



Board of Directors Meeting

Thursday, May 12, 2022 • 1:00 PM

Virtual Meeting via Teleconference

PUBLIC NOTICE:

SRTC Board meetings will be held virtually until further 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, May 12, 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) ILA Implementation Subcommittee Report	
	b) TAC Vacancy Update	
	<u>FOR ACTION</u>	
1:15	4. Consent Agenda	
	a) April 2022 Meeting Minutes	3
	b) April 2022 Vouchers	7
1:20	5. Toll Credits Policy (<i>Kylee Jones</i>)	8
1:30	6. Alternate Meeting Location (<i>Lois Bollenback</i>)	n/a
	<u>FOR INFORMATION AND DISCUSSION</u>	
1:35	7. 2022 Transportation Planning Presentation Series: Equity (<i>Michael Redlinger</i>)	12
1:55	8. Transportation Improvement Program: Obligation Target Update (<i>Kylee Jones</i>)	13
2:00	9. Transportation Technical Committee Draft Resolution and Bylaws (<i>Ryan Stewart</i>)	15
2:05	10. DivisionConnects Update (<i>Jason Lien</i>)	23
2:20	11. Board Member Comments	
2:30	12. Adjournment	
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MEETING MINUTES

Spokane Regional Transportation Council
Board of Directors Meeting – Thursday April 14, 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 Sonny Weathers, *City of Airway Heights*
Council Member Dee Cragun, *City of Deer Park*
Mayor Cris Kaminskas, *City of Liberty Lake*
Mayor Terri Cooper, *City of Medical Lake*
Mayor Kevin Freeman, *City of Millwood*
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*
Susan Meyer, *Spokane Transit Authority*
Glenn Ford, *Spokane Tribe of Indians*
Inga Note, *Transp. Technical Committee Chair*
Mike Gribner, *WSDOT-Eastern Region*
Rhonda Young, *Transp. Advisory Committee Chair*

Guests:

Mike Volz, *WA State Representative*
Char Kay, *WSDOT-Eastern Region*
Brandi Colyar, *Spokane County*
Tom Sahlberg, *City of Liberty Lake Council*
LeAnn Yamamoto, *CommuteSmartNW*
Chad Coles, *Spokane County*
Adam Jackson, *City of Spokane Valley*
Karl Otterstrom, *Spokane Transit Authority*
Katherine Miller, *City of Spokane*
Sean Messner, *CivTech*
Larry Larson, *WSDOT-Eastern Region*
Karen Corkins, *S3R3*
Cathy Gunderson
Paul Kropp

SRTC Staff:

Lois Bollenback, *Executive Director*
Jason Lien, *Principal Transportation Planner*
Kylee Jones, *Associate Transportation Planner III*
Michael Redlinger, *Associate Transportation Planner II*
Megan Clark, *Legal Counsel*

Eve McMenemy, *Deputy Executive Director*
David Fletcher, *Principal Transportation Planner*
Greg Griffin, *Administrative Services Manager*
Julie Meyers-Lehman, *Admin.-Exec. Coordinator*

Chair Schmidt said the following members requested an excused absence from today's meeting:
Micki Harnois, Matt Ewers, Mary Kuney, Betsy Wilkerson, and Kelly Fukai.

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

2 Public Comments - There were no comments.

3 Executive Director's Report

Ms. Bollenback reported:

- The Interlocal Agreement Implementation Subcommittee met on 3/30/22 and reviewed TTC bylaws. They directed staff to present a draft update to the TTC for their input. Once a final draft has been reviewed by the subcommittee, the Board will receive a presentation of the draft document for review and then be asked to approve the bylaws. They also reviewed the SRTC Rules of Procedure and will be evaluating an updated version at their next meeting. The next meeting of this group is 4/29/22.

- There have been two resignations from members of the Transportation Advisory Committee due to changes in employment status. Staff is seeking Board direction for filling the vacancies. Members discussed and recommended that staff review the applications from the recent recruitment process and bring forward a recommendation.
- The format for future Board meetings is likely to be a hybrid of in-person and virtual. She spoke about the challenges of the size of the conference room and increased number of Board members.
- The June Board meeting overlaps with the GSI Fly-in event. Staff will be contacting Board members to see how many will be attending that event to determine if the June Board meeting should be rescheduled.

