Transportation Technical Committee Meeting

Wednesday, September 28, 2022 | 1:00 PM
Hybrid In-Person/Online Meeting

SRTC Conference Room, 421 W Riverside Ave Suite 504, Spokane WA 99201

On Zoom at:
https://us02web.zoom.us/j/83758937380?pwd=ajEyV3hpNW9EM1N1SkhVd0t1c0ZzUT09
Meeting ID: 837 5893 7380 | Passcode: 239319

By Phone 1-253-215-8782
Meeting ID: 837 5893 7380 | Passcode: 239319

Or find your local number: https://us02web.zoom.us/u/kbWi6V8rTD

Public comments are welcome and can be shared during the meeting or submitted in advance via email to contact.srtc@srtc.org or by mail to 421 W Riverside Ave Suite 500, Spokane WA 99201 or by phone to 509.343.6370. Deadline to submit comments in advance is 10:00am the day of the meeting.

SRTC is committed to nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964, and Civil Rights Restoration Act of 1987 (P.O. 100.259) and the Americans with Disabilities Act. Reasonable accommodations can be requested by contacting the SRTC office by telephone at (509) 343-6370 or by email at contact.srtc@srtc.org at least 48 hours in advance.

Our Mission – To develop plans and programs that coordinate transportation planning in the Spokane region.
Our Values – Regional Leadership, Collaboration, Accountability, Innovation, Transparency, Inclusiveness, Integrity

![SRTC - Spokane Regional Transportation Council logo]

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Transportation Technical Committee Meeting

Wednesday, September 28, 2022 | 1:00 PM

AGENDA

MEETING MINUTES

Spokane Regional Transportation Council - Transportation Technical Committee
August 24, 2022 | Hybrid Meeting
421 W Riverside Ave Suite 500, Spokane WA 99201 and on Zoom

1   Call to Order/Record of Attendance

Ms. Inga Note, TTC Chair, called the meeting to order at 1:00 pm.

IN ATTENDANCE

TTC Members:
Inga Note, *City of Spokane* (Chair)
Char Kay, *WSDOT-East. Region* (Vice-Chair)
Heather Trautman, *City of Airway Heights*
Brett Lucas, *City of Cheney*
Roger Krieger, *City of Deer Park, Small Towns Rep.*
Kevin Picanco, *City of Spokane*
Adam Jackson, *City of Spokane Valley*
Jerremy Clark, *City of Spokane Valley*
Brandi Colyar, *Spokane County*
Barry Greene, *Spokane County*
April Westby, *Spokane Regional Clean Air Agency*
Karl Otterstrom, *Spokane Transit Authority*
Matt Kenney, *Spokane Transit Authority*
Chad Simonson, *WSDOT-East. Region*
Glenn Wagemann, *WSDOT-East. Region*

Alternate TTC Members:
Katherine Miller, *City of Spokane*
Jake Saxon, *Spokane County*

Guests:
Kathleen Weinand*, Spokane Transit Authority*
Paul Kropp
Tyler Kimbrell
Matt Zarecor*, Spokane County*
Nate Sulva
LeAnn Yamamoto*, CommuteSmart NW*
Anna Ragaza-Bourassa*, WSDOT-East. Region*

SRTC Staff:
Ryan Stewart, *Principal Transportation Planner*
David Fletcher, *Principal Transportation Planner*
Kylee Jones, *Assoc. Transportation Planner III*
Lois Bollenback, *Executive Director*
Eve McMenamy, *Deputy Executive Director*
Jason Lien, *Principal Transportation Planner*
Michael Redlinger, *Assoc. Transportation Planner II*
Julie Meyers-Lehman, *Admin.-Exec. Coordinator*

2   Approval of June 2022 TTC Meeting Minutes

Mr. Picanco made a motion to approve the minutes. Mr. Greene 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 July 14 Board meeting.

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ACTION ITEMS

 # 6   Consent Agenda (a) 2022-2025 Transportation Improvement Program September Amendment (b) Unified Planning Work Program, Amendment
Mr. Otterstrom made a motion to recommend Board approval of the Consent Agenda as presented. Mr. Jackson seconded. Motion passed unanimously.

 # 7   Safe Streets and Roads for All: SRTC Grant Proposal
Mr. Ulrich stated that this grant, developed through the Bipartisan Infrastructure Law, provides an opportunity to develop a regional safety action plan. He recapped the discussions held in March regarding transportation safety and shared highlights of the grant program.

There are two separate funding opportunities with this grant: (1) for the development of a safety action plan and (2) for safety implementation. To be eligible for implementation plan funding, there must be an eligible action plan in place and currently no SRTC member agency besides potentially the City of Spokane has an eligible plan.

SRTC is proposing taking the lead in the development of a regional safety action plan so that all SRTC member agencies can take advantage of other future funding opportunities which require a safety action plan. An SS4A Action plan would consist of components such as engagement and collaboration, equity considerations, policy and process changes, and others. The total project cost is projected to be $500,000 and there is a 20% local match requirement; proposed funding for the match is as follows: $15,000 each from City of Spokane, Spokane County and City of Spokane Valley and $55,000 from SRTC reserve funds. The application is due 09/15/22 and awards will be announced this winter. There were no questions or discussion.

Mr. Jackson made a motion to recommend that the SRTC Board direct staff to apply to the Safe Streets and Roads for All grant program. Mr. Picanco seconded. Motion passed unanimously.

INFORMATION & DISCUSSION ITEMS

 # 8   Spokane Transit Authority: Strategic Plan
Ms. Weinand provided information about STA's strategic planning process, research and data validation, industry policy trends and public outreach strategies for the strategic plan update. She shared stakeholder input and provided examples of strategies to address the draft goals of the strategic plan.

