



Board of Directors Meeting

Thursday, April 14, 2022 • 1:00 PM

Virtual Meeting via Teleconference

PUBLIC NOTICE:

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Public comments are welcome and 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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Board of Directors Meeting Agenda

Thursday, April 14, 2022 - 1:00 pm

Time	Item	Page #
1:00	1. Call to Order / Record of Attendance / Excused Absences	
1:02	2. Public Comments	
1:07	3. Executive Director's Report (<i>Lois Bollenback</i>)	n/a
	a) Interlocal Agreement Implementation Subcommittee Update	
	b) Transportation Advisory Committee (TAC) Member Resignations	
	c) Update on Format for Future Board Meetings	
	<u>FOR ACTION</u>	
1:15	4. Consent Agenda	
	a) March 2022 Meeting Minutes	3
	b) March 2022 Vouchers	8
	c) SRTC Letters of Support for Local Agencies' Grant Requests	9
1:20	5. Correction to Section 6.B.3 of the 2021 Interlocal Agreement	11
1:25	6. Establish Executive Director Review Committee	12
	<u>FOR INFORMATION AND DISCUSSION</u>	
1:30	7. Call for Projects: Update (<i>Eve McMenamy</i>)	13
1:40	8. 2022 Transportation Planning Presentation Series: Stewardship (<i>Kylee Jones</i>)	16
2:00	9. Toll Credits Policy (<i>Kylee Jones</i>)	17
2:10	10. Transportation Improvement Program - 2021 Project Obligation Report (<i>Kylee Jones</i>)	21
2:17	11. CY 2022 Q1 Budget Update (<i>Greg Griffin</i>)	23
2:20	12. Board Member Comments	
2:30	13. Adjournment	
Attachments	2022 Draft Board Agendas	26
	March Transportation Technical Committee & Transportation Advisory Committee Meeting Summaries	27

MEETING MINUTES

Spokane Regional Transportation Council
Board of Directors Meeting – Thursday March 10, 2022
Zoom Video Conference Meeting

1 Call to Order/Record of Attendance/Excused Absences

Chair Paul Schmidt brought the meeting to order at 1:00 pm and roll was taken.

IN ATTENDANCE

Board Members:

Council Member Paul Schmidt, *City of Cheney* (Chair)
Council Member Betsy Wilkerson, *City of Spokane* (Vice-Chair)
Council Member Sonny Weathers, *City of Airway Heights*
Council Member Dee Cragun, *City of Deer Park*
Mayor Terri Cooper, *City of Medical Lake*
Council Member Zack Zappone, *City of Spokane*
Mayor Pam Haley, *City of Spokane Valley*
Council Member Rod Higgins, *City of Spokane Valley*
Sev Jones, *Kalispel Tribe of Indians*
Doug Yost, *Major Employer Representative*
Council Member Micki Harnois, *Small Towns Representative*
Commissioner Mary Kuney, *Spokane County*
Susan Meyer, *Spokane Transit Authority*
Glenn Ford, *Spokane Tribe of Indians*
Inga Note, *Transp. Technical Committee Chair*
Kelly Fukai, *WA State Transportation Commission*

Staff:

Lois Bollenback, *Executive Director*
Eve McMenamy, *Deputy Executive Director*
Mike Ulrich, *Principal Transportation Planner*
Jason Lien, *Principal Transportation Planner*
David Fletcher, *Principal Transportation Planner*
Kylee Jones, *Associate Transportation Planner III*
Michael Redlinger, *Associate Transportation Planner II*
Greg Griffin, *Administrative Services Manager*
Julie Meyers-Lehman, *Administrative-Executive Coordinator*
Megan Clark, *Legal Counsel*

Board Alternates:

Larry Larson, *WSDOT-Eastern Region*
Heidi Christensen, *TAC Vice-Chair*

Guests:

Karl Otterstrom, *Spokane Transit Authority*
Char Kay, *WSDOT-Eastern Region*
Adam Jackson, *City of Spokane Valley*
Chad Coles, *Spokane County*
Paul Kropp
Karen Corkins, *S3R3 Solutions*
Laura McAloon, *McAloon Law PLLC*
Kevin Picanco, *City of Spokane*
Sean Messner, *CivTech*
Tom Sahlberg, *SRTC TAC Member*
Todd Coleman, *S3R3 Solutions*
Brandi Colyar, *Spokane County*
Katherine Miller, *City of Spokane*
Danny Kieffer, *Spokane Tribe of Indians*
Mark Carlos, *City of Spokane*

Chair Schmidt said that Commissioner French requested to be excused from today's meeting.

Ms. Cragun made a motion to excuse the absence. Ms. Harnois seconded. Motion passed unanimously.

Chair Schmidt welcomed new Board member Mr. Sev Jones.

2 Public Comments - There were no comments.

3 Executive Director's Report

Ms. Bollenback reported:

- The Interlocal Agreement Implementation Committee has not met yet; the initial meeting is scheduled for 3/30.
- Today is the last day of the state legislative session; in addition to the information provided last month, the transportation portion of the budget recently approved by the State Legislature included the following:
 - The North Spokane Corridor is set to be advanced by 18 months
 - Planning funds have been identified for improvements along Inland Empire Way and US 195 to address congestion and safety
 - Approval of a pilot program to allow WSDOT to lease unused land
 - \$1.5M in support of the transload facility
- In coming months, she will continue to communicate with regional partners ensure consistent messaging to legislators so the region can work more collaboratively. She plans to follow up with state legislators in advance of the next session to make sure they are aware the projects and needs of the region. Staff is developing informational materials for use by member agencies and partners.
- The distribution formula for transportation planning funding for MPOs/RTPOs is being discussed by MPO's throughout the State. She will share more information as it becomes available.
- As part of the ongoing Transportation Discussion Series, later this year SRTC host will two workshops for Board members; one about advancements in transportation technology and another to examine the linkages between land use and transportation.

