



Transportation Technical Committee Meeting

Wednesday, April 27, 2022 • 1:00 PM

Virtual Meeting via Zoom Videoconference

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Transportation Technical Committee Meeting

Wednesday, April 27, 2022 | 1:00 PM – 2:30 PM

AGENDA

<i>Time</i>	<i>Item</i>	<i>Page</i>
1:00	1. Call to Order / Record of Attendance	
1:02	2. Approval of March 2022 TTC Meeting Minutes	3
1:03	3. Public Comments	
1:05	4. TTC Member Comments	
1:15	5. Chair Report on SRTC Board of Directors Meeting	
	<u>FOR ACTION</u>	
1:20	6. Toll Credits Policy (<i>Kylee Jones</i>)	6
	<u>FOR INFORMATION AND DISCUSSION</u>	
1:30	7. Transportation Discussion Series: Stewardship (<i>Kylee Jones</i>)	10
1:50	8. 2024-2026 Call for Projects Update (<i>Eve McMenamy</i>)	11
1:55	9. 2022 TIP Obligation Target Update (<i>Eve McMenamy</i>)	14
2:05	10. Discussion of TTC Purpose, Duties, Responsibilities and Bylaws (<i>Ryan Stewart</i>)	16
2:20	11. Agency Update and Future Information Items (<i>Ryan Stewart</i>)	
2:30	12. Adjournment	

MEETING MINUTES

Spokane Regional Transportation Council - Transportation Technical Committee
March 23, 2022 | Zoom Video Conference

1 Call to Order/Record of Attendance

Ms. Inga Note, TTC Chair, called the meeting to order at 1:01 pm.

IN ATTENDANCE

TTC Members:

Inga Note, *City of Spokane* (Chair)
Char Kay, *WSDOT-East. Region* (Vice-Chair)
Heather Trautman, *City of Airway Heights*
Todd Ableman, *City of Cheney*
Kevin Picanco, *City of Spokane*
Colin Quin-Hurst, *City of Spokane*
Adam Jackson, *City of Spokane Valley*
Brandi Colyar, *Spokane County*
Barry Greene, *Spokane County*
Jami Hayes, *Spokane County*
April Westby, *Spokane Regional Clean Air Agency*
Karl Otterstrom, *Spokane Transit Authority*
Chad Simonson, *WSDOT-East. Region*

Alternate TTC Members:

Jerremy Clark, *City of Spokane Valley*
Mike Tresidder, *Spokane Transit Authority*

Guests:

Sean Messner, *CivTech Inc*
Matt Zarecor, *Spokane County*
LeAnn Yamamoto, *CommuteSmartNW*
Brandon Blankenagel, *KPFF Engineers*
Paul Kropp
Shauna Harshman, *City of Spokane*
Katherine Miller, *City of Spokane*
Stephanie Tax, *WSDOT*

SRTC Staff:

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

2 Approval of February 2022 TTC Meeting Minutes

Ms. Colyar noted an error in the attendance section. She was not at the February meeting, but the minutes show her in attendance.

Mr. Greene made a motion to approve the minutes as amended; Mr. Picanco seconded. Motion passed unanimously.

3 Public Comments

There were no public comments.

4 Technical Member Comments

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

5 Chair Report on SRTC Board of Directors Meeting

Chair Note provided a summary of the March 10 Board meeting.

ACTION ITEMS

None

6 Transportation Discussion Series: Safety

Mr. Ulrich explained how safety fits into the regional transportation framework, funding under the Highway Safety Improvement Program, and outlined federal safety performance measures. He shared maps illustrating both vehicle crash locations and pedestrian/bicycle accidents throughout Spokane County from 2010-2022. He noted that most work to reduce fatal/serious injury incidents is happening at the local level; there is no regional safety plan. He asked the group to consider where SRTC fits into safety planning at the regional level and if a regional safety plan should be explored.

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

7 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 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 wrapped up.

He shared details about the land use planning, the screening process for active transportation projects, and next steps. Final study recommendations are anticipated to be released this spring.

8 Toll Credits

Ms. Jones provided a background of the toll credits program and noted the SRTC TIP Guidebook does not currently contain a policy regarding the use of toll credits. She summarized what toll credits are and what they are not. She stated that the Board may want to consider accepting or rejecting toll credits or possibly applying them in a limited way. She provided examples of how limited toll credit application 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. The program has just recently been opened up to MPOs and staff is still learning about how it works.

