



Board of Directors Meeting

Thursday, November 10, 2022 at 1:00 PM

Hybrid In Person/Virtual Meeting

In Person at SRTC, 421 W Riverside Ave, Suite 504, Spokane WA 99201

Online on Zoom

<https://us02web.zoom.us/j/9394879626?pwd=ZFRmL2RJTkx4SGowV2YwOUdxMGVTZz09>

Meeting ID: 939 487 9626 | Passcode: 234239

By Phone 1-253-215-8782

Meeting ID: 939 487 9626 | Passcode: 234239

Or find your local number: <https://us02web.zoom.us/j/9394879626?pwd=ZFRmL2RJTkx4SGowV2YwOUdxMGVTZz09>

Public comments are welcome; deadline for submitting written comments is 10:00 am on the day of the meeting and can be submitted:

- By email to contact.srtc@srtc.org
- By mail to 421 W Riverside Ave Suite 500, Spokane WA 99201
- By phone to 509.343.6370

Verbal comments may be provided during the comment period at the beginning of the meeting.

SRTC is committed to nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964, 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.

Time	Item	Page #
1:00	1 Call to Order / Record of Attendance / Excused Absences	
1:02	2 Public Comments	
<u>FOR ACTION</u>		
1:05	3 Consent Agenda	
	a) September Board of Directors Meeting Minutes	3
	b) September 2022 Vouchers	8
	c) 2023-2026 Transportation Improvement Program Air Quality Conformity	9
1:10	4 2022 Coordinated Public Transit – Human Services Transportation Plan Update (<i>Jason Lien</i>)	11
1:20	5 2023 Transportation Improvement Program (TIP) Guidebook (<i>Eve McMenamy</i>)	13

FOR INFORMATION AND DISCUSSION

1:30	6 Unified List of Regional Transportation Priorities: Project List and Legislative Priority Statements Draft Review (<i>Eve McMenamy</i>)	17
1:50	7 Equity Planning Framework (<i>Michael Redlinger</i>)	25
2:05	8 Transportation Performance Management: Introduction (<i>Mike Ulrich</i>)	37
2:10	9 Board Member Comments	
2:15	10 Adjournment	

FOR INFORMATION: No Action or Discussion (Written reports only)

11	Executive Director's Report (<i>Lois Bollenback</i>)	38
	• SRTC Outreach Activity	
	• FMSIB Recommendations	
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Spokane Regional Transportation Council – Board of Directors

October 13, 2022 | Meeting Minutes

Hybrid Meeting at The Hive, 2904 E Sprague Ave, Spokane WA 99202 and remotely via Zoom

1 Call to Order/Record of Attendance/Excused Absences

Chair Paul Schmidt brought the meeting to order at 1:01 pm and roll was taken.

IN ATTENDANCE

Board Members:

Council Member Paul Schmidt, *City of Cheney* (Chair)
 Council Member Betsy Wilkerson, *City of Spokane* (Vice-Chair)
 Council Member Jennifer Morton, *City of Airway Heights*
 Mayor Terri Cooper, *City of Medical Lake*
 Mayor Cris Kaminskas, *City of Liberty 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*
 Doug Yost, *Major Employer Representative*
 Matt Ewers, *Rail/Freight Representative*
 Council Member Micki Harnois, *Small Towns Representative*
 Commissioner Al French, *Spokane County*
 Commissioner Mary Kuney, *Spokane County*
 Susan Meyer, *Spokane Transit Authority*
 Council Member Tiger Peone, *Spokane Tribe of Indians*
 Rhonda Young, *Transportation Advisory Committee Chair*
 Inga Note, *Transportation Technical Committee Chair*
 Mike Gribner, *WSDOT-Eastern Region*
 Kelly Fukai, *WA State Transportation Commission*

Guests:

Karen Corkins, *S3R3*
 Gerry Gemmill
 Char Kay, *WSDOT-Eastern Region*
 Karl Otterstrom, *Spokane Transit Authority*
 Charles Hansen, *Transportation Advisory Committee*
 Joe Tortorelli, *Spokane Good Roads Association*
 Francis SiJohn, *Spokane Tribe of Indians*
 Paul Kropp
 Anna Ragaza-Bourassa, *WSDOT-Eastern Region*
 Mark Carlos, *City of Spokane*
 Brandi Colyar, *Spokane County*
 Kevin Picanco, *City of Spokane*
 Adam Jackson, *City of Spokane Valley*
 Sean Messner, *CivTech*
 State Representative Rob Chase, *4th District*
 Gabe Sedberry

Staff:

Lois Bollenback, *Executive Director*
 Eve McMenamy, *Deputy Executive Director*
 Ryan Stewart, *Principal Transportation Planner*
 Jason Lien, *Principal Transportation Planner*
 David Fletcher, *Principal Transportation Planner*
 Kylee Jones, *Assoc. Transportation Planner III*
 Michael Redlinger, *Assoc. Transpo. Planner II*
 Greg Griffin, *Administrative Services Manager*
 Julie Meyers-Lehman, *Admin.-Exec. Coordinator*
 Megan Clark, *Legal Counsel*

Chair Schmidt noted that Council Member Dee Cragun had requested an excused absence.

Ms. Meyer made a motion to approve the excused absence. Mr. Gribner seconded. Motion passed unanimously.

2 Public Comments - There were no comments.

ACTION ITEMS

3 Consent Agenda

- a) September 2022 Board Meeting Minutes
- b) September 2022 Vouchers
- c) Calendar Year 2022 Quarter 3 Budget Update

Council Member Higgins made a motion to approve the Consent Agenda as presented. Council Member Wilkerson seconded. Motion passed unanimously.

4 2023-2026 Transportation Improvement Program (TIP)

Ms. Jones explained that the TIP is a four-year program of regional transportation projects and summarized the process for incorporating projects into the plan. The 2023-2026 TIP contains 87 projects totaling approximately \$1B of investments over the next four years. She presented a chart showing projects by type, identified new projects brought into the TIP through the recent Call for Projects, and described the public engagement activities conducted. There were no questions or discussion.

Commissioner French made a motion to approve Resolution #22-16 to adopt the 2023-2026 Transportation Improvement Program. Council Member Wilkerson seconded. Motion passed unanimously.

5 Calendar Year 2023 Work Plan, Budget & Indirect Cost Plan

Mr. Griffin reported that the only change from draft budget presented to the Board last month was an increase in expenses and corresponding revenues from the DATA Project. The overall budget is a 6.7% decrease from 2022. He noted that budgeted expenditures include increasing FTE from 10.5 to 11.5 for the proposed addition of an Outreach/Communications position. The indirect cost rate will be 47%. There were no questions or discussion.

Ms. Meyer made a motion to approve Resolution #22-17 to adopt the Calendar Year 2023 Budget and Indirect Cost Plan. Council Member Higgins seconded. Motion passed unanimously.

6 Update to SRTC Rules of Procedure

Ms. Bollenback explained the purpose of the Rules of Procedure. She reminded the group that the Interlocal Agreement (ILA) Implementation Subcommittee was created in February to address several administrative tasks, one of which was to update to Rules of Procedure to be in alignment with the 2021 Interlocal Agreement. The Board reviewed the draft Rules of Procedure document at their September meeting.

She called attention to one update to the draft in Section 1.3.1, which addresses alternate representatives for the Tier One (small cities/towns) position, which represents the five towns of Fairfield, Latah, Rockford, Spangle and Waverly. Ms. Clark read the additional sentence proposed to be included in Section 1.3.1: *“If an alternate representative is necessary for a Tier One City/Town Representative, the alternate must be an elected official from the membership category of Tier One City/Town.”* She stated that this language is consistent with the Interlocal Agreement.

Commissioner French made a motion to amend the draft Rules of Procedure with the additional language to Section 1.3.1 as outlined by Ms. Clark. Mayor Kaminskas seconded. Motion passed unanimously.

Commissioner French made a motion to approve Resolution #22-18 adopting the SRTC Rules of Procedure as amended. Council Member Higgins seconded. Motion passed unanimously.

7 Establishing the Administrative Committee

Ms. Bollenback stated that the 2021 Interlocal Agreement requires that all standing committees be established by a resolution approved by the Board. The draft resolution includes a statement of purpose, duties, responsibilities, and membership of the Administrative Committee. There have been no changes made to the document since it was reviewed by the Board in September. It was confirmed that the Administrative Committee does not have the authority to make decisions on behalf of the Board.

Council Member Wilkerson made a motion to approve Resolution #22-19 establishing the SRTC Administrative Committee. Mayor Cooper seconded. Motion passed unanimously.