ACTION ITEMS

4 Consent Agenda

- a) March 2022 Meeting Minutes
- b) March 2022 Vouchers
- c) SRTC Letters of Support

Ms. Meyer requested that item 4c be removed from the consent agenda and considered separately.

Mr. Gribner made a motion to approve Items 4a and 4b as presented; Ms. Cragun seconded. Motion passed unanimously.

Ms. Meyer asked for information about the dollar amounts of the projects, which grant programs are involved, and which projects are currently in the long-range plan. Staff provided those details.

Ms. Meyer made a motion to approve Item 4c. Ms. Cragun seconded. Motion passed unanimously.

5 Correction to Section 6.B.3 of the 2021 Interlocal Agreement

Ms. Bollenback explained that this section of the Interlocal Agreement (ILA) erroneously refers to the *Transportation Technical Committee* as the *Technical Advisory Committee*. The references throughout the rest of the ILA are correct; this is a minor scrivener's error and does not create any material changes to the ILA.

Ms. Cragun made a motion to approve the administrative change to the 2021 ILA to correct the title of the Transportation Technical Committee in section 6.B.3. Mr. Higgins seconded. Motion passed unanimously.

6 Establish Executive Director Review Committee

Ms. Bollenback reported that the employment agreement for her position specifies a performance review after approximately six months of employment; therefore, it is necessary to convene a committee to complete this task.

Chair Schmidt asked for two or three members to assist him in doing the performance review. Mr. Gribner, Ms. Meyer and Ms. Haley volunteered.

***Ms. Cragun made a motion to approve the Board members named for the Executive Director Review Committee. Mr. Higgins seconded.
Motion passed unanimously.***

INFORMATION & DISCUSSION ITEMS

7 2024-2026 Call for Projects Update

Ms. McMenamy stated that SRTC received 50 applications from 9 member agencies. The total dollar amount of all applications is \$151M and there is \$30M of funding available. Currently staff and WSDOT Local Programs are reviewing project eligibility and applications are being prepared for scoring.

She shared information about three projects from City of Spokane which are currently fully funded through the *Moving Ahead Washington* package; The City has not received information about when the projects will be programmed and *Moving Ahead Washington* a 16-year package. Due to the uncertainty of the funding timing, the City decided to also apply for funding through the SRTC Call for Projects. City staff has confirmed that if *Moving Ahead Washington* package becomes available sooner, the applications for the SRTC Call for Projects will be withdrawn. Mr. Zappone provided additional information about funding and timing of these three high-priority projects.

Ms. McMenamy said application scoring begins on 4/27/22 and updates will be provided to committees throughout the next few months. The Board will be asked to take action in July on the recommended slate of projects to be programmed through the 2024-2026 Call for Projects.

8 2022 Transportation Planning Presentation Series: Stewardship

Ms. Jones defined how stewardship fits into the regional planning framework and the regional long-range metropolitan transportation plan (MTP). She spoke about incorporating climate change into transportation planning and summarized the concepts of transportation system sustainability, resiliency and redundancy. She reviewed current stewardship criteria as applied to the MTP, asked the Board for input on additional metrics to strengthen the criteria and also asked to what degree should stewardship factor into project prioritization.

The group discussed and comments included:

- Vehicle electrification should be considered, especially building infrastructure ahead of oncoming EV trends. This means providing good analysis of where the infrastructure should be placed and supporting it ahead of time.
- Consider land use and the relationship between density, transportation networks and public transit.
- Emphasis on system preservation.
- The existing stewardship criteria are already good; may not want to complicate things by adding more or changing criteria.
- Discussion about land use is missing in the stewardship conversation. There is room to expand on that in terms of evaluating projects.
- Evaluation of the health and condition of the existing transportation system is the first basic criteria used by WSDOT.
- Our ability as stewards of the system lends our credibility with users and constituents, and their taxes resource our decisions.

Ms. Bollenback said an in-depth Board workshop about land use and transportation is coming up this summer.