ACTION ITEMS

4 Consent Agenda

- a) February 2022 Meeting Minutes
- b) February 2022 Vouchers
- c) 2022-2025 Transportation Improvement Program (TIP) March Amendment
- d) CY 2022 Budget Amendment and Recommendation for IT Servers and Support
- e) Electrification Grant Contract

There were no questions or discussion about any item on the consent agenda.

Ms. Cragun made a motion to approve the Consent Agenda as presented; Mr. Higgins seconded. Motion passed unanimously.

5 Critical Urban and Rural Freight Corridors

Mr. Fletcher summarized the FFY 2022–2025 National Highway Freight Program (NHFP) call for projects process and shared the list of proposed regional priority freight projects, which SRTC will forward to WSDOT for potential funding from NHFP.

He explained that prior Board discussions of this list contained 5 projects, but both the Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC) recommended the addition of the *Argonne Rd & Upriver Dr Intersection Improvements* project, for a total of 6 projects.

Mr. Fletcher reviewed the project list development process and evaluation of WSDOT's criteria, shared a map of the project locations, and stated that all projects on the candidate list are quality projects; not including them for this NHFP call for projects is not to be considered an assessment of a projects value. The proposed 6 projects are just better suited to meet the criteria of this particular NHFP grant.

The group discussed; some comments included;

- When asked about Mr. Gribner's concerns about Inland Empire Way, Mr. Larson relayed that Mr. Gribner approved of the proposed regional freight project list. His concerns were about process and criteria.
- Adding the Argonne Rd/Upriver Dr project is a good idea.
- Ms. Bollenback shared that she spoke with Mr. Gribner about Inland Empire Way. She clarified that it is WSDOT that sets the criteria that they will use the score the applications; SRTC staff reviewed projects in an attempt to anticipate outcomes based on that criteria. She spoke about parallel facility development and potential involvement with WSDOT in the criteria development process during the next call for projects.
- The TTC should be involved in the criteria evaluation processes since they are specialists in this type of technical knowledge.
- Desire to better understand how the project were evaluated and scored.
- Prefer to see scoring results in number or point form rather than graphic representations.
- WSDOT developed the scoring criteria and staff worked closely with project sponsors to identify projects that most closely aligned with the criteria.
- Question about why the other seven projects on the candidate list were not included.
- Both the TTC and TAC received information about the projects and process multiple times and both unanimously recommended Board approval of submitting the top 6 projects for potential funding.
- 3/16/22 is the deadline to submit the regional priority freight projects list and applications to WSDOT.

Mr. Ewers made a motion to approve Resolution 22-04 authorizing SRTC's submittal of identified regional priority freight projects to WSDOT for potential NHFP funding as shown in Attachment 1. Mr. Higgins seconded. Motion passed unanimously.

6 Transportation Performance Measures: Safety Targets

Mr. Ulrich recapped the information presented last month about the requirements by Highway Safety Improvement Program for State DOT safety performance targets and transportation performance management as defined by the Federal Highway Administration. There are five safety performance measures set by WSDOT;

1. Fatalities
2. Fatalities per 100M of vehicle miles traveled
3. Serious injuries
4. Serious injuries per 100M of vehicle miles traveled
5. Non-motorist fatalities and serious injuries

He presented the data for these measures in the Spokane County planning area through 2020 and highlighted the goals of WSDOT's *Target Zero* program.

MPOs are required to establish safety targets by one of two ways; (1) agree to plan and program projects that contribute toward the accomplishment of the WSDOT or (2) Commit to quantifiable targets for our metropolitan planning area. Mr. Ulrich said in 2019 the Board adopted a resolution by which they agreed to plan for state targets.

Chair Schmidt said at the last meeting Commissioner French provided a background of the reasons that led the Board to decide to support State targets in 2019.

Ms. Cragun made a motion to approve Resolution 22-05 agreeing to plan and program projects so that they contribute towards the accomplishment of the WSDOT safety target for each of the required performance measures. Ms. Wilkerson seconded. Motion passed unanimously.

INFORMATION & DISCUSSION ITEMS

7 2022 Transportation Planning Presentation Series: Safety

Mr. Ulrich presented a timeline of topics for the remainder of the year and explained the purpose of the discussion series, based on input from the Board asking for a closer examination of the screening criteria used for development of the Unified List of Regional Transportation Priorities. Consistency with the principles in the Metropolitan Transportation Plan (Horizon 2045) is one of the criteria.

He spoke about where safety and security fit into the larger regional transportation network, federal funding eligibility for jurisdictions with safety plans, and transportation performance management. He shared maps that showed vehicle crash locations and pedestrian and bicycle crashes throughout the county from 2010 to 2022. Mr. Ulrich noted that work to reduce fatal and serious injury incidents is happening at the local level, but not at the regional transportation planning level. He presented a map identifying crash severity and said it illustrates the value of a regional safety plan.

He spoke about contributing factors for the fatal and serious injury collisions in the county and the WSDOT Target Zero program. He said safety problems are clear and the question for Board discussion is where SRTC fits into creating solutions.

The group discussed. Comments included;

- Request to see an overlay map of crashes/safety concerns with projects currently under development
- How do we better articulate the safety story? What has already been done to address safety in high-incidence areas? What more can be done in those locations?
- Emphasize using transit; transit has an excellent safety record
- SRTC should be the lead in accumulating all local and regional safety data
- Discussions about safety are either reactive (addressing known problem areas) or preventive
- Land use and land use decisions impact safety and should be part of the safety conversation
- Acknowledging the value of developing a regional safety plan; this could also be helpful to smaller jurisdictions that don't have the staff to develop stand-alone safety plans
- Tracking where driver behavior causes specific problems, for example locations of frequent DUIs or habitual speeding
- Need for updated traffic counts in the small towns and rural areas

8 Coordinated Public Transit – Human Services Transportation Plan Update

Mr. Lien provided an overview of the CPT-HSTP plan, designed to serve those with special transportation needs. The plan also identifies available transportation services and where there are gaps in service in the planning area of Spokane County. The current CPT-HSTP was approved in 2018 and must be updated every four years; the update process is being led by staff from SRTC and STA. They plan to use the 2018 plan as a base for the 2022 update.