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

Ms. McMenemy explained that Unified List is a communication tool to inform state and federal legislators regarding current regional priorities with the intent to strategically position projects for potential funding opportunities. She outlined the three steps involved in the development process: (1) Develop Legislative Priority Statements (2) Develop the Unified List of Regional Transportation Priorities (3) Develop educational project information sheets

She reviewed the each of the project evaluation criteria and how scoring is applied. Applications are self-scoring so agencies can see their result immediately. She shared the list development schedule and said the application process closed 10/5/22 with approximately 30 projects submitted; staff is currently verifying the scoring.

The group discussed and comments included:

- Confirmation that the definition of “Regional Activity Centers” is consistent with that outlined in Horizon 2045 and PDAs are included.
- The project application submittal deadline was prior to the Board’s approval of project evaluation criteria and further information would be required if changes were made by the board.
- A suggestion from SRTC legal counsel, Ms. Clark, that it may be helpful to attach the screening criteria as Exhibit A to the Resolution.

Mayor Freeman made a motion to approve Resolution #22-20 with Exhibit A adopting the process and screening criteria to develop the 2023 Unified List of Regional Transportation Priorities. Council Member Harnois seconded. Motion passed unanimously.

9 Unified List of Regional Transportation Priorities: Legislative Priority Statements

Ms. McMenamy reviewed the three priority statements developed by the Board last year and described five options for priority statements for the upcoming legislative session:

- A. Expand resources to improve transportation safety in support of Target Zero
- B. Pursue transportation funding strategies to address known gaps
- C. Ensure access to transportation in support of affordable housing strategies
- D. Support increased funding for RTPOs
- E. Fund regionally critical projects on the SRTC Unified List

The group discussed and comments included:

- There should be a focus on pursuing multiple strategies for clean energy sources for transportation, not just electric, because having transportation reliant on the power grid can be problematic in some circumstances, such as natural disasters.
- Electric power is not sufficient for Class A trucks for agricultural purposes, long-haul freight, construction, etc. These types of vehicles will have to remain diesel powered until newer technology is developed that can accommodate heavier loads.
- The use of priority statements and supporting educational materials by member agencies and regional partners in their conversations with legislators was discussed.
- Educating legislators about regional transportation needs is not the same as lobbying.
- Eastern Washington is behind the curve in educating and lobbying legislators about our transportation needs in comparison to the west side.
- Encouraged the Board make it a priority to educate representatives from local legislative districts about regional transportation issues.
- Eastern Washington is also under-represented statewide in housing and infrastructure funding; the region needs to show up with a unified voice in order to be heard.
- In addition to developing legislative priority statements, the Board may want to consider prioritizing them as well.

The Board is scheduled to discuss this item again at the November meeting.

10 2023 Transportation Improvement Program Guidebook

Ms. Jones described the functions of the Guidebook and the major updates for 2023, which include:

- The additional of a Toll Credits Policy
- Minor updates to Policy 3.2 and Policy 4.4
- Updated amendments and administrative modifications schedules
- Updated the term “Regional Project Priority List” to “Contingency List” throughout the document

She said the Transportation Technical Committee had a lot of discussion about the updates to Policy 4.4 and as a result staff made modifications to the language. There was discussion to clarify the timing of the one-time extension request in Policy 4.4. The Board will be asked to approve the Guidebook in November.

11 Coordinated Public Transit – Human Services Transportation Plan Update

Mr. Lien summarized the purpose of the CPT-HSTP, spoke about the community outreach efforts completed, and noted the draft CPT-HSTP plan was released for public review on 9/1. The draft plan and other supporting documents are posted on the SRTC website, and the draft public comment period will close on 10/14.

He outlined the key sections of the plan and project development timeline. The Board will be asked to approve the CPT-HSTP update at their November meeting. There were no questions or discussion.

12 IJJA Work Group: Funding Split Decision

Ms. Bollenback provided a background to the IJJA Work Group, convened by the Joint Transportation Committee at the direction of the state legislature, the purpose of which was to discuss the split of federal transportation formula funding programs between state and local governments. The Work Group consisted of representatives from Regional Transportation Planning Organizations (RTPOs) statewide. SRTC was selected to represent RTPOs in eastern Washington and Mayor Freeman served as SRTC's representative with Council Member Zappone as the alternate. The Work Group met three times and issued a set of recommendations for future funding allocations.

She reviewed the details of the current and recommend splits between state and local distribution for programs such as National Highway Performance Program, Surface Transportation Block Grant, Formula Bridge Program, Carbon Reduction and more.

The group discussed and comments included:

- The local match required for federal funding distributions
- State and local governments do not have any authority regarding rail traffic
- We must be our own relentless advocate in seeking funding
- Mayor Freeman credited Ms. Bollenback in establishing strong relationships with the other RTPOs
- It took a lot of effort to get the legislators to accept the exchange program
- The distribution of federal funds to the state should be evaluated to facilitate advocating for a more equitable allocation to local entities
- A plan should be developed to advocate for the greatest needs in the region, regardless of whether the need sits on a state or local facility

13 Board Member Comments

Ms. Meyer reported on the new fare policy and fare collection system that went into effect 10/1/22, with the most significant change being that those 18 years old or younger can ride free. STA is collaborating with the school districts to facilitate this program.

14 Adjournment

There being no further business, the meeting adjourned at 2:36 pm.

Julie Meyers-Lehman, Clerk of the Board

VOUCHERS PAID FOR THE MONTH OF OCTOBER 2022

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
10/7/22	V121962	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2022-20	310.00
	V121963	Mike Ulrich	MU per diem for TRB Conf & NCHRP Peer Exchange panelist	102.00
	V121964	Washington Trust Bank	Sftwr subscptns; Office splys/eqpt; Admin phone; Conf travel/reg; Panelist travel/food	2,793.46
	V121965	Visionary Communications, Inc.	Fiber Services, October 2022	986.96
	V121966	WA State Dept of Retirement	Employee and Employer Contributions: September 2022	13,541.57
	V121967	Intermax Networks	VOIP telecom October 2022	252.89
10/21/22	V121968	Rehn & Associates	Admin fee September '22	75.00
	V121969	ESRI	ArcGIS Online Service Credits - Block of 1,000	218.00
	V121970	Rehn & Associates	Q-4 2022 Agency H.S.A. contributions LB, GG, JL, MR	2,000.00
	V121971	Spokesman Review	Public Notices for HSTP & TIP	302.50
	V121972	Intrinium	Managed IT Services - Mnthly October	2,006.18
	V121973	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2022-21	160.00
	V121974	Associated Industries	Q-4 2022 membership dues	395.75
	V121975	EMLVO P.C.	Sept '22 legal svcs: Sept Board mtg; OPMA requirements; ETS sub-recpt agrmts	950.00
	V121976	AWC Employee Benefit Trust	Nov '22 Benefit Insurance Premiums	10,331.08
Reimbursement(s) RSG Reimbursement of MU travel costs for panelist at TRB Conf, Boise ID				(417.61)
Salaries/Benefits Pay Periods Ending: 10/01/22 & 10/15/22				77,822.72
10/31/22	Spokane County Treasury Monthly SCIP fee - 2022			18.59

TOTAL October 2022 \$ 111,849.09

Recap for October 2022:

Vouchers: V121962 - V121976	\$ 34,007.78
Salaries/Benefits Pay Periods Ending: 10/01/22 & 10/15/22	\$ 77,822.72
Spokane County Treasury Monthly SCIP fee - 2022	\$ 18.59
	\$ 111,849.09

As of 11/10/22, the Spokane Regional Transportation Council Board of Directors approves the payment of the October 2022 vouchers included in the list in the amount of: **\$111,849.09**

Chair

To: Board of Directors

11/03/2022

From: Eve McMenamy, Administrative Services Manager

TOPIC: 2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AIR QUALITY CONFORMITY

Requested Action:

Approval of Resolution R-22-21 adopting 2023-2026 TIP Air Quality Conformity.

Key Points:

- The annual process for Board approval of the TIP typically includes two resolutions; one to adopt the TIP and one to approve the finding of conformity between the TIP and air quality plans within the metropolitan planning area.
- The TIP was approved in October by SRTC Board Resolution 22-16.
- This action verifies that the projects and programs included in the TIP conform to the air quality plans established for the planning area.

Board/Committee Discussions:

The SRTC Board adopted the 2023-2026 TIP on 10/13/22.

Public Involvement:

All meetings in which the 2023-2026 TIP was presented to the Board were open to the public.

