

Transportation Technical Committee Meeting WEDNESDAY, MARCH 27, 2024 | 1:00 PM Hybrid In-Person/Online Meeting

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

On Zoom at:

Join Zoom Meeting

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By Phone: 1-253-215-8782

Meeting ID: 867 7129 2471 Passcode: 808045

Or find your local number: <https://us02web.zoom.us/j/88505804034?pwd=dXk4NnNsbdBTK0xXS0tKY1BJdnRuQT09>

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. The deadline to submit comments in advance is 10:00am the day of the meeting.

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Transportation Technical Committee (TTC) Meeting Agenda

Wednesday, March 27, 2024

<i>Time</i>	<i>Item</i>	<i>Page</i>
1:00	1 Call to Order / Record of Attendance	
1:02	2 Public Comments	
1:03	3 TTC Member Comments	
1:05	4 Chair Report on SRTC Board of Directors Meeting	

ACTION ITEMS

1:10	5 Consent Agenda	
	a) February minutes for TTC meeting	3
	b) 2024-2027 Transportation Improvement Plan (TIP) April Amendment	6
1:12	6 Transportation Performance Management (TPM): New Greenhouse Gas Rule and Targets <i>(Michael Redlinger)</i>	9
1:17	7 2025 Unified List Development & Project Evaluation Criteria <i>(David Fletcher)</i>	10

INFORMATION AND DISCUSSION ITEMS

1:27	8 Commute Trip Reduction (CTR) Plan Updates <i>(Michael Redlinger/LeAnn Yamamoto)</i>	14
1:37	9 Data Applications for Transportation Analysis (DATA) Project Update <i>(Mike Ulrich)</i>	15
1:57	10 Regional Safety Action Plan – Update <i>(Mike Ulrich)</i>	16
2:17	11 Special Transportation Planning Study Agreement <i>(Ryan Stewart)</i>	21
2:27	12 Agency Update and Future Information Items <i>(Mike Ulrich)</i>	
2:30	13 Adjournment	

Spokane Regional Transportation Council – Transportation Technical Committee

February 27, 2024 | Meeting Minutes

Hybrid Meeting at SRTC, 421 W Riverside Ave Suite 504, Spokane WA 99201 and virtually on Zoom

#1 Call to Order/Record of Attendance

Chair Trautman called the meeting to order at 1:02pm

*In Attendance***TTC Members**

Heather Trautman, *City of Airway Heights (Chair)*
 Brett Lucas, *City of Cheney*
 Daniel Pratt, *City of Deer Park*
 Lisa Key, *City of Liberty Lake*
 Inga Note, *City of Spokane*
 Colin Quinn-Hurst, *City of Spokane*
 Kevin Picanco, *City of Spokane*
 Tyler Kimbrell, *City of Spokane*
 Adam Jackson, *City of Spokane Valley*
 Erica Amsden, *City of Spokane Valley*
 Daniel Baker, *City of Spokane Valley*
 Sonny Weathers, *Small Cities/Towns Rep*
 Brandi Colyar, *Spokane County*
 Barry Greene, *Spokane County*
 Jami Hayes, *Spokane County*
 April Westby, *Spokane Regional Clean Air Agency*
 Samantha Hennessey, *Spokane Regional Health District*
 Karl Otterstrom, *Spokane Transit Authority*
 Char Kay, *WSDOT-ER*
 Mike Pea, *WSDOT-ER*

Guests

K Merritt
 Sean Messner
 S Montgomery
 Julie Wallace
 LeAnn Yamamoto, *Spokane County*
 Todd Trepanier, *WSDOT-ER*

SRTC Staff

Angel Jackson, *Admin-Exec Coordinator*
 Lois Bollenback, *Executive Director*
 Eve McMenemy, *Deputy Executive Director*
 Ryan Stewart, *Principal Transportation Planner*
 Mike Ulrich, *Principal Transportation Planner*
 Michael Redlinger, *Asso. Transportation Planner*
 Savannah Hayward, *Comm. & Public Rel. Coord.*
 David Fletcher, *Principal Transportation Planner*
 Benjamin Kloskey, *Asso. Transportation Planner*

#2 Public Comments

There were no Public Comments

#3 TTC Member Comments

The members provided an update on the events happening within their organization.