He spoke about federal requirements for CPT-HSTPs in terms of federal funding eligibility and summarized next steps in the update process. There is a dedicated [project page](#) with additional

information and to access a community survey.

Ms. Meyer related how important this plan is since it identifies needs both inside and outside the STA transportation benefit area and identifies networks to connect smaller communities to Spokane. She encouraged Board members to support those involved in developing the update.

9 Board Member Comments

Mr. Ford said he recognizes all the work going on at SRTC and appreciates the opportunity for the Spokane Tribe to get involved.

Ms. Fukai shared details about the upcoming Washington State Transportation Commission meeting next week.

10 Adjournment

There being no further business, the meeting adjourned at 2:13 pm.

Julie Meyers-Lehman, Clerk of the Board

VOUCHERS PAID FOR THE MONTH OF MARCH 2022

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
3/11/22	V121805	SHRM	Membership renewal GG thru 4/30/23	229.00
	V121806	Visionary Communications, Inc.	Fiber Services, March 2022	986.96
	V121807	Washington Trust Bank	Sftwr subscptns; Office splys/eqpt; Admin phone; Trng Reg's/Travel	1,570.50
	V121808	Intrinium	Managed IT Services - Mnthly March	2,486.00
	V121809	WA State Dept of Retirement	Employee and Employer Contributions: February 2022	12,195.71
	V121810	Pacific Office Automation	Copier Lease/Usage February 2022	159.15
	V121811	Rehn & Associates	Admin fee Feb '22	75.00
3/25/22	V121812	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2022-05	310.00
	V121813	Spokesman Review	Adv Call for Projects; TIP amendment publice notices	243.13
	V121814	Allstream	Telephone: Lines to 4/7/22 and Long Distance for Feb 2022	991.96
	V121815	Standard Printworks	Print updated Board photos	26.16
	V121816	McAloon Law PLLC	Legal Svcs for ETS Grant discussions (Feb'22)	1,428.00
	V121817	EMLVO P.C.	Feb'22 legal svcs: Board mtg; ILA, CoL, JMA, ETS, Public Gift issues review	2,375.00
	V121818	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2022-06	310.00
	V121819	Parametrix	Division St Corridor Study 1/1/22 - 1/29/22	12,687.94
	V121820	Greg Griffin	Per Diem for AWC Healthy Worksite Summit - Lynnwood WA 3/8-3/10	102.00
3/31/22	V121821	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for Apr 2022	7,031.50
	V121822	AWC Employee Benefit Trust	April '22 Benefit Insurance Premiums	8,810.32
	V121823	Washington Trust Bank	Sftwr subscptns; Office splys/eqpt; Admin phone; Trng Reg's/Travel	2,316.55
Reimbursement(s)				
		Salaries/Benefits Pay Periods Ending: 3/05/22 & 3/19/22		77,179.77
3/31/22		Spokane County Treasury Monthly SCIP fee - March 2022		22.70
TOTAL March 2022				131,537.35

for March 2022:				
		Vouchers: V121805 - V121823		54,334.88
		Salaries/Benefits Pay Periods Ending: 3/05/22 & 3/19/22		77,179.77
		Spokane County Treasury Monthly SCIP fee - March 2022		22.70
				131,537.35

As of 4/14/22, the Spokane Regional Transportation Council Board of Directors approves the payment of the March 2022 vouchers included in the list in the amount of:
\$131,537.35

Chair

To: Board of Directors
From: Lois Bollenback, Executive Director
Topic: **Support Letters for Grant Funding Applications**

04/12/2022

Requested Action:

Authorize SRTC to provide letters of support for member agencies grant application projects as outlined below.

Key Points:

- SRTC establishes transportation needs and priorities through development of a Metropolitan Transportation Plan (MTP), development of the Unified List of Regional Transportation Priorities, and other planning activities.
- SRTC also plays a role in supporting local government agencies in advancing needed projects by supporting grant funding requests developed by member agencies for projects that support policies and implementation strategies identified by SRTC to facilitate the safe and efficient movement of people and goods.
- Four member agencies have requested letters of support from SRTC as follows:
 - **Spokane International Airport: Spotted Rd-Airport Drive Realignment Project**
 - **Washington State Department of Transportation: East Central Land Bridge Project**
 - **City of Spokane: Northeast Public Development Authority Roads Project**
 - **Pines Road/BNSF Grade Separation Project**

Board/Committee Discussions:

This is the first time that support letters for these projects have been presented.

Public Involvement:

All Board meetings are open to the public.

Supporting Information/Implications:

- Projects that receive grant funds may require approval by the Metropolitan Planning Organization as part of the long-range plan and the Transportation Improvement Program. Letters of support from MPOs can strengthen applications.
- Spokane International Airport: Spotted Rd-Airport Drive Realignment Project is listed as a priority on the Unified List of Regional Transportation Priorities.

- Washington State Dept. of Transportation: East Central Land Bridge Project is an equity project that was identified during the development of the North Spokane Corridor.
- City of Spokane: Northeast Public Development Authority (NEPDA) Roads are included on the Unified List of Regional Transportation Priorities.