9 Toll Credits Policy

Ms. Jones provided background regarding the toll credits program, stating that federal law permits states with toll facilities to earn toll credits, which may be applied towards the non-federal share requirements on federally funded projects. Late last year, WSDOT extended their policy for the toll credit program to MPOs for certain funding programs.

She shared detailed information about toll credits, explaining that under the program, SRTC could fund projects at 100% rather than at 86.5%, which is the current match requirement. Using toll credits does not increase the amount of funding provided to the region and they cannot be used as cash. She presented hypothetical examples of how fully funding and partially funding projects using toll credits would work.

She noted that this is a new program, therefore SRTC does not currently have a toll credit policy. She described several potential scenarios identified by TTC & TAC members in which full funding might be applied using toll credits. She explained that direction provided by the advisory committee and board would be used to draft a policy for further review.

The group discussed and comments included:

- Dollar amount for MPOs is not a set number. The authorization is a percentage to be used at the Board's discretion. The amount available is based on toll revenue.
- The limited approach recommended by the advisory committees seems reasonable.
- Funding projects at 100% seems to go against prior Board discussions and decisions about leveraging funding.

10 Transportation Improvement Program – 2021 Project Obligation Report

Ms. Jones stated that creation of an annual project obligation report is a federal requirements for MPOs and she defined the terms obligation and de-obligation. She shared metrics from the report regarding total amount of federal funds obligated by program year and amount of project obligation by project type. There were no questions or discussion.

11 CY 2022 Q1 Budget Update

Mr. Griffin provided updates on year-to-date numbers for revenues, expenditures, and cash balances. There were no questions or discussion.

12 Board Member Comments

Mr. Weathers said he saw several Board members at the WSDOT Highway Systems Planning meeting recently and also appreciated hearing all the different voices at that meeting.

13 Adjournment

There being no further business, the meeting adjourned at 2:19 pm.

Julie Meyers-Lehman, Clerk of the Board

VOUCHERS PAID FOR THE MONTH OF APRIL 2022

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
4/14/22	V121824	Rehn & Associates	Q-2 2022 Agency H.S.A. contributions LB, GG, JL, MR	2,000.00
	V121825	Visionary Communications, Inc.	Fiber Services, April 2022	986.96
	V121826	Parametrix	Division St Corridor Study 1/30/22 - 2/26/22	24,711.50
	V121827	Intrinium	Managed IT Services - Mnthly April	2,514.00
	V121828	WA State Dept of Retirement	Employee and Employer Contributions: March 2022	14,039.86
	V121829	WA State Dept of Retirement	OASI Fee 2021	25.00
	V121830	Rehn & Associates	Admin fee Mar '22	75.00
	V121831	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2022-07	310.00
	V121832	Associated Industries	Q2 2022 membership dues	395.75
	V121833	McAloon Law PLLC	Legal Svcs for ETS Grant discussions (Mar'22)	786.00
4/22/22	V121834	Allstream	Telephone: Lines to 5/7/22 and Long Distance for Mar 2022	990.31
	V121835	Resource Systems Group	Proj 21104 Tasks 1,2,3,4 - Household Survey - January 2022	58,438.44
	V121836	Pacific Office Automation	Copier Lease/Usage March 2022	190.25
	V121837	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2022-08	310.00
4/29/22	V121838	Kylee Jones	Tuition reimburse for UW Masters degree coursework Winter'22	3,399.00
	V121839	Resource Systems Group	Proj 21104 Tasks 1,3,4 - Household Survey - February 2022	60,806.99
	V121840	EMLVO P.C.	Mar'22 legal svcs: Board mtg; ILA	625.00
	V121841	AWC Employee Benefit Trust	May '22 Benefit Insurance Premiums	10,819.10
	V121842	Washington Trust Bank	Sftwr subscptns; Office splys/eqpt; Admin phone; Trng Reg's/Travel	1,133.29
	V121843	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for May 2022	7,038.73
Reimbursement(s)				
		Salaries/Benefits Pay Periods Ending: 4/02/22 & 4/16/22		75,529.41
4/30/22		Spokane County Treasury Monthly SCIP fee - April 2022		23.05
TOTAL April 2022				265,147.64