Staff Contact: Eve McMenamy, SRTC | evemc@srtc.org | 509.343.6370

RESOLUTION
of the BOARD OF DIRECTORS
of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-22-21

**APPROVING THE FINDING OF TRANSPORTATION CONFORMITY WITH AIR QUALITY PLANS FOR
THE 2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM UPDATE
FOR THE SPOKANE METROPOLITAN PLANNING AREA**

WHEREAS, the Fixing America's Surface Transportation (FAST) Act of 2015 required metropolitan planning organizations to develop a long-range intermodal/multimodal financially constrained transportation plan for each 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 is responsible for developing a 4-year Transportation Improvement Program (TIP); and

WHEREAS, the 2023-2026 Transportation Improvement Program (2023-2026 TIP) is consistent with the Horizon 2045 Metropolitan Transportation Plan (Horizon 2045); and

WHEREAS, Horizon 2045 was developed in accordance with federal metropolitan transportation planning process requirements, as prescribed in Title 23, Code of Federal Regulations,, Part 450 (23 CFR 450) and other relevant regulations, including requirements for interagency consultation, financial constraint, and public participation; and

WHEREAS, Horizon 2045 conforms with Air Quality Plans, which include the Spokane CO Nonattainment Area Maintenance Plan (MP) and the Limited Maintenance Plan (LMP) for PM10; and

WHEREAS, the SRTC Board is responsible for local approval of the Transportation Conformity for the 2023-2026 TIP;

NOW THEREFORE, BE IT RESOLVED that the Board of the Spokane Regional Transportation Council that the 2023-2026 TIP for the Spokane Metropolitan Planning Area is hereby found to conform with the State Maintenance Plans for the Spokane CO and PM10 maintenance areas.

ADOPTED: November 10, 2022

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

ATTEST

Julie Meyers-Lehman, Clerk of the Board

To: Board of Directors

11/03/2022

From: Jason Lien, Principal Transportation Planner

TOPIC: 2022 COORDINATED PUBLIC TRANSIT – HUMAN SERVICES TRANSPORTATION PLAN UPDATE

Requested Action:

Approve Resolution R-22-22 (**Attachment**), adopting the 2022 update of the Coordinated Public Transit-Human Services Transportation Plan.

Key Points:

- The planning process to update the Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP) began in early 2022. SRTC led the process, in partnership with STA. With active public outreach through August, staff completed the Draft 2022 CPT-HSTP and published it on 9/1/22.
- The Draft CPT-HSTP went through a public review period that concluded on 10/14/22. Staff made small changes to the Draft Plan and posted the final update on the [SRTC site](#). The TTC and TAC recommended approval of the final plan at their October meetings. Staff will highlight the final plan and request its approval through the attached resolution.
- 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 briefed at their October 2022 meeting. On October 26, the TTC and TAC both recommended approval of the 2022 CPT-HSTP.

Public Involvement:

The planning process included extensive public involvement. The [Project Page](#) is the public facing site for information.

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

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

**APPROVING THE 2022 UPDATE OF THE
COORDINATED PUBLIC TRANSIT – HUMAN SERVICES TRANSPORTATION PLAN**

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 is responsible for developing a Coordinated Public Transit – Human Services Transportation Plan (CPT-HSTP); and

WHEREAS, the CPT-HSTP was developed under the direction of the SRTC Board to address gaps and identify strategies to improve human services public transportation traveling within and to the planning area of Spokane County; and

WHEREAS, the 2022 update of the CPT-HSTP was developed in consultation with Spokane Transit Authority (STA), local agency staff, other public transportation service providers, and with input from various groups and members of the general public; and

WHEREAS, the SRTC Board is responsible for approval of the CPT-HSTP, which is updated on a four-year cycle, and is a requirement for federal and state funding programs to demonstrate that appropriate coordination has occurred to develop regional projects and programs for human services transportation consistent with the federal Fixing America's Surface Transportation (FAST) Act; and

NOW THEREFORE, BE IT RESOLVED that the Board of the Spokane Regional Transportation Council adopts the 2022 update of the Coordinated Public Transit-Human Services Transportation Plan for Spokane County.

ADOPTED: November 10, 2022

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

ATTEST

Julie Meyers-Lehman, Clerk of the Board

To: Board of Directors

11/03/2022

From: Eve McMenamy, Deputy Executive Director

TOPIC: 2023 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) GUIDEBOOK

Requested Action:

Approval of Resolution R-22-23 adopting the 2023 TIP Guidebook.

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:
 - Addition of a Toll Credits Policy, which was approved by the SRTC Board of Directors on 05/12/22.
 - Modification to Policy 3.2 and Policy 4.4
 - Update to the cyclical dates and removal of the 2022 Call for Projects schedule
 - Includes a 2023 Call for Preservation Projects schedule
 - Update the term “Regional Project Priority List” to “Contingency List” throughout the guidebook
- The draft 2023 TIP Guidebook can be found [HERE](#)

Board/Committee Discussions:

Both the Transportation Technical Committee and Transportation Advisory Committee recommended the draft Guidebook for approval in their 11/26/22 meeting. The Board was presented a draft at their 10/13/22 meeting.

Public Involvement:

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

Staff Contact: Eve McMenamy, SRTC | evemc@srtc.org | 509.343.6370

RESOLUTION
of the BOARD OF DIRECTORS
of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-22-23

**APPROVING AN ANNUAL UPDATE TO THE CY 2023
TRANSPORTATION IMPROVEMENT PROGRAM (TIP) GUIDEBOOK**

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 is responsible for developing a 4-year Transportation Improvement Program (TIP); and

WHEREAS, the 2023-2026 TIP was 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 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 CY 2023 TIP Guidebook has been developed under the direction of the SRTC Board to document funding policies, processes, and schedules used by local jurisdictions in accordance with the 4-year TIP project delivery.

NOW THEREFORE, BE IT RESOLVED that the Board of the Spokane Regional Transportation Council adopts the annual update to the CY 2023 TIP Guidebook.

ADOPTED: November 10, 2022

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

ATTEST

Julie Meyers-Lehman, Clerk of the Board

Supporting Information

TOPIC: 2023 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) GUIDEBOOK

1. Substantive changes to Policies 3.2 and 4.4.

Current Policy 3.2:

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

Proposed Policy 3.2:

SRTC is responsible for determining whether a project change is an amendment or administrative modification. **SRTC reserves the right to process amendments as often as necessary.**

Current Policy 4.4:

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

Proposed Policy 4.4:

If a project phase **will** not meet its targeted obligation date; the project sponsor **must submit a written request to SRTC for a** one-time extension of up to two (2) years. **The request must include an explanation for the request and identify proposed impacts, such as schedule or budget. Project extension requests will be shared with SRTC Policy Board by SRTC staff. Project extension will be reflected through an approved amendment of the TIP.**

2. 2023 Call for Preservation Projects Schedule

SRTC will conduct a Call for Projects for capital maintenance and preservation projects utilizing Surface Transportation Block Grant (STBG) funding for years 2024-2026. The proposed schedule for the Call for Projects is below.

SRTC Call for Capital Maintenance & Preservation Projects Schedule

2022	
11/08	TIP Working Group meeting – Preservation Call for Projects – Principles of Investment & Application Review
12/13	TIP Working Group meeting – Preservation Call for Projects – Principles of Investment & Application Review
12/14	TTC & TAC meeting - Preservation Call for Projects – Principles of Investment (Informational)

2023	
01/12	SRTC Board meeting - Preservation Call for Projects – Principles of Investment (Informational)
01/25	TTC & TAC meetings - Preservation Call for Projects – Principles of Investment (Action) – Request volunteers for scoring
02/09	SRTC Board meeting - Preservation Call for Projects – Principles of Investment (Action)
02/10	CALL FOR PROJECTS RELEASED
04/14	APPLICATION PACKAGE DUE BY 3:00 PM
04/17 - 04/21	SRTC Staff Review
04/24 - 05/05	Pavement committee fieldwork verification
04/24 - 05/12	TTC & TAC (multi-agency) project scoring
05/24	TTC & TAC meeting – Review preliminary results (informational)
06/08	SRTC Board – Review preliminary results (informational)
06/28	TTC & TAC meeting – Recommend preservation funding (Action)
07/13	SRTC Board – Approve awards for preservation projects (Action)
Aug-Oct	2024-2027 TIP development process which includes a 30-day public comment period on the draft TIP

To: Board of Directors 11/03/2022

From: Eve McMenamy, Deputy Executive Director

TOPIC: UNIFIED LIST OF REGIONAL TRANSPORTATION PRIORITIES: PROJECT LIST AND LEGISLATIVE PRIORITY STATEMENTS DRAFT REVIEW

Requested Action:

None. For information and discussion.