More Information:

For more information contact Lois Bollenback at lbollenback@srtc.org or 509.435.3823

To: Board of Directors
From: Lois Bollenback, Executive Director
Topic: **Correction to Section 6.B.3 of 2021 SRTC Interlocal Agreement**

04/07/2022

Requested Action:

Approve an administrative change to the 2021 SRTC Interlocal Agreement correcting the title of Transportation Technical Committee (TTC) in Section 6.B.3.

Key Points:

- Section 6.B (page 11 of the ILA) refers to SRTC's standing committees as the:
 1. Administrative Committee
 2. Transportation Advisory Committee
 3. Technical Advisory Committee
- The wording "Technical Advisory Committee" is an error; the correct title as used in other references throughout the ILA is "Transportation Technical Committee".
- This is considered a scrivener's error and does not provide any material change to the ILA.

Board/Committee Discussions:

This is the first time this topic has been discussed.

Public Involvement:

All Board meetings are open to the public.

Supporting Information/Implications:

None.

More Information:

- Link to: [2021 Interlocal Agreement](#)
- For more information contact Lois Bollenback at lbollenback@srtc.org or 509.43.-3823

To: Board of Directors
From: Lois Bollenback, Executive Director
Topic: **Establish Executive Director Review Committee**

04/07/2022

Requested Action:

Select Board Members to serve on an Executive Directors Review committee.

Key Points:

- The SRTC Executive Director joined the organization in August 2021.
- The employment agreement executed between SRTC and the Director includes provisions for an initial evaluation after six months of employment.
- An Executive Director Review Committee will be established to review the performance of the Executive Director and provide guidance or make recommendations to the SRTC Board as deemed appropriate.

Board/Committee Discussions:

This is the first time this topic has been discussed by the Board.

Public Involvement:

All Board meetings are open to the public.

More Information:

For additional information contact: Lois Bollenback at lbollenback@srtc.org or 509.435.3823

To: Board of Directors
From: Eve McMenemy, Deputy Executive Director
Topic: **2024-2026 Call for Projects Update**

04/07/2022

Requested Action:

None. For information and discussion

Key Points:

- SRTC has received 50 applications from nine member agencies seeking a portion of the \$30.2M in available funding for the current 2024-2026 Call for Projects.
- SRTC Staff and WSDOT Local Programs are presently reviewing applications and working with member agencies to ensure completeness, consistency with SRTC policies, and eligibility for funding.
- Agencies are applying for a variety of projects which include the initiation of new projects as well as advancing current projects to the next phase or to completion.
- Three of the project applications are for projects that have received full funding in the 2022 State Legislature Move Ahead WA 16-year transportation package.
- It is not unusual that projects are competing for funding from multiple sources during overlapping funding opportunities; however, the Principles of Investment approved by the Board does not cover this specific situation.
- At this point in time, programming of projects in Move Ahead Washington has not been established.
- Due to this uncertainty the City of Spokane, as the project sponsor is also pursuing funding for the three Move Ahead WA projects in the SRTC Call for Projects process.
- The City of Spokane has indicated if their projects are not funded and programmed in the near term of the 16-year transportation package timeframe, there are risks to losing previous project federal funding and delaying needed safety improvements at high crash locations.
- SRTC Staff is bringing this item to the Board for their awareness and discussion.

Board/Committee Discussions:

On December 9, 2021, the SRTC Board approved the TIP Guidebook which includes the 2024-2026 Call for Projects schedule and additional guidance on TIP project delivery. On February 10, 2022, as part of the 2024-2026 Call for Projects, the SRTC Board approved resolution 22-04 awarding \$2.1M to the Spokane Regional Transportation Management Center (SRTMC) for operations, \$1.5M to SRTC

for planning activities, and held \$9.2M aside for a future preservation call for projects.

Public Involvement:

Participating agencies and the 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, the TIP Guidebook, and the development of the next four-year TIP. Documentation from the meetings is also posted on the SRTC website.

Supporting Information/Implications

Call for Projects Schedule

2022	
Jan 14	SRTC Board of Directors - Begin Principles of Investment discussion, off the top funding (INFO)
Jan 22 & 24	TAC & TTC meetings – Call for Projects update, principles of investment discussion (INFO)
Feb 10	SRTC Board of Directors - Principles of investment, off the top funding (ACTION)
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 CRRSAA 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. (ACTION)
Aug – Oct	2023-2026 TIP development process which includes a 30-day public comment period on the draft TIP.

Available Funding for 2024-2026 Call for Projects

- On 2/11/2022 SRTC released a Call for Projects for the following funding types:
 - Surface Transportation Block Grant (STBG) program
 - Congestion Mitigation & Air Quality (CMAQ) program
 - STBG Set-Aside Funds
 - Highway Infrastructure Program (HIP) Funds
 - Highway Infrastructure Programs-Coronavirus Response and Relief Supplemental Appropriations Act (HIP-CRRSAA) Funds
- STBG is the most flexible of all FHWA funding programs. Eligible STBG project types include; roadway and bridge construction, transit capital projects and repair, safety, active transportation, programs and studies.

- The purpose of the CMAQ program is to fund transportation projects that improve air quality. CMAQ funding can be expended on projects that reduce carbon monoxide (CO) and/or coarse particulate matter (PM₁₀) emissions. Eligible CMAQ project types include transit improvements, travel demand management strategies, traffic flow improvements and pedestrian and bicycle facilities.
- STBG Set-Aside, introduced with the Fixing America's Surface Transportation (FAST) Act, replaces the Transportation Alternatives Program (TAP). Examples of eligible projects include on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation, and safe routes to school projects.
- HIP provides federal funds for road, bridge, ferry, transit capital, Intelligent Transportation System (ITS), capital projects for the elimination of hazards, and the installation of protective devices at railway-highway crossing. Additionally, HIP funds can be used for charging infrastructure along alternative fuel corridors.
- HIP-CRRSAA may be used for activities that are eligible under the STBG funding program in addition to covering revenue losses, supplanting, or replacing funds, personnel salaries, operation, and maintenance. There is no local match required with this funding type.