Recap for April 2022:

Vouchers: V121824 - V121843	189,595.18
Salaries/Benefits Pay Periods Ending: 4/02/22 & 4/16/22	75,529.41
Spokane County Treasury Monthly SCIP fee - April 2022	23.05
	265,147.64

As of 5/12/22, the Spokane Regional Transportation Council Board of Directors approves the payment of the April 2022 vouchers included in the list in the amount of: **\$265,147.64**

Chair

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

05/12/2022

Requested Action:

Adoption of the following Toll Credit Policies to be incorporated into the Transportation Improvement Program (TIP) Guidebook:

- 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 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 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 regional competitive funding programs through 2026. This includes Surface Transportation Block Grant (STBG), Surface Transportation Block Grant – Set Aside (Transportation Alternative), Highway Improvement Program (HIP) and Congestion Mitigation Air Quality (CMAQ) funding programs.
- Toll credits are not the same as cash. The practical implication of utilizing toll credits is the option for SRTC to 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 member agencies and partners.
- Examples of how toll credits work and implications were presented to the SRTC Board and advisory committees for consideration.
- If approved by the Board, the Toll Credit Policies, will become part of the Transportation Improvement Program (TIP) Guidebook and direct the use of toll credits in SRTC's 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. At their meetings on 04/27/22 both committees unanimously recommended Board approval of the proposed toll credit policies.

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:

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

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
From: Michael Redlinger, Associate Transportation Planner II
Topic: **Transportation Discussion Series: Equity**

05/05/2022

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 Equity.

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)
- Stewardship (April)

Public Involvement:

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

Supporting Information/Implications:

Transportation equity is a critical factor in transportation planning and an important ideal for MPOs around the nation to strive for. By ensuring that benefits of the transportation system, such as access to jobs and services, are fairly distributed, equity planning helps build a stronger community. How equity is included in the MTP and how it's applied to transportation decision making in the region will be discussed at the May Board meeting. Input will be sought to build understanding on ways equity can be measured.

More Information:

For additional information contact: Michael Redlinger at mredlinger@srtc.org or 509.343.6370

To: Board of Directors 05/05/2022
From: Kylee Jones, Associate Transportation Planner III
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 its 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 the FY 2022 obligation target.
- As of April 15, 2022, the region is at 14% of the SRTC obligation target. The FFY 2022 obligations are \$1.73M, with \$11.06M remaining to meet the target.
- If the obligation target is reached by July 1, 2022, SRTC will be in position to potentially receive additional federal funds if WSDOT also meets their statewide target. Conversely, if the target is not met 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 the target *may be reached 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, SRTC exceeded the obligation target in 2021 and received \$4.26M in additional federal funding obligation authority via WSDOT.
- The TIP Working Group meets monthly and works on options to meet the target.

Public Involvement:

The Transportation Technical Committee and Transportation Advisory Committee were briefed on this topic at their April meetings.

Supporting Information/Implications:

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

Project Title	Agency	Phase	Anticipated FY 2022 Obligation	Amt. Obligated to date	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	\$1,763,115	\$894,003	Delivered/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	\$231,536	
Anticipated Project Deobligations (counts against the balance)			(\$451,242)	(\$56,599)	
Obligation tracking to \$12,790,000 target			\$14,735,159	\$1,734,747	

*Project obligation advanced from 2023

More Information:

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

To: Board of Directors 05/05/2022
From: Ryan Stewart, Principal Transportation Planner
Topic: **Draft Transportation Technical Committee (TTC) Resolution and Bylaws**

Requested Action:

None. For Information and discussion.