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.
- The SRTC Board approved the Unified List Process and Criteria at their 10/13/22 meeting.
- Seven agencies sent 29 project submittals to the Unified List process, see **Attachment**.
- In addition to the Unified List of priority projects, the SRTC Board also develops legislative priority statements to share with the Washington State Legislators. Options for statements previously discussed by the Board can found in the supplemental information following this memo.
- In preparation for the 2023 legislative session, Board action will be requested on these items at the 12/8/22 Board meeting.

Board/Committee Discussions:

The Board discussed draft priority statements at their meeting on 10/13/22.

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

Supporting Information

TOPIC: UNIFIED LIST OF REGIONAL TRANSPORTATION PRIORITIES: LEGISLATIVE PRIORITY STATEMENTS DRAFT OPTIONS

DRAFT OPTIONS - 2023 Transportation Priority Statements

A: Expand resources to improve transportation safety in support of Target Zero

- Increase funding to the Highway Safety Improvement Program (HSIP) that will support the recommendations identified in local and regional safety plans.
- Promote increased coordination and integration between WSDOT and local partners to improve safety funding opportunities that reduce fatal and serious injury crashes.

Since 2014 roadway fatalities and serious injuries in Washington have been on the rise. Even more troubling, in 2021 the Washington State Department of Transportation (WSDOT) reports another notable increase in fatalities and serious injuries in Washington from 2020.

The Federal Highway Administration (FHWA) policy of Vision Zero indicates that the loss of life on our roads is both unacceptable and preventable and zero is the only acceptable number of deaths on our roads. WSDOT and SRTC have committed to this goal and support the State Target Zero policy. SRTC firmly believes that getting to zero will require new strategies, additional financial resources, and sustained commitments of collaboration between our transportation partners.

B: Pursue strategies to effectively address maintenance & preservation needs

- Develop an approach for the programming of maintenance and preservation funds that balances funding needs with the ability to deliver projects over time.

SRTC recognizes that current funding levels are not sufficient to maintain the existing transportation system in a state of good repair. To respond to this need, SRTC increased the set-aside for preservation projects in 2022 by close to 50%. SRTC also recognizes that Move Ahead Washington provided an increase in transportation preservation and maintenance funding by \$3 billion however the timeframe to deliver projects is difficult to achieve. Workforce challenges and supply chain disruptions have hindered project delivery and will continue to be a factor in the upcoming year. As additional funding for preservation and maintenance is considered, SRTC encourages a balanced approach that programs funding over time so state and local agencies can successfully deliver projects.

In 2021, WSDOT identified the need for \$30 million in additional biennial cash flow to address growing programmatic preservation and maintenance needs and to address larger unanticipated infrastructure needs. SRTC identified an additional \$65 million per biennium for local jurisdictions in Spokane County to cover a portion of unfunded local need.

C: Support increased funding for Regional Transportation Planning Organizations (RTPOs)

- Increase the RTPO program budget as needed to achieve transportation planning outcomes and mandate of RCW 47.80.

RTPO's have an important responsibility to provide transportation planning support in rural and tribal areas across the state. Duties outlined in RCW 47.80 include developing Long-Range Transportation Plans, creating Transportation Improvement Plans, coordinating with local planning agencies, and conducting public outreach to name a few. Since the inception of RTPOs duties have been expanded to include additional initiatives and RTPOs are struggling to keep up with requirements at the current funding levels. Funding allocations have not been increased over time to meet the rising cost of operations as well as the expanded responsibilities of RTPO's. An initial request provided through the WSDOT budgeting process is appreciated but is not expected to fully address the funding gap. SRTC requests the support needed to more completely assess the funding needed for RTPOs to perform their duties.

D: Ensure access to transportation in support of affordable housing strategies

- Ensure access to affordable, reliable, and equitable transportation options which are an integral component of affordable housing strategies.
- Provide additional resources to local jurisdictions to plan for and accommodate affordable housing.

The Spokane region has significant housing demand and affordability challenges related to regional growth. The Association of Washington Cities (AWC) is requesting new tools, incentives, and strategies to comprehensively address the crisis. One recently created tool, HB 5853, allows WSDOT to lease property to the Department of Commerce or to a community-based nonprofit corporation to be used for community purposes (e.g. - housing). Other such creative tools and strategies are necessary to develop affordable housing options. The US Department of Transportation reports housing costs are the single largest expense for most households when combined with transportation and account for approximately half of the average US household budget. Affordable housing solutions should ensure access to affordable and reliable transportation options to help reduce financial burdens. This may include implementation of safe and complete streets and increased access to or frequency of transit.

E: Fund regionally critical projects on the SRTC Unified List

The SRTC Unified List of Regional Transportation Priorities outlines critical investments to improve the performance of the regional transportation system. The Unified List includes a variety of project types supported collectively by members of SRTC with consideration for equity, economic vitality, and safety among other screening criteria that indicate beneficial outcomes to both the state and the region.

F: Encourage diversity in the development and application of clean fuel technologies

- Assess the need for and continue to develop electric charging infrastructure capacity.
- Support the emergence of alternative fuels in support of low or no emission transportation across the spectrum of vehicle types through pilot projects or other means.

Recent advances in clean fuel technologies have included a focus on the development of electric vehicles and the installation of charging infrastructure to support the Washington state goal for all new car sales to be zero emissions by 2030. A robust system of charging infrastructure will be required to support this goal. Electrification alone will not meet the needs of the full spectrum of vehicle types. Additional support is also needed to develop clean fuel technologies that will support freight, aviation, and heavier vehicle types.

G: Address funding gaps that are anticipated due to the loss of gas tax revenue

- Create a strategy to address the loss of gas tax revenue including the public's awareness and understating of the issue.
- Support pilot projects that will assist in identifying transportation revenue strategies.

The Washington State Transportation Commission (WSTC) has studied the impact of the transition to more fuel-efficient vehicles and electric vehicles (EV); gas tax revenue will decline and become a less dependable source of funding for transportation. This reduction in revenue is known and anticipated; it is time to create a strategy to address the loss of gas tax revenue and the funding gap it will create. Public awareness of the issue will be important to ensure a smooth transition to alternative funding opportunities. Pilot projects are vital to understanding feasibility, managing risks, identifying benefits and essential activities for success.

2023 Unified List of Regional Transportation Priorities

LIST OF SUBMITTED PROJECTS **DRAFT**

November 3, 2022

INFORMATION & DISCUSSION

AGENDA ITEM 6

Attachment

11/10/2022 Board Meeting

IMPLEMENTATION

< LIST SORTED BY TOTAL SCORE >

							PROJECT EVALUATION CRITERIA							
PROJECT TITLE	AGENCY	MAP ID	PROJECT TYPE	DESCRIPTION	TOTAL COST	UNFUNDED AMOUNT	TOTAL SCORE	ECONOMIC VITALITY	COOPERATION & LEADERSHIP	STEWARDSHIP	OPERATIONS PRESERVATION MAINTENANCE	SAFETY & SECURITY	QUALITY OF LIFE	EQUITY
Pines Road/BNSF Grade Separation Project	Spokane Valley	IP-1	Rail/Hwy Crossing	Construct underpass of SR 27 at the road-rail crossing, replace existing signalized SR 27 & SR 290 intersection w/multi-lane roundabout, and add a shared-use path and trailhead facility.	\$ 39,772,000	\$ 5,000,000	178	25	28	30	30	30	15	20
South Barker Road Corridor	Spokane Valley	IP-2	Roadway Capital	Widen & reconstruct Barker Rd to a 5-lane urban arterial (Mission to Appleway), a 3-lane urban arterial (Appleway to city limits) and add roundabouts at Sprague, 4th, and 8th aves.	\$ 28,620,000	\$ 18,167,000	168	20	28	20	30	30	10	30
Millwood Trail - Spokane Phase	Spokane	IP-3	Bike/Ped	Construct a shared-use pathway along the south side of the Spokane River, beginning at Spokane Community College just east of Greene St, linking with Centennial and Children of the Sun trails.	\$ 6,405,942	\$ 6,288,884	158	23	30	20	10	15	30	30
Spokane Valley River Loop Trail	Spokane Valley	IP-4	Bike/Ped	Construct 5 miles of new paved trail and install two pedestrian bridges spanning the Spokane River, at Plante's Ferry and near Flora Park.	\$ 16,500,000	\$ 14,750,000	130	27	28	30	10	0	15	20
STA Fleet Electrification	STA	IP-5	Other Transit	Purchase of battery-electric buses (BEB) and required infrastructure to reach the 40 vehicle capacity at the Boone NW Garage and the required infrastructure.	\$ 35,800,000	\$ 7,600,000	125	21	24	30	20	0	10	20
Fish Lake Trail Connection Phases 1-3	Spokane	IP-6	Bike/Ped	Construct a shared-use path connecting the existing Fish Lake Trail to Centennial Trail.	\$ 19,477,771	\$ 18,550,392	120	10	30	20	10	0	30	20