9 Agency Update and Future Information Items

Mr. Stewart announced the next meeting of the DATA Project stakeholder group will be in April.

Ms. Jones said volunteers from the TTC are needed to help with the application scoring for the Call for Projects.

Mr. Stewart asked the group for suggestions for future informational agenda items. Suggestions included STA strategic planning/feedback on Streetlight data and update about regional construction season.

10 Adjournment

There being no further business, the meeting adjourned at 2:20pm.

Julie Meyers-Lehman, Recording Secretary

To: Transportation Technical Committee
From: Kylee Jones, Associate Transportation Planner III
Topic: **Toll Credits Policy**

04/20/2022

Requested Action:

Recommend Board approval of the following draft Toll Credit Policies:

- SRTC may use Toll Credits to increase the federal share of a project to meet TIP obligation delivery targets. If utilized, available funds will be evenly distributed across eligible projects or agencies.
- SRTC may use Toll Credits for small towns under 5,000 population to replace local match for projects funded by Surface Transportation Block Grant (STBG) and STBG-Set Aside (Transportation Alternative) funding.

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 were presented at the Board and committee meetings.
- The Toll Credit Policies, once approved by the SRTC Board will become part of the Transportation Improvement Program (TIP) Guidebook and direct the use of toll credits in our funding program.

Board/Committee Discussions:

The Board discussed this topic on 4/14/2022; the Transportation Technical Committee and Transportation Advisory Committee discussed this topic 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@srtc.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: Transportation Technical Committee
From: Kylee Jones, Associate Transportation Planner III
Topic: **Transportation Discussion Series: Stewardship**

04/20/2022

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. The definition of Stewardship as used in the MTP and how it's applied to regional transportation will be discussed at the April TTC meeting. Staff is seeking TTC member input to build understanding on methods by which this Guiding Principle can be measured.

More Information:

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

To: Technical Transportation Committee
From: Eve McMenamy, Deputy Executive Director
Topic: **2024-2026 Call for Projects Update**

04/20/2022

Requested Action:

None. For information and discussion

Key Points:

- SRTC has received 50 applications from nine member agencies seeking a portion of the \$32M 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.
- Members of the Transportation Technical Committee, Transportation Advisory Committee and SRTC Staff will start scoring applications on April 25.

Board/Committee Discussions:

On 12/09/2021, the SRTC Board approved the 2022 TIP Guidebook which includes the 2024-2026 Call for Projects schedule and additional guidance on TIP project delivery.

On 02/10/2022, 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.

Final Applications for 2024-2026 Call for Projects

AGENCY	PROJECT TITLE
Airway Heights	SR2 Pedestrian and Multi-Modal Enhancements
Deer Park	N Colville Reconstruction, Third St to North City Limits
Fairfield	Railroad Ave Rehabilitation
Medical Lake	Lake St ADA Upgrades
City of Spokane	Pacific Ave Neighborhood Greenway
City of Spokane	Fish Lake Trail Connection Phases 1-3
City of Spokane	195/Meadowlane
City of Spokane	Millwood Trail - Children of the Sun Trail to Fancher
City of Spokane	Sunset Highway Pathway - Royal St to Spotted Rd
City of Spokane	Broadway Ave Reconstruction - Ash St to Lincoln St
City of Spokane	Riverside Ave - Monroe to Wall Reconstruction
City of Spokane	Palouse/Freya Roundabout
City of Spokane	Mallon Ave - Monroe to Howard Reconstruction
City of Spokane	Wellesley Ave, Freya to Havana
City of Spokane	Arthur St Sidewalk & Greenway
City of Spokane	Cook St Greenway
City of Spokane	Driscoll Sidewalk - Garland to Wellesley
City of Spokane	King Cole Way - Wood Bridge in Riverfront Park

