



Transportation Technical Committee Meeting

Wednesday, October 27, 2021 • 1:30 - 3:05 PM

Virtual Meeting via Zoom Videoconference

PUBLIC NOTICE:

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

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Transportation Technical Committee Meeting

Wednesday, October 27, 2021 | 1:30 PM – 3:05 PM

AGENDA

<i>Time</i>	<i>Item</i>	<i>Page #</i>
1:30	1. Call to Order / Record of Attendance	
1:32	2. Approval of September 2021 Meeting Minutes	Page 3
1:33	3. Public Comments	
1:35	4. TTC Member Comments	
1:45	5. Chair Report on SRTC Board of Directors Meeting	
	<u>FOR ACTION</u>	
1:47	6. Public Participation Plan Update (<i>Kylee Jones</i>)	Page 7
1:52	7. West Plains Subarea Study (<i>Bonnie Gow, WSDOT</i>)	Page 9
	<u>FOR INFORMATION AND DISCUSSION</u>	
2:07	8. US-195/I-90 Study Final Report (<i>Ryan Stewart</i>)	Page 12
2:17	9. DivisionConnects Update (<i>Jason Lien</i>)	Page 14
2:27	10. Unified List of Regional Transportation Priorities (<i>Eve McMenemy</i>)	Page 16
2:37	11. Horizon 2045-Metropolitan Transportation Plan: Draft Chapter 4 (<i>Mike Ulrich</i>)	Page 24
2:47	12. 2022 Transportation Improvement Program Guidebook (<i>Kylee Jones</i>)	Page 26
2:57	13. 2022 TTC Officer Elections (<i>Eve McMenemy</i>)	Page 64
3:02	14. Agency Update (<i>Eve McMenemy</i>)	n/a
3:05	15. Adjournment	

Spokane Regional Transportation Council Transportation Technical Committee
September 22, 2021 | Zoom Video Conference

1 Call to Order/Record of Attendance

Adam Jackson, Chair, called the meeting to order at 1:31 p.m.

IN ATTENDANCE

TTC Members:

- Adam Jackson, *City of Spokane Valley* (Chair)
- Inga Note, *City of Spokane* (Vice Chair)
- Todd Ableman, *City of Cheney*
- Kevin Picanco, *City of Spokane*
- Colin Quin-Hurst, *City of Spokane*
- Gloria Mantz, *City of Spokane Valley*
- Roger Krieger, *City of Deer Park, Small Towns Rep.*
- Barry Greene, *Spokane County*
- April Westby, *Spokane Regional Clean Air Agency*
- Cindy Green, *Spokane Regional Health District*
- Karl Otterstrom, *Spokane Transit Authority*
- Kristine Williams, *Spokane Transit Authority*

Alternate TTC Members:

- Jami Hayes, *Spokane County*
- Matt Zarecor, *Spokane County*
- Char Kay, *WSDOT-Eastern Region*
- Keith Martin, *WSDOT-Eastern Region*

Guests:

- Paul Kropp
- Katherine Miller, *City of Spokane*
- Mark Burrus, *Jacobs*
- LeAnn Yamamoto, *CommuteSmartNW*
- Shauna Harshman, *City of Spokane*
- Sean Messner, *HDR*
- Bonnie Gow, *WSDOT-Eastern Region*
- Jeremy Clark, *City of Spokane Valley*
- Greg Figg, *WSDOT-Eastern Region*
- Mike Tresidder, *Spokane Transit Authority*

SRTC Staff:

- Ryan Stewart, *Principal Transportation Planner*
- Mike Ulrich, *Principal Transportation Planner*
- Jason Lien, *Principal Transportation Planner*
- David Fletcher, *Associate Transportation Planner III*
- Michael Redlinger, *Associate Transportation Planner II*
- Kylee Jones, *Associate Transportation Planner II*
- Lois Bollenback, *Executive Director*
- Julie Meyers-Lehman, *Administrative-Exec. Coordinator*

2 Approval of August 2021 TTC Meeting Minutes

Mr. Martin made a motion to approve the minutes as presented; Ms. Note seconded. The motion passed unanimously.

Public Comments

3

There were no public comments.

Technical Member Comments

4

Members shared information about current projects or programs in their jurisdiction/agency.

Chair Report on SRTC Board of Directors Meeting

5

Chair Jackson provided an overview of actions and discussions at the September 9 SRTC Board meeting.

ACTION ITEMS

2021-2024 Transportation Improvement Program (TIP) October Amendment

6

Ms. Jones outlined the seven projects in the proposed amendment, which includes removal of two Spokane Regional Health District programs due to shift in Health District priorities and resources.

Mr. Picanco made a motion to recommend Board approval of the 2021-2024 TIP October amendment. Mr. Ableman seconded. All votes were in favor.

2022-2025 Transportation Improvement Program (TIP)

7

Ms. Jones recapped the definition and purpose of a TIP, reviewed the determination process for projects to be included in the TIP, and shared details about projects and programming. She presented information about the percentage of projects by type, new projects in the TIP, and public engagement activities.

Mr. Otterstrom made a motion to recommend Board approval of the 2022-2025 TIP and Ms. Note seconded. Motion carried unanimously.

INFORMATION & DISCUSSION ITEMS

8 US 195/I-90 Study Update

Mr. Stewart reviewed the purpose and geographic area of the study. He noted the draft final report is scheduled to be released next week and he will be back in October with complete details of the recommended strategies for improvements.

He recapped the project goals, community engagement activities and highlighted some of the suggested implementation strategies, which are largely focused on building out a parallel network of roadways west of US 195.

Chair Jackson noted that multiple TTC members have been participating on the Study Advisory Team.

9 Unified List of Regional Transportation Priorities

Mr. Ulrich reviewed the circumstances leading to the Board's direction to create a unified list. He explained this project is proceeding in two ways; (1) a 2021 state priority statement and (2) a unified list for a 2022 federal funding package. He shared the Board endorsed project screening criteria, and noted the list of projects still must be pared down in order to be as competitive as possible for state and federal funding opportunities. Projects were evaluated using the screening criteria based on information provided by member agencies.

He presented a potential pipeline/tiered approach to categorizing projects by separating projects into three groups;

Tier 3 - projects in the conceptual or very preliminary planning stage

Tier 2 - projects in the early stages of planning/ some development

Tier 1 - Projects ready to implement or in a state of advanced readiness, development underway, with committed funding

Mr. Ulrich asked the group if this concept seemed like an effective method and if the screening

criteria would help to identify project strengths for prioritization. There was lengthy discussion; some comments included

- Using readiness as a criterion is difficult to apply to studies or programs.
- Climate Change and equity criteria did not appear to appropriately highlight projects that address these issues.
- This approach could be difficult for smaller jurisdictions to score well; might need a separate category for them.
- Creating a raw score using the qualitative criteria answers would be a cleaner approach to help prioritize projects. Agencies spent time and resources answering these screening criteria.
- Observation that the Board gets to see a variety of projects and they can have some discretion.
- Suggestion that title of tiers should be descriptions rather than numbers, such as Deployment Tier
- Projects besides those in the top tier may still be priorities. The list should consider projects in other tiers since larger projects need more support to mature through the pipeline process.
- Observation that SRTC staff has been tasked with putting this list together in a very short time frame due to the potential special legislative session this fall. Ideally a prioritization list process will occur every year and which will allow for continued refinement.
- Importance of equity as a metric in the process.
- Suggestion to leverage input from the Transportation Advisory Committee.

10 Horizon 2045 - Metropolitan Transportation Plan: Draft Chapter 3

Mr. Ulrich reviewed the tasks completed or substantially completed in the MTP update process to date. He explained that Chapter 3 is essentially the regional baseline or “no-build” scenario (how the region would look without projects or programs in the plan). He shared maps of household and employment density then spoke about forecasted vehicle/transit trips and safety targets.

He outlined the final steps of the MTP update, which culminates in December 2021 with a request for the Board to approve the entire plan. All draft chapters are available on the SRTC website for review and TTC members are encouraged to provide comments.

#11 Draft Public Participation Plan (PPP) Update

Ms. Jones said this item will be brought before the TTC next month for action; the complete draft document is available on the SRTC website. She defined the PPP and explained its purpose. The plan was last updated in 2017 and she reviewed the timeline of the update process. She said a work group from the Transportation Advisory Committee was deeply involved in the development of the update and she reviewed goals, strategies, outreach methods, outputs and outcomes.

12 West Plains Subarea Transportation Management Plan Phase 1 US 2 Vicinity

Ms. Gow provided a history, background, and agency partners of the study. She reported that the goal is to align all prior studies to provide current strategies for corridor and capacity improvements in one of the fastest growing areas in Washington. This study focuses on multi-modal transportation network to address mobility and safety needs, keeping into consideration staff travel time requirements for Fairchild Air Force Base. The study’s focus areas are safety, mobility, quality of life, and economic vitality. Ms. Gow shared details about AM/PM travel times.

Mr. Figg spoke about market land use methodology and expected land use demand through 2040.

He noted that 90% of people who live in the West Plains area do not work there. Ms. Gow listed the study's accomplishments to date and listed community engagement activities. She reviewed the pilot efforts, the West Plains Traffic Circulation Plan, and proposed practical solutions strategies.

13 Agency Update

Mr. Stewart reminded members to have comments about the GIS online map of regional priority networks back to Mr. Lien by October 4.

14 Adjournment

There being no further business, the meeting adjourned at 3:08 pm.

Julie Meyers-Lehman, Recording Secretary

To: Transportation Technical Committee 10/20/2021
From: Kylee Jones, Associate Transportation Planner II
Topic: **2021 Public Participation Plan**

Requested Action:

Recommend Board acceptance of the 2021 update to the SRTC Public Participation Plan.

Key Points:

- A Public Participation Plan (PPP) is a tool to which SRTC staff can refer for public participation instructions and also a place where the community can learn how, when, and how often we will engage with them for regional transportation planning.
- Members of the TAC committee were deeply involved in the development of the PPP update. A series of five in-depth workshops were held throughout 2020 and 2021 to update/add the following components to the PPP.
 - Develop PPP goals and strategies.
 - Adopt a stakeholder engagement matrix.
 - Review & update the public participation outreach methods and techniques with an emphasis on best practices to engage with hard-to-reach communities.
 - Update evaluation matrix.
 - Perform administrative updates.
- The draft 2021 PPP document is available on SRTC website at: [Public Participation Plan](#).
- A 45-day public comment period for the proposed PPP update opened 09/09/2021 and ends 10/23/2021. Notification of the comment period was published in the Spokesman Review, posted to five social media platforms, posted on the SRTC website and distributed as an email blast to several hundred contacts. As of the 10/20/21, one public comment was received.
- The PPP is typically updated in conjunction with the update to the Metropolitan Transportation Plan. This cycle of updates is scheduled to be completed by December 2021.

Board/Committee Discussions:

The Transportation Advisory Committee was briefed on the PPP in October 2020, and in 2021 at the meetings in February, April and September. The TTC received an update at the March 2021 and September meetings.

Working Group/Subject Matter Expert Team Involvement

The TAC working group members participating in the PPP update workshops and planning process were:

Melanie Rose, Avista Corp.

Dave Richardson, Northeast Community Center

Mark Haberman; Aging and Long-Term Care of Eastern Washington

Carlie Hoffman; Spokane County Libraries

Liz Hall; Peninsula Truck Lines, Inc.

Kennet Bertelsen; Morrison Maierle

A larger subset of community members, engagement specialists, and practitioners met for an in-depth discussion around outreach methods tailored to the Spokane region.

Public Involvement:

The TAC represents a wide variety of perspectives and stakeholder groups. The PPP update will go through a mandated 45-day public comment period before its adoption. PPP updates and changes will be presented through a broader Metropolitan Transportation Plan public engagement process.

Supporting Information/Implications:

The [SRTC Public Participation Plan](#) was last updated in 2017 and is required to be “periodically” updated according to 23 CFR 450.316.

Federal and state regulations, guiding principles and policies regarding public participation are outlined in the PPP document. The updated PPP will be presented to the Board for acceptance in November 2021.

More Information:

- For detailed information contact: Kylee Jones at kjones@srtc.org or 509.343.6370

To: Transportation Technical Committee 10/07/2021
From: Bonnie Gow, Senior Planner, WSDOT
Topic: **West Plains Subarea Transportation Management Plan**

Requested Action:

Recommend SRTC Board of Directors acceptance of West Plains Subarea Transportation Management Plan.

Key Points:

- Land use development in the West Plains vicinity is outpacing the available multi-modal transportation system in the area. There is a need, particularly in and around US 2, to collaboratively refine past study efforts and plan for potential “practical solutions” that can be jointly prioritized and programmed.
- WSDOT, together with West Plains public and private sector partners, is finalizing a study that focuses on multimodal mobility (congestion) and safety issues primarily related to the US 2 and a supporting transportation network.
- The West Plains Subarea Transportation Management Plan Study, Phase 1, US 2 vicinity study is a “Living Study” found online at: www.connectwestplains.com, and will be continually updated for years to come.
- The study sought to identify achievable "practical solution" system improvements, including on and off the state network and was supported by a technical advisory team made up of technical staff from stakeholder agencies, including SRTC.
- Practical Solutions is a way of thinking and acting based on WSDOT’s values of safety, engagement, innovation, integrity, leadership, and sustainability. Through Practical Solutions, WSDOT collaborates with their partners to make the right investments, in the right places, at the right time, using the right approach to achieve an integrated, sustainable transportation system and organization.
- The Technical Advisory Team and Subject Matter Experts developed [Practical Solution Strategies](#) for the West Plains Subarea Transportation Management Plan Study. This linked prioritized list includes a broad range of strategies including safety recommendations, demand management strategies, and operational improvements to name a few.
- A [Draft West Plains Traffic Circulation Plan](#) and Planned Improvements listing is a subset of the above Practical Solution Strategies that address traffic mobility and operations, including infrastructure projects. The Planned Improvement listing is found in the **Attachment**.

Board/Committee Discussions:

WSDOT staff presented information about the Study's purpose, process, and findings to the TTC on 09/22/2021 and to the SRTC Board on 10/14/2021. This item will be before the Board in November with a request for acceptance.

Public Involvement:

In 2019 WSDOT engaged the community in "listening posts" and community events such as the Airways Heights Festival, Medical Lake Founders Day, Sunday Fest at Northern Quest Resort & Casino, etc. WSDOT held virtual live online public meetings on 8/24 and 8/26/2021 as well as an online public virtual open house from 8/23 to 9/3/2021.

Supporting Information/Implications

The West Plains Subarea Transportation Management Plan study area includes the City of Airway Heights, City of Spokane, Spokane County, Spokane Tribal lands, Kalispel Tribal lands, Fairchild Air Force Base, and the Spokane International Airport. The primary east-west routes in this area are US 2 and Interstate 90 (I-90). The primary north-south routes are Rambo, Craig, Hayford, and Spotted Road.