PROJECT STATUS CATEGORY CRITERIA

INITIATION

- ✓ Project has, at a minimum, been identified in a planning study
- ✓ Limited investment has been made towards further developing the project

DEVELOPMENT

- ✓ Design ≥ 30% complete, right-of-way needs identified, environmental has been initiated and/or substantial percentage of funding has been secured
- ✓ Project is identified in a local, regional, and/or state plan

IMPLEMENTATION

- ✓ Design ≥ 60% complete, significant progress has been made towards right-of-way, and environmental approvals are underway
- ✓ Project is identified in a local, regional, and/or state plan

SUBMITTED PROJECTS SUMMARY

PROJECT STATUS CATEGORY	# OF PROJECTS	TOTAL COST	TOTAL UNFUNDED	PCT FUNDED
IMPLEMENTATION	6	\$ 146,575,713	\$ 70,356,276	52.0%
DEVELOPMENT	11	\$ 388,890,241	\$ 297,958,537	23.4%
INITIATION	12	\$ 206,871,081	\$ 205,130,512	0.8%
TOTAL	29	\$ 742,337,035	\$ 573,445,325	22.8%

LIST OF SUBMITTED PROJECTS **DRAFT**

DEVELOPMENT

< LIST SORTED BY TOTAL SCORE >

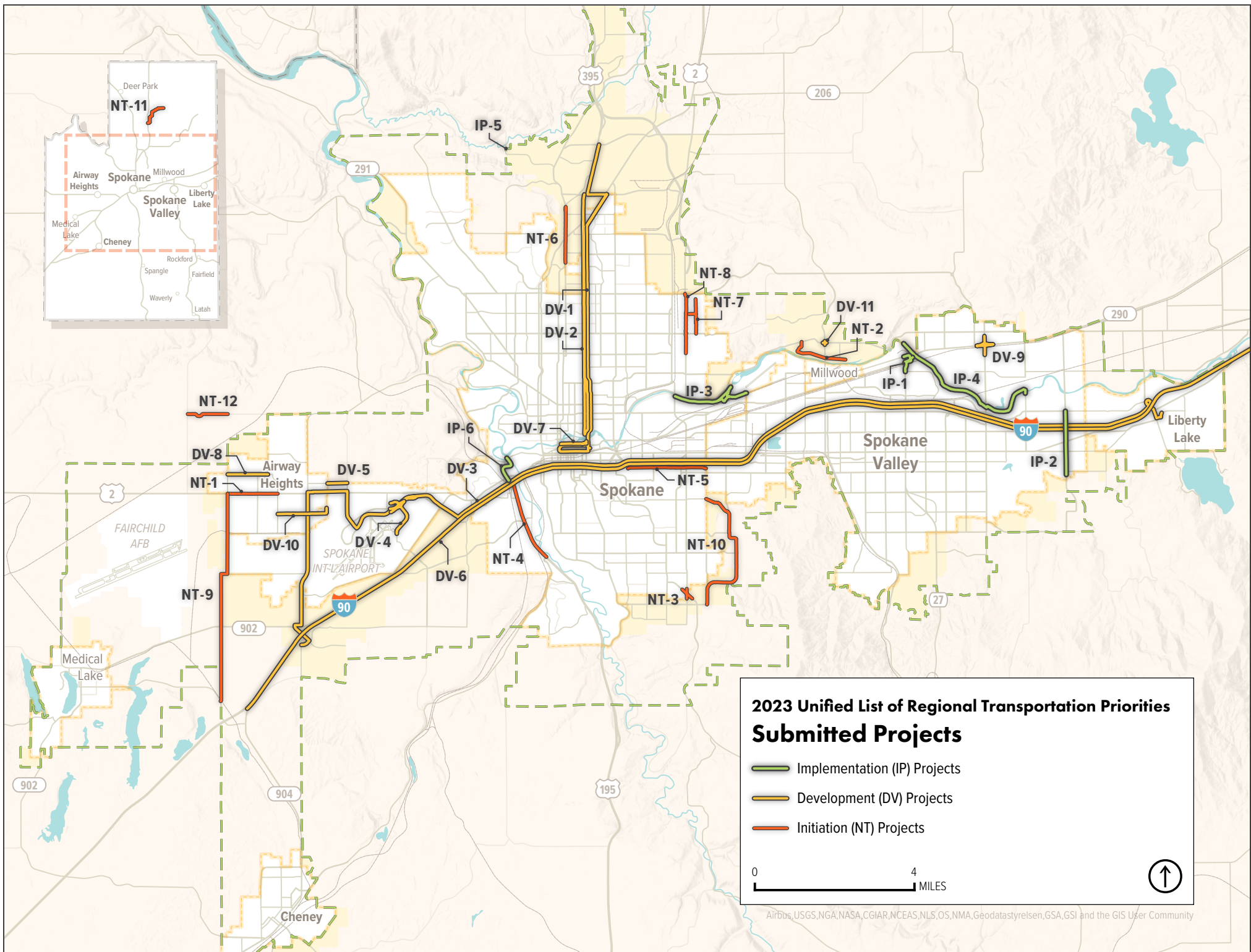
							PROJECT EVALUATION CRITERIA							
PROJECT TITLE	AGENCY	MAP ID	PROJECT TYPE	DESCRIPTION	TOTAL COST	UNFUNDED AMOUNT	TOTAL SCORE	ECONOMIC VITALITY	COOPERATION & LEADERSHIP	STEWARDSHIP	OPERATIONS PRESERVATION MAINTENANCE	SAFETY & SECURITY	QUALITY OF LIFE	EQUITY
Division Bus Rapid Transit (BRT)	STA	DV-1	HPT	Enhances transit along corridor w/more frequent service, transit signal priority, all-door boarding, and dedicated business access and transit lanes (BAT) for more than half the corridor.	\$ 194,000,000	\$ 141,000,000	203	28	30	30	30	30	25	30
Division Street Active Transportation Access Improvements	Spokane	DV-2	Bike/Ped	Install parallel and connecting active transportation improvements along the Division Corridor to support safe first-mile and last-mile walking and bicycling connections to BRT stations.	\$ 25,727,793	\$ 25,727,793	173	28	30	20	10	30	25	30
I-90/Valley High Performance Transit	STA	DV-3	HPT	Revise to a HPT corridor, from West Plains/SIA to Spokane Valley and Liberty Lake. Construct two new park & rides (Appleway Station and Argonne Station) and modify Mirabeau Point Park & Ride.	\$ 36,000,000	\$ 19,740,000	169	29	30	30	30	0	20	30
Spotted Road & Airport Drive Safety & Multimodal Improvements	SIA	DV-4	Safety	Construct a grade-separated interchange at Spotted Rd over Airport Dr and relocating Spotted Rd outside of the Runway Protection Zone for the Airport's primary instrument runway.	\$ 28,717,324	\$ 14,300,000	154	24	30	20	10	30	10	30
West Plains Connection - Spokane Phase	Spokane	DV-5	Roadway Capital	Extend existing roadway as a two-lane boulevard or three-lane urban collector for a total of 3.65 miles, adding bicycle lanes, separated sidewalks, multi-use paths, and transit stops.	\$ 4,877,622	\$ 4,877,622	146	21	30	20	10	15	20	30
I-90 TSMO Improvements	WSDOT	DV-6	TSMO	Various TSMO improvements from SR 904 to Idaho state line, such as variable message signs, ramp meters, variable speed limits, queue warning detection, and wrong way detection.	\$ 20,000,000	\$ 20,000,000	140	28	22	10	20	30	10	20
Spokane Falls Blvd	Spokane	DV-7	Roadway Capital	Construct full depth roadway, repair sidewalk, lighting, communication conduit and cable, signal and utility updates, and accessible Pedestrian Signals (APS) updates.	\$ 12,382,835	\$ 11,630,955	139	28	26	10	10	15	20	30
6th Avenue Multimodal Improvements	Airway Heights	DV-8	Bike/Ped	Various multimodal improvements on 6th Ave, from Craig Rd to Russell St.	\$ 5,203,800	\$ 2,803,800	125	15	30	30	10	0	10	30
Sullivan/Trent Interchange	Spokane Valley	DV-9	Roadway Capital	Reconstruct Sullivan Rd/SR 290 interchange, including on/off ramps, to restore long-term capacity and satisfy projected traffic growth from 2022 Bigelow Gulch-Forker Road connection.	\$ 42,950,867	\$ 40,398,367	124	26	28	20	30	0	10	10
Hayford/U.S. 2 Congestion & Safety Project: 21st Avenue Improvements	Airway Heights	DV-10	Roadway Capital	Improve and extend 21st Ave, from Garfield Rd to Deer Heights Rd, including bike lanes, landscaped swales, sidewalk, and a roundabout at 21st Ave & Hayford Rd.	\$ 12,500,000	\$ 11,250,000	113	23	30	20	0	0	10	30
Argonne Road and Upriver Drive Intersection Improvement	Spokane County	DV-11	Reconstruction	Reconstruction of the Argonne Rd and Upriver Dr intersection to increase the performance of one of the busiest intersections in Spokane County.	\$ 6,530,000	\$ 6,230,000	104	17	22	30	20	15	0	0