#4 Chair Report on SRTC Board of Directors Meeting

Ms. Trautman shared highlights of the February SRTC Board meeting.

ACTION ITEMS**#5 Consent Agenda**

Mr. Jackson moved to approve the January TTC meeting minutes. Mr. Picanco seconded. The motion passed unanimously. Mr. Otterstrom moved to approve the TIP Amendment. Mr. Jackson seconded. The motion passed unanimously.

INFORMATION & DISCUSSION ITEMS

#6 WA State department of Transportation – Eastern Region (WSDOT-ER) Presentation: Transportation Priorities

Mr. Trepanier reviewed the WSDOT-ER strategic plan, emphasizing Safety, DEI, resilience, and Workforce Development priorities. He highlighted significant initiatives such as the North Spokane Corridor (NSC) Phases and the Children of the Sun Trail, a non-motorized trail identified as a priority. Additionally, he advised the efficacy of implementing J turns on certain roadways, citing the example of US 195 and Thorpe Rd, where the addition of a J turn in 2019 alleviated hazards. Priority projects such as roundabouts on US2 and the 4 Lakes Interchange were highlighted, along with the recent \$72.8 million grant awarded for the PCC Railway. He expressed concerns about funding shifts affecting the projected investments needed for infrastructure repair and maintenance. He underscored the shortfall of approximately one billion dollars and the necessity of robust funding discussions to address pressing projects. Lastly, he highlighted the deteriorating condition of bridges and pavements statewide, emphasizing the urgency of maintenance. He reviewed the workload and staffing shortages, indicating a need for additional personnel, particularly in maintenance roles.

#7 2025 Unified List Development & Project Evaluation Criteria

Mr. Fletcher outlined key dates in the development schedule and discussed the seven categories for the project evaluation criteria. He highlighted proposed revisions made to the safety and equity criteria to incorporate recent SRTC planning efforts in these areas, including the Regional Safety Action Plan (RSAP) and Equity Planning Framework. He also discussed alignment challenges related to the 2025 Unified List and RSAP schedules and presented three potential safety criteria options to address these schedule alignment challenges.

A discussion ensued regarding the safety criteria options, with participants expressing preferences and concerns. Mr. Fletcher assured the group that the draft RSAP would adhere to established methodologies but acknowledged the possibility of changes between the draft and final versions of the plan. Additional concerns were raised about the timeline and using outputs from the draft RSAP to evaluate projects for the Unified List.

#8 Solicitation for Funding: Freight Mobility Strategic Investment Board (FMSIB)

Mr. Fletcher informed the committee that the Freight Mobility Strategic Investment Board (FMSIB) is preparing to release a solicitation for project funding. The project submittal timeline has not yet been announced, however, it is expected to run from late March through early May.

#9 Transportation Performance Management (TPM): New Greenhouse Gas Rules and Targets

Mr. Redlinger presented information regarding target setting for the new Transportation Performance Management (TPM) performance measure, outlining the process as part of the current performance period from 2022 to 2025. He discussed the new greenhouse gas (GHG) rule and the due date for targets, as well as the performance period timeline extending from 2022 to 2031. He explained the metrics for CO2 emissions and reporting requirements, emphasizing the Washington State Department of Transportation's (WSDOT) target and methodology utilizing fuels data.

Additionally, he highlighted the reference target and year-to-achievement requirements based on current trend lines, illustrating how reductions can be achieved. He identified and explained the Metropolitan Planning Organizations (MPOs) requirements, emphasizing the turnaround time for analysis and considering the impact on MPOs. Mr. Redlinger reviewed the target deadlines and requested action items to propel the implementation process forward.