Fund Type	Fund Qualifications	Projected Funding Amount: 2024-2026
STBG	Flexible	\$15,500,000
STBG-Set Aside	Transportation Alternatives	\$2,800,000
CMAQ	Congestion Relief	\$9,200,000
HIP	Highway Infrastructure	\$340,000
HIP-CRRSSA	Highway Infrastructure-Flexible	\$2,400,000

More Information:

- For additional information contact Eve McMenemy at evemc@src.org or 509.343.6370

To: Board of Directors
From: Kylee Jones, Associate Transportation Planner III
Topic: **Transportation Discussion Series: Stewardship**

04/07/2022

Requested Action:

None. For information and discussion.

Key Points:

- SRTC is interested in developing a more robust process for identifying transportation system needs along with a quantitative evaluation strategy for determining the highest value projects.
- During the first half of 2022, staff will conduct a series of discussions with the SRTC Board and Committees to develop a deeper understanding of transportation topics, seek input and direction from members on key issues, and revisit screening criteria to develop a more data driven evaluation strategy for transportation project prioritization.
- This month's topic is Stewardship, one of the six Guiding Principles in Horizon 2045.

Board/Committee Discussions:

This is the fourth in a series of discussions for the Board and Committees. Prior discussions were:

- The Role of an MPO (January)
- Quality of Life (February)
- Safety (March)

Public Involvement:

All meetings of the Board and Committees are noticed and open to the public.

Supporting Information/Implications:

Stewardship is one of the Guiding Principles in the Metropolitan Transportation Plan, Horizon 2045. How this is defined in the MTP and how it's applied to transportation in the region will be discussed at the April Board meeting. Input will be sought to build understanding on ways this Guiding Principle can be measured.

More Information:

For additional information contact: Kylee Jones at kjones@src.org or 509.343.6370

To: Board of Directors
From: Kylee Jones, Associate Transportation Planner III
Topic: **Toll Credits Policy**

04/07/2022

Requested Action:

None. For information and discussion.

Key Points:

- Federal law permits States with toll facilities to earn toll credits that can be applied towards the non-Federal share payable requirements on Federally funded projects (23 U.S. Code § 120).
- Washington State Department of Transportation (WSDOT) has a toll credit program dating back to 1992 and has recently updated their *Policy for Allocation and Use of Toll Credits*, (see **Attachment**).
- The updated WSDOT policy now allows Metropolitan Planning Organization (MPOs) the option to consider utilizing toll credits for our regional competitive funding programs through 2026. This would include Surface Transportation Block Grant (STBG), Transportation Alternative (TA), Highway Improvement Program (HIP) and Congestion Mitigation Air Quality (CMAQ) funding programs.
- Toll credits are not the same as cash. The practical implication is SRTC could fund projects at 100% rather than at the typical 86.5% within our funding programs. This would limit the number of projects SRTC could fund for our member agencies and partners.
- Examples and implications of how toll credits work will be presented at the Board meeting.
- SRTC does not currently have a policy on how to utilize toll credits for the benefit of the region. The Board can choose to decide if a toll credit policy would become part of the Transportation Improvement Program (TIP) Guidebook and direct the use of toll credits in our funding program.

Board/Committee Discussions:

Both the Transportation Technical Committee and Transportation Advisory Committee discussed this topic at their meetings on 03/23/2022.

Public Involvement

All meetings of the SRTC Board and Committees are noticed and open to the public.

Supporting Information/Implications:

SRTC's [Transportation Improvement Program \(TIP\) Policies and Procedures Guidebook](#) is a transportation programming resource for SRTC's member agencies. The purpose of the Guidebook 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. Any policies or procedures pertaining to the use of toll credits should be included in the TIP Guidebook.

More Information:

- See Attachment: WSDOT Policy for Allocation and Use of Toll Credits
- For more information contact: Kylee Jones at kjones@src.org or 509.343.6370

Washington State Department of Transportation (WSDOT)**Policy for Allocation and Use of Toll Credits (Updated)****Background**

In 1991, Congress created toll credits as part of the Intermodal Surface Transportation Efficiency Act (ISTEA). Toll Credits were established as a mechanism to assist states in meeting the matching requirements on federally funded projects. Toll credits are a matching tool available to any state that generates revenues from tolling facilities and satisfies established criteria. These credits allow federal funds to serve as match for the federal funds on a project.

Washington State has certified toll credits based on toll revenues dating back to 1992. For the purposes of the toll credit calculation, federal law includes ferry fare collections as toll revenue. Each year that WSDOT certifies toll credits, it must demonstrate that it has met criteria designated by FHWA, known as the Maintenance-of-Effort (MOE)¹. Each year that Washington passes the MOE, it is eligible to certify its toll credits based on its tolling revenues and capital expenditures. To date, Washington has certified \$3.25 billion in toll credits and has used approximately \$1.02 billion through federal fiscal year 2020.

Toll Credits earned may be applied toward the non-Federal matching share of programs authorized by Title 23, U.S.C, except the credit may not be applied to projects funded with FHWA's emergency relief funds. Additionally, the credit may be applied to transit programs authorized by Chapter 53 of Title 49, U.S.C.

How Toll Credits Work

Toll credits are not money. They do not bring any funds to a project. Toll credits provide a way to eliminate the need for non-federal matching funds on a project. Typically, projects funded with federal money require matching dollars from other non-federal sources. For each dollar of toll credit earned, a state may use a dollar of its federal funds to serve as match. For example, a project funded with 80 percent federal funds and requiring 20 percent matching funds can be 100 percent federally funded. With some exceptions, toll credits are eligible for most highway and transit capital projects.