A two-day Practical Solutions workshop was held virtually, 3/31/2021 and 4/6/2021. The workshop was facilitated by WSDOT headquarters and WSDOT Eastern Region and its purpose was to provide technical guidance by Subject Matter Experts in each category based on performance measures that would be further evaluated for the study.

More Information:

- Attachment: Planned Improvements from the Traffic Circulation Plan
- For detailed information contact: Bonnie Gow, Senior Planner, WSDOT at gowbl@wsdot.wa.gov or 509.991.9643

**Planned Improvements from the Traffic Circulation Plan In & Around US 2 Vicinity	Funded	Planned Improvement - Unfunded
1. Mitchell St/US 2 Signal		X
2. Spoko Fuel Entrance/US 2 - Roundabout	X	
3. Craig Rd/US 2 - Roundabout	X	
4. Loeffler St/US 2 - Right In/Right Out Turn Restrictions (Lefts allowed off US 2)		X
5. West St/US 2 - Right In/Right Out Turn Restrictions (Lefts allowed off US 2)		X
6. Ziegler St/US 2 - Right In/Right Out Turn Restrictions (Lefts allowed off US 2)		X
7. Lundstrom St/US 2 - Roundabout		X
8. King St/US 2 - Right In/Right Out Turn Restrictions (Note: NO Lefts allowed off US 2 at this intersection per CoAWH) Corrected 8-16-21		X
10. Lawson St/US 2 - Roundabout		X
11. Campbell St/US 2 - Right In/Right Out Turn Restrictions (Lefts allowed off US 2)		X
12. Russell St/US 2 - Right In/Right Out Turn Restrictions (Lefts allowed off US 2)		X
13. Garfield Rd/US 2 - Roundabout		
14. Lyons Rd/US 2 - Roundabout		X
15. Hayden Rd/US 2 - Right In/Right Out Turn Restrictions (Lefts allowed off US 2)		X
16. Hazelwood Rd/US 2 - Right In/Right Out Turn Restrictions (Lefts allowed off US 2)		X
17. Lucas Rd/US 2 - Right In/Right Out Turn Restrictions (Lefts allowed off US 2)		X
18. Technology Blvd/US 2 - Right In/Right Out Turn Restrictions (Lefts allowed off US 2)		X
19. Campus Dr/US 2 - Roundabout		X
20. New Road City of Spokane/US 2 - Right In/Right Out Turn Restrictions (Lefts allowed off US 2 - EB only)		X
21. Spotted Rd/US 2 - Roundabout		X
22. Close Sunset Frontage Rd connection to US 2 (Russell Rd will be joined into Sunset Frontage Rd without access to US2 at this location)		X
23. Sunset Frontage Rd/Grove Rd/Airport Dr Intersection - Roundabout		X
24. US 2 Eastbound off ramp onto Airport Drive - Roundabout		X

NOTES: ALL US 2 Approaches/Driveways - Right In/Right Out Turn Restrictions *Future Left Turns off US 2 to be determined only at certain locations
Right turn restrictions along the US 2 corridor, will be enforced between Rambo Rd and the Sunset Highway connection, determined through the study efforts.
**** Also SEE Tab "ListbyPercentage Effectiveness", Question 61, List of Effectiveness #60, for more information**
Costs are planning level rough estimates and are subject to change
ALL intersection designs will require a traffic study for approval. *Amended after the Technical Advisory Team Meeting on 7/21/21**

NOTE: ALL emerging strategies have to be evaluated for prioritization within respective jurisdictions including WSDOT prioritization to compete for State, Regional and Local Funding

To: Transportation Technical Committee 10/20/2021
From: Ryan Stewart AICP, Principal Transportation Planner
Topic: **US 195/Interstate 90 Study Final Report**

Requested Action:

None. For information and discussion.

Key Points:

- The US 195/Interstate 90 Study is a multimodal effort to address safety, operations, access, and infrastructure issues in the Study area.
- The Study is a multi-agency effort with representatives from the City of Spokane, Washington State Department of Transportation, Spokane County, and Spokane Transit on the Study Advisory Team (SAT). SRTC is coordinating the regional effort and providing project management.
- A consultant team has assisted with the technical analysis and stakeholder engagement efforts.
- The Study's technical analysis is complete. A Draft Final Report and Executive Summary have been prepared.
- The Executive Summary is available on the Study website:
<http://us195transportationstudy.com/wp-content/uploads/2021/09/US-195-Executive-Summary-09222021.pdf>
- The full Final Report is also available on the Study website:
http://us195transportationstudy.com/wp-content/uploads/2021/09/US_195_Final_Report_09162021.pdf
- Project goals and evaluation criteria for potential strategies were developed based on guidance from the SAT and community input. The criteria directly relate to the Study's goals of improving safety, maintaining mobility, accommodating the transportation needs of planned development, increasing modal options, and identifying projects that are practical, implementable, and fundable in a reasonable timeframe.
- The recommended strategies in the Draft Final Report align with the Study's goals and criteria.
- The final engagement effort including a formal 30-day public comment period began on September 28th and the recommended strategies may be updated as needed based on the comments received.

Board/Committee Discussions:

The US 195/I-90 Study was identified in the SRTC Strategic Plan. The Board approved the scope and consultant contract for the study in 2019. The Board was provided with updates at several meetings in 2020 and 2021, including last month. The Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC) have also been briefed throughout the Study.

Public Involvement:

An engagement plan for the Study has been implemented to gauge the community's vision for the Study area and get feedback on strategies as they are developed. Numerous stakeholder interviews have been conducted and a public meeting was held in February 2020. An engagement effort for the recommended project packages was held this Spring through remote measures including outreach tools on the project website, presentations, and an online public workshop.

A final engagement effort including a formal 30-day public comment period began on September 28th and will run through the end of October. Other outreach efforts so far include neighborhood council meetings, a presentation to the City of Spokane Plan Commission, social media postings, a survey, and a project website.

Supporting Information/Implications:

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

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

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

More Information:

- For detailed information contact: Ryan Stewart at rstewart@srtc.org.or 509.343.6370
- Study website: <https://us195transportationstudy.com/>

To: Transportation Technical Committee 10/20/2021
From: Jason Lien, AICP, Principal Transportation Planner
Topic: **DivisionConnects – Phase 2 Study Update**

Requested Action:

None. For information and discussion.

Key Points:

- DivisionConnects is a multi-jurisdictional study to analyze transportation alternatives, including implementation of bus rapid transit (BRT), in the Division Street study area.
- The first phase of the study concluded with identification of a locally preferred alternative (LPA) for BRT and other corridor improvements. The STA Board adopted the LPA by resolution at their April 2021 meeting. The SRTC Board accepted the LPA and Phase 1 study conclusions, as documented in the DivisionConnects Corridor Development Plan, at the June 2021 meeting.
- With conclusion of Phase 1, the second and final phase of the study kicked off in the summer. Its focus points are active transportation connectivity and evaluation of land use opportunities in the Division corridor.
- Concurrently, STA will be moving into its next step of BRT corridor development with consultant services for preliminary engineering.

Board/Committee Discussions:

Emphasizing a regional approach to major transportation corridors was born out of the SRTC Board's strategic plan in late 2017. The SRTC funding portion for the Division Street Corridor Study was approved by the Board in March 2018, consisting of a \$400,000 STBG allocation as part of the 2018 SRTC Call for Projects. A project update was provided to the Board at the April 2021 meeting and the Board took action to accept the preferred BRT alternative at the June 2021 meeting. The TTC and TAC were last updated in March 2021. The Division Street Corridor Study is identified in SRTC's 2-year Unified Planning Work Program (UPWP).

Public Involvement:

The study process involves extensive public engagement, and a project website is available (divisionconnects.org). Over the course of the study, information has been distributed through Neighborhood Councils, email lists, focus groups, print media, direct mail, online questionnaires, agency newsletters, and social media. An online StoryMap and questionnaire is currently active to gather community feedback on land use opportunities. Another online engagement effort will be launched in November to gather feedback on active transportation options.

Supporting Information/Implications

DivisionConnects is a coordinated planning effort with Spokane Transit Authority (STA) to engage the community and analyze opportunities in the Division Street corridor from a multimodal transportation and system perspective. Project partners are WSDOT, City of Spokane, and Spokane County. With identification of a preferred alternative for bus rapid transit in Spring 2021 concluding the first phase of the study, the second and final phase is looking at land use opportunities that can leverage the transit investment as well as supportive active transportation connections along and through the Division corridor.

The Phase 1 study process and findings that led to the BRT locally preferred alternative are documented in the [Corridor Development Plan](#). The current Phase 2 work elements consist of three areas:

- Active Transportation Planning – review of gaps, safety, and connectivity of facilities for people walking and rolling in the corridor. This will culminate in project recommendations and implementation plans with preliminary engineering cost estimates and short to long term objectives.
- Land Use Planning – this task is evaluating existing assets (e.g. parks, transportation infrastructure, employment clusters, vacant land) to see what areas may have the greatest potential for land use development/redevelopment in alignment with BRT investment. Opportunity areas have been identified in a number of “nodes” along the corridor. The higher priority nodes will be identified and used to help inform future focused planning work at the City and/or County.
- Public Engagement – to inform the two tasks above, the project team is engaging the community through questionnaires and online opportunities to learn and comment. A StoryMap is currently active with information about the land use nodes under evaluation. A second online effort will be launched in November to gather feedback on active transportation options. Links to the public engagement platforms can be accessed through divisionconnects.org.

The study team continues to coordinate with project partners through monthly full agency team meetings as well as weekly check-ins on study progress. In addition, regular meetings with the project steering committee¹ provide guidance on study deliverables. Moving forward, the study will conclude with its final recommendations at the end of Q1 2022.

More Information:

- For detailed information contact: Jason Lien at jlien@src.org or 509.343.6370

¹ The steering committee serves an advisory role for the study and consists of Commissioner Al French (SRTC and STA Boards), Council Member Kate Burke (STA Board), Council Member Candace Mumm (SRTC and STA Boards), Council Member Tim Hattenburg (STA Board), E. Susan Meyer (SRTC Board), and Mike Gribner (SRTC Board).

To: Transportation Technical Committee 10/20/2021
From: Eve McMenemy, Deputy Executive Director
Topic: **Unified List of Regional Transportation Priorities**

Requested Action:

For information and discussion.

Key Points:

- On 3/11/2021 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 a 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 SRTC Board endorsement to allow SRTC's members and stakeholders sufficient time to utilize the list for development of a 2022 Federal transportation legislative agenda and related materials.
- In response to Board direction, staff assembled federal and state legislative project requests from agencies as the basis for the list, in combination with the projects included in Horizon 2040, the Metropolitan Transportation Plan (MTP) adopted by SRTC (federal funding must be consistent with the MTP).
- With input from the SRTC Board and advisory committees, staff developed qualitative screening criteria to identify transportation project attributes suitable for a competitive list. The screening criteria are closely aligned with regional priorities identified in Horizon 2040 and carried forward in Horizon 2045. The Board directed SRTC Staff to proceed with the screening criteria and project evaluations on June 10, 2021.
- Member agencies submitted project information related to final screening criteria in September. SRTC staff synthesized all projects and screening criteria information as shown linked [here](#). The goal was to screen 45 projects using criteria to assist the Board in developing a competitive Unified List
- **Attachment 1** includes only those projects proposed for the 2022 Unified List of Regional Transportation Priorities.
 - **Attachment 1** demonstrates an approach intended to support the development of a funding pipeline for priority projects. Projects can mature through the pipeline in three project categories: Project Initiation, Project Development, and finally Project Implementation.

- As proposed, the primary component of the Unified List will include all projects that are in the Project Implementation category. These are projects with demonstrated commitment in local, regional, or state plans and have completed various phases of development, such as preliminary design.
- Based on Board and committee feedback from last month, projects most closely aligned with screening criteria in the Project Development and Project Initiation categories were also included in the proposed list for committee discussion and feedback.
- Projects not included on the Unified List will be monitored and evaluated for future updates.
- An annual review and update of the Unified List will provide opportunities for the evaluation of additional projects and improvements to project ranking attributes. How this process folds into the next Metropolitan Transportation Plan cycle will also be a point of further development.
- SRTC staff also propose working with project sponsors to develop project information sheets that outline the project need and benefit, status of funding and development, and other points demonstrating the importance of the project to the region.
- In a related effort, the SRTC Board adopted a 2021 Transportation Funding Priority Statement for use during a WA State Legislative Special Session, linked [here](#).
- SRTC is coordinating with the Regional Transportation Coalition (RTC) which is a consortium of local chambers of commerce and public and private sector representatives that advocate for transportation investments.

Board/Committee Discussions:

In 2021, the Board discussed regional transportation project priorities at the February, through May meetings and the July, August, September, and October Board meetings. The Board also held a workshop on March 1, 2021 to discuss the need and support for setting more regional project priorities. Board actions include:

- 3/11/2021: The Board directed SRTC to pursue a Unified List of Regional Transportation Priorities.
- 6/10/2021: The Board authorized staff to request project sponsors to submit screening criteria information and to verify with jurisdictions if any new regionally significant projects should be added for screening.
- 9/9/2021: The Board approved a Transportation Funding Priority Statement for the WA State legislative special session.
- 10/14/21: The Board discussed initial Unified List screening results and were provided feedback from the TAC and TTC.

In 2021 the Transportation Technical Committee and Transportation Advisory Committee have been involved as follows:

- 4/26/21 (TAC) 4/28/2021 (TTC): Received an introductory memo and presentation to the project.
- 5/17/21 (TAC) and 5/26/2021 (TTC): Provided input to the screening criteria that was incorporated where possible and logged for use in next year's effort.
- 6/23/2021 (TTC): Discussed submitting project information.
- 8/25/2021 (TTC): Discussed submitting project information.
- 9/22/2021 (TTC) and 9/27/2021 (TAC): Discussed initial Unified List screening results.

Public Involvement:

All meetings at which this topic was discussed have been open to the public. Input was provided by TAC members and through one-on-one discussions with various community groups.

Supporting Information/Implications:

The US Senate recently passed a \$1 trillion bipartisan infrastructure plan which includes \$550 billion in new funding for broadband, transportation, and utilities. The 2700-page infrastructure bill will now make its way to the House of Representatives for further action which is likely weeks away.

