methods for those without internet.
- Apply enhanced outreach efforts to traditionally underserved populations for information gathering and project engagement.
- Implement the Public Participation Plan.
- Complete training to improve social media methods.

Sub-Task 2.2 Stakeholder Coordination

This subtask provides for continuous outreach to resource agencies, freight operators, security agencies, inter-regional transit, rail providers, and air cargo carriers to integrate them into the metropolitan transportation planning process.

Sub-Task 2.2 Ongoing/Continuous Activities

- Communicate and coordinate with local Native American Tribes.
- Build and maintain relationships with staff at other agencies for the purpose of coordination on projects and studies and the promotion of other agency's activities on SRTC's social media sites, and vice versa. Utilize stakeholder and focus groups during agency transportation sub-area, and other, studies.
- Include staff from other agencies on SRTC committees and sub-committees and working groups. Facilitate and encourage information-sharing between member agencies.

- Evaluate outreach and public feedback for integration into planning activities. Document how feedback is used in processes, documents, and strategies.

Subtask 2.3 Title VI & Environmental Justice

In accordance with federal requirements (Title VI and Executive Orders), this subtask identifies environmental justice issues at the regional and project levels. It also provides a means to assess the adequacy of current strategies by focusing on public involvement activities and assessment techniques applied to the MTP and TIP. Additional strategies will be identified and implemented as appropriate.

Sub-Task 2.3 Ongoing/Continuous Activities

- Gather meaningful input from all sectors of the public regarding SRTC projects and activities, including under-served populations such as the elderly, disabled, low-income, people who speak English as a second language, minorities, and those who may be disproportionately impacted by transportation planning and projects.
- Include people interested in transportation options for the populations listed above as members of the Transportation Advisory Committee.
- Update the Title VI Plan and Environmental Justice information in planning documents as needed.
- Produce the Annual Title VI Report, which includes outreach tracking for the prior year (November 2021)

Subtask 2.4 Webpage and Social Media Management

SRTC maintains an informative and easy-to-use website which is updated multiple times per week. It contains SRTC plans, projects, governing documents, ArcGIS maps, and other reference documents as well as a calendar of upcoming meetings, public comment periods and other agency activities. Board and committee meeting packet and call for projects are posted to the website along with links to other helpful transportation resources in the community. SRTC also maintains and updates social medial accounts in Facebook, LinkedIn and Twitter to share information on transportation issues and to increase awareness of SRTC.

Sub-Task 2.3 Ongoing/Continuous Activities

- Update the website as needed for upcoming meeting and events, reference documents, contact information, etc.
- Post meeting notices, public comment opportunities, national/regional transportation articles of interest, construction notices, etc. on Facebook, Twitter, and LinkedIn.

Unfunded Activities-Task 2

- Develop an engagement plan to respond to the elevated need for environment justice and racial equity evaluations and outreach.
- Procure MPO level public polling software such as Metro Quest or comparable.
- Additional Public Outreach consultant services.

Responsibilities-Task 2

SRTC staff serves as the lead in coordination with member agencies, STA, WSDOT, other resource agencies, and stakeholders. The update to the SRTC website will be contracted services.

Summary of Revenues and Expenditures-Task 2

Revenues		Expenditures	
FHWA-PL	\$ 74,500	Salaries & Benefits	\$ 86,483
FTA-5303	\$ 45,106	Overhead	\$ 43,212
FHWA-STBG-Metro Planning	\$ 0	Direct Costs	\$ 2,200
RTPO	\$ 20,000	Consultants	\$ 25,000
Local	\$ 17,289	TOTAL	\$ 156,895
TOTAL	\$ 156,895		

Budget Comparison		FTE Staffing Comparison	
SFY 2022-2023	\$ 156,895	SFY 2022-2023	.43
SFY 2020-2021	\$ 177,744	SFY 2020-2021	.43

TASK 3

DATA MANAGEMENT AND SYSTEMS ANALYSIS

Overview-Task 3

This task is a core MPO and RTPD function. All data, analysis and tools from this task are intended to facilitate informed decision-making by elected and governing officials for other tasks identified in this UPWP including the MTP, the TIP, and the CMP. The data is applied to the planning process to identify transportation issues, test scenarios, propose solutions, and evaluate activities to be implemented. This task includes collecting, analyzing, maintaining, reporting, and applying data to inform policy decisions. Information in tabular, database, geospatial, and other formats are used. The products are updated and compiled in various formats and made available to SRTC staff, staff from other state and local governments, and the public. This task also involves maintaining various user licenses and agreements and updating computer hardware and software.

SRTC staff coordinates and develops systems and information management tasks with member jurisdictions, STA, WSDOT, Environmental Protection Agency, Washington State Department of Ecology, Spokane Regional Health District and Spokane Clean Air Agency.

Major Milestones and Products-Task 3

- Update regional building permit database. (April 2022 and 2023)
- Update and refresh maps and other data visualizations for the MTP. (December 2021)
- Update of base and forecast year models using new land use to coincide with MTP update. (December 2021)
- Map access to public transportation and active transportation routes. (December 2021)
- Update data tables used in Social Equity Mapping Tool as new Census and ACS data tables are made available. (June 2022)
- Implement the SRTC Board adopted Data Application for Transportation Analysis (DATA) design plan. This plan includes several critical investments in data acquisition and tool development. Investments include a household travel survey, travel demand model improvements, passive data, updated traffic counts, land use management system, and an online data hub. (Estimated completion December 2023)

Sub-Task 3.1 Data and Software Management

Data and software management includes maintaining a variety of datasets used to support regional planning and technical analysis work. It also involves administering and updating SRTC's data analysis and visualization software, as needed. This task supports the MTP, TIP, CMP, and other tasks detailed in work program.

Sub-Task 3.1 Ongoing/Continuous Activities

- Acquire, update, and maintain various tabular, database, and geospatial datasets.
- Update and maintain datasets on SRTC's ArcGIS Online portal.
- Collaborate with other agencies to update and share data products and analyses.
- Assess data management process, catalog data sources, develop data architecture plan and recommendations.
- Research new developments in GIS and information technology for analysis and public dissemination of data and plans.
- Administer, update, and review data and visualization software.

Sub-Task 3.2 GIS and Spatial Analysis

GIS and spatial analysis involve using a variety of tools to analyze geospatial data in support of SRTC and its member agencies' planning efforts. It also includes preparing detailed methodologies, metadata, and other documentation for ongoing technical analysis projects and programs. This task supports the MTP, TIP, CMP, and other tasks detailed in work program.

Sub-Task 3.2 Ongoing/Continuous Activities

- Collect and evaluate existing geospatial data.
- Create new geospatial datasets.
- Research and develop spatial data analysis methods to support SRTC planning work.
- Utilize GIS and other tools to process and analyze geospatial data.
- Prepare methodologies, metadata, and other documentation for SRTC's geospatial datasets and technical analysis projects.
- Provide GIS and other technical assistance to member agencies.
- Respond to data and analysis requests.

Sub-Task 3.3 Data Visualization and Cartography

Data visualization and cartography focuses on providing information to the public and decision-makers by applying design and visualization techniques to explain the results of technical analyses in a clear and accessible manner. This includes preparing maps, charts, graphs, tables, and other visualizations for both internal and external audiences. This task supports the MTP, TIP, CMP, and other tasks detailed in work program.

Sub-Task 3.3 Ongoing/Continuous Activities

- Produce high-quality maps and other data visualizations to support SRTC planning and analysis work.
- Prepare map and data visualization templates, where possible, to increase efficiency and

consistency.

- Research best practices and techniques in data visualization and cartographic design to enhance the clarity and accessibility of SRTC's planning products.
- Update existing maps and data visualizations, as needed.
- Develop and maintain interactive maps and applications on ArcGIS Online.

Sub-Task 3.4 Socioeconomic Data Collection and Forecasting

Socioeconomic data collection and forecasting involves the development and maintenance of SRTC's land use forecast. This includes compiling data from various sources to create base year datasets, monitoring regional growth and development trends, and using these inputs to develop population and employment forecasts.

Sub-Task 3.4 Ongoing/Continuous Activities

- Review and evaluate regional growth and development trends.
- Acquire, update, and maintain various socioeconomic and land use datasets pertaining to employment, growth and development, demographics, and land capacity.
- Review and update land use forecast methodology, as needed, to ensure consistency with local agency planning efforts.

Sub-Task 3.5 Systems Analysis and Data Application

Systems Analysis includes a variety of tools that apply relevant data to help understand how people and goods might travel the system in the future. Diverse data application allows SRTC to consider a variety of possible future impacts which could affect system performance.

The travel demand model forecasts future demand for roadways and transit services and calculates the share of trips completed by a combined bicycle/pedestrian mode. This tool is used in planning a transportation system that serves the future needs of the region and is also a critical element in the air quality conformity determination process.