Policy for Allocation and Use of Toll Credits

WSDOT's policy for allocating toll credits is to maximize the use of federal funds to deliver the highway and ferry capital programs in its 16-year budget. In addition, toll credits are utilized when federal grant programs allow to maximize the amount of federal funds requested and to minimize the match that is required. WSDOT makes available Toll Credits for use to local agencies and/or transit projects through its Local Programs and Public Transportation Divisions for any eligible priority projects identified.

The projects that utilize toll credits must align with WSDOT's Executive Management, the Governor's Office, and the Legislature transportation investment policy objectives.

¹ MOE determination required by 23 U.S.C. § 120(j)(2)

Use of Toll Credits

- **State Highway and Ferry Capital Investments** - WSDOT utilizes toll credits to match federally funded projects in the department's 16-year highway construction and ferry capital programs. Toll credits are not utilized on highway and ferry projects when:
 - The project has sufficient state or local match
 - For projects that receive discretionary grant funds which do not allow use of toll credits to meet match requirements (e.g., TIGER, INFRA, BUILD, ER (emergency relief, etc.).

Toll credits are a tool that offers greater flexibility to balance the use of state cash and meet the constraints that come with funding projects with bonds and federal funds.

- **Local Projects of Regional Significance** - WSDOT provides toll credits to local projects that aid in the completion of state mega-projects or projects that have significant regional importance from the department's perspective.
- **Local Roadway Projects** - Toll credits are allocated for local bridge, transportation alternatives, NHS asset management and safety projects as these programs align with the state's investment objectives. In addition, any local projects that receive federal earmarks or discretionary funds can utilize toll credits if matching funds are not already available on the project. Projects that utilize toll credits have delivery timelines that must be met for their use. If projects do not meet these timelines, local match is required in place of toll credits. This allows for more certainty in the amount of federal funds that can be distributed to Local Agencies statewide.
- **Legislatively Directed Toll Credits to Transit Projects** - WSDOT provides an allocation of toll credits to be used by local transit providers for the implementation of projects from programs authorized by Chapter 53 of Title 49, U.S.C.

Change from Previous Policy

Applying a practical solution approach in assisting local agencies delivery of the federal program – WSDOT is proposing providing toll credits to projects selected through the MPO/RTPO/County lead agencies regional competitive programs (STBG, CMAQ, TA). This would be available if the project/project phase was fully funded with FHWA funds. Selection agencies would need to review and modify their competitive criteria to allow maximizing FHWA funding on projects and requiring expected delivery timelines.

Previously, toll credits were made available to transit agencies as directed by the legislature, typically through a proviso in the Transportation Appropriation Bill. Under this policy document, the Public Transportation and Rail Division would be provided an allocation of toll credits to be used for transit programs authorized by Chapter 53 of Title 49, U.S.C.

The Public Transportation Division plans to use \$8.5 million in toll credits for rural, small urban, and large urban transit agency projects. It plans to use the other \$1.5 million to meet non-federal match requirements for efforts required by the Federal Transit Administration. This includes [statewide safety oversight](#) of public rail fixed guideways (i.e., Seattle Center Monorail, Seattle Streetcar, and Sound Transit's Tacoma Link and Central Light rail) and [Statewide Planning](#).

To: Board of Directors 04/07/2022
From: Kylee Jones, Associate Transportation Planner III
Topic: **Transportation Improvement Program – 2021 Project Obligation Report**

Requested Action:

For information and discussion.

Key Points:

- Metropolitan Planning Organizations are required to compile a list of all federal obligations that occurred in the preceding program year. The 2021 Transportation Improvement Program (TIP) Project Obligation report details projects which have obligation federal transportation funds in Spokane County in 2021.
- The term “obligated” means that a project sponsor has been authorized by the Federal Highway Administration or the Federal Transit Authority to start work on the project or project phase.
- Approximately \$44M in federal funds were obligated throughout Spokane County in 2021.
- The report is posted on SRTC’s website: [2021 TIP Project Obligation Report](#)

Board/Committee Discussions:

This is the first time the 2021 TIP Project Obligation Report has been presented before the Board. The Transportation Technical Committee and Transportation Advisory Committee will receive information about this topic at their April meetings.

Public Involvement

All Board and Committee meetings are open to the public and the report is posted on SRTC’s website.

Supporting Information/Implications

The project obligation report can be used as an evaluation tool for projects programmed in the preceding year of the TIP. It also demonstrates the continued coordination between the agencies responsible for implementing projects programmed in the TIP (SRTC, Washington State Department of Transportation and Spokane Transit Authority).

The following Table is provided for comparison of previous years of obligation. In 2020 funding obligations were higher than typical due to a large federal grant for high performance transit.

Program Calendar Year	Federal Funds Obligated throughout Spokane County
2021	\$44M
2020	\$113M
2019	\$42M
2018	\$56M
2017	\$40M

More Information:

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

To: Board of Directors 04/07/2022
From: Greg Griffin, Administrative Services Manager
Topic: **Calendar Year (CY) 2022 Quarterly budget Update (1st Quarter: Jan-Feb-Mar)**

Requested Action:

None. For information and discussion.

Key Points:

- SRTC develops an annual budget outlining the anticipated revenues and expenditures for the upcoming year. SRTC reports on a cash basis, which provides a snapshot in time of the agency's revenues and expenditures.
- SRTC staff reports quarterly to the Board of Directors on revenue and expenditures for the preceding quarter and year to date.
- SRTC began 2022 with a cash balance of \$639,721 and ended the first quarter of 2022 with a balance of \$890,561.
- Due to timing, the revenues portion includes funds received in CY 2022 that were for CY 2021 expenditures. The attached spreadsheet provides a comparison of the adopted CY 2022 budget as amended on 03/10/2022, and a summary for the First Quarter (Q1) of actual 2022 revenues and expenditures, as well as a column showing 2021 year to date revenues/expenses for comparative purposes.