LIST OF SUBMITTED PROJECTS **DRAFT**

INITIATION

< LIST SORTED BY TOTAL SCORE >

							PROJECT EVALUATION CRITERIA							
PROJECT TITLE	AGENCY	MAP ID	PROJECT TYPE	DESCRIPTION	TOTAL COST	UNFUNDED AMOUNT	TOTAL SCORE	ECONOMIC VITALITY	COOPERATION & LEADERSHIP	STEWARDSHIP	OPERATIONS PRESERVATION MAINTENANCE	SAFETY & SECURITY	QUALITY OF LIFE	EQUITY
US Highway 2 Multimodal Improvements Project	Airway Heights	NT-1	Roadway Capital	Add pathways and sidewalk, improved pedestrian crossings, traffic calming, transit stations, and roundabout traffic control.	\$ 25,719,210	\$ 24,842,210	150	20	30	30	20	0	30	20
Centennial Trail / Argonne Gap Project	Spokane County	NT-2	Bike/Ped	Improve connectivity at the Argonne Rd crossing adjacent to Centennial Trail, including improved crossings to reduce bike/ped vs vehicular incidents and reduce stress at Argonne Rd/Upriver Dr intersection.	\$ 6,960,000	\$ 6,800,000	138	18	15	30	10	15	20	30
Freya Street / Palouse Highway Roundabout	Spokane	NT-3	Roadway Capital	Construct a roundabout and improve sidewalk or pathway connections in all four directions, including extending the Palouse Hwy shared-use pathway through Freya St.	\$ 4,988,000	\$ 4,900,000	137	24	23	20	20	0	20	30
US 195 Corridor Projects	Spokane	NT-4	Roadway Capital	Connect Lindeke St to Thorpe Rd and create a two-way Inland Empire Way and Cheney-Spokane Rd connection. Streetscape improvements include sidewalks, lighting, landscape buffers, and bike lanes.	\$ 18,394,333	\$ 18,394,333	131	11	30	20	0	30	10	30
3rd Avenue: Perry to Havana Improvements	Spokane	NT-5	Roadway Capital	Full depth reconstruction aligning with NSC work, including elements not in WSDOT scope—sidewalk, curb ramp, addressing drainage, water/sewer, and streetscaping improvements.	\$ 8,000,000	\$ 8,000,000	128	27	26	20	10	0	25	20
Wall Street Safety and Capital Improvement Project	Spokane County	NT-6	Roadway Capital	Project includes pavement restoration, stormwater infrastructure, new sewer force main, and pedestrian crossing and intersection improvements at Country Homes Blvd.	\$ 27,100,000	\$ 27,100,000	121	22	24	10	20	15	10	20
Northeast PDA: Rowan and Myrtle	Spokane	NT-7	Roadway Capital	Construct new roadways to replace existing gravel roads, including curb, sidewalk, drainage, and utility extensions.	\$ 8,819,954	\$ 8,819,954	115	23	17	20	10	0	15	30
Freya Street: Garland to Francis	Spokane	NT-8	Preservation	Full depth roadway reconstruction and widening with drainage to bio-infiltration facilities aside the roadway. Limited frontage improvements will be constructed.	\$ 10,589,584	\$ 10,589,584	107	24	28	10	10	0	5	30
Craig Road Connection to Four Lake Interchange	Spokane County	NT-9	Reconstruction	Reconstruct Craig Rd to improve traffic flow and safety; reconfigure I-90/Four Lakes interchange to provide access to Craig Rd.	\$ 45,400,000	\$ 45,400,000	105	18	22	10	20	15	10	10
Glenrose Road Reconstruction	Spokane County	NT-10	Reconstruction	Road reconstruction, realignment, and addition of sidewalks where feasible on Glenrose Rd from 57th Ave and up Carnahan Rd to the City of Spokane Valley limits.	\$ 24,000,000	\$ 24,000,000	80	18	22	20	10	0	10	0
Elk Chattaroy Road Reconstruction	Spokane County	NT-11	Reconstruction	Reconstruct road to two 12' travel lanes with 5' paved shoulders on both sides and additional 1' gravel shoulder and guardrails where appropriate. Also includes intersection improvements at Big Meadows Rd.	\$ 22,200,000	\$ 21,584,431	66	7	24	10	10	15	0	0
Deno Road Reconstruction	Spokane County	NT-12	Roadway Capital	Deno Road is a 18' wide gravel road with substandard horizontal alignment; this project proposes a 30' wide paved road with 11' lanes, 4' shoulders, and guardrails where appropriate.	\$ 4,700,000	\$ 4,700,000	60	6	24	20	10	0	0	0



To: Board of Directors

11/03/2022

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) defines SRTC's work task to create an equity planning framework in 2022.
- SRTC is working on an developing an 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 and one Board member. The working group met eight times – once each month in March through October.
- In August the working group began prioritizing recommendations from potential tools and strategies that were discussed throughout the year.
- Please review the Draft Equity Planning Framework document, see **Attachment**.
- The draft document includes an introduction and equity statement, recommendations, as well as a short section documenting the equity planning work group process.
- Please reach out to the SRTC staff contact with feedback, questions, concerns or need for additional information.
- The Board will be asked to approve the Equity Planning Framework at their December meeting.

Board/Committee Discussions:

This item was first presented to the Board in February. The Board was most recently presented an update on this item during their July meeting.

Public Involvement:

All Board and committee meetings are open to the public.

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

DRAFT

Equity Statement

The Spokane Regional Transportation Council's (SRTC's) mission is to ensure that all Spokane County residents have access to safe and reliable transportation options that support economic opportunity and quality of life regardless of a person's economic, social, ethnic, race, age, sexual orientation, physical, mental, or geographic circumstances. SRTC is committed to equitable delivery of its programs and services – and to pursuing equitable outcomes in the Greater Spokane community.

Equity is defined as action to promote fairness of opportunity for all people. This means removing barriers in day-to-day decisions, existing practices, and laws that deny everyone from fully participating in society.¹ The full Washington State definition of equity can be found within the State Office of Financial Management's Diversity, Equity, and Inclusion Glossary.²

Race Equity is defined as the vision or existence of a community, society, or world in which race or color does not predict the amount and quality of opportunities, services, and benefits.²

Equity in transportation seeks fairness in mobility and accessibility to meet the needs of all community members. A central goal of transportation is to facilitate social and economic opportunities by providing equitable levels of access to affordable and reliable transportation options based on the needs of the populations being served, particularly populations that are traditionally underserved.³

Equity gives all people a fair and just shot in life despite historic patterns of racial and economic exclusion. The ideal outcome of this work would be that transportation system burdens and benefits, as well as opportunities for all people, are no longer predictable by race or other identifiers.

What is the Equity Planning Framework?

The proposed equity planning framework includes the primary themes and recommendations which emerged from the 2022 equity planning work group and framework development process. The document has also incorporated additional feedback from SRTC's Transportation Technical Committee (TTC), Transportation Advisory Committee (TAC), and Board of Directors.

¹ Washington State Department of Transportation, "Open Your Equity Lens", accessed October 14, 2022, <https://wsdot.wa.gov/sites/default/files/2022-02/Equity-Lens.pdf>

² Washington State Office of Financial Management, "Diversity, Equity and Inclusion – Glossary of Equity - Washington," accessed October 14, 2022, <https://ofm.wa.gov/sites/default/files/public/shr/Diversity/SubCommit/DEIGlossaryofEquityRelatedTerms.pdf>.