The travel demand model is used to understand the current and future condition of the regional transportation system. SRTC staff is responsible for maintaining the 2019/2045 regional travel demand model set and related technical tools.

Sub-Task 3.5 Ongoing/Continuous Activities

- Maintenance of the 2019/2045 model set to include: 2019 base year and 2045 forecast year. Model maintenance includes making any updates or corrections to the transportation network or input files. Revisions will be incorporated in the next model update.
- Complete model data requests for member agencies and/or public, as needed. (Note: Significant modeling requests or analysis are considered under Task 7 Planning Consultation and Studies.)

- As part of an ongoing project, existing planning tools will be updated, and new tools will be developed.

Sub-Task 3.6 Air Quality and Transportation Conformity

Activities under this task focus on planning efforts that maintain the National Ambient Air Quality Standards (NAAQS) by assessing and avoiding or mitigating adverse impacts of mobile-source pollutants on existing and future transportation systems. In SFY 2022-2023 SRTC will continue to work with the Washington State Department of Ecology on refining the data inputs used in EPA's MOVES air quality modeling software.

Sub-Task 3.6 Ongoing/Continuous Activities

- Conduct Air Quality Conformity determinations for the MTP, TIP, and TIP amendments.
- Complete project-level air quality analysis for CO and PM₁₀ as required in the CO Maintenance Plan and PM₁₀ Limited Maintenance Plan.
- Continue coordination with the Washington State Department of Ecology on vehicle miles traveled (VMT) data required for the transportation sector portion of their emissions inventory and necessary input files needed to run MOVES per the federal requirements.
- Monitor federal and state legislation and activities related to climate change and National Ambient Air Quality Standards (NAAQS) of criteria pollutants that have current or future impacts to the Spokane Metropolitan Planning Area (SMPA).
- Initiate Air Quality Interagency Consultation Process as needed.

Unfunded Activities-Task 3

- Ongoing cross-sectional household travel survey.
- Develop a continuous traffic count collection program.
- Develop a regional system for consistently assessing pavement conditions, including potential software requirements.

Responsibilities

SRTC staff coordinates and develops systems and information management tasks with member jurisdictions, STA, WSDOT, Environmental Protection Agency, Washington State Department of Ecology, Spokane Regional Health District and Spokane Clean Air Agency. Tasks in 3.5 related to the DATA project are being executed with consultant assistance pursuant to an existing Local Agency Agreement.

Summary of Revenues and Expenditures-Task 3

Revenues		Expenditures	
FHWA-PL	\$ 410,990	Salaries & Benefits	\$ 432,587
FTA-5303	\$ 155,383	Overhead	\$ 215,810
FHWA-STBG-Metro Planning	\$ 0	Direct Costs	\$ 56,000
FHWA-STBG-DATA	\$ 875,000	Consultants	\$ 1,010,000
RTPO	\$ 51,405	TOTAL	\$ 1,714 397
Local	\$ 221,619		
TOTAL	\$ 1,714,397		

Budget Comparison		FTE Staffing Comparison	
SFY 2022-2023	\$ 1,714,397	SFY 2022-2023	2.21
SFY 2020-2021	\$ 993,848	SFY 2020-2021	1.35

TASK 4

METROPOLITAN TRANSPORTATION PLANNING & GENERAL LONG-RANGE TRANSPORTATION PLANNING

Overview

The MTP is a core MPO and RTPO requirement with updates occurring at least every four years, per federal planning regulations, and amendments occurring as warranted through coordination with member agencies. Task 4 includes the development of the MTP and a variety of implementation strategies. SRTC will be updating its current MTP and scoping potential future update work tasks during SFY2022-2023. Task 4 focuses on all modes of transportation.

Additionally, a variety of general long-range transportation planning efforts are conducted under this task. These collaborative efforts help identify regional transportation challenges and provide a forum to develop strategies and solutions.

SRTC staff serves as lead in coordination with member agencies, STA, and WSDOT. SRTC specifically coordinates with STA on transit issues related to long-range planning, studies, technical assistance, and federal funding processes. In addition to the data application tasks detailed in Task 3, SRTC participates in WSDOT's Coordinating Committee which provides opportunity for intergovernmental coordination for freight planning and the update to the Highways Systems Plan.

Major Milestones and Products

- Develop the MTP update, Horizon 2045. (July 2021 - December 2021)
- Educate the Board on the interrelationship of existing principles and performance objectives towards the development of a performance plan. (June 2023)
- In accordance with the performance management, develop freight specific goals and objectives that can be aligned with data collected in Task 3 to monitor and report on system performance. (December 2021)
- Complete Level of Traffic Stress (LTS) analysis of bicycle network. (October 2022)
- Develop an annual unified regional priorities list. (October 2022 and October 2023)
- Utilize a consultant for assistance in equitable outreach and public participation during the MTP update. (July 2021- December 2021)
- Develop and conduct agencywide education events regarding what is environmental justice and racial equity on how to effectively engage communities and improve outcomes. (October 2021- October 2022)
- Perform an equity literature review of best practices, peer MPOs, and DOTs. (October 2022)
- Develop a framework for equity planning with the intent to avoid disproportionately burdening any population based on MPO policies and investments. (December 2022)
- Educate stakeholders on the significance of climate/resilience planning. (September 2022)

- Perform a climate change and resiliency literature review of best practices, peer MPOs, and DOTs. (December 2022)
- Coordinate the successful electrification planning and implementation grant project with stakeholders. (July 2021-June 2023)

Sub-Task 4.1 Long-Range Transportation Planning

Provide regionally coordinated long-range transportation planning to support core MPO and RTPO federal and state requirements including the MTP/Regional Transportation Plan. SRTC is both implementing Horizon 2040, the current MTP, and updating to Horizon 2045 in 2021.

As the forum for cooperative transportation planning and decision-making, the MPO is responsible under this task to ensure a comprehensive, holistic look at the needs of the future. Key elements may include policy and technical work related to freight, transit, transportation demand management, transportation system management and operations, active transportation, maintenance and preservation, resiliency, performance management, social equity, emerging technologies, environmental mitigation, and financial planning.

Sub-Task 4.1 Ongoing/Continuous Activities

- Track federal notices of proposed rulemaking as they pertain to transportation planning.
- Coordinate performance management data and targets with WSDOT as required by the FAST Act.
- Coordinate public and stakeholder participation activities for long-range planning as delineated in Task 2.
- Update and enhance the systems performance report.
- Align and integrate analytics to monitor and report on long-range policy objectives.

Sub-Task 4.2 Equity Planning

Equity in transportation planning refers to accessible and affordable transportation for everyone in the region. Transportation equity considerations focus on the disparate benefits and burdens of transportation investments on different socioeconomic populations, as well as outcomes that repair inequities from past transportation planning decisions. Equity planning seeks to; achieve a fair distribution of transportation resources, access to transportation, benefits, costs, programs and services based upon differences in income, ability race and ethnicity, and other factors which can affect transportation choices or vulnerability to negative impacts.

Sub-Task 4.2 Ongoing/Continuous Activities

- Track the latest available social equity and environmental justice-related data sources.
- Monitor equity planning initiatives and regulatory requirements.
- Participate in City of Spokane Equity Map Work Group

Sub-Task 4.3 Climate Change /Sustainability/ Resiliency

Climate change risks have implications to local economies, the environment, health and equity and the ability of governments to provide services. Transportation infrastructure is heavily exposed to climate impacts such as changes in precipitation and snowpack, flooding, size and duration of wildfires, and potential power failures. Well-planned adaption measures can protect infrastructure, economic performance, and quality of life.

Sustainable transportation planning requires planners to analyze the transportation system holistically to include mode choice, infrastructure, and operations and how they relate to the environment, economy, and society. Sustainable transportation is the capacity to support mobility for current generations with the least impact to the environment as to not impair the needs of future generations.

Sustainable transportation systems are physically resilient to climate impacts, provide options in case one mode is disrupted by a climate shock, and reduce greenhouse gas emissions. There are a variety of ways in which a more resilient transportation system can be built, some through interventions that enhance its qualities of robustness and redundancy.

Sub-Task 4.3 Ongoing/Continuous Activities

- Monitor new technology trends in connected and autonomous vehicles and electric vehicles.
- Coordinate with stakeholders and partners on the Spokane Regional Transportation Electrification grant project and the impact it may have on long-range planning efforts.
- Work with our federal, state, and local partners to understand climate change issues and associated resiliency planning.

Sub-Task 4.4 WSDOT Support and Coordination

SRTC is federally required to engage in performance management in coordination with WSDOT. A significant amount of coordination work and

Sub-Task 4.4 Ongoing/Continuous Activities

- Participate and coordinate in WSDOT performance management target-setting work groups and other related working groups such as Target Zero.
- Coordinate with WSDOT and local agencies regarding asset management plans.
- Assist with Practical Solutions and the Washington Transportation Plan as requested.
- Participation on WSDOT project teams for Highway Systems Plan, Corridor projects, WSDOT modal plans development, State Freight Plan update and FGTS update.