 # 9   Transportation Planning Discussion Series: Economic Vitality
Mr. Fletcher shared a background of the Transportation Discussion Series which began in January and how the topics have been aimed at providing a greater understanding of planning work, specifically the Unified List of Regional Transportation Priorities (UL).

He summarized the economic vitality evaluation criteria from last year's UL process and how economic vitality as a Guiding Principle is defined in Horizon 2045. He displayed maps showing 2019 household and employment density values and how they compare to what is being forecast for 2045. Connecting jobs and housing is what creates the greatest impacts on the transportation system; identification of freight, vehicle, bicycle, and transit priority networks is a way to address the that.

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Mr. Fletcher spoke about economic vitality indicators and asked the group to discuss:
- What economic vitality indicators for the region should SRTC track?
- How should we measure the economic impacts of transportation projects?
- Which economic vitality metrics should be used as criteria for the Unified List?
- Are there additional datasets?

Discussion points included:
- Clarification of how regional activity centers and employment density are defined.
- Discussion of which economic vitality indicators will be used as scoring criteria.
- The distance to be included around a project area when evaluating the employment density scoring.
- The employment density indicators seem to be more like land use measurements than the measurement of economic vitality impacts of transportation investments.
- The indicators don't appear to measure or distinguish between, for example, a transit project that connects two activity centers versus a road project. Or a bike path that parallels a freight corridor.
- Suggestion to add another metric regarding the proximity to a member agency's existing focus areas, for example the Northeast PDA.
- Almost any project could meet the "providing access between and within activity centers" metric.

Additional discussion of this topic will continue in the next agenda item.

10   Unified List of Regional Transportation Priorities: Process & Screening Criteria

Ms. McMenamy summarized the background and purposes behind the Unified List of Regional Transportation List (UL) development. The three major steps of this project are the creation of a Legislative Priority Statements, selecting a prioritized list of projects, and development of detailed project information sheets. These three steps form a communication tool which other agencies and organizations can use to inform State Legislators and Federal Congressional Members about the region's current priorities. She highlighted the total funding awarded to projects from the 2021 UL.

As the SRTC Board is committed to updating this list each year, development of the priority project list is underway for the 2023 legislative session. SRTC is asking member agencies to submit projects that are on their legislative or federal agendas, and/or have regional importance, and/or have a safety focus.

She compared the project evaluation criteria from last year to this cycle, noting that the modified criteria included feedback from both the TTC and TAC. Ms. McMenamy was seeking feedback on Equity ias a new focus area recommended to be included in the scoring and the draft project evaluation scoring criteria and scoring in each category.

The group discussed and comments included:
- Most projects will already be in a capital improvement program or TIP, so it may not make much of an impact to assign points to this question. Ms. McMenamy stated that last year several projects were submitted that were not currently in capital improvement programs.
- If the public outreach item is just a yes or no question, then it would assign the same number of points to a project that had outreach as part of the entire capital improvement program versus a project which had robust community engagement. Suggested adding more variability in the score for the level of engagement.

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- The project submission form will allow agencies self-score and to know their approximate score immediately.
- The questions were designed to align with the Guiding Principles and the SRTC Board's goals and strategies. Staff will continue to evaluate the weighting of all the questions.
- Suggestion to change the language in the air quality question
- The question about resiliency through redundancy seems to be encouraging building new roads, which is the opposite of stewardship. Ms. McMenamy replied that in this case, the question was in routes with one way in and one way out; it's a focus on spacing. Suggestion to edit the language to ask if the project provides redundancy to a state highway.
- Also, it is important to note if a project adds to resiliency or *reduces* existing facility resiliency.
- Suggestion to combine the first two questions in the Quality of Life category.
- Discussion of the ripple effect of scoring depending on the number of questions per category.
- Discussion of how access and providing options for access to the system is being addressed.
- Definition of potential negative impacts to areas of potential disadvantage.
- Agreement that Equity should be included as a scoring area.

Next steps in the process will be to post information to the website, receive applications from member agencies from September 12 to October 5, and request approval of the process/criteria by Board in October.

INFORMATION: No action or discussion. Items presented as written reports only

 # 11   TIP Obligation Target Update
 # 12   Draft 2023-2026 TIP
 # 13   Summary of Land Use & Technology Panels

 # 14   Agency Update and Future Information Items
Mr. Stewart said that as the meeting was already over time and the Transportation Advisory Committee meetings starts in a few minutes, any questions or comments about the three Informational items can be directed to staff.

 # 15   Adjournment
There being no further business, the meeting adjourned at 2:45 pm.

Julie Meyers-Lehman, Recording Secretary

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SRTC SPOKANE REGIONAL TRANSPORTATION COUNCIL

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To: Transportation Technical Committee   09/21/2022

From: Kylee Jones, Associate Transportation Planner III

TOPIC: 2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Requested Action:
Recommend SRTC Board approval of Resolution 22-16 to approve the 2023-2026 Transportation Improvement Program.

Key Points:

- SRTC is required to develop a TIP that includes a list of projects and programs to be carried out in the Spokane Metropolitan Planning Area over a four-year period.

- A TIP must be updated a minimum of every two years; SRTC updates the TIP annually.

- Any project with federal funds from the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA), as well as any regionally significant projects, must be included in the TIP. Once approved by the SRTC Board, the TIP is incorporated into the Washington State TIP (STIP) then reviewed and approved by FHWA and FTA.