Key Points:

- Creation of the TTC as a standing committee of the SRTC Board is established through an Interlocal Agreement (ILA) between members.
- Section 6 of the ILA states that the “Board shall further define the duties and powers of each Committee by Resolution to contain at a minimum the statement of purpose, duties, responsibilities, and other matters, provided, the Board shall not delegate any of its decision-making authority to any Committee.”
- In February 2022, the SRTC Board established the ILA Implementation Subcommittee to define the duties and powers of the TTC as required by the ILA.
- The ILA Implementation Subcommittee utilized information presented by SRTC staff and input received from the TTC to develop a draft Resolution and Bylaws for consideration by the SRTC Board. The following information outlines the primary changes being recommended (new additions are also highlighted in Attachment 2):
 - Create separate TTC Bylaws consistent with the previous action by the SRTC Board regarding the TAC Bylaws and define duties as required by the ILA.
 - Affirm that the general duties of the TTC, the membership composition and number of representatives should remain the same.
 - Add clarifying language regarding meetings and representation of the small towns/cities and address action when a small city/town surpasses 5,000 in population.
 - Formalize the appointment and rotation of the TTC Chair and Vice Chair positions to include member agency representatives.
 - Add a section to address TTC members that are disruptive with an emphasis on contacting the representative's appointing agency to resolve any issues.
- A draft Resolution is shown in **Attachment 1** and the draft TTC Bylaws are in **Attachment 2**.
- The draft Resolution and draft Bylaws will be presented to the Board for action at the June meeting.

Board/Committee Discussions:

- On 02/10/2022 the Board established an ILA Implementation Subcommittee. The ILA Implementation Subcommittee met on 03/30/22 and 4/29/22.
- The TTC reviewed the bylaws at their 04/27/22 meeting and provided input for the subcommittee's consideration.

Public Involvement:

The Board, ILA Implementation Subcommittee, and TTC meetings at which this topic is discussed are open to the public. Advisory committees such as the TTC and TAC support the public engagement efforts of the SRTC.

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.

More Information:

- Attachment 1: Draft Resolution R-22-06
- Attachment 2: Draft TTC Bylaws

For additional 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 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).

There are multiple purposes of the TTC: 1.) to provide a technical planning and engineering perspective on behalf of member agencies; 2.) to provide a forum for regional coordination among member agencies; 3.) to provide input on the programming of projects, the development of plans and policies impacting the regional transportation system; and 4.) other activities as directed by the SRTC Board.

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.*

The eight small towns and small cities will meet as needed to address issues as identified by members of this group and at a minimum once per year to establish the voting representative and alternate for the upcoming calendar year. In the event that a small city or town reaches or surpasses 5,000 population (per Washington State Office of Financial Management), the Bylaws may be updated to reflect this change.

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 Robert's Rules of Order 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.

To: Board of Directors
From: Jason Lien, AICP, Principal Transportation Planner
Topic: **DivisionConnects – Phase 2 Study Update**

05/05/2022

Requested Action:

None. For information and discussion.

Key Points:

- DivisionConnects is a multi-jurisdictional study to analyze the Division Street corridor, including implementation of bus rapid transit (BRT). The study area consists of the Division transportation corridor from its connection to downtown and north to its connection with the North Spokane Corridor.
- The first phase of the study concluded in Spring 2021 with identification of a locally preferred alternative (LPA) for BRT and other corridor improvements.
- Phase 2 of the study is in its last stages. Reporting has been drafted for the DivisionConnects Vision and Implementation Strategy. This report is the final deliverable from the study and key content are preliminary design information for active transportation projects, profiles of land use opportunity around BRT station locations, and travel demand modeling analysis based on modified land use scenarios along Division Street.
- The study steering committee will meet on June 21 to review the final materials and conclude the DivisionConnects project work. Staff will then return to the SRTC Board for two sessions—a briefing and a follow-up action item to seek approval of the DivisionConnects Vision and Implementation Strategy.

Board/Committee Discussions:

Emphasizing a regional approach to major transportation corridors was born out of the SRTC Board's strategic plan in late 2017. The SRTC funding portion for the Division Street Corridor Study was approved by the Board in March 2018, consisting of a \$400,000 STBG allocation as part of the 2018 SRTC Call for Projects. The Board took action to accept the preferred BRT alternative at the June 2021 meeting. The Board was last updated at their February 2022 meeting. The TTC and TAC were updated at their March 2022 meetings. The Division Street Corridor Study is identified in SRTC's 2-year Unified Planning Work Program (UPWP).