Unfunded Activities Task 4:

- Identify and reach out to new community connections that represent environmental justice and

Title VI communities to understand needs and barriers.

- Develop an Equity Plan.
- Develop or participate in a regional climate/resiliency preparedness collaboration.
- Develop a yearly resiliency report to highlight the impact of SRTC programs, policies, and activities on transportation system resiliency.
- Establish a regional methodology for forecasting operations, maintenance, and preservation activities.
- Conduct before and after studies of transportation projects in Spokane County.

Responsibilities-Task 4

SRTC staff serves as lead in coordination with member agencies, STA, and WSDOT. Consultant services will be utilized for the MTP update.

Summary of Revenues and Expenditures-Task 4

Revenues		Expenditures	
FHWA-PL	\$ 185,200	Salaries & Benefits	\$ 354,568
FTA-5303	\$ 54,645	Overhead	\$ 176,807
FHWA-STBG-Metro Planning	\$ 225,000	Direct Costs	\$ 0
RTPO	\$ 35,000	Consultants	\$ 20,000
Local	\$ 51,530	TOTAL	\$ 551,375
TOTAL	\$ 551,375		

Budget Comparison		FTE Staffing Comparison	
SFY 2022-2023	\$ 551,375	SFY 2022-2023	1.64
SFY 2020-2021	\$ 842,624	SFY 2020-2021	2.05

TASK 5

TRANSPORTATION IMPROVEMENT PROGRAM

Overview – Task 5

SRTC is responsible for developing, maintaining, and tracking implementation of a Transportation Improvement Program (TIP) that serves and complies with pertinent federal and state requirements. These efforts include implementing a criteria-based project selection process, improving project tracking mechanisms, and continued coordination between member agencies, WSDOT, STA, FHWA, and FTA. SRTC is required to complete a full update to the TIP at least every two years.

Ongoing duties in the TIP include maintenance of the current TIP; processing amendments and/or administrative modifications to the current TIP, as necessary and providing mapping/cartographic products and other GIS support as necessary

SRTC also tracks local agency obligations of federal funds, completes status reports for local agency obligations of federal funds which are periodically presented to SRTC committees and Board. SRTC staff serves as lead in coordination with member agencies, STA, and WSDOT.

Major Milestones and Product-Task 5

- Develop and approve the 2022-2025 TIP in accordance with federal and state regulations and the policies set forth in the *2019 TIP Guidebook*. (October 2022)
- Develop and approve the 2023-2026 TIP in accordance with federal and state regulations and the policies set forth in the most recent TIP Guidebook. (October 2023)
- Develop and approve the *2022 TIP Guidebook* to include, but not limited to: updates to policies and procedures for TIP amendments, calls for projects, project prioritization, delayed/deferred projects, and project tracking (pre- and post- obligation). (December 2021)
- Develop and approve the *2023 TIP Guidebook* to include, but not limited to: updates to policies and procedures for TIP amendments, calls for projects, project prioritization, delayed/deferred projects, and project tracking (pre- and post- obligation). (December 2022)
- Complete annual TAP and *CMAQ Reports*. (January 2022 and January 2023)
- Complete *FFY 2021 Project Obligation Report* in full compliance with federal regulations.
- Complete the *FFY 2022 Project Obligation Report* in compliance with federal regulations.(March 2023)
- Develop and complete a call for projects for SRTC-managed federal funds. (February-July 2022)

Sub-Task 5.1 TIP Development and Maintenance

SRTC contacts members to gather input on new and existing projects and programs that have secured funding. Projects with secured funding which are regional significant and/or federally funded are compiled into the six –year regional TIP. SRTC then ensures regional TIP policies are met, the program is fiscally constraint by year and proceeds with public outreach. The SRTC Board reviews this information, considers public feedback, and ultimately approves the regional TIP which is then submitted to the State TIP process (STIP).

Sub-Task 5.1 Ongoing/Continuous Activities

- Track project status (pre- and post-obligation) of Title 23 and Title 49, Chapter 53 federal funds in accordance with the current TIP Policies and Procedures Guidebook.
- Coordinate Tribal participation in the TIP process.
- Develop and maintain a TIP database which includes regionally significant and federally funded projects.

Sub-Task 5.2 Coordination and Tracking Projects

Activities under this task focus on delivering the TIP program and meeting federal funding obligation targets and fostering the development of upcoming project priorities. SRTC will work collaboratively with member agencies to coordinate and deliver projects in a timely manner to increase funding competitiveness for additional obligation authority for regional priority transportation projects. SRTC also provides technical assistance for scope changes, grant writing and letters of concurrence.

Sub-Task 5.2 Ongoing/Continuous Activities

- Hold monthly check-in meetings with partner agencies to maintain accurate project delivery information and troubleshoot delivery challenges.
- Coordinate upcoming calls for projects and disseminate information to our partner agencies.
- Provide letters of concurrence with regional plans for member agencies.
- Supply assistance with grant applications and communications on behalf of members to other funding agencies as requested for projects consistent with MTP.

Unfunded Activities-Task 5

- Develop a more robust TIP database to include all local TIPs to improve tracking of regional transportation expenditures.

Responsibilities-Task 5

SRTC staff serves as lead in coordination with member agencies, STA, and WSDOT.

Summary of Revenues and Expenditures-Task 5

Revenues		Expenditures	
FHWA-PL	\$ 28,360	Salaries & Benefits	\$ 260,446
FTA-5303	\$ 22,464	Overhead	\$ 128,118
FHWA-STBG-Metro Planning	\$ 275,000	Direct Costs	\$ 500
RTPO	\$ 8,000	Consultants	\$ 0
Local	\$ 55,240	TOTAL	\$ 389,064
TOTAL	\$ 389,064		

Budget Comparison		FTE Staffing Comparison	
SFY 2022-2023	\$ 389,064	SFY 2022-2023	1.06
SFY 2020-2021	\$ 377,312	SFY 2020-2021	2.05

TASK 6

CONGESTION MANAGEMENT PROCESS

Overview-Task 6

The Congestion Management Process is a core transportation management area function and provides a mechanism for monitoring system-wide and link-based performance for recurring and nonrecurring congestion. The CMP uses performance data to determine the causes and severity of congestion in the region. The CMP is used at various levels of planning and operational analysis from the MTP to the TIP (i.e., system level prioritization) to the development of individual projects (i.e., project level prioritization). A CMP that is integrated into the metropolitan transportation planning process provides comprehensive information on the performance of the transportation system so citizens, elected officials, and member agencies will have up-to-date information regarding congestion levels and implemented strategies. The CMP also fosters collaboration with the Spokane Regional Transportation Management Center (SRTMC) and Intelligent Transportation Systems (ITS) programs and projects.

SRTC staff serves as lead in coordination with member agencies, STA, and WSDOT. Additionally, SRTC will coordinate with FHWA and FTA.

As part of the MPO planning process, SRTC is required to continuously monitor and improve the CMP. Three major SRTC led planning studies will inform future CMP with potential new data source, analytics, and corridors strategies.

Major Milestones and Products-Task 6

- Utilize SRTMC Bluetooth readers for corridor data. (December 2021)
- Update the CMP using new data and analytics. (June 2023)

Task 6 Ongoing/Continuous Activities

- Review Roadway Capacity Justification Reports for including in the MTP or TIP as needed.
- Collaborate and provide support of travel demand strategies through support of the Spokane Regional Transportation Management Center.
- Participate on the Spokane Regional Transportation Management Center, Executive Board and Operations Board.
- Provide support in updating the Regional ITS Architecture Plan.

Unfunded Activities-Task 6

- Develop a TIP database including all projects reported in local and tribal transportation improvement program investments.

Responsibilities-Task 6

SRTC staff serves as lead in coordination with member agencies, STA, and WSDOT. Additionally, SRTC will coordinate with FHWA and FTA.

Summary of Revenues and Expenditures-Task 6

Revenues		Expenditures	
FHWA-PL	\$ 0	Salaries & Benefits	\$ 64,659
FTA-5303	\$ 63,500	Overhead	\$ 31,887
FHWA-STBG-Metro Planning	\$ 0	Direct Costs	\$ 0
RTPO	\$ 0	Consultants	\$ 0
Local	\$ 33,046	TOTAL	\$ 96,546
TOTAL	\$ 96,546		

Budget Comparison		FTE Staffing Comparison	
SFY 2022-2023	\$ 96,546	SFY 2022-2023	.25
SFY 2020-2021	\$ 24,520	SFY 2020-2021	.06

TASK 7

PLANNING CONSULTATION & STUDIES

Overview-Task 7

In accordance with the federal metropolitan transportation planning regulations (23 CFR 450), the MPO provides existing data and planning information to, and consults with, federal, state, and local agencies responsible for transportation, land use management, natural resources, environmental protection, public health, conservation, and historic preservation concerning the development of plans and programs.