Also, at the Federal level Matt Kunic from FHWA Region 10 recently shared USDOT's updated strategic goals. These are generally consistent with SRTC's Guiding Principles and are as follows:

1. Safety - Make our transportation system safer for all. Prioritize safety and public health using informed decision-making and data-driven approaches, working toward a future where transportation-related serious injuries and fatalities are eliminated.
2. Economic Strength - Grow the economy. Support policies that create good American jobs and the training to build the workforce of the future, strengthen our economic competitiveness, and modernize our core infrastructure assets to efficiently move people and goods.
3. Equity - Address inequities. Restore and connect communities, build equitable transportation systems, and promote affordable and accessible options that foster opportunity for all across urban and rural areas.
4. Climate & Sustainability – Tackle the climate crisis. Work to ensure that transportation, which is the largest contributor to climate change, plays a central role in the solution by reducing transportation-related greenhouse gas emissions and building more resilient infrastructure
5. Transformation – Build for the future. Ensure that innovation helps prepare our transportation systems for the next generation, making them more adaptable, sustainable, resilient, equitable and safer for all.

6. Organizational Excellence - Develop a world-class organization to advance the Department's mission.

More Information:

- **Attachment:** Unified List of Regional Transportation Priorities, Proposed List
- For detailed information contact: Eve McMenemy at evemc@srtc.org at 509.381.9466

Unified List of Regional Transportation Priorities

PROPOSED PROJECT LIST SORTED BY OVERALL MTP CONSISTENCY WITHIN EACH PROJECT STATUS CATEGORY

Spokane Regional Transportation Council | October 21, 2021

This version of the List of Regional Transportation Priorities has not been fully confirmed with all sponsor agencies but represents the best available data as of October 21, 2021. This version of the list does not represent the final list as adopted by the SRTC Board. A final list is not expected to be adopted until October, 2021.

PROJECT TITLE	AGENCY	UNFUNDED AMOUNT	PROJECT SCREENING CRITERIA								
			PROJECT STATUS	MTP CONSISTENCY CRITERIA					EMPHASIS AREAS		
				ECONOMIC VITALITY	OPERATIONS MAINTENANCE PRESERVATION	STEWARDSHIP	QUALITY OF LIFE	SAFETY	EQUITY	CLIMATE CHANGE	
Project Implementation Category											
PINES ROAD/BNSF GRADE SEPARATION Grade separation and multi-lane roundabout	Spokane Valley	\$ 19,300,000	●	●	●	●	●	●	●	✓	✓
DOWNTOWN ALTERNATIVE TRANSPORTATION IMPROVEMENTS Completes various gaps in the City's pedestrian/bicycle network	Airway Heights	\$ 792,000	◐	◐	●	●	●	●	◐	✓	
PACIFIC AVENUE GREENWAY Bike/ped safety improvements	Spokane	\$ 3,900,000	◐	◐	◐	●	●	●	●	✓	
I-90 TRANSPORTATION SYSTEM MANAGEMENT AND OPERATION IMPROVEMENTS (TSMO) Various projects from SR 904 to Idaho state line	WSDOT	\$ 20,000,000	◐	◐	●	●	◐	●	●		✓
AIRPORT DR AND SPOTTED RD REALIGNMENT AND INTERCHANGE Realign roadway and construct grade-separated interchange	Spokane International Airport	\$ 19,300,000	●	◐	◐	●	●	●	●		
INDUSTRIAL SUBAREA CONNECTIVITY PROJECT Extends and improves Russell St from US 2 to McFarlane Rd	Airway Heights	\$ 2,764,500	◐	●	●	○	●	●	◐		
WEST PLAINS CONNECTION Multimodal corridor improvement project	Airway Heights	\$ 21,330,234	●	●	●	○	●	●	◐		
BIGELOW-SULLIVAN CORRIDOR FREIGHT MOBILITY & SAFETY PROJECT Reconstruction and widen to 4-lane arterial w/ITS improvements	Spokane County / Spokane Valley	\$ 34,000,000	●	◐	◐	○	●	●	●		
STA FLEET ELECTRIFICATION Replace 20 diesel coaches w/40' battery electric buses	Spokane Transit Authority	\$ 21,600,000	●	◐	●	●	○	○	○	✓	✓
MILLWOOD TRAIL—NORTH SPOKANE CORRIDOR TO FELTS FIELD New shared-use trail	Spokane	\$ 5,700,000	◐	○	◐	●	●	●	◐	✓	
BARKER CORRIDOR IMPROVEMENTS - PHASE I Reconstruct and widen to 3- to 5-lane arterial from Mission Ave to City Limits	Spokane Valley	\$ 12,900,000	●	◐	◐	●	◐	◐	◐		

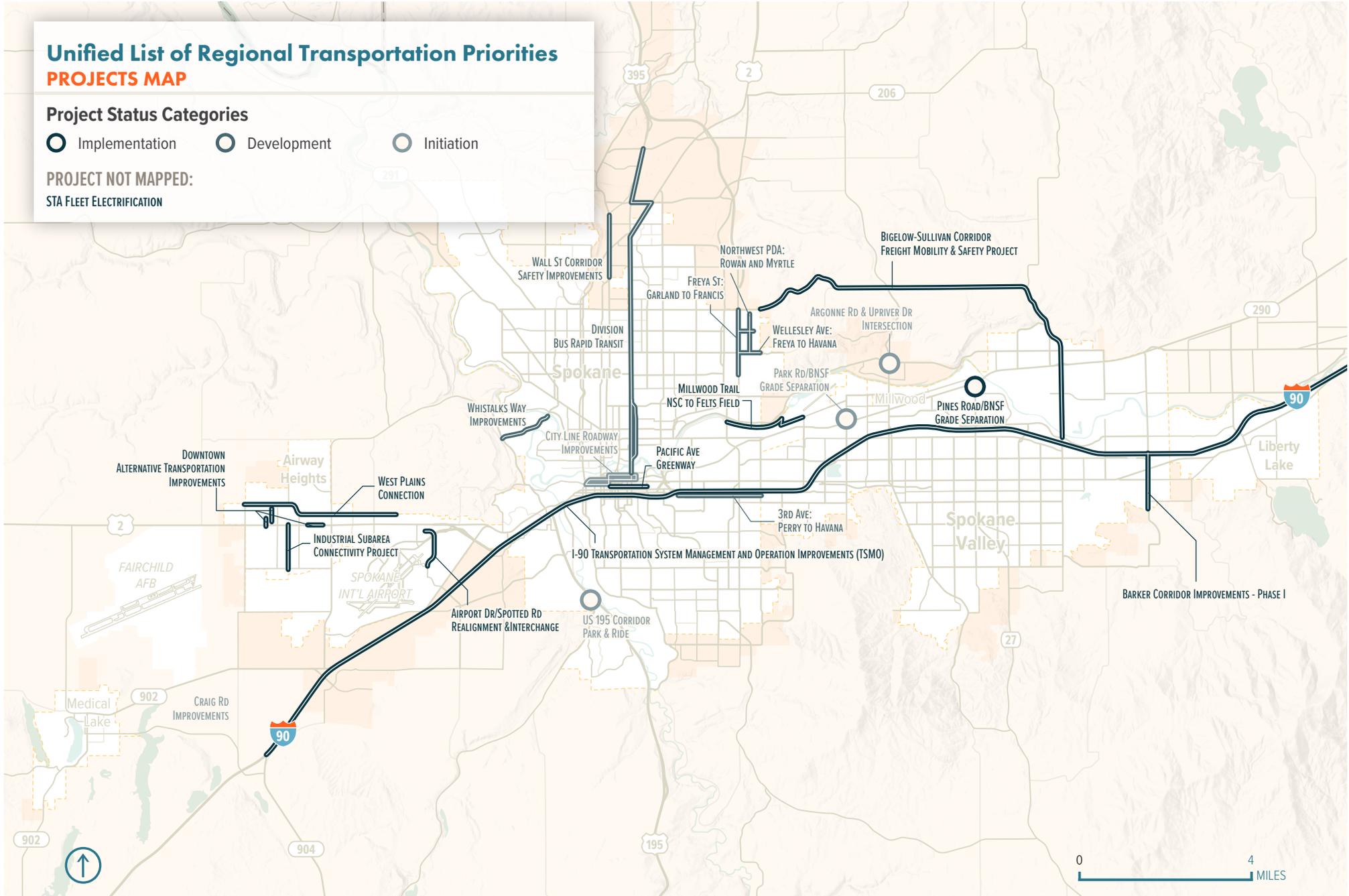
PROJECT TITLE	AGENCY	UNFUNDED AMOUNT	PROJECT SCREENING CRITERIA							
			PROJECT STATUS	MTP CONSISTENCY CRITERIA					EMPHASIS AREAS	
				ECONOMIC VITALITY	OPERATIONS MAINTENANCE PRESERVATION	STEWARDSHIP	QUALITY OF LIFE	SAFETY	EQUITY	CLIMATE CHANGE
Project Development Category										
DIVISION BUS RAPID TRANSIT New BRT corridor between downtown Spokane and Mead	Spokane Transit Authority	\$ 138,000,000								
WELLESLEY AVENUE: FREYA TO HAVANA Reconstruction and a bike/ped trail	Spokane	\$ 3,400,000								
WALL STREET CORRIDOR SAFETY IMPROVEMENTS Improve signal, crosswalk, add channelization from Greta Ave to Whitworth Dr	Spokane County	\$ 6,000,000								
WHISTALKS WAY IMPROVEMENTS Reconfigure road, update transit routing, and construct parallel multi-use trail	Spokane	\$ 3,733,350								
3RD AVENUE: PERRY TO HAVANA Reconstruction w/complete streets update	Spokane	\$ 8,000,000								
FREYA STREET: GARLAND TO FRANCIS Reconstruction w/complete streets update	Spokane	\$ 18,000,000								
NORTHEAST PDA: ROWAN AND MYRTLE New roadways w/sidewalks	Spokane	\$ 11,200,000								
Project Initiation Category										
PARK RD/BNSF GRADE SEPARATION Grade separate Park Rd & BNSF, construct at-grade intersection on Trent Ave	Spokane Valley	\$ 25,000,000								
US 195 CORRIDOR PARK & RIDE Construct new park & ride facility	Spokane Transit Authority	\$ 5,575,000								
ARGONNE ROAD & UPRIVER DRIVE INTERSECTION Construct dual lane roundabout	Spokane County	\$ 8,800,000								
CITY LINE ROADWAY IMPROVEMENTS Reconstruction w/bike and ped improvements	Spokane	\$ 45,000,000								
TOTAL (22 PROJECTS IN TOTAL)		\$ 434,295,084								

Unified List of Regional Transportation Priorities PROJECTS MAP

Project Status Categories

- Implementation
- Development
- Initiation

PROJECT NOT MAPPED:
STA FLEET ELECTRIFICATION



Unified List of Regional Transportation Priorities

PROJECT SCREENING CRITERIA

Projects evaluated based on the following screening criteria factors:

PROJECT STATUS

Design • Right-of-way • Environmental • Percent funded • In existing plan or study

MTP CONSISTENCY

ECONOMIC VITALITY

Located on Regional Freight Priority Network and/or provides access within or between two or more regional activity centers • Increases redundancy in areas of limited connectivity*

OPERATIONS, MAINTENANCE & PRESERVATION

Incorporates TDM or TSMO solutions; or project improves capacity without adding travel lanes or roadways • Improves NHS bridge or pavement condition; or project contributes to meeting STA's adopted public transit asset management targets

STEWARDSHIP

Avoids increasing SOV travel lanes or prevent expanding roadway capacity • Implements electrification strategies

QUALITY OF LIFE

Increases transit or active transportation access or service frequency • Increases transit or active transportation access, or service frequency, to areas of potential disadvantage

SAFETY

Incorporates appropriate countermeasures to address safety issues, or contribute to STA safety targets • Identified in a state or local plan, or an approved prioritized list of safety projects

**Areas of limited connectivity defined as those lacking the infrastructure necessary to support either federal functional classification spacing guidelines and/or transit in areas currently lacking service.*

PROJECT EMPHASIS AREAS

EQUITY Project developed with a main emphasis on benefiting an area of potential disadvantage

CLIMATE CHANGE Project developed with a main emphasis on reducing air quality emissions and vehicle hours traveled (VHT)

To: Transportation Technical Committee 10/20/2021
From: Mike Ulrich, AICP, Principal Transportation Planner
Topic: Horizon 2045 - Metropolitan Transportation Plan: Draft Chapter 4

Requested Action:

None. For information and discussion.

Key Points:

- The region's Metropolitan Transportation Plan (Horizon 2045) is not only a federally and state required plan, but it is central to the region's transportation planning and investment.
- Future transportation needs are informed by the development of growth projections and travel forecasts which are contained in the plan.
- The plan should serve as a blueprint for what the region wants to achieve by the year 2045 and how we plan to do it.
- Horizon 2045 is multimodal and addresses walking, cycling, transit, freight and personal vehicle modes of transportation.
- Staff has provided an overview of chapter 1-3 to the TTC. Completed chapters and appendices can be found at the following [link](#) for review.
- The TTC was provided a period for which to provide comment on chapters 1-3 that ended on October 8.
- Staff will present Chapter 4, entitled "How We'll Get There," to the Committee at their October meeting. Chapter 4 includes updates to the priority networks, financial plan, and regionally significant project list.
- The TTC will be asked to make a recommendation to the SRTC Board regarding adoption of the plan update at their November meeting.
- The Board will be asked to adopt the updated Metropolitan Transportation Plan in its entirety at their December meeting.

Board/Committee Discussions:

The Board has been briefed on the various elements being updated in Horizon 2045. Staff will continue to present to the Board and the TTC on the updated plan, broken into sections, through the end of the year.

Supporting Information:

The TTC has been involved in the following elements of the plan update:

2020

- February: General Update / Establish Land Use Update SME
- March: Establish Freight SME
- May: Establish Financial Assessment SME
- June: Priority Modal Networks
- August: Land Use Update
- September: Regional Bike Network

2021

- January: Financial Forecast
- February: Freight Study Update
- March: Regional Bike Priority Network
- May: General Update / Needs Analysis Methodology
- June: Purpose of the MTP
- July: Chapters 1 & 2
- September: Chapter 3

Public Involvement:

SRTC staff implemented an MTP engagement strategy that included a tailored approach to community engagement during the on-going public health situation. A variety of online materials were available throughout 2021 during the MTP update process. A public comment period for the plan started October 13 and a second virtual public meeting for the plan was held on October 14. The meeting had 21 attendees from the public. Staff received a variety of comments and questions during the community discussion portion. Staff is working to address the comments received and incorporate appropriate revisions into the plan where applicable.

More Information:

- For detailed information contact: Mike Ulrich at mulrich@src.org or 509.343.6370

To: Transportation Technical Committee 10/20/2021
From: Kylee Jones, Associate Transportation Planner II
Topic: **2022 Transportation Improvement Program (TIP) Guidebook**

Requested Action:

For information and discussion.