³ The Transportation Planning Capacity Building Program, "What Is Equity in Transportation," Transportation Equity - Transportation Planning Capacity Building Program (United States Department of Transportation), accessed October 14, 2022, https://www.planning.dot.gov/planning/topic_transportationequity.aspx

We can only maximize our success as a region when we fully address existing inequities and fully demonstrate positive outcomes. In order to drive positive transformative actions in our community as they relate to transportation, the equity planning work group proposed SRTC commitment to pursuing the recommendations listed in this document. Through this effort, SRTC will advance our core values - Regional Leadership, Collaboration, Accountability, Innovation, Transparency, Inclusiveness, and Integrity.

All items are recommendations, for which a secondary implementation process may be required.

Development

The equity planning work group was assembled from members of SRTC's Transportation Technical Committee, Transportation Advisory Committee, and Board of Directors between January and February 2022. Additional participants from SRTC's member jurisdictions were also welcomed on a voluntary basis. Not all work group members were present for every meeting, but a detailed overview and recording of each meeting was provided to those who were unable to attend.

The work group met eight times – monthly between March and October – to discuss equitable transportation planning in Spokane County, propose potential tools and strategies, and prioritize top recommendations. The work group also reviewed materials from other agencies, heard from guest speakers from other Metropolitan Planning Organizations (MPOs), and heard guest speakers from two of Spokane's historically overburdened neighborhoods. Each meeting was at least an hour in duration.

Board and Committee members on the equity planning work group:

Colin Quin-Hurst, City of Spokane, TTC

Cindy Green, Spokane Regional health District, TTC

Mike Tressider, Spokane Transit Authority, TTC

Kelly Fukai, Washington State Transportation Commission, SRTC Board of Directors

Kim Zentz, Urbanova, TAC

Raychel Callary, Lilac Services for the Blind, TAC

Bill White, T-O Engineers, TAC

Rhonda Young, Gonzaga University, TAC

Char Kay, Washington State Department of Transportation, TTC

Other equity planning work group members:

Paul Kropp, Spokane Plan Commission Transportation Subcommittee

SRTC Staff Participants:

Michael Redlinger, Associate Transportation Planner II

Kylee Jones, Associate Transportation Planner III

Eve McMenamy, Deputy Executive Director

Equity Planning Themes

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

Recommendations

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. Symbols as illustrated below indicate the estimated staff requirements, costs, timeframe, and requirements for member agencies.

Staff Resources and Costs:

\$ - \$ \$ \$ \$

In terms of staff personnel and time as well as additional cost to the agency.

Member Agency Activities:



Will action be required of member agencies or committee members?

Estimated Timeframe:

Short (2023-2024)

Mid (-2025)

Long (-2026 or beyond)



Engagement Processes

- **Recommendation:** Establish an equity work group or advisory group as a continuing activity. This would require Board action to establish the work group, including its composition and responsibilities. The group 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.

\$ \$ \$ ✓ Short

- **Purpose and benefit:** If established, an equity advisory group could help SRTC by serving two (or three) key functions.
 - Advise the agency on criteria and targets for project-level assessment.
 - Review projects and programs to determine which projects have been effective in their stated goals vs. those that have been less impactful.
 - Ensure equity remains a living, evolving topic in SRTC's planning process.

- **Recommendation:** Ask sponsors to report the level of engagement during project planning and outreach. Support projects with greater community support. Define what qualifies as meaningful engagement.

\$ \$ ✓ Short

- **Purpose and benefit:** Ensure that all communities' voices are heard and that projects that truly benefit local communities rise to the top when it comes to equity. Improve SRTC's understanding of who we (and our members) are reaching and who we are not so that we can prioritize projects that benefit our most impacted communities.

- **Recommendation:** Add an equity statement into SRTC's Public Participation Plan as an update.

\$ Short

- **Purpose and benefit:** 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:** Regular staff-level training for SRTC staff and SRTC members. This could be coordinated 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? Though this would include equitable engagement, training and education should also go beyond engagement and include how SRTC functions as an equitable organization.

\$ \$ \$ ✓ Short

- **Purpose and benefit:** SRTC staff and member agencies should understand how we analyze equity to maximize meaningful participation in agency activities. Member agencies should have a common understanding of what meaningful engagement means to the agency and what that practically looks like within the transportation planning process.

- **Recommendation:** Consider an SRTC policy (or Public Participation Plan update) to standardize compensation and incentives for public input in targeted outreach situations. This would include research on the most effective way(s) to utilize incentives as well as policy compliance with the federal and state government.

\$ \$ \$ Mid

- **Purpose and benefit:** A single policy would help organize our protocols for incentives, organizing, and hiring consultants - 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). Once 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.

\$ \$ \$ \$ ✓ Short

- **Purpose and benefit:** An equity assessment for projects would:
 - Help provide a backbone for equity project scoring for multiple planning efforts.
 - Position SRTC 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. As an initial step, SRTC would need to identify an effective origin/destination data source, acquire data, and establish a methodology for analysis. The data would be kept up to date through regular updates or acquisitions of new data.

\$ \$ \$ \$ Mid

- **Purpose and benefit:** Help identify barriers to access as well as potential projects that are likely to improve connectivity. Provide SRTC additional tools to look at built projects and their impact on the flow of people.



Sustainability, Health, and Safety

- **Recommendation:** Improve SRTC Safe & Complete Street Policy by identifying potential areas to improve transportation equity.

\$ \$ ✓ Short

- **Purpose and benefit:** 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 ensuring that design elements are implemented and built. The equity work group heard from neighborhood councils that there is sometimes a gap between the final design of projects and the expected design elements the community recommended. Work with jurisdictions to ensure communication with the community and that project designs meet community needs.

\$ \$ \$ ✓ Long

- **Purpose and benefit:** Improve communication so that the community is involved and fully informed when expectations evolve throughout stages of project development. At the MPO level, this may include additional emphasis on regular and meaningful engagement by project sponsors with community members.



Equity Spending and Project Prioritization

- **Recommendation:** Equity should be included in the guiding principles. This would ensure equity is used as performance measure for major projects (such as the MTP, TIP, and Unified List) and allow the Board to set targets. The SRTC Board and staff will work with local agencies on the setting of targets. It is the working group's recommendation that equity be considered an agency value throughout programs and activities.

\$ \$ ✓ Short

- **Purpose and benefit:** Equity as a guiding principle would help frame future activities and standardize transportation equity assessment among project evaluation criteria for the agency's major planning and project prioritization efforts. This would ensure that equity remains important to how we function at all levels as an organization.

- **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). Once 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.

\$ \$ \$ \$ ✓ **Short**

- **Purpose and benefit:** An equity assessment for projects would:
 - Help provide a backbone for equity project scoring for multiple planning efforts.
 - Position SRTC 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:** Track (year over year) investment levels likely to be used by / targeted towards EJ communities. It is important that SRTC begins to track its investments in transportation equity. SRTC is obligated to ensure that the benefits of the transportation system are distributed fairly with regard to historically excluded and disadvantaged communities. Data would be maintained regularly to ensure accuracy and efficacy.

\$ \$ **Mid**

- **Purpose and benefit:** This would grant the agency increased awareness of potential needs as well as investment gaps and inequities. A better understanding of where SRTC dollars go (and where dollars have gone) would improve performance management and better position the agency to get ahead of discussions at the state (and federal) level.



Performance Evaluation Metrics

- **Recommendation:** Establish an equity work group or advisory group as a continuing activity. This would require Board action to establish the work group, including its composition and responsibilities. The group 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.

\$\$\$ ✓ Short

- **Purpose and benefit:** If established, an equity advisory group could help SRTC by serving two (or three) key functions.
 - Advise the agency on criteria and targets for project-level assessment.
 - Review projects and programs to determine which projects have been effective in their stated goals vs. those that have been less impactful.
 - 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). The tracking of investments over time and the forementioned equity work group or advisory group could play a role in pursuing this recommendation.
- \$\$\$ Mid
 - **Purpose and benefit:** Ensure that we're setting effective goals, that we're successful on the goals we set forth, and that we continue making progress towards equitable transportation outcomes.
- **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. As an initial step, SRTC would need to identify an effective origin/destination data source, acquire data, and establish a methodology for analysis. The data would be kept up to date through regular updates or acquisitions of new data.

\$\$\$\$ Mid

- **Purpose and benefit:** Help identify barriers to access as well as potential projects that are likely to improve connectivity. Provide SRTC additional tools to look at built projects and their impact on the flow of people.

Additional Tools and Strategies

In addition to the top recommendations, many tools and strategies were discussed by the working group. Many of these items may be addressed within the top recommendations but appear here in a slightly different form. These items were:

Incorporate equity into SRTC mission, vision, and values.