SRTC will provide planning consultation and coordination for specific transportation planning or related projects as appropriate. SRTC may also serve as a supporting or lead agency for planning consultation, studies, or developing and maintaining inventories. SRTC may collect and provide data, interpret data, perform analysis, or participate on study teams. In some cases, these services will require a Memorandum of Agreement (MOA) between SRTC and the lead agency that includes the requested scope of work/tasks to be performed, specific roles and responsibilities, an initial timeline or schedule, and funding, fees, or other resources required. The MOA is to be signed prior to committing the MPO for services in any RFP or consultant contract.

In addition, SRTC may serve to coordinate as the lead agency to develop studies and plans (e.g., subarea transportation studies, modal studies such as pedestrian plans and transit system studies, corridor impact studies, etc.). Funding for transportation system studies must be identified and included in the UPWP prior to committing SRTC as the lead planning agency.

Major Milestones and Products-Task 7

- Final report for the US 195 / Interstate 90 Study including recommendations for project phasing and funding. (Study began in 2019, estimated completion by December 2021)
- Conclude the Division Street Corridor Study with identification of a preferred transportation alternative stemming from data analysis and public process. Final conclusions will include multimodal capital projects and implementation and phasing strategies. (Began in March 2019, estimated completion by June 2022)
- Update project lists by review and submittal of regionally ranked projects for WSDOT Consolidated Grant Program. (November 2022)

Ongoing Task 7 Activities

- Participate on plan/study/technical/advisory committees as requested.
- Incorporate outcomes of studies and plans into the next MTP, TIP, CMP, and other MPO planning activities, as applicable.
- Provide mapping and GIS support for Spokane Regional Health District's transportation demand management program "Walk. Bike. Bus."
- Continue planning consultation (as prescribed under FAST Act) with all local jurisdictions.
- Provide existing traffic count and travel forecast data for specific planning efforts including subarea, corridor, and other studies and plans.
- Depending on availability, coordinate with member agencies to conduct special project-

level travel demand modeling.

- Collaborate with Intermountain MPO group, and other MPOs and agencies, to share information, MPO practices, data uses, techniques, and plans.

Sub-Task 7.1 US 195 / Interstate 90 Study

SRTC is coordinating a multi-jurisdictional systems analysis of the US 195 and Interstate 90 corridors in the vicinity of the US 195/I-90 interchange. Participating agencies include WSDOT, City of Spokane, Spokane County, STA and other member agencies as appropriate. The study is examining issues such as safety, mobility, reliability, land use, access management, and local network requirements. The study was initiated in late 2019. Primary study tasks are being conducted by a consultant with management by SRTC staff.

Sub-Task 7.2 Division Street Corridor Study

SRTC is coordinating a multimodal study of the Division Street corridor. Primary study tasks will be conducted with consultant team assistance with management by SRTC and STA staff. The study, known as DivisionConnects, will be completed in two phases. The first phase will identify a preferred alternative for bus rapid transit and related corridor improvements. The second phase will focus on land use opportunities and further refine the preferred multimodal options. Project partners include WSDOT, City of Spokane, and Spokane County.

Sub-Task 7.3 Coordinated Public Transit – Human Services Transportation Plan

This task focuses on working with STA on the Coordinated Public Transit-Human Services Transportation Plan. This involves full updates to the Plan every four years, consistent with federal requirements, and review of regional needs during WSDOT's biennial Consolidated Grant Program call for projects. Staff regularly coordinate with stakeholders involved in the CPT-HSTP.

Sub-Task 7.3 Ongoing/Continuous Activities

- Coordinate with stakeholders through participation in groups such as the Spokane Transportation Collaborative.
- Review projects submitted through STA's call for projects stemming from FTA Section 5310 program funds.

Unfunded Activities-Task 7

- None

Responsibilities-Task 7

SRTC may serve as a supporting or lead agency for planning consultation, studies, or developing and maintaining inventories. SRTC also may be integral in providing technical data and interpretation of data for planning consultation or studies. Sub-Task 7.2 includes consultant support.

Summary of Revenues and Expenditures-Task 7

Revenues		Expenditures	
FHWA-PL	\$ 51,554	Salaries & Benefits	\$ 189,843
FTA-5303	\$ 17,000	Overhead	\$ 94,361
FHWA-STBG-Metro Planning	\$ 200,000	Direct Costs	\$ 0
STBG DivisionConnects	\$ 258,000	Consultants	\$ 430,000
RTPO	\$ 0	TOTAL	\$ 714,204
Local	\$ 187,650		
TOTAL	\$ 714,204		

Budget Comparison		FTE Staffing Comparison	
SFY 2022-2023	\$ 714,204	SFY 2022-2023	.75
SFY 2020-2021	\$ 1,341,735	SFY 2020-2021	1.55

TASK 8

REGIONAL TRANSPORTATION PLANNING ORGANIZATION FUNCTIONS

Overview-Task 8

SRTC is the state designated RTPO for Spokane County. As the RTPO, SRTC staff serves as lead for this task. The 1990 Washington State Growth Management Act (GMA) created RTPO's with the purpose of coordinating regional transportation planning activities and to develop a regional transportation plan. The duties of RTPOs largely mirror those of federally designated Metropolitan Planning Organizations (including development of a long-range transportation plan and a short-range transportation program). The additional tasks required of RTPOs that are not covered in the previous sections of this UPWP are detailed below. RTPO grant funds are included in all tasks listed in Table 1 that fulfill state requirements for RTPO related tasks.

Task 8 Ongoing/Continuous Activities

- Provide technical assistance to local jurisdictions in the required periodic updates to comprehensive plans. This may include continued discussion with STA, WSDOT, and/or the Washington State Department of Commerce on transportation element requirements and the SRTC certification process. This will also include continued discussion with the above-mentioned agencies as well as affected jurisdictions, designed to provide clarity regarding the new comprehensive plan and CWPP update certification criteria.
- Review and certify local updates and amendments to comprehensive plans and the CWPP consistent with SRTC's Plan Review and Certification Process Instruction Manual.
- Coordinate with Tribal governments on the development of their regional transportation plans and programs, as needed.
- Convene regional discussions about transportation related impacts of growth in the region. Coordinate conversations regarding tradeoffs to development approaches to strategically maximize transportation funding.
- Coordinate with state and local agencies to ensure consistency between SRTC forecasts and local planning efforts.

Unfunded Activities-Task 8

- None

Responsibilities-Task 8

As the RTPO, SRTC staff serves as lead for this task.

Summary of Revenues and Expenditures-Task 8

Revenues

FHWA-PL	\$ 0
FTA-5303	\$ 0
FHWA-STBG-Metro Planning	\$ 0
RTPO	\$ 74,897
Local	\$ 60,000
TOTAL	\$ 134,897

Expenditures

Salaries & Benefits	\$ 90,186
Overhead	\$ 44,712
Direct Costs	\$ 0
Consultants	\$ 0
TOTAL	\$ 134,897

Budget Comparison

SFY 2022-2023	\$ 134,897
SFY 2020-2021	\$ 183,976

FTE Staffing Comparison

SFY 2022-2023	.31
SFY 2020-2021	.52

Spokane Regional Transportation Council 2021 Organizational Structure

BOARD OF DIRECTORS
Appointed pursuant to Interlocal Agreement
13 Voting Members
3 Ex-Officio Members

Voting Members

City of Airway Heights
City of Cheney
City of Liberty Lake
City of Spokane (2)
City of Spokane Valley
Major Employer
Small Cities/Towns*
Spokane County (2)
Spokane Transit Authority
WSDOT-East. Region
WA State Transp. Commission

Ex-Officio Members

Rail/Freight
TAC Chair
TTC Chair
State Representatives
State Senators

**Transportation Advisory
Committee**

*Community members appointed by
Board of Directors*

**Transportation Technical
Committee**

*Technical staff appointed by
Member Jurisdictions*

City of Airway Heights
City of Cheney
City of Liberty Lake
City of Spokane (3)
City of Spokane Valley (2)
Kalispel Tribe of Indians
Small Cities/Towns*
Spokane County (3)
Spokane Regional Clean Air Agency
Spokane Regional Health District
Spokane Transit Authority (2)
Spokane Tribe of Indians
WSDOT-East. Region (3)

Executive Director

Appointed by Board of Directors

Agency Staff

Principal Transportation Planner (4)
Associate Transportation Planner III (1)
Associate Transportation Planner II (2)
Administrative Services Manager
Administrative-Executive Coordinator
GIS Intern