Key Points:

- The SRTC TIP Guidebook establishes goals and objectives for the TIP, outlines specific programming policies, and provides timeline and information for various processes.
- The TIP Guidebook is a programming resource for SRTC member agencies, the Board of Directors, and advisory committee members.
- The Guidebook was first established in 2013 and is updated annually to incorporate new programming policies, procedures and schedules.
- There are no major changes to the 2022 guidebook.

Board/Committee Discussions:

This is the first time the 2022 TIP Guidebook has been presented to the TTC. It will be on the Board agenda in February 2022.

Public Involvement:

All TTC and Board meetings are open to the public.

Supporting Information/Implications

The TIP is a programming document identifying specific projects, plans and programs to be implemented in the upcoming four-year period. Any project receiving federal funds from the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA) and projects determined to be regionally significant must be included in the TIP. The 2022 TIP Guidebook provided funding policies and critical TIP timelines to provide clarity and transparency for implementing/delivering the regional transportation program.

More Information:

- See Attachment: Draft 2022 TIP Guidebook
- For detailed information contact: Kylee Jones at kjones@srtc.org or 509.343.6370

SRTC

SPOKANE REGIONAL TRANSPORTATION COUNCIL

2022 GUIDEBOOK

Transportation Improvement Program

Oct 2021 DRAFT

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

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INTRODUCTION

Purpose

The ***Transportation Improvement Program (TIP) Policies and Procedures Guidebook*** is a transportation programming resource for SRTC's member agencies. The purpose of the document is to: (1) outline the goals and objectives of SRTC's program and to (2) identify the policies and procedures necessary to implement the program.

About SRTC

The Spokane Regional Transportation Council (SRTC) is the federally designated Metropolitan Planning Organization (MPO) and stated mandated Regional Transportation Planning Organization for the Spokane region. SRTC is the lead agency for transportation planning and decision-making for the Spokane Metropolitan Planning Area (SMPA), which includes all of Spokane County.

SRTC is governed by a Board of Directors composed of elected officials from member jurisdictions/agencies and representatives from the following: Washington State Department of Transportation (WSDOT), Washington State Transportation Commission, Spokane Transit Authority (STA), private sector transportation provider, a rail/freight representative and the Chair of SRTC's Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC). Member agencies include all local jurisdictions within Spokane County, as well as the Spokane Tribe, Kalispel Tribe WSDOT and STA.

For more information on SRTC's member agencies, committees, and SRTC's planning area boundary map, please see Appendix A.

Effective Date

The 2022 TIP Policies and Procedures Guidebook will go into effect January 1, 2022.

Goals and Objectives

The goals and objectives of the program and development process are defined below. For the purposes of this document, goals describe the long-term desired outcome for the program and objectives describe specific actions that will be taken to achieve these goals.

Goal 1 - SRTC's Transportation Improvement Program (TIP) will provide for the efficient use of federal, state, and local funds for regionally significant projects that advance the long-term transportation goals of the Spokane region.

- 1.1 Projects in the TIP will implement the strategies and projects of the current Metropolitan Transportation Plan (MTP) Horizon 2045.
- 1.2 SRTC will fully obligate annual allocations of Federal funds (STBG, CMAQ and STBG Set-Aside).
- 1.3 Projects in the TIP will be completed on budget and schedule.

Goal 2 – SRTC's TIP will provide an open and transparent process that is accessible to stakeholders and the public.

- 2.1 The TIP will comply with applicable federal and state regulations and requirements.
- 2.2 Information on federal and state regulations will be made readily available to all local agencies and the public.
- 2.3 TIP documents will be presented in clear and accessible language and formatting.
- 2.4 Programming decisions will be made in a public forum and will be consistent with the goals, objectives and policies of the Guidebook.
- 2.5 Timelines for the TIP development process will be made available to stakeholders and the public well in advance.

SECTION 1 - REGIONAL TRANSPORTATION PROGRAMMING

Transportation Planning and Programming

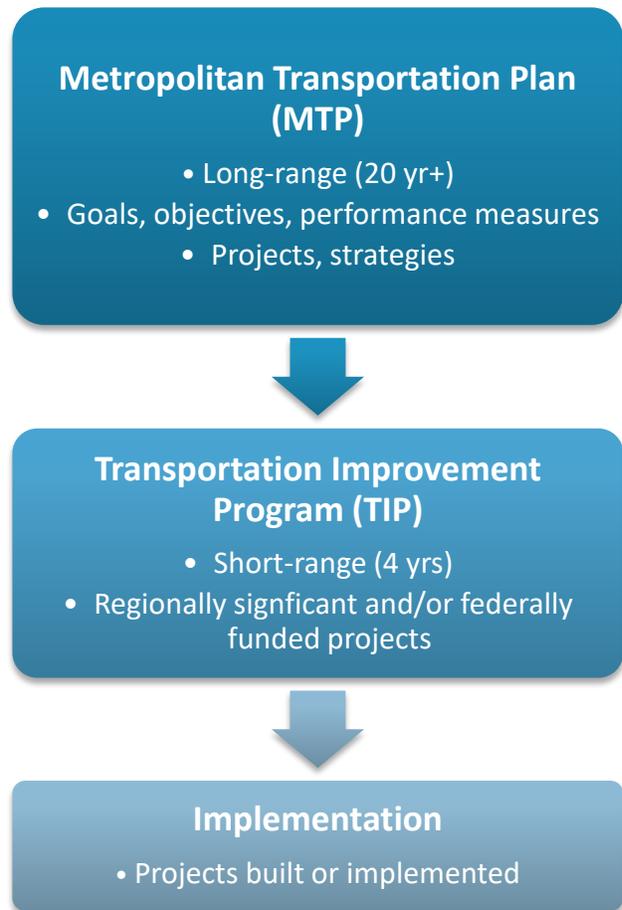
At least once every four years, SRTC prepares a **Metropolitan Transportation Plan (MTP)** which establishes long-range goals for the region and identifies projects and strategies that will be necessary to implement them.

The current MTP, *Horizon 2045*, was approved by the SRTC Board on December 9, 2021. For more information on *Horizon 2045*, please refer to SRTC's website, www.srtc.org, or click [here](#). The next update of the MTP is scheduled for December 2025.

With a long-range plan in place, the **Transportation Improvement Program (TIP)** serves as a short-range programming document for projects that are planned over the next four years. The purpose of the TIP is to ensure that projects planned for implementation in the near future are consistent with the projects and strategies identified in the MTP.

The 2022-2025 TIP was approved by the SRTC Board October 14, 2021 and will go into effect at the beginning of the 2022 program year (approximately January 1, 2022). For more information about the 2021-2024 TIP, the document can be accessed at: <https://www.srtc.org/transportation-improvement-program/>.

For the purposes of SRTC's TIP, years one through four of the TIP constitute an agreed to list as defined by CFR 45.330. This means that once a project has been programmed into the first four years of the approved TIP, the project's sponsor(s) can begin implementation of the project by accessing funds to start preliminary engineering, right-of-way acquisition, or construction. Projects that are programmed in years five and six of the TIP are not part of the agreed to list and are not eligible for obligation without prior approval by the SRTC Board.



Projects Included in the TIP

Projects in the TIP are required to be consistent with the MTP. In order to be considered consistent, a project in the TIP must be listed in the MTP as a planned regionally significant project (i.e. a new or expanded roadway) or otherwise captured in a program of projects (i.e. preservation program or bicycle/pedestrian program).

The TIP must include all projects that are federally funded through U.S. Code Title 23 (Federal Highway Administration) and Title 49 (Federal Transit Administration), and all regionally significant projects, regardless of funding source.

Regionally Significant Projects

Regionally significant projects must be included in the TIP, MTP, and added to the transportation demand model for purposes of air quality conformity. SRTC classifies a transportation project as regionally significant¹ if the project:

1. Cannot be grouped in the TIP and/or State TIP (STIP)², and/or it is not listed as an exempt project type in the Environmental Protection Agency's (EPA's) regional transportation conformity regulation (40 C.F.R. part 93)³; *and*
2. Is on a facility which serves regional transportation needs (federally classified as a principal arterial, highway or freeway) and alters the number of through-lanes for motor vehicles for a length greater than a half mile, or impacts a freeway or freeway interchange (other than maintenance projects); *or*
3. Is a new or extended fixed guideway transit service (dedicated bus lanes, vehicle track or wires) or capital expenditures related to a new fixed-route transit service on a facility which serves regional transportation needs (federally classified as principal arterial or higher).
4. Is determined by the SRTC Policy Board to be regionally significant or have the potential for adverse emissions impacts for any reason.

SRTC is responsible for determining whether or not a project is regionally significant. Project sponsors are responsible for providing the necessary project information to SRTC for making the regional significance determination.

It is important to note that although a project may not meet the definition of regionally significant, that does not detract from the importance of the project to the region, nor does it impact the project's ability to receive future federal or state grants. The purpose of defining projects as

¹ The federal definition for regionally significant is defined in 23 C.F.R. § 450.104.

² U.S.C. 135(g)(4)(C)(ii) states that projects that are categorically excluded from the National Environmental Policy Act (NEPA) process and are not regionally significant can either be identified individually or grouped with other projects of the same funding source in the STIP.

³ 40 CFR § 93.126 states that certain highway and transit projects are exempt from conformity requirements (highway safety, transit, bike and pedestrian facilities, travel demand management programs, and other activities that do not lead directly to construction of a project), unless it is determined by the Interagency Consultation group that the project it has potentially adverse emissions impacts for any reason. 40 CFR § 93.127 identifies several project types that are exempt from regional emissions analysis (intersection channelization or signalization, interchange reconfiguration, transit terminals, weigh stations, and changes in alignment), unless it is determined by the Interagency Consultation group that the project it has potentially adverse emissions impacts for any reason.

regionally significant is to ensure that all projects that could impact transportation conformity are analyzed.

An example of a project that does not meet the definition of regionally significant yet is considered a regional priority project is the completion of the Fish Lake Trail. This project is a bicycle and pedestrian facility, therefore exempt from transportation conformity requirements, but it is an important project to the region.

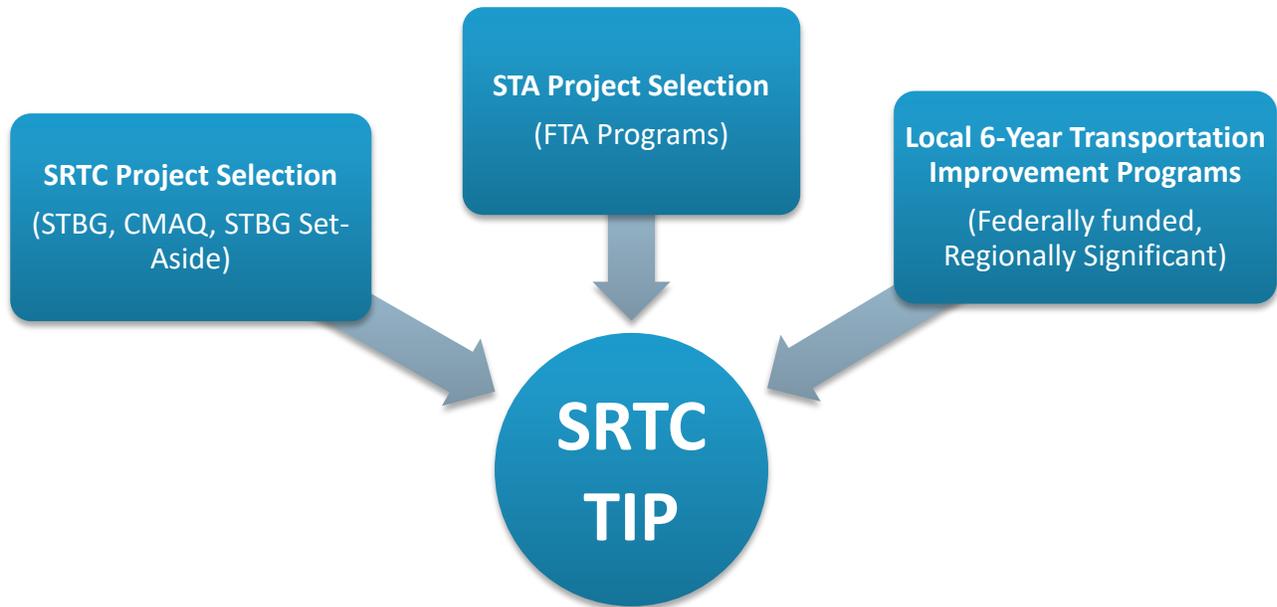
Interagency Consultation Group and Process

Interagency consultation is required as part of the conformity determination process as stated in 40 C.F.R. Part 93.105, which covers the requirements for determining conformity to State or Federal Implementation Plans; transportation plans or programs; or projects developed, funded, or approved under Title 23 or FTA transit laws. Currently, the agencies involved in SRTC's interagency consultation group include the Federal Transit Administration (FTA), Federal Highway Administration (FHWA), WSDOT, Washington State Department of Ecology, Spokane Regional Clean Air Agency and the U.S. Environmental Protection Agency.

The interagency consultation group has many roles related to transportation conformity determinations. As it pertains to the TIP, this group assists SRTC in determining which transportation projects should be considered regionally significant for purposes of regional emissions analysis. Additionally, this group has a role in evaluating whether projects that are otherwise exempt from meeting conformity (40 C.F.R. Part 93.126 and 93.127) should be treated as non-exempt in cases where potential adverse air quality impacts may exist.

SECTION 2 - TIP DEVELOPMENT PROCESS

The development of the TIP involves three separate but interrelated processes; SRTC project selection, STA project selection, and local agency six-year transportation programs.



SRTC Project Selection

SRTC, in consultation with WSDOT and STA, is responsible for selecting projects for regional allocations of federal highway funds – Surface Transportation Block Grant Program (STBG), Congestion Mitigation Air Quality (CMAQ), and STBG Set-Aside program. A call for projects for STBG, CMAQ and STBG Set-Aside will occur in 2022. If regional funds are returned prior to the next call for projects, SRTC will follow policy 6.5.1 related to the utilization of leftover funds.

Surface Transportation Block Grant Program (STBG):

The purpose of the STBG program is to provide a flexible source of funding that can be tailored to meet the specific needs of the region. STBG funds can be used for roadway construction, reconstruction, or preservation; transit projects; bicycle and pedestrian facilities or programs; bridges; and planning efforts.

In November 2018, the SRTC Board of Directors selected projects to fund using the estimated STBG allocations for 2020-2021.

Congestion Mitigation & Air Quality (CMAQ):

The purpose of the CMAQ program is to implement transportation projects and programs that improve air quality by increasing the efficiency of existing transportation facilities or reducing travel demand. CMAQ-funded projects and programs must be capable of demonstrating a reduction of either carbon monoxide (CO) or particulate matter (PM-10) within the Spokane CO and PM-10 boundaries. CMAQ funding is for regions designated as an air quality attainment or maintenance area in State Implementation Plans (SIP) or Limited Maintenance Plans (LMPs) for Air Quality.