Public Involvement:

The study process involved extensive public engagement, and a project website is available (divisionconnects.org). Over the course of the study, information has been distributed through Neighborhood Councils, email lists, focus groups, one-on-one interviews, print media, direct mail, online questionnaires, agency newsletters, and social media.

Supporting Information:

DivisionConnects is a coordinated planning effort with Spokane Transit Authority (STA) to engage the community and analyze opportunities in the Division Street corridor from a multimodal transportation and system perspective. Project partners are WSDOT, City of Spokane, and Spokane County. With identification of a preferred alternative for bus rapid transit and approval by the STA and SRTC Boards in Spring 2021 concluding the first phase of the study, the second and final phase kicked off in Summer 2021.

The status of key Phase 2 work is as follows:

- Active Transportation Planning – Preliminary design information and cost estimates have been completed for 30 active transportation projects along the Division corridor. Fifteen of the projects are at a conceptual design level and fifteen projects are at a 30% design level. Representative projects include street crossing improvements, sidewalks, and off-Division bike facilities. The process included frequent agency coordination.
- Land Use Planning – This task evaluated existing assets and conditions (e.g. parks, transportation infrastructure, employment clusters, vacant land, zoning) around proposed BRT station locations. This information has been summarized in 2-page profiles for 12 “nodes” along the corridor and may be used to evaluate what areas have the greatest potential for land use development/redevelopment in alignment with BRT investment.
- Travel Demand Modeling – Using information provided in the study’s land use analysis, the consultant team modified land use assumptions in the regional travel demand model to gauge how potential intensification of land use on Division effects traffic operations and bus ridership.
- Public Engagement – To inform the land use and active transportation tasks, the project team engaged the community with two online products. While the land use and active transportation questionnaires both closed at the end of December, links to these public engagement platforms are still accessible at divisionconnects.org.

All the information noted above is detailed in the DivisionConnects Vision and Implementation Strategy. The report is in draft format and is currently under review by the project team. The study steering committee will meet on June 21 to review the final report. This will, in effect, conclude the DivisionConnects project deliverables. Staff will return to the Board in July to present an informational briefing and take comments and questions, and staff plans to return to the Board in September to present the final report as an action item.

More Information:

For additional information contact: Jason Lien at jlien@srtc.org or 509.343.6370

2022 Draft Board Agenda Items

For Action

For Information

JUNE

ILA Subcommittee - TTC Resolution & Bylaws

TIP Call for Projects

Transportation Discussion Series: Funding

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

TAC Committee Appointments

FMSIB Priorities

JULY

TIP Call for Projects

Coordinated Public Transit - Human Services Transportation Plan Update

TAC Committee Appointments

2022 Q2 Budget Update

FMSIB Priorities

Equity Framework Update

DivisionConnects

Linkages between Land Use & Transportation- Panel Discussion

AUGUST

Transportation Technology - Panel Discussion

SEPTEMBER

DivisionConnects Phase 2 Report

2023-2026 TIP

Transportation Discussion Series: Economic Vitality

TIP Obligation Target Update

OCTOBER

2023-2026 TIP

2022 Q3 Budget Update

Coordinated Public Transit - Human Services Transportation Plan Update

Transportation Discussion Series: Strategy

Bridge & Pavement Condition Targets

CY 2023 Budget & Indirect Cost Plan

ACTION ITEMS

• Toll Credits Policy

Staff recapped WSDOT's new toll credit program for MPOs which give an alternative to apply toll credits towards a project's local match requirement for certain funding programs and reviewed the proposed toll credit policies for incorporation into SRTC's TIP Guidebook. The group discussed at length.

A motion was made to recommend Board approval of the proposed policies with the word "evenly" removed and with the understanding that the TTC will have another opportunity to review the policies at the next update of the TIP Guidebook. Motion passed unanimously.

INFORMATION & DISCUSSION ITEMS

• Transportation Discussion Series: Stewardship

Staff defined the Guiding Principle of stewardship in Horizon 2045, discussed the topic in terms of climate change and transportation, and spoke about sustainable development and a resilient transportation system. The group was asked for input about other metrics to strengthen the stewardship criteria in the unified list of regional priorities development process. Suggestions included adding incorporating best practice/new technology and supporting system diversity. One member stated that the current criteria is already quite comprehensive.