*populations under 5,000

as of 01/29/2021

MEMBER JURISDICTIONS, AGENCIES, AND PARTICIPATING TRIBES

City of Airway Heights	Spokane County
City of Cheney	Spokane Transit Authority
City of Deer Park	Spokane Tribe of Indians
City of Liberty Lake	Town of Fairfield
City of Medical Lake	Town of Latah
City of Millwood	Town of Rockford
City of Spokane	Town of Spangle
City of Spokane Valley	Town of Waverly
Kalispel Tribe of Indians	Washington State Dept of Transportation
	Washington State Transportation Commission

2021 BOARD of DIRECTORS

Chair

Mayor Ben Wick
City of Spokane Valley

Mayor James Weathers
City of Airway Heights

Council Member Lori Kinnear
City of Spokane

Larry Stone
Major Employer Representative

Commissioner Al French
Spokane County

E. Susan Meyer, CEO
Spokane Transit Authority

Kelly Fukai
Washington State Transportation Commission

Todd Coleman
Chair, SRTC Transportation Advisory Committee

Vice Chair

Council Member Paul Schmidt
City of Cheney

Mayor Cris Kaminskas
City of Liberty Lake

Council Member Candace Mumm
City of Spokane

Council Member Micki Harnois
Small Cities/Towns Representative

Commissioner Mary Kuney
Spokane County

Mike Gribner
WSDOT-Eastern Region

Matt Ewers
Rail/Freight Representative

Adam Jackson
Chair, SRTC Transportation Technical Committee

2021 TRANSPORTATION TECHNICAL COMMITTEE

Chair

Adam Jackson
City of Spokane Valley

Heather Trautman
City of Airway Heights

Lisa Key
City of Liberty Lake

Kevin Picanco
City of Spokane

Roger Krieger
Small Cities/Towns Representative

Julia Whitford
Kalispel Tribe of Indians

Barry Greene
Spokane County

April Westby
Spokane Regional Clean Air Agency

Karl Otterstrom
Spokane Transit Authority

Rachelle Bradley
Spokane Tribe of Indians

Glenn Wagemann
WSDOT-Eastern Region

Vice Chair

Mary Jensen
WSDOT-Eastern Region

Todd Ableman
City of Cheney

Inga Note
City of Spokane

Kara Mowery Frashfski
City of Spokane

Gloria Mantz
Spokane Valley

Brandi Colyar
Spokane County

Tammy Jones
Spokane County

Cindy Green
Spokane Regional Health District

Kristine Williams
Spokane Transit Authority

Larry Larson
WSDOT-Eastern Region

APPENDIX A
SFY 2022-2023 BUDGET INFORMATION

Revenue Forecast	
FHWA-PL (includes carryover \$266,000)	1,323,059
FTA-5303 (includes carryover \$174,000)	502,557
FHWA-STBG-Metro Planning	700,000
FHWA-STBG-D.A.T.A.	875,000
FHWA-STBG-DivisionConnects	258,000
RTPO	289,302
Local	652,000
Total	4,599,918

Expenditure Forecast by Revenue Source and Task						
Task	FHWA-PL	FTA	FHWA-STBG	RTPO	Local	Total
1. Program Administration and Coordination	572,455	144,459	-	100,000	25,626	842,540
2. Public/Stakeholder Participation & Coordination	74,500	45,106	-	20,000	17,289	156,895
3. Data Management and Systems Analysis	410,990	155,383	875,000	51,405	221,619	1,714,397
4. Metropolitan Transportation Plan (MTP)	185,200	54,645	225,000	35,000	51,530	551,375
5. Transportation Improvement Program (TIP)	28,360	22,464	275,000	8,000	55,240	389,064
6. Congestion Management Process (CMP)	0	63,500	-	-	33,046	96,546
7. Planning Consultation and Studies	51,554	17,000	458,000	-	187,650	714,204
8. RTPO Planning Functions	-	-	-	74,897	60,000	134,897
Total	1,323,059	502,557	1,833,000	289,302	652,000	4,599,918

Expenditure Forecast by Activity					
Task	Personnel and Indirect Expenses	Education Series and Training	Equipment & Software	Consultant Contracts and Data Collection	Total
1. Program Administration and Coordination	767,790	70,000	4,750		842,540
2. Public/Stakeholder Participation & Coordination	129,695	2,200	-	25,000	156,895
3. Data Management and Systems Analysis	648,397	3,000	53,000	1,010,000	1,714,397
4. Metropolitan Transportation Plan (MTP)	531,375	-	-	20,000	551,375
5. Transportation Improvement Program (TIP)	388,564	500	-	-	389,064
6. Congestion Management Process (CMP)	96,546	-	-	-	96,546
7. Planning Consultation and Studies	284,204	-	-	430,000	714,204
8. RTPO Planning Functions	134,897	-	-	-	134,897
Total	2,981,468	75,700	57,750	1,485,000	4,599,918

APPENDIX A 1
EXPENDITURE FORECAST BY SUB-TASK ACTIVITY

Task	Personnel and Indirect Expenses	Education Series & Training	Equipment & Software	Consultant Contracts and Data Collection	Total
1. Program Administration and Coordination				\$	842,540
Sub Tasks (Admin) 1.1, 1.2, 1.3, 1.4, 1.6	616,255		4,750		621,005
(Training) 1.5	151,535	70,000			221,535
2. Public/Stakeholder Participation & Education				\$	156,895
(Outreach) 2.1	42,050			25,000	67,050
(Stakeholder Coordination) 2.2	61,059				61,059
(Title VI & Enviro Justice) 2.3	13,889	2,200			16,089
(Webpage & Social Media) 2.4	12,697				12,697
3. Systems Analysis/Information Management				\$	1,714,397
(Data & Software Mgmt) 3.1	37,834				37,834
(GIS & Spatial Analysis) 3.2	224,022	3,000	42,000		269,022
(Data Visualization & Cartography) 3.3	95,025		3,000		98,025
(Socioeconomic Data Collection & Forecasting) 3.4	58,787				58,787
(Systems Analysis & Data Application) 3.5	213,686		8,000	1,010,000	1,231,686
(AQ & Transp Conformity) 3.6	19,043				19,043
4. Metropolitan Transportation Plan (MTP)				\$	551,375
(Long-range Transportation Planning) 4.1	340,702			20,000	360,702
(Equity Planning) 4.2	25,239				25,239
(Climate Change / Sustainability/ Resiliency) 4.3	93,852				93,852
(WSDOT Support & Coordination) 4.4	71,582				71,582
5. Transportation Improvement Program (TIP)				\$	389,064
(TIP Dev & Maintenance) 5.1	141,308	500			141,808
(Coordination & Tracking Projects) 5.2	247,255				247,255
6. Congestion Management Process (CMP)	96,546			\$	96,546
7. Planning Consultation and Special Studies				\$	714,204
(US 195 / Interstate 90) 7.1	30,082				30,082
(North Division) 7.2	140,064			430,000	570,064
(Member Support) 7.3	114,058				114,058
8. RTPO Planning Functions	134,897				134,897
Total	\$ 2,981,468	\$ 75,700	\$ 57,750	\$ 1,485,000	\$ <u>4,599,918</u>

APPENDIX A 2

ESTIMATED FTE BY SUB-TASK

		Associate Planner	Principal Planner	Principal Planner	Associate Planner	Principal Planner	Associate Planner	Principal Planner	Executive Director	Intern	Total
T.1,2,3,4,6 - Program Admin & Coord	Admin	0.10	0.13	0.08	0.14	0.10	0.07	0.10	0.70	-	1.42
T.1.5 - Program Admin & Coord	Training	0.05	0.02	0.04	0.09	0.05	0.05	0.08	0.05	-	0.43
T.2.1 - Public/Stakeholder Participation/Education	Outreach	0.01	-	-	0.10	0.02	-	-	0.01	-	0.14
T.2.2 - Public/Stakeholder Participation/Education	Stakeholder Coordination	0.01	-	-	0.07	0.03	0.02	0.02	0.03	-	0.18
T.2.3 - Public/Stakeholder Participation/Education	Title VI & Enviro Justice	-	-	-	0.01	-	0.05	-	-	-	0.06
T.2.4 - Public/Stakeholder Participation/Education	Webpage & Social Media	-	-	-	0.05	-	-	-	-	-	0.05
T.3.1 - Systems Analysis & Information Management	Data & Software Mgmt	0.05	-	0.03	-	-	0.04	-	-	-	0.12
T.3.2 - Systems Analysis & Information Management	GIS & Spatial Analysis	0.20	-	0.10	-	-	0.31	-	-	0.40	1.01
T.3.3 - Systems Analysis & Information Management	Data Visualization & Cartography	0.15	-	0.01	0.01	0.05	0.08	-	-	-	0.30
T.3.4 - Systems Analysis & Information Management	Socioeconomic Data Collection & Forecasting	0.15	-	0.01	-	-	0.02	-	-	-	0.18
T.3.5 - Systems Analysis & Information Management	Systems Analysis & Data Application	0.02	-	0.01	-	0.35	0.01	0.16	-	-	0.55
T.3.6 - Systems Analysis & Information Management	AQ & Transp Conformity	-	-	0.01	-	-	-	0.04	-	-	0.05
T.4.1 - Metropolitan Transportation Planning	Long-range Transportation Planning	0.20	0.08	0.15	0.02	0.20	0.16	0.10	0.02	0.10	1.03
T.4.2 - Metropolitan Transportation Planning	Equity Planning	-	-	-	0.01	-	0.10	-	-	-	0.11
T.4.3 - Metropolitan Transportation Planning	Climate Change / Sustainability/ Resiliency	-	-	0.01	0.17	-	0.04	0.10	-	-	0.32
T.4.4 - Metropolitan Transportation Planning	WSDOT Support & Coordination	0.01	-	-	-	0.05	-	0.10	0.02	-	0.18
T.5.1 - TIP	TIP Development / Maintenance	-	0.25	-	0.14	-	-	-	0.01	-	0.40
T.5.2 - TIP	Coordination & Track Projects	-	0.50	0.02	0.13	-	-	-	0.01	-	0.66
T.6 - Congestion Management Plan	CMP	0.05	0.02	0.01	-	0.15	-	0.02	-	-	0.25
T.7 - Planning Consult/Studies	Studies/ Consultants	US 195 / Interstate 90	-	-	-	-	-	0.08	-	-	0.08
T.7 - Planning Consult/Studies	Studies / Consultants	Division Connects	-	-	0.35	-	-	-	-	-	0.35
T.7 - Planning Consult/Studies	Studies / Consultants	Coordinated Public Transit HSTP	-	-	0.15	0.02	-	0.05	0.10	-	0.32
T.8 - RTPO Planning Functions	RTPO	-	-	0.02	0.04	-	-	0.10	0.15	-	0.31
		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.50	8.50