While Spokane's LMPs are no longer effective after August 30, 2025 CMAQ funding is expected to continue.

In November 2018, the SRTC Board of Directors selected projects to fund using the estimated CMAQ allocations for 2021-2023.

STBG Set-Aside (formerly TAP):

The purpose of the STBG Set-Aside program is to implement on- and off-road facilities for bicyclists and pedestrians and fund other enhancements to surface transportation. Eligible projects include sidewalks, bicycle facilities, signals, traffic calming projects, projects that bring a facility into compliance with the Americans with Disabilities Act (ADA), conversion of rail corridors for non-motorized users, scenic overlooks and viewpoints, historic preservation, environmental mitigations, Safe Routes to School projects, and recreational trails.

In November 2018, SRTC selected projects to fund using the estimated STBG Set-Aside allocations for 2021-2023.

On occasion but not with predictable regularity SRTC receives the following funding:

Highway Infrastructure Program (HIP)

The Department of Transportation Appropriations Act, 2021, provided WA funding for Highway Infrastructure Programs (HIP) apportioned as the STBG program (23 U.S.C. 133(d)) for roads, bridges, elimination of hazards and the installation of protective devices at railway-highway crossings and charging infrastructure along corridor-ready or corridor-pending alternative fuel corridors. SRTC's portion of the State's 2021 allocation of this funding must be obligated by September 30, 2024.

Highway Infrastructure Program (HIP) Coronavirus Response and Relief Supplemental Appropriation Act, 2021 (CRRSAA)

The purpose of the HIP-CRRSAA is to provide funding to address COVID-2019 impacts related to Highway Infrastructure Program. This funding is required to be spent in the Urbanized area and must be obligated by September 30, 2021, No local match is required for this funding source.

2022 Call for Projects

SRTC will be conducting a call for projects for STBG, STBG=Set Aside, CMAQ for 2024-2026. Also, in this call for projects, will include funding to be obligated by September 30, 2024 for both HIP and HIP- CRRSAA will be included. The draft schedule for the Call for Projects is below.

2021	
Nov 17 & 21	TAC & TTC meetings – Call for Projects Overview
Dec 9	SRTC Board of Directors – Call for Projects overview
Dec 13 & 15	TAC & TTC meetings – Call for Projects update, principles of investment discussion, applications & evaluation criteria update
2022	
Nov 2021 – Jan 2022	Call for Projects Working Group – develop applications, evaluation criteria, principles of investment discussion
Jan 14	SRTC Board of Directors - Begin Principles of Investment discussion, off the top funding
Jan 22 & 24	TAC & TTC meetings – Call for Projects update, principles of investment discussion, applications & evaluation criteria update
Feb 10	SRTC Board of Directors - Principles of investment, off the top funding
Feb 11	CALL FOR PROJECTS RELEASED
Mar 7	Project Eligibility Worksheet and Complete Streets Checklist DUE by 4:00 pm.
Apr 4	APPLICATION Package DUE by 4:00 pm.
Apr 5-22	SRTC staff screens projects for completeness, consistency with the MTP and CMP. SRTC staff will also calculate the air quality benefits for each CMAQ project at this time
Apr 25 - May 13	Project scoring
May 23	TAC & TTC meetings - review preliminary results
Jun 9	SRTC Board - review preliminary results
Jun 22	TAC & TTC meetings - recommend prioritized lists of STBG, CMAQ STBG Set-Aside, HIP and HIP COVID projects to fund and contingency lists for Board approval
Jul 14	SRTC Board – Approve STBG, CMAQ, STBG Set-Aside, HIP and HIP COVID projects to fund and contingency lists.
Aug – Oct	2023-2026 TIP development process which includes a 30-day public comment period on the draft TIP.

Other Federal, State Programs

For projects funded with federal National Highway Performance Program (NHPP), Surface Transportation Program (STP), and Federal Lands Highway programs, and any projects on the

National Highway System (NHS), WSDOT is responsible for selecting projects in cooperation with SRTC (23 C.F.R. §450.330(c)).

Other federal programs (various discretionary programs, Freight Mobility Strategic Investment Board, Highway Safety Improvement Program, etc.) and state programs (Pedestrian and Bicycle Safety, Safe Routes to School, Transportation Improvement Board, etc.) may also award funds to projects within the Spokane region. Although the prioritization processes for these funding programs are conducted outside of SRTC, SRTC must cooperatively select all projects programmed in the TIP.

STA Project Selection

As the designated recipient of regional allocations of federal transit funds, STA is responsible for selecting projects for the Federal Transit Administration (FTA)’s Urbanized Area Formula Program (Section 5307), Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310), and Bus and Bus Facilities Formula Program (Section 5339). SRTC assists in soliciting and prioritizing projects for Section 5310 funds; however, the STA Board of Directors is responsible for selecting a program of projects for those funds.

Six-Year Transportation Programs

SRTC annually reviews the six-year transportation improvement programs adopted by local agencies. Projects that are consistent with the MTP, are regionally significant, and/or federally funded through U.S. Code Title 23 and Title 49 are incorporated into the TIP. These projects must be submitted to SRTC in the Washington STIP system, Secure Access Washington (<https://secureaccess.wa.gov/myAccess/saw/select.do>) no later than August 1.

The schedule for local agency’s six-year transportation programs is as follows:

Local Six-Year Transportation Programs Schedule	
Jun 30	Cities and towns must have six-year transportation programs adopted
Jul 2	Cities and towns, Spokane County ⁴ and STA ⁴ submit adopted six-year programs to SRTC for TIP review
Jul 16	SRTC notifies agencies of all regionally significant and/or federally funded projects that will need to be included in the regional TIP. Some projects may also require a completed Safe & Complete Streets checklist.
Jul 30	All agencies must submit the required information for all regionally significant and/or federally funded projects to SRTC via the Washington STIP system, Secure Access Washington (SAW). Safe and Complete Streets checklists are also due.

2023-2026 TIP Development

⁴ According to state regulation, counties must adopt a six-year transportation program by December 31st (RCW 36.81.121) and transit agencies must adopt a six-year transit plan by September 1st (RCW 35.58.2795). The deadlines for these two entities conflict with the TIP development schedule, which must be submitted to WSDOT in October. In developing the TIP, SRTC will review the most recently adopted six-year plan for incorporation into the TIP.

After SRTC has selected projects for regional allocations of federal funds and has selected projects from local six-year transportation programs for inclusion in the TIP, the projects are compiled into the 2023-2026 TIP. The schedule for the 2023-2026 TIP development is as follows:

2023-2026 TIP Development Schedule	
Jul 30	Safe and Complete Streets checklists due to SRTC for projects that are not exempt from the Safe and Complete Streets policy or were not previously submitted with an SRTC call for projects.
Jul 30	Agencies must submit the required information for all regionally significant and/or federally funded projects to SRTC via Secure Access Washington (SAW).
Jul - Aug	TIP development – review project information in SAW, finalize project list, fiscal constraint analysis, air quality conformity determination, maps, project pages, and appendices.
Aug 25	TTC meetings – Review TIP development timeline
Sep 3 –Oct 4	30-day public comment period
Sep 16	Virtual Public meeting to review draft TIP
Sep 9	Board meeting – Overview of draft TIP
Sep 22	TTC meeting – Recommend approval of draft TIP
Oct 14	SRTC Board Approval
Oct 15	WSDOT STIP Due Date (estimated)
~ Jan 1	FHWA/FTA STIP Approval

Safe and Complete Streets Policy

The SRTC Board of Directors approved the SRTC Safe and Complete Streets Policy in September 2012, with an effective date of January 2013. This policy’s primary purpose is to ensure that the safety and convenience of all transportation system users (pedestrians, bicyclists, transit users, motorists, freight providers, and emergency responders) are considered during the planning and programming of projects. The policy and checklist are provided in Appendix B.

The SRTC Safe and Complete Streets Policy shall apply to all roadway construction and roadway reconstruction projects (any phase) that are required to be included in SRTC’s TIP.

Several project types are exempt from the policy and are not required to submit a Safe and Complete Streets Checklist, including:

- Roadway preservation
- Intelligent Transportation Systems (ITS)
- Projects located on a facility that prohibits bicyclists or pedestrians AND transit does not operate on, nor is planned to, for the next 15 years

- Non-motorized
- Transit
- Safety projects (funded with safety funds, for example Highway Safety Improvement Program or Safe Routes to School)
- Programs
- Planning studies.

Project sponsors will be required to complete the SRTC Safe and Complete Streets Checklist for all applicable projects (see above) submitted for inclusion in the SRTC TIP. This can occur in any of the following:

- As part of the annual TIP development process (due July 30)
- Through an amendment to add a new project to the TIP (monthly)
- During an SRTC Call for Projects (submitted with the application packet).

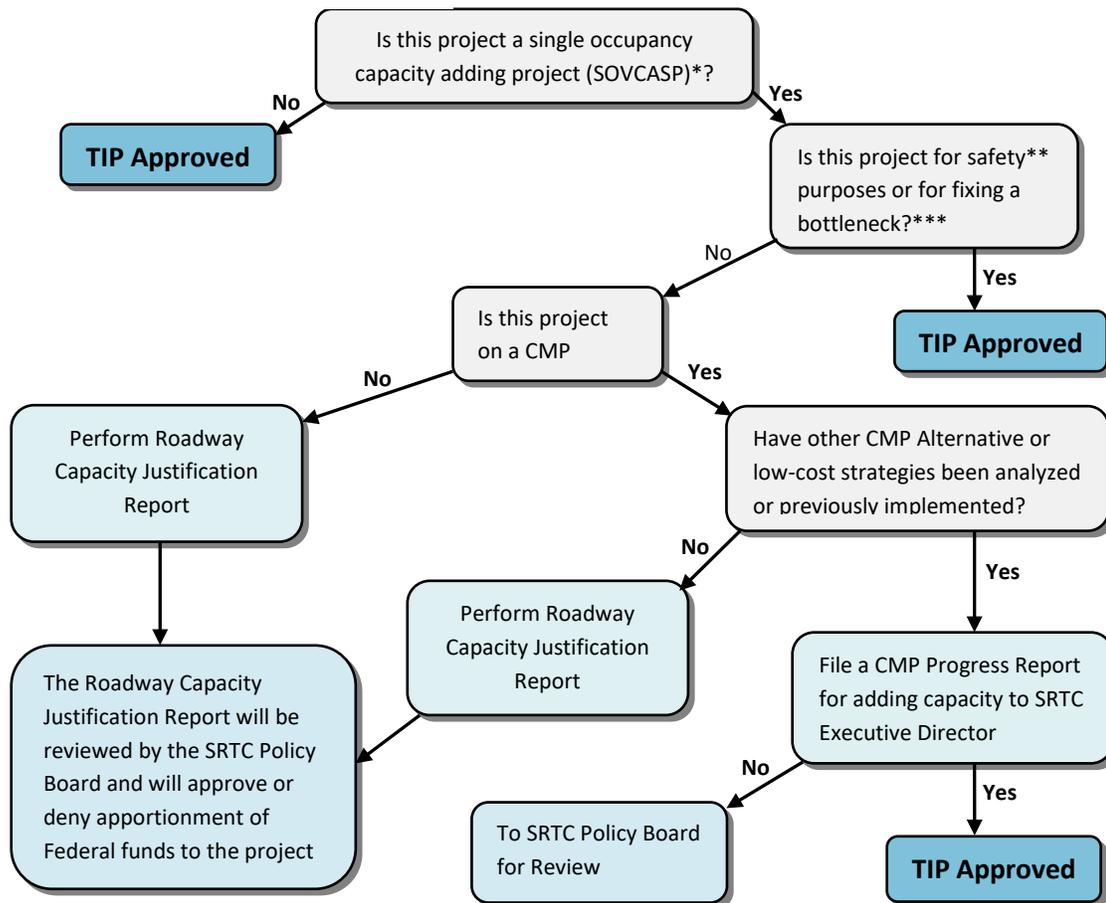
Congestion Management Process

The Congestion Management Process (CMP) is a systematic and regionally accepted approach for managing congestion that provides accurate, up-to-date information on transportation system performance and assesses alternative strategies for congestion management that meet state and local needs. Since the Spokane region is a Transportation Management Area (TMA), SRTC is required to develop, implement, and monitor a CMP. The Spokane region is also classified as an EPA air quality maintenance area therefore, certain types of transportation projects may not receive Federal funding unless that project has been addressed through a congestion management process (23 Code of Federal Regulations 450.320 (d) & (e)).

To address compliance with the TIP a decision process called the CMP/TIP Compliance Process was developed. This process ensures that any project, regardless of funding source, which increases Single Occupancy Vehicle carrying capacity of roadways and appears in the SRTC TIP has gone through a least-cost planning process and a justification process. This analysis ensures fair treatment of all projects in the TIP that address congestion.

This process requires that alternative strategies be analyzed, and, in most instances, a Roadway Capacity Justification Report be conducted before significant SOV capacity-increasing projects are approved for funding or placed in the SRTC Regional TIP. The Roadway Capacity Justification Report would be reviewed by members of the CMP Working Group and approved by the SRTC Board before such a project could move forward. The CMP/TIP Compliance Process also depicted in Figure 1:

Figure 1: SMP/TIP Compliance Process



***SOVCAP (Single Occupancy Vehicle Capacity Adding Project)** – a transportation project which significantly increases the carrying capacity of a roadway. In areas that are in non-attainment/maintenance zones for air quality, a SOVCAP may not receive federal funding unless consistency with the regional CMP has been demonstrated.

Exempt from this definition, are realignments which replace rather than supplement previous roadways for through traffic, turning lanes, acceleration/deceleration lanes, climbing lanes, bridge replacements, widening without adding new travel lanes, and facilities that are primarily for use by modes other than SOVs (such as bus lanes, HOV lanes, and bicycle and pedestrian facilities).

****Safety Projects:** There is a wide range of strategies and projects for improving safety on public roadways, which can include geometric improvements and intersection improvements that may result in adding roadway capacity, though many small capital projects and policy programs are also used to improve safety on a corridor. Projects that are funded through a safety program are considered safety projects. If not funded through safety program, a project statement must demonstrate how the project will improve safety and be accepted by the CMP Working Group.

*****Bottleneck Projects:** A bottleneck is a localized section of highway or principal arterial that experiences reduced speeds and inherent delays due to a recurring operational influence or a nonrecurring impacting event; a bottleneck is distinguished from "congestion" because it occurs on a subordinate segment of a parent facility, and not pervasively along the entire facility. Increasing capacity on a short section of roadway is one of many available methods for combating bottlenecks, along with a variety of operational and demand management strategies. A project statement must indicate the location of the bottleneck, how the project will improve the bottleneck and be accepted by the CMP Working Group.