- Member jurisdictions and agencies have submitted their TIP project records into the Secure Access Washington Database and SRTC staff is reviewing the records and developing the TIP.

- The draft 2023-2026 TIP document can be viewed HERE.

Board/Committee Discussions:
Both the TTC and Transportation Advisory Committee were presented with a written update of the TIP development process in the August meeting packets. The Board received a presentation about the draft 2023-2026 TIP at their 09/08/22 meeting.

Public Involvement:

- The draft 2023-2026 TIP document was released for public comment on 09/01/22. Notification was posted to the SRTC website, social media platforms, in the Spokesman Review and to media outlets.

- A hybrid public meeting is scheduled for 09/21/22 from 12:00pm-1:00pm. The meeting will be recorded and posted for additional viewing opportunities. Notice of the public meeting was widely distributed.

- All Board and advisory committee meetings at which this topic was discussed were open to the public.

Staff Contact: Kylee Jones, SRTC | kjones@srtc.org | 509.343.6370

RESOLUTION
of the BOARD of DIRECTORS of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R 22-16 SRTC

APPROVING THE 2023-2026
TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
FOR THE SPOKANE METROPOLITAN PLANNING AREA

WHEREAS, the Fixing America's Surface Transportation (FAST) Act of 2015 requires metropolitan planning organizations to develop a four-year program of transportation facilities, programs, and services to be completed in the metropolitan area; and

WHEREAS, the Spokane Regional Transportation Council (SRTC Board) 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, Horizon 2045 is the Regional Transportation Plan (RTP) for Spokane County; and

WHEREAS, the Horizon 2045 Metropolitan Transportation Plan for the Spokane Metropolitan Planning Area has been determined to confirm with Air Quality Plans; and

WHEREAS, Horizon 2045 has been approved by the SRTC Board; and

WHEREAS, the 2023-2026 Transportation Improvement Program has been developed on the contents, goals and objectives of Horizon 2045; and

WHEREAS, the 2023-2026 TIP for the SMPA has been developed based on the contents, goals, and objectives of Horizon 2045; and

WHEREAS, the 2023-2026 TIP has been developed under the direction of the SRTC Board in consultation with local government staff, Washington State Department of Transportation (WSDOT), Spokane Transit Authority (STA), and with input from various groups and members of the general public; and

WHEREAS, the draft 2023-2026 TIP document was made available for public review and provided a 30 day comment period; and

WHEREAS, the SRTC Board is responsible for approval of the TIP and the TIP must contain all federally-funded transportation projects in the SMPA prior to the distribution of funds to those projects; and

WHEREAS, the TIP must contain all regionally significant transportation projects in the SMPA requiring an action by the U.S. Department of Transportation, regardless of funding source, prior to the distribution of funds to those projects; and

WHEREAS, these projects must be included in the TIP before the funds can be used for these activities.

NOW THEREFORE, BE IT RESOLVED by the SRTC Board that:
1. The 2023-2026 TIP for the SMPA is hereby approved.
2. The Executive Director of SRTC is authorized to finalize and publish the 2023-2026 TIP and submit to WSDOT for inclusion in the State Transportation Improvement Program for transmittal to the appropriate agencies in the U.S. Department of Transportation.

PASSED and APPROVED this 13th day of October 2022 by the Spokane Regional Transportation Council Board of Directors.

Paul Schmidt, Council Member, City of Cheney
Chair, SRTC Board of Directors

ATTEST

Julie Meyers-Lehman, Clerk of the Board

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FOR ACTION
AGENDA ITEM 6
Supporting Information
09/28/2022 TTC Meeting

TOPIC: 2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM

The schedule for the development and approval of the 2023-2026 TIP is as follows:

07/22 – 08/22	TIP development – SRTC staff reviews project information in Secure Access Washington (SAW) portal, finalizes the project list, conducts fiscal constraint analysis and air quality conformity determination
08/01/22	Agencies must submit the required information for all regionally significant and/or federally funded projects to SRTC through SAW portal
08/01/22	Complete Streets Checklists due to SRTC for projects not exempt from the Safe & Complete Streets policy or not previously submitted in conjunction with a SRTC Call for Projects application
08/24/22	Draft TIP presented to TTC and TAC
09/01/22	Start of 30-day public comment period
09/08/22	Draft TIP presented to Board
pending	Public meeting to review draft TIP and receive public comments
09/28/22	TTC and TAC meeting – request to recommend Board approval of TIP
10/13/22	Board meeting – request approval of TIP
10/19/22	WSDOT STIP Due Date
~ 01/15/23	FHWA/FTA Approval

To: Transportation Technical Committee   09/21/2022

From: Eve McMenamy, Deputy Executive Director

TOPIC: UNIFIED LIST OF REGIONAL TRANSPORTATION PRIORITIES- PROCESS AND SCREENING CRITERIA

Requested Action:
Recommend SRTC Board approval of Unified List process and screening criteria.

Key Points:

- The Unified List of Regional Transportation Priorities is a strategic tool used to communicate the agency's current regional transportation priorities to state legislators and members of Congress for potential funding opportunities. SRTC is committed to annually updating the Unified List.

- Legislators and members of Congress provided feedback that the Unified List is very helpful in identifying current regional priorities and if possible, a shorter more focused list would be beneficial.

- The 2023 Unified List update process and development steps can be found in the **Attachment** to the memo. SRTC is currently accepting Unified List project submittals through 10/5/2022.

- The TTC, TAC and Board provided input on draft process and screening criteria last month. The updated draft criteria for action this month is provided, see the **Attachment**. A redline version on the criteria changes from your last meeting is also provided for your convenience linked here.