		Associate Planner	Principal Planner	Principal Planner	Associate Planner	Principal Planner	Associate Planner	Principal Planner	Executive Director	Intern	FTE
Program Administration & Coordination (T-1)		0.15	0.15	0.12	0.23	0.15	0.12	0.18	0.75	-	1.85
Public/Stakeholder Participation/Coordination (T-2)		0.02	-	-	0.23	0.05	0.07	0.02	0.04	-	0.43
Data Management & Systems Analysis (T-3)		0.57	-	0.17	0.01	0.40	0.46	0.20	-	0.40	2.21
Metropolitan Transportation / Long Range Planning T-4		0.21	0.08	0.16	0.20	0.25	0.30	0.30	0.04	0.10	1.64
Transportation Improvement Program (TIP) T-5		-	0.75	0.02	0.27	-	-	-	0.02	-	1.06
Congestion Management (CMP) T-6		0.05	0.02	0.01	-	0.15	-	0.02	-	-	0.25
Planning Consultation and Studies (T-7)		-	-	0.50	0.02	-	0.05	0.18	-	-	0.75
RTPO Planning Functions (T-8)		-	-	0.02	0.04	-	-	0.10	0.15	-	0.31
FTE		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.50	8.50

Spokane Metropolitan Planning Area (MPA)

-  Incorporated City or Town
-  Urban Growth Area (UGA)
-  MPA Boundary
-  Rail



APPENDIX C
SPOKANE TRANSIT AUTHORITY UPWP

**SRTC July 1, 2021 - June 30, 2023 Unified Planning Work Program;
Transportation Planning Projects to Be Conducted by Spokane Transit Authority**

Implement STA Moving Forward

In 2014, the Spokane Transit Board of Directors adopted *STA Moving Forward*, a ten-year plan that identifies specific improvements and sequencing to implement STA's Long-Range Comprehensive Plan, *Connect Spokane*. In November of 2016, voters approved Spokane Transit Public Transportation Benefit District Proposition 1, securing funding needed to implement the plan. STA is now engaged in planning to complete the service changes and capital projects outlined by the plan.

Expected Outcomes/Products

STA is engaging stakeholders to define the details of the expanded services and capital projects programed in *STA Moving Forward*.

Schedule

2014-2028

Source of Funds/Budget

Local, State, Federal

Transit Development Plan

Each year, Spokane Transit is required by state law to develop a Transit Development Plan (TDP) and submit it to the Washington State Department of Transportation no later than September 1. The TDP contains a Six-year Plan, Annual Report, Program of Projects, Service Improvement Program, and Capital Improvement Program.

Expected Outcomes/Products

The development of the 2022-2027 and 2023-2028 TDP will be founded on STA's comprehensive plan, *Connect Spokane, and STA Moving Forward*. The TDP includes Spokane Transit's Annual Strategic Plan (as adopted), Program of Projects, Capital Improvement Program, the Service Improvement Program, and the Transit Asset Management Plan. The TDP will define what service and capital improvements STA is planning for the current year plus the next 6 years. Development of the TDP will include public outreach.

Schedule

2022-2027 TDP: December 2020 – September 2021

2023-2028 TDP: December 2021 – September 2022

2024-2029 TDP: December 2022 – September 2023

Source of Funds/Budget

Local

Transit Asset Management Plan

In July 2016, FTA issued a final rule requiring transit agencies to maintain—and document—minimum TAM standards. The new standards will help transit agencies keep their systems operating smoothly and efficiently. As a designated recipient of funds from the State of Good Repair grant program, STA is required to submit a Transit Asset Management Plan. According to MAP-21, this plan must include, at a minimum, capital asset inventories and condition assessments, decision support tools, and investment prioritization. In the plan, STA must also certify that it complies with the rules issued under USC Section 5326(d).

Expected Outcomes/Products

STA will coordinate with SRTC to prepare a Transit Asset Management Plan in accordance with FTA guidance.

Schedule

Updated Annually

Source of Funds/Budget

Local

Bus Stop Accessibility Improvement Program

Many more barriers to accessibility at STA bus stops exist than possibly can be addressed all at once with available resources. STA must coordinate with local and regional jurisdictions to identify barriers, prioritize addressing them and to outline funding and a timeline to do so.

Expected Outcomes/Products

The effort is expected to result in a plan to systematically prioritize and address obstacles to accessibility at bus stops. STA will also develop procedures to periodically review the location and condition of bus stop areas and bus stop amenities.

Schedule

January 2019-December 2022

Source of Funds/Budget

Local

Division BRT Preliminary Engineering and Environmental Scoping

The next step to follow the Division High Performance Transit Study.

Expected Outcomes/Products

Develop the Division Line BRT preliminary engineering and design components: refinement of the locally preferred alternative, reasonable range of total project cost, draft service plan, anticipated environmental review requirements (NEPA scoping), and preliminary implementation schedule. These elements will be necessary in order to enter into the project development phase of a Small Starts project under the FTA Capital Investment Grant (CIG) program.

Schedule

May 2021 – June 2023

Source of Funds/Budget

Local

Title VI Planning and Systems Analysis

Title VI is a federal statute that states “no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” As part of its obligation to adhere to this statute and associated regulations and guidance, STA is required to submit a program to the Federal Transit Administration (FTA) every three years that documents compliance and analyzes the distribution of transit investments, results of the equity analysis for any major service changes and /or fare changes, and the results of the monitoring program for service standards and policies. The Title VI update includes outreach to people with limited English proficiency (LEP).

Expected Outcomes/Products

STA will conduct analyses on fare and service changes as warranted by established Title VI policies and continue its transit monitoring program. SRTC may be called upon to assist in data provision and/or analysis. The resulting information will assist in future planning decisions.

Schedule

Ongoing

Funding

Local

I-90/Valley HPT Corridor Development Plan

The *STA Moving Forward* plan calls for a new transit center and expanded park and ride capacity along the I-90/Valley corridor as well as service improvements to accommodate and attract ridership growth, improve access to jobs and services and support the region’s economic development. New facilities and service within Spokane County is scheduled to be implemented by 2025. Pilot service to Post Falls and Coeur d’Alene is planned for in 2026.

Expected Outcomes/Products

A corridor development plan that establishes transit infrastructure improvements and service architecture for the I-90/Valley Line. The planning process will engage stakeholders in the corridor, including local cities, WSDOT and Idaho Transportation Department. It will include an evaluation framework for assessing the suitability of sites and

facility configurations. It will also prepare a service plan along with a phasing schedule for improvements. The corridor development plan will be followed by design, engineering permitting, construction and implementation phases.

Schedule

March 2021 – June 2022

Funding

Local

STA Facilities Master Plan Update

The STA Facilities Master Plan will be a major update and follow-up to the 2015 Administrative & Maintenance Facility Master Plan completed in January 2015. The goal of the master plan is to develop a plan for growth and in consideration of board direction related to transitioning to a zero-emission fleet.

Expected Outcomes/Products

This planning effort will build on past efforts while considering the various scenarios for future transit service levels, as well as the anticipated transition to battery electric buses for part or all of the fixed route fleet, and the infrastructure that will be required to support charging the fleet.