SECTION 3 - PROJECT CHANGES

As a project gets underway, new information often results in project changes. This can include project cost adjustments, scope changes, newly secured funds, etc. In addition, federal funds may be awarded to new projects throughout the year. When a change is requested for an existing project in the TIP or a new project needs to be added to the TIP, it is classified as either an amendment or an administrative modification. The process for incorporating the change into the TIP is different for each classification.

From the initial request for an amendment or administrative modification to the final federal approval, the process typically takes 8-10 weeks. The process includes the following steps:

- 1) Project sponsor submits written request for an amendment or administrative modification to SRTC.
- 2) SRTC staff evaluates request for completeness, financial feasibility, air quality conformity, consistency with the MTP and State and Federal regulations, SRTC's Safe and Complete Street Policy, etc.
- 3) If the project change is an amendment, a 10-day public comment period is held pursuant to the SRTC Public Participation Plan. Administrative modifications do not require a public comment period and are processed administratively by SRTC staff.
- 4) The TTC reviews the amendment and makes recommendation for approval to the SRTC Policy Board.
- 5) The Board acts on the amendment.
- 6) If approved by the Board, the amendment is submitted to WSDOT for inclusion in the State TIP (STIP). Administrative modifications are submitted to the STIP at the same time as any approved amendments.
- 7) WSDOT reviews the project changes and forwards the amended STIP to FHWA and FTA for approval.
- 8) FHWA and FTA review the revised STIP for approval.

2022 Amendment and Administrative Modifications Schedules

The amendment and administrative modifications schedules, which is subject to change, is provided below. If a change occurs to the schedule, revised schedules will be published on SRTC's website and member agencies will be notified.

**2022-2025 Transportation Improvement Program (TIP) Amendment Schedule
Dates in Calendar Year 2022 (except where noted)**

January Amendment	
Amendment Request Due Date	Dec 3, 2021
SRTC Staff Review & Air Quality	Dec 6 – 10, 2021
Public Comment Period (10 day)	Dec 15 – 24, 2021
TTC Recommendation	Dec 22, 2021
SRTC Board Approval	Jan 13
WSDOT STIP Amendment Due Date	Jan 21
FHWA/FTA STIP Approval	~Feb 18

July Amendment	
Amendment Request Due Date	Jun 3
SRTC Staff Review & Air Quality	Jun 6 - 10
Public Comment Period (10 day)	Jun 15 - 24
TTC Recommendation	Jun 22
SRTC Board Approval	Jul 14
WSDOT STIP Amendment Due Date	Jul 15
FHWA/FTA STIP Approval	~Aug 19

February Amendment	
Amendment Request Due Date	Jan 7
SRTC Staff Review & Air Quality	Jan 10 - 14
Public Comment Period (10 day)	Jan 19 - 28
TTC Recommendation	Jan 26
SRTC Board Approval	Feb 10
WSDOT STIP Amendment Due Date	Feb 18
FHWA/FTA STIP Approval	~Mar 18

August Amendment	
Amendment Request Due Date	No Amendment
SRTC Staff Review & Air Quality	No Amendment
Public Comment Period (10 day)	No Amendment
TTC Recommendation	No Amendment
SRTC Board Approval	No Amendment
WSDOT STIP Amendment Due Date	No Amendment
FHWA/FTA STIP Approval	No Amendment

March Amendment	
Amendment Request Due Date	Feb 4
SRTC Staff Review & Air Quality	Feb 7 - 11
Public Comment Period (10 day)	Feb 16 - 25
TTC Recommendation	Feb 23
SRTC Board Approval	Mar 10
WSDOT STIP Amendment Due Date	Mar 18
FHWA/FTA STIP Approval	~Apr 15

September Amendment	
Amendment Request Due Date	Aug 5
SRTC Staff Review & Air Quality	Aug 8 - 12
Public Comment Period (10 day)	Aug 17 - 26
TTC Recommendation	Aug 24
SRTC Board Approval	Sep 8
WSDOT STIP Amendment Due Date	Sep 16
FHWA/FTA STIP Approval	~Oct 14

April Amendment	
Amendment Request Due Date	Mar 4
SRTC Staff Review & Air Quality	Mar 7 - 11
Public Comment Period (10 day)	Mar 16 - 25
TTC Recommendation	Mar 23
SRTC Board Approval	Apr 14
WSDOT STIP Amendment Due Date	Apr 15
FHWA/FTA STIP Approval	~May 20

October Amendment	
Amendment Request Due Date	Sep 2
SRTC Staff Review & Air Quality	Sep 5 - 9
Public Comment Period (10 day)	Sep 14 - 23
TTC Recommendation	Sep 28
SRTC Board Approval*	Oct 13
WSDOT STIP Amendment Due Date	Oct 14
FHWA/FTA STIP Approval	~Nov 18

May Amendment	
Amendment Request Due Date	Apr 1
SRTC Staff Review & Air Quality	Apr 4 - 8
Public Comment Period (10 day)	Apr 13 - 22
TTC Recommendation	Apr 27
SRTC Board Approval	May 12
WSDOT STIP Amendment Due Date	May 20
FHWA/FTA STIP Approval	~Jun 17

*The SRTC Board will also be approving 2023-2026 TIP at this meeting.

June Amendment	
Amendment Request Due Date	May 6
SRTC Staff Review & Air Quality	May 9 - 13
Public Comment Period (10 day)	May 18 - 27
TTC Recommendation	May 25
SRTC Board Approval	Jun 9
WSDOT STIP Amendment Due Date	Jun 17
FHWA/FTA STIP Approval	~Jul 15

No amendments will be processed by WSDOT in November or December; the amendment process for the 2022 TIP is closed after the October cycle.

2022-2025 Transportation Improvement Program (TIP) Administrative Modifications Schedule

January Administrative Modifications	
Admin Mod Request Due Date	January 14
SRTC Staff Review	January 17-20
WSDOT STIP Amendment Due Date	January 21
FHWA/FTA STIP Approval	~February 18

July Administrative Modifications	
Admin Mod Request Due Date	July 8
SRTC Staff Review	July 11-14
WSDOT STIP Amendment Due Date	July 15
FHWA/FTA STIP Approval	~August 19

February Administrative Modifications	
Admin Mod Request Due Date	February 11
SRTC Staff Review	February 14-17
WSDOT STIP Amendment Due Date	February 18
FHWA/FTA STIP Approval	~March 18

August Administrative Modifications	
Admin Mod Request Due Date	No Admin. Mod.
SRTC Staff Review	No Admin. Mod.
WSDOT STIP Amendment Due Date	No Admin. Mod.
FHWA/FTA STIP Approval	No Admin. Mod.

March Administrative Modifications	
Admin Mod Request Due Date	March 11
SRTC Staff Review	March 14-18
WSDOT STIP Amendment Due Date	March 18
FHWA/FTA STIP Approval	~April 15

September Administrative Modifications	
Admin Mod Request Due Date	September 9
SRTC Staff Review	September 12-15
WSDOT STIP Amendment Due Date	September 16
FHWA/FTA STIP Approval	~October 14

April Administrative Modifications	
Admin Mod Request Due Date	April 8
SRTC Staff Review	April 11-14
WSDOT STIP Amendment Due Date	April 15
FHWA/FTA STIP Approval	~May 20

October Administrative Modifications	
Admin Mod Request Due Date	October 7
SRTC Staff Review	October 10-13
WSDOT STIP Amendment Due Date	October 14
FHWA/FTA STIP Approval	~November 18

May Administrative Modifications	
Admin Mod Request Due Date	May 13
SRTC Staff Review	May 10-13
WSDOT STIP Amendment Due Date	May 20
FHWA/FTA STIP Approval	~June 17

No administrative modifications will be processed by WSDOT in November or December; the amendment and administrative modifications process for the 2022 STIP is closed after the October cycle.

June Administrative Modifications	
Admin Mod Request Due Date	June 10
SRTC Staff Review	June 14-17
WSDOT STIP Amendment Due Date	June 17
FHWA/FTA STIP Approval	~July 15

Types of Project Changes

Project changes are classified as amendments or administrative modifications. SRTC is responsible for determining whether a project change is an amendment or administrative modification.

Amendments

Amendments include adding a new project, deleting a project, major scope changes, changes to a project's total programmed amount greater than 30% (or over \$3 million), changes to a project that impact air quality conformity, adding a future phase of a project, and adding federal funds to a project currently programmed in the TIP without federal funds.

Administrative Modifications

Administrative modifications are project changes that are not considered amendments and typically include: revisions to lead agency, adding a prior phase of a project not previously authorized, changes to a project's total programmed amount less than 30%, minor changes in scope, and minor changes or errors in project information (environmental type, right-of-way required, project limits, improvement type, typographical errors, etc.), etc.), changes in a project's federal fund source, moving a project within the first four years of the TIP (as long as the project timing remains consistent with the MTP), authorization for any federal funds currently programmed in the TIP without consideration of the phase split, and adjustments in a project's funding authorization for award of contract.

Administrative modifications requested by local agencies are reviewed by the jurisdiction and SRTC staff prior to being implemented. A list of modifications is maintained by SRTC as part of the TIP. Once a modification has been made, a revised TIP will be sent to WSDOT, FHWA, and FTA and will be linked on SRTC's website.

For full definitions of amendments and administrative modifications please see Appendix C.

SECTION 4 - PROJECT DELIVERY

The final step in the programming process is project delivery; construction, procurement, or implementation. SRTC monitors project delivery by annually publishing a list of obligations from the preceding year and by presenting project status reports to the SRTC Policy Board twice annually.

Annual Listing of Federal Obligations

Every year, SRTC is required to complete a list of federal obligations that occurred in the preceding program year (23 C.F.R. § 450.332). For each project, the listing shall include the amount of federal funds that: were programmed in the TIP, obligated in the preceding year, and remaining for future years. The list is prepared cooperatively with WSDOT and STA and must be published no later than 90 calendar days following the end of the program year.

The schedule for completing the Annual Listing of Federal Obligations is below.

Annual Listing of Federal Obligations	
January	SRTC compiles information on 2021 federal obligations
Feb 1	SRTC will notify agencies of any requested information necessary to complete the 2021 Annual Listing
Feb 15	Deadline for local agencies to submit requested information to SRTC for compilation of the 2021 Annual Listing
Mar 24	TTC meeting – present the 2021 Annual Listing
Mar 31	2020 Annual Listing will be posted to the SRTC website and sent to WSDOT, FHWA, and FTA no later than March 31
Apr 8	SRTC Board – present the 2021 Annual Listing

Project Tracking

In addition to tracking annual obligations, SRTC also tracks the status of projects receiving regional funds. The purpose of tracking the status of these projects is to ensure that regional allocations of federal funds are being obligated efficiently and that projects are making continuous progress towards construction or implementation.

SECTION 5 - PUBLIC INVOLVEMENT

SRTC's Public Participation Plan includes the policies and procedures SRTC follows to ensure that the public is given adequate opportunity to participate in and comment on SRTC's programming process. Participating agencies and the general public are provided an opportunity to comment on the TIP development through a variety of means. Throughout the year, the public is invited to attend SRTC advisory committee meetings to discuss project selection, TIP amendments, and the development of the next four-year TIP. Documentation from the meetings is also posted on the SRTC website.

In addition to the adopted policies and procedures for public involvement, SRTC strives to make the programming process as clear and accessible to the public as possible.

For more information on SRTC's Public Participation Plan, please refer to SRTC's website.

SECTION 6 - POLICIES AND PROCEDURES

1. Regional Transportation Programming

Policy 1.1

For the purposes of SRTC's TIP, years one through four of the TIP constitute an agreed to list as defined by CFR 45.330.

Policy 1.1.1

Once a project has been programmed in year one through four of an approved TIP, the project sponsor(s) can begin project implementation by obligating funds. Delivery of SRTC funded projects is coordinated through the SRTC TIP Working Group.

Policy 1.2

All projects in the TIP must be consistent with the Metropolitan Transportation Plan (MTP). In order to be considered consistent with the MTP, a project in the TIP must be listed in the MTP as planned regionally significant project (i.e. a specific capital project that adds or impacts vehicular capacity) or program of projects (i.e. arterial preservation, sidewalk infill).

Policy 1.3

SRTC shall determine consistency with the MTP. If it is unclear whether or not a project is consistent with the MTP, SRTC shall convene the Interagency Consultation group (WSDOT, STA, FTA, and FHWA) and/or the Air Quality Interagency Consultation Group (members of the Interagency Consultation group with the addition of Environmental Protection Agency and the Washington State Department of Ecology) pursuant to SRTC's Interagency Consultation Procedures. The results of the consultation process are presented to the SRTC Policy Board for final determination on a project's consistency with the MTP.

Policy 1.4

All projects receiving federal funds through U.S.C. Title 23 and Title 49 must be included in the TIP. Projects receiving other federal funds do not need to be included in the TIP unless the project is regionally significant.

Policy 1.5

All regionally significant projects must be included in the TIP. Regionally significant projects are defined on page 4.

Policy 1.6

SRTC shall determine whether or not a project is regionally significant. If it is unclear whether or not a project is regionally significant, SRTC shall convene the Interagency Consultation group (WSDOT, STA, FTA, and FHWA) or the Air Quality Interagency Consultation Group (members of the Interagency Consultation group with the addition of Environmental Protection Agency and Washington State Department of Ecology) pursuant to SRTC's Interagency Consultation Procedures. The results of the consultation process are presented to the SRTC Policy Board for final determination on a project's regional significance.

Policy 1.7

Project sponsors shall provide the necessary project information to SRTC in order to make the determination on consistency with the MTP and regional significance. This includes a description of the project, location, length, and planned year of completion.

2. TIP Development**Policy 2.1**

Agencies must submit approved TIP to SRTC no later than July 1 each year. The projects may be submitted in any format; however, agencies must provide sufficient detail in their TIP for SRTC to identify projects for inclusion in the TIP (including project name, length, description of work, total estimated cost, and amount of secured funds).

Policy 2.2

SRTC shall notify agencies no later than July 15 with a list of all regionally significant and/or federally funded projects that will need to be included in the regional TIP and that will require a completed Safe and Complete Streets checklist.

Policy 2.3

Agencies must submit the required information for all regionally significant and/or federally funded projects to SRTC in the State's STIP system, Secure Access Washington (<https://secureaccess.wa.gov/myAccess/saw/select.do>), as well as a completed Safe and Complete Streets checklists no later than July 30.

Policy 2.4

SRTC shall publish the draft TIP during the first week of September for the required 30-day public comment period. The timing of the public comment period must allow sufficient time for public comments to be incorporated into the draft TIP prior to the SRTC Policy Board approval.