Key revenues and expenditures are as follows:

Revenues:

Through the First Quarter (25% of Calendar Year) of CY 2022 (January – March), SRTC collected \$750,736; 22% of the anticipated revenues for the year. STBG planning funds utilized in 1st quarter instead of FHWA-PL funds due to delayed fiscal year 2022 PL allocation.

Expenditures:

Through the First Quarter of CY 2022 SRTC spent \$499,888; 15% of the total anticipated expenditures for the year as follows:

- Personnel Expenditures: Total personnel expenditures were \$285,645 through Q1, or 23% of the CY 2022 budget amount.
- Contractual and Professional Services: Total services expenditures were \$150,187 year-to-date, or 8% of the total budget amount. Legal services are slightly higher than budgeted and will be monitored.
- Materials and Services: Total materials and services expenditures were \$27,023 year-to-date or 21% of the total budget amount. Postage is slightly up due to office postage being replenished, certified mailings for ETS grant and bike map mailings. Telephone expenses are higher than anticipated due to an IT related delay in switching to less expensive telecom services provider.
- Travel, Training, and Staff Development (includes and Subscriptions/Memberships): Total expenditures were \$2,427 thru Q1, or 5% of the total budgeted amount. This category continues to be impacted by COVID-19 related travel restrictions and the move to online conferences, training sessions, etc.
- IT Operations: Total expenditures were \$34,606 thru Q1, or 29% of the total budgeted amount. Software expense is a timing issue as ESRI/GIS software was paid in Q1 and makes up nearly 50% of 2022 budget.

Board/Committee Discussions:

The CY 2022 Budget was approved by the Board on 11/11/2021 and amended by the Board on 03/10/2022.

Public Involvement:

All meetings in which the CY 2022 Budget and/or quarterly budget updates were presented to the Board were open to the public.

Supporting Information/Implications

Throughout the continuing COVID-19 situation, agency expenditures will continue to be closely monitored.

More Information:

- See Attachment: Q1 2022 Budget Summary
- For more information contact Greg Griffin at ggriffin@srtc.org or 509.343.6370

SRTC CY 2022, Report through March 31, 2022

	CY 2022 Approved	CY 2022		Prior Year-to-Date	CY 2022 % of Budget
		1st Qtr	Year-to-Date		
REVENUES					
SRTC Cash Balance 12/31/21			639,721		
Designated Local Funds carried over from 2021	20,250				
FHWA PL (Federal Public Law Funds)	698,741	36,055	36,055	135,627	5%
FTA (Federal Section 5303 Funds)	280,223	61,535	61,535	116,419	22%
STBG Planning Funds	350,000	249,210	249,210	36,749	71%
STBG Data & Study Project Funds	735,250	81,798	81,798	37,066	11%
RTPO (State Planning Funds)	144,651	48,715	48,715	94,008	34%
Local Dues	272,705	272,471	272,471	231,405	100%
Grants - Other	850,000	-	-	650	0%
Other Local Study Project Funds (STA 2020 Division Study)	50,000	-	-	60,315	0%
Spokane County Treasury Interest	10,000	952	952	3,318	10%
TOTAL REVENUES (Received in 2022)	3,411,820	750,736	750,736	715,557	22%
EXPENDITURES					
Personnel					
Salaries	924,323	213,344	213,344	196,464	23%
Accrued Leave Payouts (includes unemployment)	1,500	-	-	11,633	0%
FICA	70,711	16,507	16,507	16,144	23%
WA State Retirement System	92,931	22,478	22,478	27,184	24%
Insurance	154,552	33,316	33,316	35,372	22%
Total Personnel	1,244,017	285,645	285,645	286,797	23%
Contractual and Professional Services					
Legal Services	25,000	7,371	7,371	8,272	29%
Consultants & Professional Svcs	57,108	3,106	3,106	57,548	5%
Professional Services - ETS Grant Work	850,000	-	-	-	
MTP Update	20,000	-	-	9,351	0%
Consultant Svcs & D.A.T.A.	700,000	74,427	74,427	23,989	11%
Consultant & Division St Study	200,000	65,283	65,283	138,049	33%
State Audit Charges	15,000	-	-	-	0%
Total Contractual and Professional Services	1,867,108	150,187	150,187	237,209	8%
Materials and Services					
Publications	500	130	130	20	26%
Postage	300	179	179	56	60%
Operating Supplies	4,500	91	91	41	2%
Minor Furniture	1,000	363	363	-	36%
Telephone	6,120	3,149	3,149	1,878	51%
Advertising	2,620	496	496	551	19%
Rent - Office Space	87,600	22,231	22,231	14,107	25%
Rent - Meeting Rooms	500	-	-	-	0%
Lease - Copier	2,200	318	318	448	14%
Property and Liability Insurance	15,500	-	-	-	0%
Printing	750	-	-	-	0%
IF Charges	4,860	66	66	65	1%
Total Materials and Services	126,450	27,023	27,023	17,167	21%
Travel, Training, and Staff Development					
Mileage & Parking	1,900	58	58	5	3%
Travel / Training (Staff)	33,650	2,010	2,010	419	6%
Educational Speaker Series	5,000	-	-	-	0%
Board/Staff Retreats, Facilitators, Food	3,700	30	30	18	1%
Dues, Subscriptions, and Memberships	8,625	328	328	2,208	4%
Total Travel, Training, and Staff Development	52,875	2,427	2,427	2,649	5%
IT Operations					
IT Professional Svcs	54,500	6,300	6,300	5,903	12%
Software	43,501	24,668	24,668	30,353	57%
Hardware - New and Replacement; Repairs/Maint.	12,250	481	481	25	4%
Online Services	11,120	3,157	3,157	3,203	28%
Total IT Services	121,371	34,606	34,606	39,484	29%
TOTAL EXPENDITURES (Paid in 2022)	3,411,820	499,888	499,888	583,306	15%
CASH BALANCE 3/31/22			890,569	861,487	