Schedule

TBD

Funding

Local

5-Mile Park & Ride Mobility Hub Study

In the 2017 Update to *Connect Spokane*, STA added language regarding the development of mobility hubs at existing and future park and ride lots. STA has identified the 5-Mile Park & Ride as a key park & ride to explore the mobility hub concept.

Expected Outcomes/Products

This study will research the 5-Mile Park & Ride capacity issues and provide viable alternatives, evaluate mobility hub connections, and review the current configuration for bus operation. Mobility Hubs will include a variety of mobility options, including – carshare, bike and scooter share, and transportation network companies (Uber, Lyft, etc.). This study will determine alternatives for implementation and sustainable funding streams.

Schedule

August 2021 – July 2022

Funding

Local

Connect Spokane Update

In 2010, the STA Board of Directors adopted *Connect Spokane: A Comprehensive Plan for Public Transportation* to guide future decision making related to STA's services, activities and programs. Connect Spokane contains a policy that the plan will be reviewed and updated as appropriate every three years. Consistent with *Connect Spokane* polices, the update will include a significant public input element.

Expected Outcomes/Products

STA will review the existing plan, trends, and industry best practices with internal and external stakeholders and the general public. Revisions will be drafted as needed to address any identified course corrections, updated community goals, new opportunities, and challenges. The revisions will then be reviewed by stakeholders and the general public, followed by a public hearing and ultimately adoption by the STA Board of Directors.

Schedule

March 2021 – January 2022

Source of Funds/Budget

Local

Sprague HPT Corridor Development Plan

The corridor development plan establishes the elements of the Sprague Line to be implemented as part of *STA Moving Forward*.

Expected Outcomes/Products

A corridor development plan that better defines the corridor scope, including station type, size, and location as well other stop and service improvements. The project will upgrade ten or more bus stops to stations, upgrades approximately 20 other bus stops to enhanced stop standards, implement transit signal priority at key locations, provide ADA and other street improvements and right-of-way acquisition (if necessary). The corridor development will be followed by preliminary design and environmental permitting, final design, construction and service upgrades, scheduled to be completed by 2024.

Schedule

May 2021 – March 2022

Source of Funds/Budget

Local/State

**PLACEHOLDER FOR
APPENDIX C
WSDOT-EASTERN REGION UPWP**

To: Transportation Advisory Committee 05/17/2021
From: Eve McMenemy, Principal Transportation Planner
Topic: **Unified List of Regional Transportation Priorities**

Requested Action:

None. For information and discussion.

Key Points:

- On March 11, 2021 the SRTC Board of Directors directed staff to assist the Board in leading a collaborative process to assemble transportation priorities from agencies and jurisdictions throughout Spokane County into coherent, strategic list of regional transportation priorities so that the region is more competitive for state and federal funding opportunities. This project is named the Unified List of Regional Transportation Priorities.
- The Unified List requires Board endorsement by October 14 to allow the Regional Transportation Coalition and SRTC's members sufficient time to utilize the list for development of a 2022 transportation legislative agenda and supportive marketing materials.
- Staff has developed a draft work plan to deliver the Unified List of Regional Transportation Priorities by October 14, see **Attachment One**.
- In response to Board direction, staff has drafted project screening criteria to assist the Board in identifying transportation priorities suitable for a competitive list.
- The screening criteria are closely aligned with SRTC's regional priorities identified in:
 - Agency [Guiding Principles](#) and polices that have been vetted and approved through SRTC's Horizon 2040 planning process; and
 - Agency [Performance Measures and Targets](#) which have been approved by the SRTC Board through the Transportation Improvement Program process.

They were also developed to align with new federal emphasis areas of equity and climate change, see **Attachment Two**.

- Staff is also seeking guidance and input from the TAC, regarding any fatal flaws in the screening criteria, or criteria that may be suitable for this year's process or in a future screening process as this Unified List development is expected to occur annually. Staff will share SRTC Board of Directors' feedback on the screening criteria.
- SRTC will coordinate with our member agencies, the Regional Transportation Coalition, and the public.

Board/Committee Discussions:

The Board discussed regional transportation project priorities at the February, March, April, and May 2021 Board meetings. At their February 11, 2021 meeting the SRTC Board adopted the following general regional transportation priorities:

- Priority One – Completion and Acceleration of the Connecting Washington Program
- Priority Two – Transportation System Preservation and Maintenance

The Board also held a workshop on March 1, 2021, to discuss the need and support for setting more regional project priorities. At their March 11, 2021 Board meeting the Board directed SRTC to pursue a Unified List of Regional Transportation Priorities.

The TAC received an introductory memo and presentation to the project at their April 2021 meeting.

Public Involvement:

All meetings at which this topic was discussed have been open to the public.

Supporting Information/Implications:

Several transportation spending bills were introduced in the WA Legislature this session and the Biden administration has unveiled a ~\$2T “American Jobs Plan” which provides for ~\$650M in transportation related investment. While the State did not pass a transportation spending bill this session and Biden’s Plan has yet to work its way through the Legislative process, the SRTC Board has expressed a desire for the region to be well positioned when transportation dollars are made available. The American Jobs Plan aims to move towards 100 percent clean power by 2035 and commits to delivering 40 percent of the total investment benefits to disadvantaged communities.

Equity continues to be identified as a priority as Governor Inslee is expected to sign SB 5141 (HEAL Act) which would, among other things, require the Department of Transportation to, “include an environmental justice implementation plan within the agency’s strategic plan, by January 1, 2023.” The law would also require WSDOT to, where practicable, “focus applicable expenditures on creating environmental benefits experienced by overburdened communities and vulnerable populations,” by July 1, 2023.

More Information:

- Attachment One: Draft Work Plan
- Attachment Two: Draft Screening Criteria
- For detailed information contact: Eve McMenemy at evemc@srtc.org or Mike Ulrich at mulrich@srtc.org or 509.343.6370

Workplan

UNIFIED LIST OF REGIONAL TRANSPORTATION PRIORITIES

Spokane Regional Transportation Council | May 2021

Task 1: Collect Project Submittals/Combine Existing Projects from MTP

- 1.1 Send request to jurisdictions for projects that were submitted to Sen. Murray or Rep. McMorris Rodgers (complete)
- 1.2 Connect with WSDOT ER Planning staff to determine regional priorities for WSDOT
- 1.3 Identify projects that are either partially funded or unfunded in the MTP (complete)
- 1.4 Collate projects and collect relevant attributes (i.e. – project type, cost estimate, etc.)
- 1.5 Verify with stakeholders that all projects have been captured

Task 2: Identify “Screening Criteria”

- 2.1 Existing guiding principles, policies, and performance measures in Horizon 2040 (complete)
- 2.2 New federal objectives related to climate change, equity, and environmental justice
- 2.3 Identify other attributes as proxies for “project readiness” in addition to design level, environmental requirements, ROW status, etc. (complete)
- 2.4. Consult with TTC and TAC to help identify fatal flaws and lessons learned for 2022 process

Task 3: Analyze Screening Criteria to Develop Draft List

- 3.1 Identify agenda parameters in terms of dollar amount and number of projects
- 3.2 Identify what rises to level of “importance” for inclusion (e.g. – regionally important)
- 3.3 Board approves methodology in June

Task 4: Present Draft List to Board, Committees, and Public

- 4.1 Present draft list to committees in August and board in September
- 4.2 Solicit public input
- 4.3 Revise list based on feedback
- 4.4 Board approves final list in October

Task 5: Deliver Final List to GSI, Valley Chamber, AGC and Other Private/Public Stakeholder Partners

Project Screening Criteria

UNIFIED LIST OF REGIONAL TRANSPORTATION PRIORITIES

Spokane Regional Transportation Council | May 2021

Project Readiness and Local Priority

Project Readiness

1. Percent funded, Design status, Right-of-way status and Environmental status

Local Priority

2. Is the project identified in a public planning process or study?
3. What is the local priority rank for this process?

Metropolitan Transportation Plan Consistency

Regional Significance

4. Is the project regionally significant?
5. Is the project in the MTP?

Economic Vitality

6. Does the project provide access within or between two or more regional activity centers; or is it on the regional freight priority network?

Maintenance, Preservation, and Operations

7. Does the project incorporate Travel Demand Mgmt. (TDM), Transportation Systems Mgmt. & Operations (TSMO), or capacity improvement strategies without adding new travel lanes or roadways?
8. Does this project improve National Highway System (NHS) bridge or pavement condition, or contribute to meeting STA adopted Public Transit Asset Management Targets?

Stewardship

9. Does the project increase redundancy in areas of limited connectivity?¹
10. Does the project increase single occupancy vehicle (SOV) travel lanes and expand roadway capacity?
11. Does this project implement electrification strategies?