Agency	PROJECT TITLE
City of Spokane	Nevada/Lincoln Intersection
City of Spokane	Signal Controller Upgrades
City of Spokane	Signals - Maple & Rowan and Ash & Rowan
City of Spokane	Spokane Falls Blvd Reconstruction - Post St to Division St
Spangle	Old Hwy 195 Rehabilitation
Spangle	Patching and Chip Seal Various Locations
Spokane County	Bigelow Gulch Road Project 2
Spokane County	Harvard Rd Phase 2
Spokane County	Wall St & Country Homes Blvd Intersection
Spokane County	Craig Rd Project 1
Spokane County	Nevada Rd Reconstruction: Hawthorne to US 2
Spokane County	Cascade Way Reconstruction & Stormwater Project
Spokane County	Magnesium Rd Preservation: Crestline to Market
Spokane County	Deno Rd Reconstruction - Rambo Rd to Craig Rd
Spokane County	Argonne Rd & Upriver Driver Intersection
Spokane County	Centennial Trail Argonne Gap Alternatives Study
Spokane County	Starr Rd Preservation
Spokane County	Commute Trip Reduction Program
Spokane Valley	Pines Rd/BNSF Grade Separation
Spokane Valley	Bigelow-Sullivan Corridor: Sullivan/Trent Interchange (PE Only)
Spokane Valley	Broadway Ave Reconstruction (Havana to Fancher)
Spokane Valley	Barker Corridor: Appleway to Sprague
Spokane Valley	Barker Corridor: 4th Ave Roundabout
Spokane Valley	Spokane Valley River Loop Trail
Spokane Valley	Barker Corridor: 8th Ave Roundabout
Spokane Valley	Appleway Trail & Stormwater Improvements
Spokane Valley	Argonne Rd/I-90 Bridge (PE Only)
Spokane Valley	Barker Corridor: Sprague to 4th
Spokane Valley	Barker Corridor: 4th to 8th
Spokane Transit	I90/Valley HPT Line Park & Ride Construction
Spokane Transit	Division St BRT Project Development
Spokane Transit	Wellesley HPT - Preliminary Engineering
Spokane Transit	Sunset HPT - Preliminary Engineering

More Information:

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

To: Transportation Technical Committee 04/20/2022
From: Eve McMenamy, Deputy Executive Director
Topic: **Transportation Improvement Program (TIP) Obligation Target Update**

Requested Action

None. For information and discussion.

Key Points:

- SRTC is required to meet federal funding obligation targets within our Transportation Improvement Program (TIP). The estimated FFY 2022 funding obligation target for all federal funding sources administered by SRTC is \$12.79M. WSDOT allocated an additional \$366,000 in Transportation Alternatives funding to SRTC in April 2022, this was not anticipated and has been added to our FY 2022 obligation target.
- As of April 15, 2022, the region is at 14% of our SRTC obligation target. The FFY 2022 obligations are \$1.73M, with \$11.06 M remaining to meet the target.
- If SRTC meets our obligation target by July 1, 2022, SRTC will be in position to potentially receive additional federal funds if WSDOT also meets their statewide target. Conversely, if we don't meet our target by September 30, 2022, the region must meet our target in FY 2023 or risk losing the portion of underdelivered funds through sanctions by WSDOT.
- The most current information submitted to SRTC from member agencies suggests that we *could* potentially meet target by September 30, 2022, deadline. Two projects are experiencing delays and one is awaiting approval from a railroad agency.
- WSDOT's Local Agency Federal Obligation Authority (OA) Policy establishes the obligation targets for each Metropolitan Planning Organization (MPO), Regional Transportation Planning Organization (RTPO), and County lead agency.
- The policy only applies to three funding sources for which the SRTC Board is responsible in terms of project identification, prioritization, and selection: Surface Transportation Block Grant Program (STBG), Congestion Mitigation Air Quality (CMAQ), and STBG Set-Aside.
- With the assistance of the member agencies last year, SRTC exceeded the obligation target and received \$4.26M in additional federal funding obligation authority via WSDOT.
- The TIP Working Group meets monthly and works on options to meet our target.

Public Involvement:

This is the first meeting on this topic this year.

Supporting Information/Implications:

The following is the listing of projects anticipated to obligate for FFY 2022 and their obligation expected delivery status.