Policy 2.5

The SRTC Safe and Complete Streets Policy stipulates that roadway construction and roadway reconstruction projects (any phase) that are required to be included in SRTC's TIP must complete and submit a Safe and Complete Streets Checklist. The timelines for submitting the checklists are detailed in Policy 2.2 and 2.3. Several project types are exempt from the policy and are not required to submit a Safe and Complete Streets Checklist, including: roadway preservation; Intelligent Transportation Systems (ITS); projects located on a facility that prohibits bicyclists or pedestrians AND transit does not operate on, nor is planned to, for the next 15 years; non-motorized; transit; safety (funded with safety funds); programs; and planning studies.

3. Project Changes

Policy 3.1

All scope changes must be approved by the Executive Director, with TTC concurrence.

Policy 3.2

SRTC is responsible for determining whether a project change is an amendment or administrative modification.

Policy 3.3

Project sponsors shall submit a written request to SRTC to initiate a project change, whether it is an amendment or administrative modification. The request must provide sufficient detail for SRTC to make the determination on the type of project change that is required.

Policy 3.4

SRTC shall maintain a full accounting of all amendments and administrative modifications made to the current TIP. The history of these project changes will be made available on SRTC's website for the TIP.

Policy 3.5

In the event that the TIP amendment/administrative modification schedule should be revised, SRTC shall notify all member agencies and post an updated schedule on SRTC's website for the TIP.

4. Project Delivery

All Projects

Policy 4.1

SRTC will track the status of all projects receiving regional federal funds in the TIP. Project sponsors shall provide sufficient information for tracking the status of projects upon request. This information will be provided to the Board of Directors and committees as it relates to the Region's ability to meet the Federal Fiscal Year (FFY) 2019 obligation target.

Policy 4.2

SRTC will provide delivery status updates on all projects obligating or de-obligating regional federal funds during the FFY. SRTC shall present these updates to the SRTC Policy Board and committees periodically throughout the year.

Policy 4.3

SRTC shall publish a listing of all annual federal obligations from the preceding program year no later than March 30. This policy is consistent with federal regulations for annual obligations reporting. The annual listing will be presented to the SRTC Board of Directors and advisory committees and will be posted to SRTC's website for the TIP.

STBG, CMAQ, STBG Set-Aside Projects**Policy 4.4**

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

Policy 4.5

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

Policy 4.6

Planning projects and preliminary engineering phases for all projects are not eligible for an administrative grace period for obligation of funds. If a planning project or preliminary engineering phase cannot meet its scheduled date for obligation, the project will be reviewed by the SRTC Policy Board. The Board may grant the agency a one-time grace period of up to one (1) year or may act to remove the project from the TIP. If the agency is permitted a grace period, a revised schedule must be received by SRTC within 30 calendar days of the Board action. If the Board acts to remove the project from the TIP, any regional federal funds awarded to the project shall be returned to SRTC for reallocation. If the project is eligible to receive regionally selected federal funds, it may be placed on the contingency list of projects for that fund source at the discretion of the Board.

Policy 4.7

SRTC will maintain a Regional Project Priority List selected through a regional process and approved by the SRTC Board of Directors. Projects on the Regional Priority List may be selected for future funds available through the contingency funding process (see Policy 6.8). The most recently approved Regional Priority List replaces and supersedes any previously approved priority list.

Policy 4.8

SRTC will consider the following strategies to meet an obligation target when shortfalls are anticipated:

- Advancing projects from future years
- Exchange federal funds for local funds between phases or stages of a single project or between projects in the same agency.
- Advancing contingency list projects
- Increase the federal share of awarded projects (no more than maximum federal share can be awarded)

Policy 4.9

SRTC will consider the following strategies to demonstrate fiscal constraint if regional allocations are reduced because of failure to meet SRTC's obligation target:

- Utilization of returned funds from project de-obligations and closeouts, if any.
- Accounting of obligations by agency to provide a quantitative methodology for delaying or removing regional funds from an agency's projects.

5. Public Involvement**Policy 5.1**

SRTC will follow the policies and procedures for public involvement throughout the TIP development and amendment process outlined in SRTC's Public Participation Plan, located on SRTC's website, [here](#).

Policy 5.2

SRTC will make all decisions related to transportation programming in a public forum. This includes meetings of the TTC, TAC, and/or SRTC Policy Board.

Policy 5.3

SRTC will strive to make the programming process (including any documents) understandable and accessible to the public. This includes using plain language, as appropriate; including definitions for technical terms; providing lists of abbreviations; and including graphics to illustrate complex processes.

6. Funding Policies (STBG, CMAQ, STBG Set-Aside funds only)

Cost Overruns

Cost overruns are defined as costs that exceed the project budget as it was determined at the time of project application to SRTC.

Policy 6.1

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

Policy 6.2

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

Policy 6.2.1

For a project with a total estimated project cost less than \$1 million (as originally programmed in the TIP), the SRTC Executive Director may increase the project's award amount up to 15% of the total estimate project cost. At the Executive Director's discretion, the request may be brought to the TTC for discussion and input. Fund increase requests approved or denied by the Executive Director will be noted at an SRTC Board meeting.

Policy 6.2.2

For a project with a total estimated project cost equal to or greater than \$1 million (as originally programmed in the TIP), the SRTC Executive Director may increase the project's award amount up to 15% of the total project cost, not to exceed \$300,000. At the Executive Director's discretion, the request may be brought to the TTC for discussion and input. Fund increase requests approved or denied by the Executive Director will be noted at an SRTC Board meeting. Requests greater than 15% of the total project cost or greater than \$300,000 would require SRTC Board action. Fund increase requests requiring SRTC Board action will be brought first to the TTC for discussion and input. Fund increase requests approved or denied by the SRTC Board will take place during an SRTC Board meeting, which are open to the public.

Policy 6.2.3

It is the responsibility of the project sponsor to submit a written request to SRTC for the increase in the award amount. The request shall document the circumstances of the cost overrun and describe why the cost overrun should be considered eligible by SRTC and/or the SRTC Board for a fund increase.

Policy 6.2.4

Fund increases that are considered by the SRTC Executive Director shall be limited to available funds. Available funds are allocated funds (this includes but is not limited to

annual allocations, carryover funds, returned funds from projects that came in under budget) that have not been awarded or programmed for a specific project. If a fund source has been fully programmed in the current TIP (all available funds and forecasted funds are associated with planned projects), approving a fund increase request will impact currently programmed projects. These impacts could include delaying one or more projects out of the first four years of the TIP or reducing the award amount for one or more projects.

Policy 6.2.5

If a fund increase request is denied by the SRTC Executive Director or the SRTC Board, the project sponsor may finance the cost increase through other funding sources, reduce the scope of the project to available funds (with SRTC concurrence on the scope change), or withdraw the project from the TIP and return any previously obligated funds to SRTC for redistribution. In addition, fund increase requests denied by the SRTC Executive Director may be appealed by the project sponsor; appeals may be considered by the SRTC Board, at their discretion.

Policy 6.3

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

Policy 6.3.1

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

Policy 6.3.2

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

Policy 6.4

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

Leftover Funds

Policy 6.5

After a project has been selected by SRTC for regional allocations of federal funds, any unspent funds from the project award must be returned to SRTC for redistribution. Project sponsors may not change the original scope or extend the length or duration of the project in order to utilize the remaining funds.

Policy 6.5.1

SRTC staff will provide a recommendation to the SRTC Board on how to best utilize leftover SRTC regional funds. This recommendation will be reviewed and discussed with the TTC prior to going to the Board. The following methods will be utilized in order to develop this recommendation:

1. Applying funds to regional planning needs identified in the Task 9 “Unfunded Planning Activities” of the current Unified Planning Work Program (UPWP) – Board approval required.
2. Advancing projects programmed in the out years of the current TIP –Administrative modification, does not require Board approval.
3. Select projects to fund from the most recently approved Regional Priority list– TIP amendment requires Board approval.

Policy 6.5.2

Active Projects (i.e. project that have not closed) that de-obligate SRTC regional funds may reapply for future regional funds through SRTC calls for projects. However, there is no guarantee, expressed or implied, that the project will be prioritized and selected for funding.

Partial Funding

Policy 6.6

If a project has been selected for partial funding, whether by phases (PE, RW, CN) or geographical segment, it is the responsibility of the project sponsor to secure the remaining funds necessary to complete the project. The project sponsor may apply for additional funds through future SRTC calls for projects; however, there is no guarantee, expressed or implied, that the project will be prioritized and selected for funding.

Policy 6.7

Unless approved in advance by the SRTC Policy Board, projects selected for PE or RW only are permitted to transfer any remaining funds to a later phase of the project, if the project is programmed for construction within the first four years of the TIP. If the construction phase is not programmed within the first four years of the TIP, the project sponsor must return any remaining funds after the completion of the PE and RW phase.

Contingency Funding Process

Policy 6.8

Contingency funds become available if previously selected projects from that fund source are removed from the TIP by Board action, funds are voluntarily returned by the sponsoring

agency, or additional funds become available for some other reason (for example: annual allocations higher than anticipated). The SRTC is responsible to reassign those funds.

As stated in Policy 4.7 SRTC maintains a Regional Project Priority List which will be used as the basis for this contingency funding process for available STBG, STBG-SA, CMAQ or other SRTC-awarded funds. The following criteria guide the contingency funding process:

- Evaluate the eligibility of Regional Project Priority List projects that meet the technical requirements of the available funding sources;
- Review project readiness from the above identified projects to maximize project delivery;
- Review the capability of available funding to complete a project or phase;
- Analyze obligation authority targets and schedules to ensure the programming of SRTC- managed federal funds meet project obligations targets; and
- Provide a recommendation for the use of contingency funds.

In collaboration with the TIP Working Group, SRTC staff will bring a draft recommendation to the TTC for consideration to recommend Board approval of funding based on the criteria above. The TTC and the SRTC staff will make separate or joint recommendations to the SRTC Board of Directors for funding consideration.

Eligible Phases and Project Types

Policy 6.9

The SRTC Policy Board shall define the eligible phases and types of projects for each Call for Projects process. For example, for each Call for Projects, the Board may choose to only fully fund projects, allow some partially funded projects, fund only the construction phase of projects, and/or fund regional or local planning studies. This policy grants SRTC the flexibility to respond to the changing needs of individual agencies and the region as a whole.

APPENDIX A: SRTC INFORMATION

MEMBER JURISDICTIONS, AGENCIES AND PARTICIPATING TRIBES

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

2021 BOARD OF DIRECTORS

Voting Members

Mayor Ben Wick, Chair	City of Spokane Valley
Council Member Paul Schmidt, Vice-Chair	City of Cheney
Mayor Sonny Weathers	City of Airway Heights
Council Member Dee Cragun	City of Deer Park
Mayor Shirley Maike	City of Medical Lake
Mayor Kevin Freeman	City of Millwood
Mayor Cris Kaminskas	City of Liberty Lake
Council Member Lori Kinnear	City of Spokane
Council Member Candace Mumm	City of Spokane
Council Member Linda Thompson	City of Spokane Valley
Larry Stone	Major Employer Representative
Matt Ewers	Rail/Freight Representative
Council Member Micki Harnois	Small Cities/Towns Representative
Commissioner Al French	Spokane County
Commissioner Mary Kuney	Spokane County
E. Susan Meyer, CEO	Spokane Transit Authority
Mike Gribner, Regional Administrator	Washington State Dept. of Transportation
Commissioner Kelly Fukai	Washington State Transportation Commission

Ex-Officio Members

Adam Jackson	Transportation Technical Committee Chair
Todd Coleman	Transportation Advisory Committee Chair

2021 TRANSPORTATION TECHNICAL COMMITTEE

Adam Jackson Chair	City of Spokane Valley
Inga Note, Vice-Chair	City of Spokane
Heather Trautman	City of Airway Heights
Todd Ableman	City of Cheney
Roger Krieger	City of Deer Park (representing small cities/towns)
Lisa Key	City of Liberty Lake
Kevin Picanco	City of Spokane
Colin Quinn-Hurst	City of Spokane
Gloria Mantz	City of Spokane Valley
Julia Whitford	Kalispel Tribe of Indians
Brandi Colyar	Spokane County
Barry Greene	Spokane County
Tammy Jones	Spokane County
April Westby	Spokane Regional Clean Air Agency
Cindy Green	Spokane Regional Health District
Karl Otterstrom	Spokane Transit Authority
Kristine Williams	Spokane Transit Authority
Rachelle Bradley	Spokane Tribe of Indians
position vacant	Washington State Dept. of Transportation
Larry Larson	Washington State Dept. of Transportation
Glenn Wagemann	Washington State Dept. of Transportation

APPENDIX B: SAFE AND COMPLETE STREETS POLICY AND CHECKLIST

SRTC SAFE AND COMPLETE STREETS POLICY

Effective January 1, 2013

PURPOSE

The purpose of the Safe and Complete Streets Policy is to incorporate the needs of all users into the design and construction of roadway projects programmed through the Spokane Regional Transportation Council (SRTC) Transportation Improvement Program (TIP). Transportation system users include people of all ages and abilities who are motorists, pedestrians, bicyclists, transit and school bus riders, or motorcyclists, as well as freight providers and emergency responders.

The Safe and Complete Streets Policy anticipates that appropriate facilities will be included so that all modes of transportation can function safely and independently in current and future conditions. The Safe and Complete Streets Policy can be adapted to fit local community needs and used to direct future regional transportation planning. The policy should incorporate community values and qualities including environment, aesthetics, historic and natural resources as well as safety and mobility. This approach demands careful multi-modal evaluation for all transportation projects.

SRTC POLICY STATEMENT

SRTC encourages project sponsors to achieve a safe, balanced, affordable, multi-modal and equitable transportation system by implementing Safe and Complete Streets with context-sensitive solutions within our diverse urban, suburban and rural communities. Each project will be evaluated on a case-by-case basis.

SRTC encourages local jurisdictions to adopt and implement Safe and Complete Streets policies.

GOALS

1. To ensure that the regional decision-making process routinely considers the safety and convenience of all transportation users during planning and programming;
2. To maximize mobility and access to opportunities for all area residents;
3. To recognize the need for flexible Safe and Complete Street solutions to fit within the context(s) of communities in our diverse rural, suburban and urban region;
4. To create a comprehensive, integrated and connected transportation system that supports transportation choices and strengthens access to and use of transit;
5. To create attractive places that can make businesses more accessible and appealing and increase retail sales and commercial activity;
6. To encourage healthy, active living through walking, biking and transit use while reducing transportation system demand, mobile source emissions and vehicle miles travelled.

APPLICABILITY

The SRTC Safe and Complete Streets Policy shall apply to all roadway construction and reconstruction projects (any phase) that are required to be included in SRTC's TIP.