2022 Draft Board Agenda Items

For Action

For Information

MAY

Toll Credits

Transportation Discussion Series: Equity

ILA Subcommittee: Draft Resolution & Update to
TTC Bylaws

DivisionConnects Update

TIP Obligation Target Update

JUNE

DivisionConnects Final Report

TIP Call for Projects

Transportation Discussion Series: Land Use and
Transportation

STA Preliminary Development Plan - I-90/Spokane
Valley High Performance Transit Corridor

JULY

TIP Call for Projects

Coordinated Public Transit - Human Services
Transportation Plan Update

Transportation Discussion Series: Economic Vitality

2022 Q2 Budget Update

AUGUST

SEPTEMBER

Transportation Discussion Series: Funding

Draft 2023-2026 TIP

ACTION ITEMS

- None

INFORMATION & DISCUSSION ITEMS

• Transportation Discussion Series: Safety

Mr. Ulrich explained how safety fits into the regional transportation framework, funding under the Highway Safety Improvement Program, and safety performance measures.

The group discussed and comments included:

- The Target Zero program focuses on corridors and fatal, severe, and frequency of accidents regardless of number of vehicle miles traveled (VMT). Might be better to look at raw data instead of VMT.
- A regional safety plan makes sense and could set up the region for the new *Safe Streets and Roads for All* grant program.
- Facility design can reduce severity of crashes by reducing speed
- It's good to focus on improving safety and reducing speed, but people's choices make a greater impact on safety than things transportation planners can do. Most Target Zero efforts are not bearing fruit because they focus on what can be done by agencies and don't address the systemic challenges that come from societal choices.
- Traveling using transit is much safer for passengers than in vehicles.
- Calls for projects always stress safety and assign weight for safety components, but projects that are primarily focused on safety frequently do not receive funding.
- Development of a regional safety plan could start with a corridor safety sketch. Data mining allows for targeting issues in a corridor.
- A regional safety plan could help equalize the grant field for agencies without an individual safety plan.
- Many road safety issues in smaller communities tend to be along nearby state facilities rather than on local roads in town

• DivisionConnects Update

Mr. Lien presented an update on the second and final phase of DivisionConnects. He noted that the scope of work for Phase 2 is an evaluation of land use planning around transit activity nodes on the corridor, preliminary design of active transportation facilities, and travel demand modeling. Most public engagement work for the study has been completed. Final study recommendations are anticipated to be released this spring.

• Toll Credits

Ms. Jones provided a background of the toll credits program. The SRTC TIP Guidebook does not currently have a policy addressing the use of toll credits. Possible policy considerations are to accept or reject toll credits or apply them in a limited use. She provided examples of how this might look for SRTC project funding. Member comments included:

- Use of toll credits makes the most sense for small cities/town that have difficulties coming up with local match.
- If SRTC will be utilizing this program, it is important to get a formal policy in place
- Suggested using a surgical approach to use of toll credits for projects
- Discussion how local match differs from programmatic match
- WSDOT has been using toll credits for some time now

• Agency Update and Future Information Items

Ms. Jones stated that staff is seeking TTC volunteers to help with scoring the 2024-2026 Call for Projects applications.

ACTION ITEMS

- None

INFORMATION & DISCUSSION ITEMS

• **Transportation Discussion Series: Safety** - Mr. Ulrich spoke about the safety components tracked and evaluated and safety/security fits into the Metropolitan Transportation Plan's guiding principles. He shared a map containing 12 years of safety data that illustrated areas of crashes. He noted the region does not have a regional safety plan and the group discussed where SRTC fits into the regional safety planning equation.

Member comments included:

- While the majority of safety problems are caused by human behavior, there can still be a lot done by engineering and design to improve safety. This is done in many other countries.
- SRTC can play a regional leadership role in being a proponent of an engineering systems approach to safety.
- Part of the safety discussion includes pedestrian safety and there are not many ways of measuring pedestrian activity. Suggested that SRTC could identify where installation of pedestrian counters would be most useful. Staff agreed there is a lack data for pedestrian activity.
- The data tracking location and cause of crashes is very important.
- Three elements of traffic safety are education, enforcement, and engineering, in that order. SRTC should be involved in the education factor.
- When weighting the scoring for project applications, safety should be at the head of the list.

• **DivisionConnects Update**

Mr. Lien reported that the first phase of the study concluded in spring of 2021 and the second and final phase began in mid-2021. Phase 2 includes evaluation of land use around the proposed bus rapid transit stations along the corridor, preliminary design of pedestrian/bicycle facilities, and travel demand modeling. He spoke about the study's next steps and final recommendations expected to be complete in the first half of 2022.

• **Toll Credits**

Ms. Jones explained that the WSDOT toll credit program has recently been updated to allow MPOs the option to utilize toll credits in the regional transportation funding process for certain types of grant programs. This means SRTC could fund projects at 100% and project sponsors would not have to provide local match. However, this does not increase the overall dollar amount of funding allotted to SRTC. SRTC does not currently have a set policy on utilizing toll credits and staff is asking for input from the TAC.

The group discussed and comments included;

- Clarification on the amount of toll credits on an annual basis, where the funding comes from, and where the tolls are collected.
- Questioned if this program implies that there will be toll roads in Spokane in the future.
- Ms. Zentz used to serve on the Transp. Improvement Board and witnessed how challenging it can be for smaller jurisdictions to get projects funded because they can't come up with the local match.
- Applying the credits in a limited or selective method seems to be the most sensible approach.