Quality of Life

12. Does the project increase transit or active transportation access or service frequency?
13. Does the project increase transit or active transportation access, or service frequency, to areas of potential disadvantage?²

Safety

14. Does the project incorporate appropriate countermeasures to address existing safety issues or contribute to STA meeting adopted Public Transit Safety Targets?

¹ Areas of limited connectivity defined as those lacking the infrastructure necessary to support [federal functional classification spacing guidelines](#).

² Areas of potential disadvantage defined as Census Tracts containing higher than average concentrations of populations identified in SRTC's Indicators of Potential Disadvantage (IPD).

To: Transportation Advisory Committee
From: Mike Ulrich, Principal Transportation Planner
Topic: **Metropolitan Transportation Plan Update**

05/17/2021

Requested Action:

For information and discussion.

Key Points:

- The Metropolitan Transportation Plan (MTP) serves as SRTC's primary planning product.
- By federal regulation it is required to consider a planning period of at least 20 years, with this update adopting a horizon year of 2045.
- The plan houses the guiding principles and policies which serve to inform transportation related investment in the region.
- SRTC updates the plan every four years and Horizon 2045 is scheduled to be adopted in December 2021.
- This update will be more of a refresh than a full-fledged overhaul of the plan. There are several critical elements that will be developed or updated which include:
 - Freight Study and Investment Strategy
 - Land Use Forecast
 - Regional Priorities Network
 - Financial Assessment
 - Public Participation Plan
- At the May meeting staff will present a general overview of the update's progress. Additional agenda items in May and June will focus on specific elements being updated.

Board/Committee Discussions:

The Board has been briefed on elements of the plan that are being updated through the course of the last year. Ultimately, the Board is responsible for adopting the plan update. They will be presented with a draft of the plan in September or October of 2021.

The TTC has also been briefed on update elements through the course of the last year. Additionally, several of the update elements have subject matter expert teams which our supporting the update effort. TTC members have participated on several of the subject matter expert teams.

Public Involvement:

Each new element of the MTP has utilized a subject matter expert team to both guide the technical study efforts and meet the public participation requirements as detailed in the [Public Participation](#)

[Plan](#). The public will have an opportunity to provide input and feedback on the MTP elements through multiple outreach engagement efforts, virtual meetings, educational material and public comment period throughout 2021, before Horizon 2045 adoption in December 2021.

Supporting Information/Implications:

The current MTP, Horizon 2040 can be accessed [here](#).

More Information

- For additional information contact: Mike Ulrich at mulrich@srtc.org or 509.343.6370.

Transportation Advisory Committee

WORK PLAN

Spokane Regional Transportation Council
August 2020

Introduction

Overview and Intent

The SRTC Transportation Advisory Committee (TAC) was originally established over a decade ago and its purpose is to bring topical and contextual policy recommendations to SRTC staff, the Transportation Technical Committee and the Board of Directors. Members represent users of the transportation system and community and industry areas by providing those perspectives to regional transportation planning.

TAC meetings were deferred from October 2018 to April 2020 while a SRTC Board of Directors subcommittee reevaluated the TAC form, function, and membership. The TAC reconvened with two existing members and eleven new members.

Over the course of four meetings, the TAC has collaboratively formulated a community contract, meeting model and a draft work plan.

Below are four focus areas in which TAC members believe that their contributions will have the most impact in supporting the Board and benefiting the region. The tasks are not prioritized and are not listed in order of importance.

The TAC intends to work closely with the TTC and has begun the dialog to identify areas of work overlap to make the best use of committees' time. One overall goal is to be a resource to the Board and the TTC. Strengthening the trilateral relationship, and providing a variety of backgrounds and voices, we believe, will be of benefit to the planning process.

The TAC members understand their advisory role and strive to provide the best possible recommendations based on their varied regional perspectives. While the TTC and TAC may not always agree, these differing views can lead to a productive discussion. A healthy tension between the two committees has the potential to have more involved conversations, strengthening recommendations to the Board.

Ultimately, final decisions will be made by the Board. Members of the Board have an open invitation to our monthly TAC meetings. We value the Board's perspective and very welcome their input as we implement this work plan. This work plan will likely evolve over time and Board input and needs will be one of the driving factors as we move forward.

Focus Area 1: Increased engagement of businesses and the public for transportation decisions and education. Heightened interagency communication.

Proposed activities for this work area include:

- Review and make recommendations for outreach (public and stakeholders) for SRTC efforts (in compliance with PPP). How can each individual TAC member be a part of this? Can messaging your organization positively help SRTC? What concerns do your constituents have?
- Utilize TAC members to reach out within networks to invite participation, including social media
- Propose social media policy and parameters for TAC outreach
- Consider “billboard/outdoor media” more signage or other information distribution, different ways to reach the public and evaluate cost/benefit
- Consider civic and other speakers bureau as outreach technique and make recommendations
- Outreach to businesses impacted by transportation projects; partner for communication (websites, newsletters, etc.)
- Ensure equity considerations with broadband issues, technical capacities for agencies, and meeting synopsis options. (all options of SRTC operations)
- Consider Title VI and equity in planning, early and often

What are the deliverables?

- Review of the SRTC Public Participation Plan (PPP) with specific examples of how it could benefit TAC member organizations or businesses for changes prior to Board adoption of PPP update in 12/2021
- Include neighborhood and chamber networks within the PPP plan as appropriate
- Recommendations of best practices and applicability for public and stakeholder outreach within the context of COVID-19 recommendations and virtual meetings (or any other crisis, other than in person)
- Create an intentional event outreach plan that includes chambers of commerce, public and civic events, in coordination with Board member agencies and SRTC staff.

Focus Area 2: Livability, Active Transportation, Equity, and Accessible Design for Roadways and Transportation

Proposed activities for this work area include

- Develop briefing papers: What lessons can we learn from the health crisis that can be applied to non-single occupancy vehicle forms of transportation investments?
- Working together with the TTC to make a broader review of regional design standards. Are there new or additional standards that could benefit the region? Should there be a regional design standard? Provide examples to the TTC where TAC member groups have seen instances of where transportation design decisions have brought both positive and negative outcomes.
- How can transportation be important in providing access to economic opportunity for those who can't or chose not to drive?
- Recommend investment level
- Recommend performance metric for investment
- Active transportation during and after COVID 19: What are the metrics, bike/ped increase, roads closed to traffic for more public space, downtown parking, curbside cafes. What are the next steps? What do we want Spokane County future to look like?

What are the deliverables?

- Recommended regional policies for the MTP, in coordination with the TTC
- Engagement of the public and stakeholders on the focus area
- Recommendation of Investment levels or investment considerations
- Detailed descriptions of the content issues, or interrelatedness of an issue to transportation (white paper concept)
- Project or program ideas, especially pilots
- Recommendations for measurements, objectives and metrics for success. A justifiable set of metrics that can be used in project prioritization and shared with elected officials.
- Look at what other cities are doing to address similar problems – research, collaboration
- Identify local groups working toward accessible transportation and synthesize information into a resource document
- Research and document and share accessibility issues among groups, address common themes
- Things that are affecting large groups of people may have simple solutions that developers and planners may not be aware of – barrier survey
- Ask community members and stakeholders what kind of community/neighborhood/environment they aspire to have and what barriers they experience that is stopping them from achieving their goals – don't ask questions about transportation, ask about community aspirations

Focus Area 3: Linkages between Economic Development and Transportation

Proposed activities for this work area include:

- Providing a non-technical perspective on what is regionally significant
- Identify the relationships between industry/business and transportation policies of governmental agencies
- Review best practices from other regions
- Make recommendations on how best to communicate this topic to the public and stakeholders
- Study steps needed to form justifiable ranking criteria for projects
- Investigation of methods to increase roadway capacity without adding more lanes or roads

What are the deliverables?

- Creation of a briefing paper outlining connections between transportation and regional economic development
- Develop regional metrics for the economic impact of transportation investments
- Identification of stakeholders/partners, such as public development authorities, business districts, Chambers of Commerce

Focus Area 4: Financial Crisis for Transportation: Options Moving Forward

Proposed activities for this work area include:

- Emphasizing adequate maintenance and preservation
- Review the two parts of the MTP Financial Assessment as they are completed
- With discussion and direct input from the Board, discuss the method to quantify or measure the impact of maintenance and preservation. Identify any lack in current prioritization. Evaluate true or perceived needs over the next 20 years and/or with deferred maintenance.
- Research financial options for additional revenue and evaluate what could be brought before the Board
- Identify potential public-private partnerships; discuss benefits, challenges, opportunities.

What are the deliverables?

- Recommendations for investment levels (Part II of the MTP Financial Forecast) in the situations where revenues do not meet projected expenditures
- Develop and assist in implementing a public survey (in between Phase I and Phase II of the MTP Financial Forecast) to gauge sense of priorities to due a gap in needs and revenue
- Recommend public education campaign about the important of maintenance and preservation