Several project types are exempt from the policy and are not required to submit a Safe and Complete Streets Checklist, including:

- Roadway preservation,
- Intelligent Transportation Systems (ITS),
- Projects located on a facility that prohibits bicyclists or pedestrians AND transit does not operate on, nor is planned to, for the next 15 years,
- Non-motorized,
- Transit,
- Safety,
- Programs, and
- Planning studies.

PROCESS

Project sponsors will be required to complete the SRTC Safe and Complete Streets Checklist for all applicable projects (see above) submitted for inclusion in the SRTC TIP. This can occur: 1) as part of the annual TIP development process (due August 1), 2) through an amendment to add a new project to the TIP (monthly), or 3) during an SRTC Call for Projects (submitted with the application packet).

The Safe and Complete Streets Checklist documents how the needs of users were considered in the process of planning and/or designing the project. For projects that do not accommodate all users, project sponsors must document why the project is being proposed as designed. The answers to the checklist will determine if a project is in compliance with the Safe and Complete Streets Policy and therefore approved, or if it is incomplete, exempt, or denied. If certain information required in the checklist is not known at the time of the project submittal, the project sponsor shall provide general detail on the required submittal information, but shall state, "Specific information has not yet been determined." If the project is programmed into the TIP, the project sponsor shall update SRTC as part of its regular reporting and participate in the checklist process once the necessary information is available.

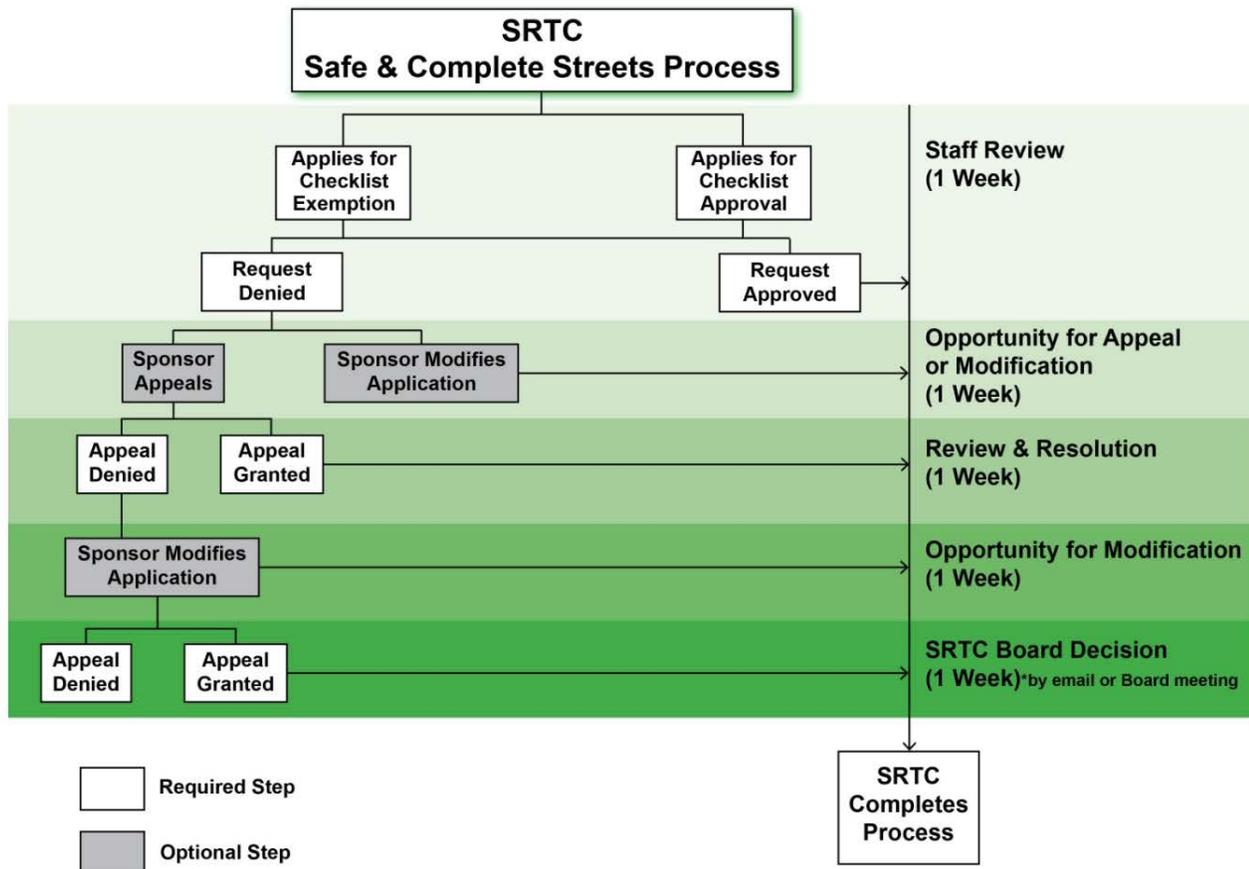
Scope Changes

The project sponsor shall report to SRTC immediately if a significant change to the roadway project is planned, especially in the case of any change affecting the project's accommodations for one group of users. SRTC will review the requested change(s) to the project and determine if the change(s) affects the original intent as detailed by the approved project descriptions. If a roadway project is determined to no longer meet the intent of this policy, the SRTC Policy Board shall consider removing the project from the TIP until such time that the project is brought into compliance with the Safe and Complete Streets Policy or is exempted.

Project Review

SRTC staff will review the project checklist prior to the project being amended into the TIP or considered for funding through an SRTC Call for Projects (see Process, above). All projects will be noted as either meeting the Safe and Complete Streets Policy or being exempt. Conversely, if the project does not meet the intent of the policy, the project checklist could be denied.

The full project review process is outlined below. Final appeal decisions will be made by the SRTC Board.



POLICY EVALUATION

To assist with evaluation of this policy, SRTC will use performance measures to help encourage meaningful progress in the region. Performance measures will include, but not be limited to, miles of sidewalk and bicycle network added to the regional transportation system.

SRTC Safe & Complete Streets Checklist



Project Name:

Applicant:

I. EXISTING CONDITION

Project Area

a. What features for transit operations, transit access, pedestrians and bicycles are included on the current project facility?

Pedestrian

- Sidewalks, both sides of street
- Sidewalks, one side of street
- Median Refuge
- Marked Crosswalk
- Crossing Enhancement (HAWK beacon, Countdown signal, etc.)
- Wayfinding Signs
- Vegetated / protected buffer
- Data Collection Device
- Separated shared use path
- Roadway shoulders in rural context
- Other (please explain)

Transit

- Bus stop shelter/screening
- Enhanced pedestrian crossing near bus stop
- Bus stop lighting/infrastructure
- Benches
- Concrete pad/foundation for bus stop or benches
- Real time information sign
- Signal priority for transit vehicles
- Bus bays/pull-outs
- Boarding bulb stop
- Other (please explain)

Bicycle

- Bike lanes
- Protected Bike Lane
- Separated shared use path
- Bike Parking
- Bike Lockers
- Pavement Markings
- Wayfinding Signs
- Data Collection Device
- Roadway shoulders in rural context
- Bike Boulevard/Neighborhood Greenway
- Crossing/Intersection Enhancement (HAWK beacon, Signal detection/actuation, Bike box, etc.)
- Other (please explain)

- b. What challenges for users exist that the proposed project could address for transit operations and access, pedestrian and/or bicycle travel (including safety) near the project?

Demand

- c. What existing and future trip generators are near (within a 1/4 mile) the proposed project that might attract transit customers, walkers or bikers? Are there system users (people) with mobility challenges or other specific needs?

II. PLANS, POLICIES AND PROCESS

Plans & Policies

- a. Does the context of the area or any adopted plans or polices call for the development of transit access or service, pedestrian or bicycle facilities on, crossing, or adjacent to the proposed facility/project? If yes, list the applicable plan(s) and section(s).
- b. Is the proposed project consistent with the context of the area and/or consistent with plans?

Design Standards & Guidelines

- c. Does the project meet applicable street, transit, pedestrian and/or bicycle facility design standards or guidelines? If so, please indicate which guidelines you are following.

III. THE PROJECT

Project Scope

- a. What features for transit operations, transit access, pedestrians and/or bicycles are being included in the proposed project design?

Pedestrian

- Sidewalks, both sides of street
- Sidewalks, one side of street
- Median Refuge
- Marked Crosswalk
- Crossing Enhancement (HAWK beacon, Countdown signal, etc.)
- Wayfinding Signs
- Vegetated / protected buffer
- Upgrade to existing sidewalk
- Data Collection Device
- Separated shared use path (10-foot min. width, not including shoulders)
- Roadway shoulders in rural context (6-foot min. width)
- Other (please explain)

Transit

- Bus stop shelter/screening
- Enhanced pedestrian crossing near bus stop
- Bus stop lighting/infrastructure
- Benches
- Concrete pad/foundation for bus stop or benches
- Real time information sign
- Signal priority for transit vehicles
- Bus bays/pull-outs
- Boarding bulb stop
- Other (please explain)

Bicycle

- Bike lanes Minimum 5-foot width
- Upgrade to existing striped bike lanes
- Protected Bike Lane
- Separated shared use path (10-foot min. width, not including shoulders)
- Bike Parking
- Bike Lockers
- Pavement Markings
- Wayfinding Signs
- Data Collection Device
- Roadway shoulders in rural context (6-foot min. width)
- Bike Boulevard/Neighborhood Greenway
- Crossing/Intersection Enhancement (HAWK beacon, Signal detection/actuation, Bike box, etc.)
- Other (please explain)

Hindering Pedestrians or Bicyclists

- b. If the context of the proposed project does not provide for both pedestrian and bicycle safety & mobility, or if the proposed project would hinder pedestrian or bicycle travel, list the reasons why the project is being proposed as designed; is it due to cost, right-of-way or other challenges?

APPENDIX C: AMENDMENTS & ADMINISTRATIVE MODIFICATIONS

AMENDMENTS

Amendment is defined as a major change to a project included in the TIP, including the additional or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g. changing project termini or the number of through traffic lanes),(23 CFR 450.104). Examples of an amendment would be:

- Adding a new project
- Deleting a project
- Changes to a project's total programmed amount greater than 30% (or any amount greater than \$3 million). This includes adding or subtracting funds from currently programmed phases.
- Major scope changes
- Changes to a project that affects transportation conformity with air quality plans
- Adding a future phase of a project
- Adding federal dollars to a project currently in the TIP that does not have federal funds (federalizing a project)

ADMINISTRATIVE MODIFICATIONS

Administrative Modification means a minor revision to a Transportation Improvement Program (TIP) that includes minor changes to project/project phase costs, minor changes to funding sources of previously included projects, and minor changes to project/project phase initiation dates. Examples of an administrative modification would be:

- Revisions to lead agency
- Adding a prior phase of a project previously authorized
- Changes to a project's total programmed amount less than 30%. This includes adding or subtracting funds from currently programmed phases
- Minor scope changes
- Minor changes or corrections in project information, such as: environmental type, right-of-way required, improvement type, project limits, functional classification, typographical errors, transposed numbers, etc.
- Moving a project within the first four years of the TIP
- Changes in a project's federal fund source (ex. IM to NHS)
- Any and/or all federal funds currently programmed in the TIP for a project without consideration of the phase split
- All adjustments in a project's funding authorization for award of contract

To: Transportation Technical Committee 10/20/2021
From: Eve McMenemy, Deputy Executive Director
Topic: **Election of CY 2022 TTC Officers**

Requested Action:

For information and discussion.

Key Points:

- TTC Bylaws state that the TTC shall annually select and recommend to the Board of Directors a member to act as TTC Chair and a member to act as TTC Vice-chair for a one-year term. It also states that the Chair and Vice-Chair cannot be from the same agency.
- A history of past year's Chair and Vice-Chair appointments going back to 2005 can be found in the **Attachment**.
- Duties for the Chair and Vice chair are described in the [2019 SRTC Advisory Committee Bylaws and Procedures](#) document.

Board/Committee Discussions:

This is the first time that 2022 TTC Officer elections have been discussed.

Public Involvement:

All Board and TTC meetings are open to the public.

Supporting Information/Implications:

The TTC Chair will preside over TTC meetings and be responsible for communicating to the Board of Directors and SRTC staff on matters directed by Board of Directors or TTC. The TTC Vice-Chair will perform all duties of the Chair during his or her absence. If the Chair vacates his/her position, the Vice-Chair fulfills the Chair's duties. As an ex-officio member of the Board of Directors, the TTC Chair or Vice-Chair shall make every attempt to attend of SRTC Board meetings. When serving at the SRTC Board of Directors meeting, the TTC Chair is representing the TTC, not the agency of which they are employed.

To align with the new SRTC Board of Directors appointments, once selected, the new officers will be immediately seated at the December 9, 2021 TTC meeting so they may represent the committee at the January 13, 2022 Board meeting.

More Information:

- Attachment: TTC Rotation
- For detailed information contact: Eve McMenemy at (509)343-6370 or evemc@srctc.org

Transportation Technical Committee Officer Rotation

	Chair	Agency/Jurisdiction	Vice Chair	Agency/Jurisdiction
2021##	Adam Jackson	City of Spokane Valley	Inga Note	City of Spokane
2021#	Adam Jackson	City of Spokane Valley	Mary Jensen	WSDOT
2019*	Karl Otterstrom	Spokane Transit Authority	Adam Jackson	City of Spokane Valley
2019**	Sean Messner	Spokane County	Karl Otterstrom	Spokane Transit Authority
2018	Mike Tedesco	Spokane Tribe of Indians	Sean Messner	Spokane County
2017	Brandon Blankenagel	City of Spokane	Mike Tedesco	Spokane Tribe of Indians
2016	Heleen Dewey	SRHD	Brandon Blankenagel	City of Spokane
2015	Harold White	WSDOT-Eastern Region	Heleen Dewey	SRHD
	* Aug-Dec		# Jan-Apr	
	** Jan-Jul		## May-Dec	
2014	Andrew Staples	City of Liberty Lake		
2013	Inga Note	City of Spokane Valley/City of Spokane (Nov-Dec)		
2013	Inga Note	City of Spokane Valley		
2012	Chad Coles	Spokane County		
2011	Katherine Miller	City of Spokane		
2010	Ron Edgar	Spokane Regional Clean Air Agency		
2009	Gordon Howell	Spokane Transit Authority		
2008	Mike Gribner	WSDOT-Eastern Region		
2007	Tom Arnold	City of Spokane		
2006	Don MacDonald	City of Cheney		
2005	Bob Breuggeman	Spokane County		
2004	Harold White	WSDOT		
2003	Ron Edgar	Spokane Regional Clean Air Agency		
2002	Doug Ross	City of Medical Lake		
2001	Jerry Sinclair	City of Spokane		
2000	Allen Schweim	Spokane Transit Authority		