Measure closure of observed gaps (access and demographic data). Identify gaps, measure whether gap is addressed and how well.

Create or adopt a scorecard to track the performance of the entire transportation system. (To evaluate comparative performance of transp. system in EJ areas)

Create (and leverage existing) survey data with location. (Board can make targets)

Ensure projects have received local community support. (Must be demonstrated)

Add an equity statement to the 'About SRTC' web page.

Draft internal policy on utilization of engagement strategy template tool.

Draft high-level strategic goal to increase access to opportunity for disadvantaged communities.

Track percent of investments going to active transportation - use EJ community data

Place additional focus on identifying existing gaps.

Draft additional questions or review process for projects that may impact areas of potential disadvantage.

Differentiate equity performance measures by project type.

Create more opportunities for targeted public involvement/public feedback data.

Look at changes in adjacent property value when evaluating projects and project areas.

Formalize translation policy and apply to major planning/mapping products.

Expand availability of non-English translations of important SRTC documents (and/or maps)

Integrate equity into administrative processes/internal operations (hiring, training, management)

Host regular public workshops or meetings about equity with EJ group representative groups and service providers.

Generate public-facing videos or education series.

Create/ maintain interactive public comment map (or other interactive web tools).

Create system to share feedback from outreach efforts between agency partners/committees. (and vice versa)

Leverage available bike/ped counter data in reviewing projects

Look for opportunities to install additional bike/ped counters for data collection

Place additional priority on projects where the features of project are in compliance with safe & complete streets process

Look to additional scenario modeling for reviewing specific groups of projects.

Incorporate additional GIS-based analysis.

Invest in access to Urban Footprint or similar service. Start by identifying communities vulnerable to different scenarios.

Study or needs analysis to help Identify benefits and negative impacts.

Define EJ economic justice areas

Include access to transit in EJ areas to project scoring

To: Board of Directors

11/03/2022

From: Mike Ulrich, Principal Transportation Planner

TOPIC: TRANSPORTATION PERFORMANCE MANAGEMENT: INTRODUCTION

Requested Action:

None. For information and discussion.

Key Points:

- Transportation Performance Management (TPM) is a strategic approach that uses system information to make investment and policy decisions to achieve national performance goals.
- The national performance goals were established by Congress as a part of the Moving Ahead for Progress in the 21st Century Act (MAP-21).
- The legislation requires SRTC to set targets related to performance in three categories: Safety, Infrastructure, and System Performance.
- The deadline to set targets is March 2023.
- SRTC staff will present background information, historical data, and target setting options for each performance category over the course of the next few months.
- The first meeting will be an introduction to TPM and provide an opportunity for the Board to learn more about the program, its requirements, and how the concepts are integrated into the regional planning process.
- The Board will be asked to take action regarding targets for each of the three performance categories beginning in January 2023.

Board/Committee Discussions:

SRTC is required to set safety targets annually. The SRTC Board took action regarding safety targets in February of this year. Targets in the other two performance categories are set on four-year cycles and were last discussed by the Board and committees in mid-2018.

Public Involvement:

All SRTC Board and committee meetings are open to the public.

Staff Contact: Mike Ulrich, SRTC | mulrich@srtc.org | 509.343.6370

To: Board of Directors
From: Lois Bollenback, Executive Director
TOPIC: EXECUTIVE DIRECTOR'S REPORT

11/03/2022

Requested Action:

None. For information.

Key Points:

- **SRTC Outreach Activity**
 - In partnership with Avista and STA, SRTC hosted a community-based event after the October Board meeting to celebrate the Electric Vehicle charging station installation project, funded in part through a \$2 million grant from the Washington State Department of Commerce.
 - SRTC Principal Planner Jason Lien, along with Mike Tresidder from STA, presented the work completed as part of the Division Connects Bus Rapid Transit Corridor Study to the annual conference of MPOs. This presentation showcased the good work and partnerships that represent the Spokane Region
- **FMSIB Recommendations**
 - The Freight Mobility Strategic Investment Board (FMSIB) recently issued their preliminary list of prioritized freight investment needs along with a draft report that they are preparing for the Washington State Legislature. The FMSIB Board will meet to finalize this information at their next meeting on 11/18/22. SRTC staff forwarded the drafts to technical staff at sponsoring local governments for further review.

Staff Contact: Lois Bollenback, SRTC | lbollenback@srtc.org | 509.435-3823

ACTION ITEMS

2023 Transportation Improvement Program (TIP) Guidebook – The motion to recommend Board approval of the 2023-2026 TIP passed unanimously.

Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP) – The motion to recommend Board approval of the CPT-HSTP passed unanimously.

INFORMATION & DISCUSSION ITEMS

Human Services Transportation Plan: Consolidated Grant Ranking Process – Staff provided a background of the grant program and explained its purpose. Volunteers from the TTC and TAC are needed to score project applications which will determine ABC rankings. SRTC typically received 7 – 9 applications. Three TTC members volunteered. The project ranking list will be brought before the Board in December.

Equity Planning Framework – Staff reviewed the development process to date, provided an overview of the draft equity framework document, and summarized details of the framework recommendations. Member comments included a suggestion that staff get in touch with the Planning Technical Advisory Committee as that group has recently held discussions regarding equity planning.

Unified List of Regional Transportation Priorities List & Priority Statements – Staff summarized the purpose and history of the unified list process. For the upcoming unified list, SRTC received applications for 29 projects from 7 agencies. Staff showed preliminary project evaluation scoring. There was discussion about the project status categories, the need for the TTC to receive additional details about the projects, and a suggestion to post project information to a portal for ease of access.

Transportation Performance Management (TPM): Introduction – Staff provided an overview of TPM and explained that over the next few months the TTC will receive in depth presentations about TPM measurement categories of safety, infrastructure, and system performance.

TTC Officer Elections – Staff shared information regarding the election of the 2023 Chair and Vice Chair positions, which will take place next month.

Passenger Rail – Mr. Gary Wirt, Vice President of All Aboard Washington, gave a presentation about funding opportunities for expanding passenger rail in Washington under the recent Bipartisan Infrastructure Law.

ACTION ITEMS

2023 Transportation Improvement Program (TIP) Guidebook – The motion to recommend Board approval of the 2023-2026 TIP passed unanimously.

Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP) – The motion to recommend Board approval of the CPT-HSTP passed unanimously.

INFORMATION & DISCUSSION ITEMS

Human Services Transportation Plan: Consolidated Grant Ranking Process – Staff shared information about the WSDOT Consolidated Grant program and how it links to the Human Services Transportation Plan. SRTC is required to facilitate the scoring/ranking process for regional Consolidated Grant applications. 3 TAC members volunteered to assist with the scoring and ranking.

Equity Planning Framework – Staff reviewed the development process since it began in early 2022; the Equity Planning Work Group has met for the final time and the draft document is available for review. Staff went through the list of recommendations in the document and provided additional details. The group spoke about closing the loop on the public engagement process and discussed design element implementation/neighborhood feedback.

Unified List of Regional Transportation Priorities & Priority Statements – Staff reminded the group about the use of the unified list as a tool for member agencies and community partners to communicate with legislators regarding funding for regional transportation needs. SRTC has been working with member jurisdiction to develop a list of projects. The group reviewed the preliminary project evaluation scoring; scoring is still being verified and finalized. The TAC will be asked to make a recommendation next month and the Board will be asked to approve the final list in December.

Transportation Performance Management (TPM): Introduction – Staff gave a high level overview of TPM; in the next three months the committee will be presented with detailed information about the TPM categories of safety, infrastructure, and system performance and discuss target setting.

TAC Officer Elections – The election of the TAC 2023 Chair and Vice Chair positions will take place next month. Staff reviewed duties and responsibilities of the positions.

Passenger Rail – Mr. Gary Wirt, Vice President of All Aboard Washington gave a presentation about funding opportunities for expanding passenger rail in Washington under the recent Bipartisan Infrastructure Law.

Draft Board Agenda Items	
For Action	For Information
DECEMBER	
Equity Planning Framework	Transportation Performance Management: PM1 – Safety
Unified List & Priority Statements	DATA Project Update: Household Travel Survey Final Report
JANUARY	
Transportation Performance Management: PM1 – Safety	2022 Q4 Budget Update
Human Services Transportation Plan: Consolidated Grant Rankings	Transportation Performance Management: PM2 – Infrastructure
	Unified Planning Work Program Development
FEBRUARY	
Transportation Performance Management: PM2 – Infrastructure	Transportation Performance Management: PM3 – System Performance