- Board member feedback included that equity should be a focus area for scoring, safety should be emphasized as a strategy, and additional economic development criteria should be considered that accounts for annual growth and includes job creation. SRTC Staff indicated we are evaluating future opportunities to integrate new economic development information and criteria in the future.

Board/Committee Discussions:
The Transportation Technical Committee and Transportation Advisory Committee received information and provided input during the *Transportation Discussion Series* each month in 2022. Both committees provided input on the Draft Unified List criteria at their 08/24/22 meeting. The Board provided input at their 9/8/22 meeting.

Public Involvement:
All meetings at which the Unified List will be presented to the committees are open to the public.

Staff Contact: Eve McMenamy, SRTC | evemc@srtc.org | 509.381.9466

2023 Unified List of Regional Transportation Priorities
List Update Schedule **DRAFT**

FOR ACTION
AGENDA ITEM 7
Attachment
09/28/2022 TTC Meeting

SRTC — SPOKANE REGIONAL TRANSPORTATION COUNCIL

	AUG 2022					SEPT 2022				OCT 2022					NOV 2022				DEC 2022			
Project Tasks *(red & blue cells indicate TTC/TAC/Board touches)*	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19	26
(t1) Develop Draft Criteria				24		8																
(t2) Develop Project Information Form				24		8																
(t3) Project Submittal Period *(Sept 12 thru Oct 5)*							12			5												
(t4) Finalize Criteria									28		13											
(t5) Develop Draft Project List													26									
(t6) Draft Updated Priority Statements													26		10							
(t7) Finalize Updated Priority Statements																16			8			
(t8) Finalize Project List																16			8			
Project Deliverables *(light gray cells indicate preliminary drafts, dark gray cells indicate final drafts)*																						
Project Evaluation Criteria				C		B			C	B												
Updated Priority Statements									B						B				B			
Project List										C		B	C						B			
Board & Committee Touches																						
TTC/TAC Info Item *(Aug 24, Oct 26 meetings)*				24									26									
TTC/TAC Action Item *(Sept 28, Nov 16 meetings)*									28							16						
Board Info Item *(Sept 8, Nov 10 meetings)*						8									10							
Board Action Item *(Oct 13, Dec 8 meetings)*											13								8			

2023 Unified List of Regional Transportation Priorities | **List Update Schedule**
Page 12

Project Evaluation Criteria DRAFT *Includes 8/24 TTC & TAC Feedback*

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The Unified List of Regional Transportation Priorities is a strategic tool used to communicate the agencies current regional transportation priorities to state legislators and congressional members for potential funding opportunities. SRTC is committed to annually updating the Unified List.

Economic Vitality 30 points possible Targets transportation investments aimed at the development of a multi-modal system that enhances accessibility and connections among regional activity centers.	**Question 1a (5 points):** **Does the project provide access within or between two or more regional/local activity centers?** Question 1b (5 points): If yes to 1a, does the project either: A)contain active transportation or transit-supportive elements and improve access in a transit focused, mixed focus, or local activity center; or B) contain freight-supportive elements and improve access in a freight or mixed focus activity center.	Question 2 (10 points): What is the forecasted 2045 population density of transportation analysis zones (TAZ) within a 0.25 mile buffer of the project?	Question 3 (10 points): Is the project located on the FGTS? Points scaled based on FGTS classification—T-1 through T-5
Cooperation & Leadership 30 points possible Relates to SRTC's role to provide a regional forum to identify regional transportation needs, establish regional priorities, and develop strategies to acquire funding in accordance with federal and state planning requirements.	Question 1 (15 points): Is the project identified in the local TIP (or Transit Development Plan) and/or Comprehensive Plan?	Question 2 (15 points): Is the project identified in other agency plans and/or has it gone through a documented public outreach process?	
Stewardship 30 points possible Emphasizes transportation investments that maximize positive impacts on the human environment while minimizing negative impacts to the natural environment.	Question 1 (10 points): **Does the project incorporate electrification or other clean fuel strategies?**	Question 2 (10 points): **Does the project increase resilience by adding redundancy in areas of limited connectivity?** *Note: This question was listed under economic vitality in 2022 Unified List.*	Question 3 (10 points): **Does the project reduce air quality emissions or VHT/VMT?** *Note: This questions relates to the State Vehicle Miles of Travel Targets Proviso.*

Grey shading indicates project scores will be binary, based solely on whether or not the criteria is met

Bold text indicates criteria was included in the 2022 Unified List project evaluation criteria