Project Title	Agency	Phase	Program/Anticipated FY 2022 Obligation	Amt. Obligated	Delivery Status
Highway 2 Shared Use Path Gap Project	Airway Heights	PE	\$11,371	\$10,950	Delivered
Highway 2 Shared Use Path Gap Project	Airway Heights	CN	\$217,127		
Washington Street Preservation	Cheney	PE	\$34,500	\$44,128	Delivered
Washington Street Preservation	Cheney	CN	\$376,172		June
E Crawford Preservation	Deer Park	PE	\$29,174	\$29,174	Delivered
E Crawford Preservation	Deer Park	CN	\$470,957		June
Argonne Road Congestion Relief	Millwood	PE	\$33,220	\$33,220	Delivered
Argonne Road Congestion Relief	Millwood	CN	\$2,345,214		July
Driscoll/Alberta/Cochran Sidewalk	Spokane	PE	\$130,000	\$130,000	Delivered
Haven Street Grind and Overlay*	Spokane	PE	\$81,692		June
Maple St Chip Seal*	Spokane	PE	\$57,484		June
Spokane Falls Blvd	Spokane	PE	\$500,000		June
Thor/Freya from Hartson to Sprague*	Spokane	CN	\$1,500,000		June
57th Ave Freya St Roundabout	Spokane Co.	RW	\$66,000		May
Brooks Road	Spokane Co.	CN	\$2,097,804		July
Commute Trip Reduction Program	Spokane Co.	PL	\$294,000		June
Elk Chattaroy Preservation	Spokane Co.	CN	\$519,969		June
Little Spokane Connection Rd Pathway	Spokane Co.	CN	\$415,400		May
2023 Metropolitan Transportation Planning*	SRTC	PL	\$350,000	\$350,000	Delivered
Broadway at I-90 Preservation	Spokane Valley	PE	\$66,966	\$68,335	Delivered
Pines Road/BNSF Garde Separation	Spokane Valley	CN	\$2,940,000		June
Pines and Mission Intersection Improvements	Spokane Valley	RW	\$166,900		May
Sprague Avenue Preservation	Spokane Valley	CN	\$894,003	\$894,003	Delivered
Sprague Avenue Preservation	Spokane Valley	CN	\$869,112		May
Wilbur Road Sidewalk: Boone to Mission	Spokane Valley	CN	\$487,800		May
Subtotal of Obligations			\$14,954,865	\$1,559,810	
FY 2022 1st Quarter Obligations				\$231,536	
Project Closures (count against the balance)				(\$56,599)	
Obligation tracking to \$12,790,000 target				\$1,734,747	

More Information:

- For more detailed information contact Eve McMenemy at evemc@srtc.org or at 509.343.6370

To: Transportation Technical Committee 04/20/2022
From: Ryan Stewart, Principal Transportation Planner
Topic: **Discussion of TTC Purpose, Duties, Responsibilities, and Bylaws**

Requested Action:

None. For information and discussion.

Key Points:

- The [2021 SRTC Interlocal Agreement](#) specifies that the Board shall define the duties of standing committees by Resolution (page 11).
- On 2/10/2022 the SRTC Board of Directors approved the creation of a Interlocal Agreement (ILA) Implementation Subcommittee. Among this group's assignments are to "develop and recommend a resolution defining the duties and powers of the TTC to contain at a minimum the statement of purpose, duties, responsibilities, and other matters" and "Review and recommend updates to the bylaws of the TTC". The first meeting of the ILA Implementation Subcommittee was held on 03/30/2022.
- A draft Resolution is included as **Attachment 1**.
- The draft TTC Bylaws are included as **Attachment 2**.
- Potential changes to the current bylaws considered by the ILA Committee include:
 - Creating separate TTC bylaws consistent with the previous action by the SRTC Board regarding the TAC bylaws.
 - Adding a section on removal of TTC members.
 - Modifying the appointment and rotation of the TTC Chair and Vice Chair positions to align more closely with the ILA.
 - Revising the TTC Membership to more closely align with the Board composition as stipulated in the updated ILA. The subcommittee expressed that the TTC membership composition and number of representatives should remain the same.
- The ILA Implementation Subcommittee is seeking TTC member's input on the draft bylaws.

Board/Committee Discussions:

The ILA Implementation Subcommittee met on 3/30/2022 and provided input on the draft TTC bylaws. A similar subcommittee was convened in late 2021 and created a draft resolution and updated bylaws for the Transportation Advisory Committee (TAC). Both the resolution and TAC bylaws were approved by the Board on 01/13/2022.