• 2024-2026 Call for Projects Update

Application scoring began on 4/20 and it is hoped that it will be done by 5/13. Scoring is being done by staff and volunteers from the TTC and TAC. Nine agencies submitted 50 project applications totaling \$151M; there is \$32M of funding available. A comment was made to release the scores as soon as possible so agencies have a better idea on their project funding situations.

• 2022 TIP Obligation Target Update

The region's federal obligation target/deadline is \$12.79M by 6/30/22; the State changed previous deadline of 7/31/22. It is anticipated the target will be met by the end of FFY 2022, however not by the 6/30 deadline. Staff shared Q1 obligations, anticipated project delivery, and discussed project delays and supply chain problems. The State does not expect meeting their target either. There were no questions or discussion.

• Discussion of TTC Purpose, Duties, Responsibilities and Bylaws

The 2021 Interlocal Agreement states that standing committees must be established by resolution. A Board committee convened in late 2021 to create a resolution and updated bylaws for the TAC and another subcommittee is now doing the same process for the TTC. Four areas under consideration are (1) creation of TTC bylaws (2) adding a procedure in the unlikely event that a TTC member needs to be removed (3) formalizing the rotation of agency/jurisdiction for TTC Chair and Vice-Chair and (4) revision of TTC membership; the subcommittee recommends that membership composition and number of members should remain as is.

Members discussed and comments included;

- Clarification about the TTC membership seat for Spokane International Airport.
- The purpose statement of the current TTC bylaws contains language about the TTC making recommendations for planning and programming; that language is not included in the updated bylaws. Staff said the omission was an error and the language will be re-inserted.
- Suggestion to add language to the bylaws regarding an automatic procedure for membership modification when a city/town exceeds 5,000 in population; this would prevent another revision of the bylaws if/when that happens.

ACTION ITEMS

• Toll Credits Policy

Staff explained the recent toll credit program made available to MPOs, read the proposed toll credit policies, and shared the action taken by the TTC earlier today.

The group discussed:

- De-obligations and how they impact the potential use of toll credits
- Further explanation of toll credits as an incentive from the federal government for states to develop their own revenue streams (tolling) instead of relying solely on federal dollars.
- Ways that SRTC set itself up for future success in meeting the federal obligation target by promoting the toll credit policy, especially to small towns
- The number of project applications from small towns may increase if they don't have to come up with local match.
- As of now, this program is only available through 2026.
- SRTC's policies about use of toll credits are able to be modified in the future.

A motion to recommend Board approval of the toll credit policies, with the word “evenly” removed, passed unanimously.

• Select Replacement for Vice-Chair Position – A motion to select Ms. Kim Zentz as Vice-Chair for the remainder of 2022 passed unanimously.

INFORMATION & DISCUSSION ITEMS

• Transportation Discussion Series: Stewardship

Staff defined how stewardship is applied to the long-range transportation plan, discussed the topic in terms of climate change and transportation, and spoke about sustainable development and provided examples of resilient transportation systems. The group was asked for input about additional metrics for stewardship. Member comments included:

- Of all the listed screening criteria, stewardship is the only one that is a negative statement. Suggested rewording to a positive.
- Adding a metric asking if a project siting improves or decreases access to affordable housing.
- Incorporating new technology can also refer to things like pedestrian hawk beacons, which increase active transportation opportunities/decrease driving.

• 2024-2026 Call for Projects Update

Staff recapped the call for projects process. Application scoring is being done by staff and volunteers from the TTC and TAC began on 4/20. Nine agencies submitted 50 project applications totaling \$151M; there is \$32M of funding available for distribution. Results will be brought back before the committees and the Board will be asked to take action in July.

• 2022 TIP Obligation Target Update

Staff provided a background of the annual federal obligation target and described what happens when the target is met and when it is missed. This year's target is \$12.79 of project obligations by 6/30/22. The target will likely be met by the end of FFY 2022, however not by the 6/30 deadline. Staff shared Q1 obligations, anticipated project delivery, and discussed project delays and supply chain problems. The State does not expect meeting their target either.