Yellow shading indicates project scores will be scaled based on the criteria

Operations, Maintenance & Preservation **30 points possible** Involves strategically investing limited resources to maximize the operations and physical condition of the transportation network.	Question 1: **Does the project incorporate TDM/TSMO solutions or improve capacity without adding travel lanes or roadways?** *This criteria directly relates to federal transportation performance management (TPM) requirements.*	Question 2: **Does the project improve NHS pavement/bridge condition or contributes to STA's adopted public transit asset management targets?** *This criteria directly relates to federal transportation performance management (TPM) requirements.*	Question 3: Does the project address a need identified in the SRTMC ITS Architecture Plan, SRTMC Implementation Plan, or local technology plan?	
Safety & Security **30 points possible** Focuses on designing a safe and secure system for all transportation modes through best-practice design, operational improvements, education and outreach, and technological strategies.	Question 1 (15 points): **What countermeasures does the project incorporate to address crashes that result in serious or fatal injury? If the project is a transit project, how does it contribute to STA safety targets?** *Review collision data to see if countermeasures address existing issues.* *This criteria directly relates to federal transportation performance management (TPM) requirements.*	Question 2 (15 points): **Is the project identified in a state or local plan, or an approved prioritized list of safety projects?**		
Quality of Life **30 points possible** Aims to improve choice and mobility by providing safe and convenient transportation options for people of all abilities.	Question 1 (10 points): Is the project on the Regional Bicycle Priority Network and does it have active transportation elements; or does the project add a new pedestrian connection or feature beyond what is required for ADA compliance?	Question 2 (10 points): Is the project on the Regional Transit Priority Network and does it have a transit-supportive element? *Examples include new/enhanced transit, bus stops, AT facilities, pavement work, signal improvements, TSMO improvements.*	Question 3 (10 points): Does the project extend or fill gap in one of the regional trails, or provide new active transportation connectivity to one of the regional trails? *Regional trails: Centennial, Children of the Sun, Ben Burr, Fish Lake, Millwood, and Appleway*	
Equity **30 points possible** Addresses protecting disadvantaged communities from disproportionately high adverse impacts, while equitably distributing the benefits of transportation investments. *These criteria directly relate to the federal planning factor for equity, the Justice 40 initiative, and the state HEAL Act.*	Question 1 (10 points): Does the project directly benefit residents in an area of potential disadvantage or an area rated 7 or higher for overall environmental health disparities?	Question 2 (10 points): Does the project incorporate appropriate countermeasures to address safety issues, or contribute to STA safety targets, in an area of potential disadvantage or an area rated 7 or higher for overall environmental health disparities?	Question 3 (10 points): Does the project provide access, or increase transit frequency, between an area of potential disadvantage or an area rated 7 or higher for overall environmental health disparities and local/regional activity centers?	Question 4* (not scored): Does the project include potential negative impacts to areas of potential disadvantage? If yes, please describe efforts to mitigate these impacts. *Question not scored; asked for informational purposes only. SRTC is actively developing a methodology to evaluate negative equity impacts for future updates to the Unified List.*

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To: Transportation Technical Committee   09/19/2022

From: Michael Redlinger, Associate Transportation Planner II

TOPIC: EQUITY PLANNING FRAMEWORK

Requested Action:
None. For Information and discussion.

Key Points:

- SRTC's State Fiscal Years 2022-2023 Unified Planning Work Program (UPWP) includes provisions for SRTC to pursue and equity planning framework in 2022.

- SRTC is working on an updated equity planning framework to maximize regional competitiveness for funding opportunities, meet state and federal requirements, improve existing equity planning methodologies, and positively impact our community.

- Earlier this year, SRTC assembled a working group comprised of TAC and TTC members as well as one Board member. The working group has met seven times – once each month in March, April, May, June, July, August, and September. One more work group meeting will be held in October.

- The working group has begun prioritizing recommendations from a wide variety of potential tools and strategies that were discussed throughout the year.

- A rough draft list including important themes and likely recommendations that have emerged is included with this memo as an attachment. If you have questions or if you would like additional information, please reach out to the SRTC staff contact.

- At their October meeting, SRTC will be asking the TTC to review a draft framework document and discuss potential changes and improvements.

- At their November meeting, SRTC will be asking the TTC to recommend approval of the Equity Planning Framework to the SRTC Board.

Board/Committee Discussions:
The Transportation Technical Committee was presented an update on this item during their June meeting. This item was first presented to the TTC in January.

Public Involvement:
All Board and committee meetings are open to the public.

Staff Contact: Michael Redlinger, SRTC | mredlinger@srtc.org | 509.343.6370

This document is not a draft equity planning framework but is intended to convey the primary themes and recommendations which have emerged from the equity planning work group and framework development process to date. The final document will incorporate additional feedback and include additional information on the framework development process. All items are recommendations and do not reflect current SRTC directives.

Themes – Equity Planning Framework

Through this work, five important themes emerged which we utilized to help organize our recommendations. The five themes are:

Engagement Processes

Increasing Access to Opportunities

Sustainability, Health, and Safety

Equity Spending and Project Prioritization

Performance Evaluation Metrics

Top Recommendations – Equity Planning Framework

The following list includes the top recommendations by theme. Items are not in any particular order, and some items may appear under more than one theme.

Engagement Processes

- **Recommendation:** Establish an equity work group or advisory group as a recurring activity. This could include members of the TAC and/or TTC, Board, and community representatives. The group could complement and support external SRTC outreach to EJ communities/service providers.
    - **Purpose and benefit:** If established, an equity advisory group could help SRTC by serving two key functions. On the front end, the group could help SRTC by advising the agency on both targets and assessment criteria that may be inputs into project-level assessment. On the back end, the group could help review projects and programs to determine which built projects have been particularly effective in their stated aims vs. those that have been less positively impactful. The group would also help ensure equity remains a living, evolving topic in SRTC's planning process.

- **Recommendation:** Ask project sponsors to report the level of engagement during planning and outreach. Support projects with greater community support.
    - **Purpose and benefit:** By asking sponsors to report the level of engagement - and setting meaningful definitions to help clarify what qualifies as meaningful engagement – SRTC seeks to ensure that projects that truly benefit their local communities rise to the top when it comes to equity. SRTC seeks to ensure that all communities' voices are heard and improve our visibility with regard to who we (and our members) are reaching and who we are not.

- **Recommendation:** Add an equity statement into SRTC's Public Participation Plan as an update.
    - o **Purpose and benefit:** In alignment with the recommendation to include equity among SRTC's guiding principles, an equity statement included in our Public Participation Plan would make SRTC's emphasis clear to both the public and our stakeholders. It would build on work done during the last PPP update and indicate the important place of equity within our public engagement protocols.