Public Involvement:

All Board and Committee meetings are open to the public.

Supporting Information/Implications

Planning and funding activities supported through Federal programs require public engagement to both educate and inform the public as well as to seek input that helps to fully inform decision-making. Advisory committees such as the TTC and TAC support the public engagement efforts of the SRTC.

More Information:

- See Attachment 1: Draft Resolution R-22-06
- See Attachment 2: Draft TTC Bylaws
- For more information contact Ryan Stewart at rstewart@srtc.org or 509.343.6370

RESOLUTION
of the BOARD OF DIRECTORS
of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-22-06 SRTC
**ESTABLISHING A SPOKANE REGIONAL TRANSPORTATION COUNCIL
TRANSPORTATION TECHNICAL COMMITTEE**

WHEREAS, the Spokane Regional Transportation Council Board (SRTC Board) of Directors serves as the Metropolitan Planning Organization (MPO) for the Spokane Metropolitan Planning Area (SMPA) and as the Regional Transportation Planning Organization (RTPO) for Spokane County; and

WHEREAS, the SRTC Board operates pursuant to an Interlocal Agreement of the member parties that authorizes the establishment of various advisory committees to make recommendations to the SRTC Board on various transportation matters; and

WHEREAS, the Interlocal Agreement identifies the establishment of a Transportation Technical Committee (TTC) as a standing committee of the SRTC Board; and

WHEREAS, the Interlocal Agreement requires the SRTC Board to define the duties and powers of the TTC by resolution to contain at a minimum the statement of purpose, duties, responsibilities, and other matters of said Committee.

NOW, THEREFORE BE IT RESOLVED, that SRTC Board is establishing a Transportation Technical Committee (TTC):

1. To provide technical perspectives on the transportation planning activities and project priorities of the SRTC; and
2. For the purposes of ensuring compliance with the continuous, comprehensive, and cooperative (3C) federal transportation planning requirements; and
3. To operate in accordance with the committee bylaws as established in Attachment A of this resolution.

PASSED and APPROVED on this x day of x 2022 by the Spokane Regional Transportation Council Board of Directors.

Chair, SRTC Board of Directors

ATTEST

Julie Meyers-Lehman
Clerk of the Board

DRAFT

ATTACHMENT to RESOLUTION R-22-06
SPOKANE REGIONAL TRANSPORTATION COUNCIL
TRANSPORTATION TECHNICAL COMMITTEE BYLAWS

[Adoption Date pending]

The Spokane Regional Transportation Council (SRTC) Board of Directors is the policy decision-making body for the purpose of carrying out the transportation planning and programming processes in the Spokane Region. The membership structure of the SRTC Board is developed through an interlocal agreement of local governments and other interested parties established to perform the functions of a MPO and RTPPO.

Per Section 6.B. of the 2021 SRTC Interlocal Agreement the SRTC Board shall create or maintain a Technical Advisory Committee, hereafter referred to as the Transportation Technical Committee (TTC), as a standing committee to serve in support of the Board.

PURPOSE

The TTC is established to provide diverse technical insight and professional expertise to transportation planning activities and priorities of the SRTC and to advise the Board on regional transportation related matters. The TTC provides recommendations to the SRTC staff, and SRTC Board of Directors in the development of SRTC planning work. The TTC will base their work on the adopted SRTC mission, vision, values, and the Guiding Principles of the adopted Metropolitan Transportation Plan (MTP).

MEMBERSHIP

The TTC shall consist of 22 members.

AGENCY	REPRESENTATIVE(S)
City of Airway Heights	1
City of Cheney	1
City of Liberty Lake	1
City of Spokane	3
City of Spokane Valley	2
Kalispel Tribe of Indians	1
Small Towns with fewer than 5,000 people*	1
Spokane County	3
Spokane International Airport	1
Spokane Transit Authority	2
Spokane Tribe of Indians	1
Spokane Regional Clean Air Agency (SRCAA)	1
Spokane Regional Health District (SRHD)	1
WSDOT Eastern Region	3
TOTAL	22

**City of Deer Park, City of Millwood, City of Medical Lake, Town of Fairfield, Town of Latah, Town of Rockford, Town of Spangle, Town of Waverly.*

Each agency shall appoint its representative and alternate in writing to the SRTC Executive Director. Each representative and alternate shall serve until changed by the appointing agency and written notice is provided to the SRTC Executive Director.