- **Recommendation:** Staff-level training for SRTC staff and SRTC members. This could be administered by SRTC staff, or through a common third-party resource (such as WSDOT). Important topics include: What does meaningful engagement look like? What does SRTC mean by equity?
    - o **Purpose and benefit:** It is critical that SRTC staff and member agencies understand how we analyze equity at SRTC to maximize meaningful participation in agency activities. Likewise, it is critical that agencies who may be asked to report levels of engagement have a common understanding of what meaningful engagement means and what that practically looks like within the transportation planning process.

- **Recommendation:** Put forth an SRTC policy (or Public Participation Plan update) to formalize and standardize compensation and incentives for public input in targeted outreach situations.
    - o **Purpose and benefit:** SRTC has in the past pursued several different incentive strategies for several different outreach efforts. A single policy, informed by research, would help standardize and organize our protocols, as well as provide guidance for when incentives may bolster the effectiveness of targeted outreach efforts.

Increasing Access to Opportunities

- **Recommendation:** An equity planning assessment for projects (such as WSDOT's forthcoming environmental justice assessment tool or the University of South Florida's Center for Urban Transportation Research's Transportation Equity Toolkit).
    - **Purpose and benefit:** A well-rounded equity assessment for projects would help provide a backbone for equity project scoring through multiple planning efforts. If equity is included among SRTC's guiding principles, criteria and targets could be set by the SRTC Board with the input of SRTC's committees and staff. Importantly, SRTC would have the opportunity to review and potentially adopt the environmental justice assessment set by the state of Washington as part of the HEAL Act implementation process. That assessment tool, once completed (no later than 7/1/23), will be applied at the state level to all projects and programs (≥ $15 million) receiving state dollars.

- **Recommendation:** Make use of origin/destination data – such as connectivity and access between EJ area origins and key destinations. This process could be utilized to help identify areas where projects may be impactful, as well as to help review project impact.
    - **Purpose and benefit:** By analyzing the important connections between potentially disadvantaged populations and key destinations – such as employment, services, and other quality of life destinations – SRTC could help identify barriers to access as well as potential projects that are likely to improve connectivity. SRTC would also be able to look at built projects and their impact on the flow of people. As an initial step, SRTC would need to identify an effective origin/destination data source and acquire data.

Sustainability, Health, and Safety

- **Recommendation:** Improve SRTC Safe & Complete Street Policy by identifying potential areas to improve transportation equity.
  - **Purpose and benefit:** This recommendation would help SRTC improve the overall equity of the region's transportation system by identifying additional areas to improve safe and complete streets and/or additional projects that should be included under the safe & complete streets policy.

- **Recommendation:** Work on bridging the gap between what's designed and what's implemented/built. Work with jurisdictions to ensure accessible design via review of PE plans after design and review of project upon completion.
  - **Purpose and benefit:** The equity work group heard from neighborhood councils that there is sometimes a gap between the final design specifications of projects and the lived transportation habits of members of the local community. Projects *as built* should fulfill the equity-related goals that they initially set out to achieve. This recommendation seeks ways to improve communication so that the community is involved and fully informed when expectations evolve throughout the stages of project development.

Equity Spending and Project Prioritization

- **Recommendation:** Formalize that equity will be included as a guiding principle. This would ensure equity is used as performance measure for certain major efforts (MTP, TIP, Unified List, etc.) and allow the Board to set targets. This would include conversations and multilateral decision-making with jurisdictions.
  - **Purpose and benefit:** ncluding equity among SRTC's guiding principles was a strong recommendation from the work group and would ensure that equity remains important to how we function at all levels as an organization. Equity as a guiding principle would also help frame future activities and standardize transportation equity assessment among project evaluation criteria for the agency's major planning and project prioritization efforts.

- **Recommendation:** An equity planning assessment for projects (such as WSDOT's forthcoming environmental justice assessment tool or the University of South Florida's Center for Urban Transportation Research's Transportation Equity Toolkit).
  - **Purpose and benefit:** A well-rounded equity assessment for projects would help provide a backbone for equity project scoring through multiple planning efforts. If equity is included among SRTC's guiding principles, criteria and targets could be set by the SRTC Board with the input of SRTC's committees and staff. Importantly, SRTC would have the opportunity to review and potentially adopt the environmental justice assessment set by the state of Washington as part of the HEAL Act implementation process. That assessment tool, once completed (no later than 7/1/23), will be applied at the state level to all projects and programs (≥ $15 million) receiving state dollars.

- **Recommendation:** Address lack of investment by tracking percent of investment likely to be used by / targeted towards EJ communities.
  - **Purpose and benefit:** It is important that SRTC begins to track investments in transportation equity so that we can better evaluate historical levels of investment, where we are, and our progress. Doing so grants the agency increased awareness of potential needs as well as investment gaps and inequities. Additionally, a better understanding of where SRTC dollars have gone and where they're going would better position the agency to get ahead of discussion at the state (+ federal) level.

Performance Evaluation Metrics

- **Recommendation:** Establish an equity work group or advisory group as a recurring activity. This could include members of the TAC and/or TTC, Board, and community representatives. The group could complement and support external SRTC outreach to EJ communities/service providers.
  - **Purpose and benefit:** If established, an equity advisory group could help SRTC by serving two key functions. On the front end, the group could help SRTC by advising the agency on both targets and assessment criteria that may be inputs into project-level assessment. On the back end, the group could help review projects and programs to determine which built projects have been particularly effective in their stated aims vs. those that have been less positively impactful. The group would also help ensure equity remains a living, evolving topic in SRTC's planning process.

- **Recommendation:** Consider including equity in our annual Performance Management Framework (federally mandated measures). That could include establishing an equity advisory group.
  - **Purpose and benefit:** Including equity in the Performance management Framework would help ensure that we're setting effective goals, successful on the goals we set forth, and that we continue making progress with regard to transportation equity. The forementioned equity work group or advisory group could play a role in this item.

- **Recommendation:** Make use of origin/destination data – such as connectivity and access between EJ area origins and key destinations. This process could be utilized to help identify areas where projects may be impactful, as well as to help review project impact.
  - **Purpose and benefit:** By analyzing the important connections between potentially disadvantaged populations and key destinations – such as employment, services, and other quality of life destinations – SRTC could help identify barriers to access as well as potential projects that are likely to improve connectivity. SRTC would also be able to look at built projects and their impact on the flow of people. As an initial step, SRTC would need to identify an effective origin/destination data source and acquire data.

To: Transportation Technical Committee   09/21/2022

From: Jason Lien, Principal Transportation Planner

TOPIC: COORDINATED PUBLIC TRANSIT – HUMAN SERVICES TRANSPORTATION PLAN UPDATE

Requested Action:
None. For information and discussion.

Key Points:

- The planning process to update the Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP) began in early 2022. SRTC is leading the process, in partnership with STA. Since February, all interested parties and target groups have been encouraged to provide input through a survey. With the survey closing in August, staff has incorporated this feedback and completed the Draft 2022 CPT-HSTP and Draft Appendices, published on September 1.

- The Draft CPT-HSTP is currently in a public review period, with a comment deadline of 10/14/22. Staff will be presenting an action item on the final plan at the October TTC meeting, with the TTC recommendation on the final plan taken to the Board of Directors at their November meeting.

- The CPT-HSTP addresses human services transportation within the planning area of Spokane County, with emphasis on projects and programs that serve persons with disabilities, older adults, and individuals with lower incomes.

- The CPT-HSTP is the guiding document for human services transportation project programming. Organizations applying to WSDOT's Consolidated Grant Program must cite the need they are addressing as identified in local CPT-HSTPs. Human services transportation planning is also a required component of FTA's Section 5310 grant program – Enhanced Mobility for Seniors and Individuals with Disabilities.

Board/Committee Discussions:
The Board was updated with an informational memo in September 2022. Committees were last updated in June 2022. Board approval of the CPT-HSTP update is scheduled for November 2022.

Public Involvement:
The planning process includes extensive public involvement. The Project Page is the public facing site for information. The Draft 2022 CPT-HSTP is posted on the Project Page and is open for public comment until 10/14/22. Comments may be submitted to staff contact Jason Lien.

Staff Contact: Jason Lien, SRTC | jlien@srtc.org | 509.343.6370

SPOKANE REGIONAL TRANSPORTATION COUNCIL

421 W RIVERSIDE AVE, SUITE 500 ▪ SPOKANE, WA 99201 ▪ 509.343.6370 ▪ WWW.SRTC.ORG

To: Transportation Technical Committee   09/21/2022

From: Kylee Jones, Associate Transportation Planner III

TOPIC: 2023 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) GUIDEBOOK

Requested Action:
None. For information and discussion.

Key Points:
- The SRTC TIP Guidebook establishes goals and objectives for the TIP, outlines specific programming policies, and provides critical TIP timelines and information for various processes.
- The TIP Guidebook is a programming resource for SRTC member agencies, the Board of Directors, and advisory committee members.
- The first TIP Guidebook was developed in 2013 and is updated yearly to incorporate new schedules, procedures, and programming policies.
- Changes to the 2023 Guidebook include:
  - The addition of a Toll Credits Policy, which was approved by the SRTC Board of Directors on 05/12/22.
  - Minor updates to Policy 3.2 and Policy 4.4
  - Updated amendments and administrative modification schedules
  - Updated the name of the "Regional Project Priority List" to "Contingency List" throughout the guidebook
- A copy of the draft Guidebook can be found HERE.

Board/Committee Discussions:
This is the first discussion of the 2023 TIP Guidebook. The Transportation Advisory Committee will review this month as well. The Board will be asked to approve the document in February 2023.

Public Involvement:
All meetings at which the 2023 TIP Guidebook will be discussed are open to the public.

Staff Contact: Kylee Jones, SRTC| kjones@srtc.org | 509.343.6370

Supporting Information
TOPIC: 2023 TRANSPORTATION IMPROVEMENT PROGRASM (TIP) GUIDEBOOK

- The TIP is a programming document identifying specific project, plans, and programs to be implemented in the upcoming four-year period.

- Any projects receiving federal funds from the Federal Highway Administration or Federal Transit Administration and projects determined to be regionally significant must be included in the TIP.

- The TIP Guidebook is designed to be a resource for member agencies and also to provide clarity and transparency for implementing/delivering the regional transportation program.

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421 W RIVERSIDE AVE, SUITE 500 ▪ SPOKANE, WA 99201 ▪ 509.343.6370 ▪ WWW.SRTC.ORG

To: Transportation Technical Committee   09/21/2022

From: Ryan Stewart, Principal Transportation Planner

TOPIC: STATE FISCAL YEAR (SFY) 2022-2023 UNIFIED PLANNING WORK PROGRAM (UPWP) UPDATE

Requested Action:
None. For information and discussion.

Key Points:

- The SRTC UPWP is the foundational document outlining SRTC's core functions, planning studies, technical support, other ongoing planning activities, and anticipated revenue and expenditures to conduct agency work over a two-year period.