Appointees should be technically competent, qualified, and authorized to represent their agency's transportation related planning issues, goals, and policies. The intent is to draw the needed expertise from each agency which could include representation from the following disciplines: transportation planning, land use planning, traffic, and/or public works. TTC members shall not be elected officials or members of the SRTC Board.

OFFICERS

The TTC shall annually select and recommend to the SRTC Board one of its members to act as Chair and one as Vice-Chair for terms of one year. The SRTC Board will appoint the TTC Chair at a regularly scheduled meeting. The TTC shall recommend its Chair and Vice-Chair in such a way that no one participating agency is filling both positions at the same time. The selection shall be made no later than November of each year for the following calendar year. The office shall rotate on a yearly basis among the following parties:

City of Spokane
WSDOT
Spokane County
Airway Heights, Cheney, Liberty Lake, Tribes, SIA, or Small Towns representative
Spokane Transit
City of Spokane Valley

The TTC Chair shall preside over all TTC meetings. The TTC Chair shall be responsible for communicating to the Board and Agency on matters as may be directed by the TTC and shall further perform other duties as may be requested by the TTC. The TTC Vice-Chair shall perform all duties of the TTC Chair during the absence of the TTC Chairman. Transportation Technical Committee (TTC)

In the event the Chair vacates his/her position, and the Vice Chair fulfills the Chairs duties, the Vice Chair still remains eligible to serve an additional term as Chair. As an Ex-officio member of the SRTC Board, the TTC Chair or TTC Vice-Chair shall make every attempt to attend all meetings of the SRTC Board.

ATTENDANCE

Members of the TTC are expected to attend all regularly scheduled meetings or shall notify the TTC Chair or SRTC staff in advance of an absence and identify the designated alternate.

If the member agency or designated alternate are unable to attend a meeting, the member can appoint a temporary alternate for that meeting by notifying the TTC Chair or SRTC staff in advance of the meeting.

VACANCIES

Should a vacancy occur on the TTC, SRTC will contact the Tribe/agency/jurisdiction for a membership designation.

MEETINGS

SRTC advisory committees shall meet as needed to perform the duties of the committee as requested by SRTC staff or as directed by the SRTC's Board. All meeting dates shall be issued to the general public as described in SRTC's Public Involvement Policy.

All meetings of SRTC advisory committees shall be open and public and all persons shall be permitted to attend any meeting unless otherwise provided in RCW Chapter 42.30.

QUORUM

A quorum is a simple majority of committee members. No advisory committee shall take action without a quorum.

SUB-COMMITTEES

The Chair of an SRTC advisory committee may appoint and establish sub-committees composed of members and non-members to carry out the functions of the general committee. Membership on subcommittees shall not include a quorum of the advisory committee. To encourage broad regional discussion, SRTC advisory committees may, on occasion, form joint sub-committees.

ADMINISTRATIVE SUPPORT

SRTC staff shall provide administrative support to SRTC advisory committees. This includes developing committee agendas, arranging for materials and presentations as requested by the TTC, providing meeting notices and arranging meeting venues.

MINUTES

Minutes for all SRTC advisory committees will be taken and distributed by SRTC staff. Approved minutes will be posted on the SRTC website. A summary of SRTC advisory committee's discussions will be included in the SRTC Board monthly packet.

AGENDA

An agenda should be provided in advance of each meeting. Staff coordinates with the committee Chair to develop the agenda.

RULES OF ORDER AND MOTION PROCEDURES

Current informal practice encourages regional discussion and collaboration. Advisory committee votes shall occur following a motion, second and discussion. The Chair/Vice Chair will rely upon parliamentary procedures when clarification is required on rules of order and/or motion procedures.

REMOVAL

All TTC Members serve at the pleasure of the SRTC Board of Directors. If a TTC representative violates these Bylaws, is disruptive or acts in a manner contrary to the general purpose of the SRTC or TTC, SRTC staff will contact the representative's appointing agency to resolve the concerns. If necessary, the TTC members may recommend the removal by majority vote to the SRTC Board.

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