- The UPWP also includes major planning activities, expected outcomes, funding types, and timelines identified by our partners at Spokane Transit Authority (STA) and Washington State Department of Transportation-Eastern Region which are included in the UPWP appendices.

- Milestones that have been achieved in SFY 2022 as well as items that are in progress or are scheduled to be complete during SFY 2022-2023 are listed in the **Supporting Information**.

Board/Committee Discussions:
An amendment to the SFY 2022-2023 UPWP was presented for review by the Board in July and approved at the Board's September meeting. Both the Transportation Technical Committee and Transportation Advisory Committee unanimously recommended Board approval of the UPWP amendment at their August meetings.

Public Involvement:
All meetings at which the SFY 2022-2023 UPWP will be presented are open to the public.

Staff Contact: Ryan Stewart, SRTC | rstewart@srtc.org | 509.343.6370

SPOKANE REGIONAL
TRANSPORTATION
COUNCIL

421 W RIVERSIDE AVE, SUITE 500 · SPOKANE, WA 99201 · 509.343.6370 · WWW.SRTC.ORG

FOR INFORMATION
AGENDA ITEM 11
Supporting Information
09/28/2022 TTC Meeting

Supporting Information
TOPIC: STATE FISCAL YEAR (SFY) 2022-2023 UNIFIED PLANNING WORK PROGRAM (UPWP) UPDATE

The following milestones were achieved in SFY 2022:

- Perform an equity literature review of best practices, peer MPOs, and DOTs.
- Complete annual CMAQ Report.
- Develop and approve the *2022 TIP Guidebook* to include, but not limited to: updates to policies and procedures for TIP amendments, calls for projects, project prioritization, delayed/deferred projects, and project tracking (pre- and post- obligation).
- Develop and approve the 2022-2025 TIP in accordance with federal and state regulations and the policies set forth in the *2019 TIP Guidebook*
- SRTC-101/Board Member Orientation.
- Review of 2022-2023 UPWP for modifications.
- Complete 2021 Project Obligation Report in full compliance with federal regulations, FFY 2019 Annual CMAQ and TAP reports.
- Update regional building permit database.
- Educate stakeholders on the significance of climate/resilience planning.
- Conclude the Division Street Corridor Study (DivisionConnects) with identification of a preferred bus rapid transit alternative stemming from data analysis and public process. Final conclusions include multimodal capital project recommendations.
- Develop and complete a call for projects for SRTC-managed federal funds.

The following items are in progress or are scheduled to be complete during SFY 2022-2023:

- Deliver a user-friendly interactive webpage for the Metropolitan Transportation Plan update with the assistance of a consultant.
- Maintenance of Social Equity Mapping Tool, including updates (as needed) to data, language, and messaging.
- Submit Self Certification to WSDOT Tribal and Regional Coordination Liaison.
- Annual UPWP Performance and Expenditure Report as required by federal regulations.
- Develop and conduct agencywide education events regarding what is environmental justice and racial equity on how to effectively engage communities and improve outcomes.
- Produce Title VI report including outreach tracking for the prior year. (Nov 2022)
- Develop and approve the 2023-2026 TIP in accordance with federal and state regulations and the policies set forth in the most recent TIP Guidebook
- Update project lists by review and submittal of regionally ranked projects for WSDOT Consolidated Grant Program.
- Map access to public transportation and active transportation routes.
- Preparation of Regional Transportation Priorities, Unified List.

Items that are in progress or are scheduled to be complete during SFY 2022-2023 (cont'):

- Implement recommendations from the January 2020 Federal Transportation Planning Certification Review Final Report.
- Update the SRTC Website to improve user experience and elevating engagement tools for SRTC. (Dec 2022)
- Develop a framework for Equity Planning with the intent to avoid disproportionately burdening any population based on MPO policies and investments. (Dec 2022)
- Develop and approve the *2023 TIP Guidebook* to include, but not limited to: updates to policies and procedures for TIP amendments, calls for projects, project prioritization, delayed/deferred projects, and project tracking (pre- and post- obligation).
- Complete annual CMAQ Report.
- Educate the Board on the interrelationship of existing principles and performance objectives towards the development of a performance plan.
- Complete the 2022 *Project Obligation Report* in compliance with federal regulations, FFY2020 Annual CMAQ and TAP Reports.
- Complete Level of Traffic Stress (LTS) analysis of bicycle network. (October 2022)
- Update regional building permit database.
- Preparation of 2024-2025 UPWP.
- Implement the SRTC Board adopted Data Application for Transportation Analysis (DATA) design plan. This plan includes several critical investments in data acquisition and tool development. Investments include a household travel survey, travel demand model improvements, passive data, updated traffic counts, land use management system, and an online data hub.
- Coordinate successful electrification planning and implementation grant project with stakeholders.
- Update the CMP using new data and analytics.
- Review progress to date on existing MOU (signed January 15, 2013) in coordination with WSDOT and STA. Review for possible changes, a process for target setting and adoption, and adopt amendment(s) if necessary.
- Develop and conduct agencywide education events regarding what is environmental justice and racial equity on how to effectively engage communities and improve outcomes. (Oct 2021-March 2022)
- Perform a climate change and resiliency literature review of best practices, peer MPOs, and DOTs.
- Utilize SRTMC Bluetooth readers for corridor data.
- Update data tables used in Social Equity Mapping Tool as new Census and ACS data tables are made available. (June 2022)
- Submit Self Certification to WSDOT Tribal and Regional Coordination Liaison (2023 will be the more detailed onsite review process)