#10 Agency Update and Future Information Items

- Photo reminder to submit for the website poster;
- Reminder that as part of the Regional Safety Action Plan, SRTC is currently seeking feedback on safety concerns via an interactive survey and mapping tool linked on SRTC website;
- The Data Project is nearing completion, and a meeting/workshop is scheduled for discussion before the March TTC meeting.

#11 Adjournment

There being no further business, Chair Trautman moved to adjourn at 2:36pm.

Angel Jackson, Recording Secretary

To: Transportation Technical Committee 03/20/2024
From: Ryan Stewart, Principal Transportation Planner
TOPIC: CY 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) APRIL AMENDMENT

Requested Action:

Recommend Board approval of the CY 2024-2027 TIP April amendment.

Key Points:

Two projects are included in the April amendment to the CY 2024-2027 TIP. Please see the **Attachment** and **Supporting Information** for more details.

AGENCY	PROJECTS
City of Spokane	<ul style="list-style-type: none">• 3rd Ave. - Stevens St. Grind and Overlay (add new project)• Sprague - Alki/Broadway Grind and Overlay (add new project)

Board/Committee Discussions:

This is the first discussion of the proposed April amendment.

Public Involvement:

The proposed April amendment was published for a public review and comment period from 03/11/24 through 03/20/24. On 03/11/24 notice of the amendment was published in the Spokesman Review, posted to the SRTC website (www.srtc.org) and social media platforms. Any public comments received will be shared with the Board prior to their taking action.

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

2024-2027 Transportation Improvement Program					
April Amendment (24-04)					
Agency	Project Title	Funding Adjustment		Amendment	
	Amendment Description			New Project	Existing Project
City of Spokane	3rd Ave. - Stevens St. Grind and Overlay	Federal (NHPP)	\$ 3,136,000	✓	
	Add new project. Grind and overlay, pavement repair, crack sealing. Install or replace curb ramps, as needed.	State			
		Local	\$ 553,000		
		Total	\$ 3,689,000		
City of Spokane	Sprague - Alki/Broadway Grind and Overlay	Federal (NHPP)	\$ 3,203,000	✓	
	Add new project. Grind and overlay, pavement repair, crack sealing. Install or replace curb ramps, as needed.	State			
		Local	\$ 565,000		
		Total	\$ 3,768,000		
NHPP	National Highway System (NHS) Asset Management Program				

Supporting Information

TOPIC: 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) APRIL AMENDMENT

- The TIP is a programming document that identifies specific projects and programs to be implemented during the upcoming four years. 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.
- After a TIP has been incorporated into the Washington State TIP (STIP), project changes can be requested by local agencies. Minor changes can be made administratively by SRTC staff. Significant changes must be made through the amendment process, which requires a 10-day public comment period and action by the SRTC Board of Directors.
- The TIP serves as an important tool in implementing the goals, policies, and strategies identified in Horizon 2045, SRTC's long-range plan. As such, any projects included in the TIP, including projects added through monthly amendments, must be consistent with Horizon 2045.
- Consistency with Horizon 2045 includes a demonstration of financial constraint and conformity with regional air quality plans. The proposed April amendment has been reviewed by SRTC staff for compliance with federal and state requirements and consistency with Horizon 2045.
- TIP amendments must be approved by the SRTC Board to be incorporated into the Washington State TIP (STIP). Projects receiving federal funds must be in both the TIP and the STIP to access those funds.
- Pending approval by the SRTC Board, the April amendment will be incorporated into the STIP on or around 05/17/2024.

To: Transportation Technical Committee 03/20/2024

From: Michael Redlinger, Associate Transportation Planner

TOPIC: TRANSPORTATION PERFORMANCE MANAGEMENT (TPM): NEW GREENHOUSE GAS RULE AND TARGETS

Requested Action:

Recommend that the SRTC Board agree to plan and program in support of the state’s targets for the new greenhouse gas performance measure.

Key Points:

- In December 2023, the Code of Federal Regulations (CFR) 23 Part 490 was amended to include an additional Transportation Performance Management (TPM) reporting requirement for states.
- The new greenhouse gas (GHG) rule requires states to report the percent change in total tailpipe CO2 emissions on the NHS as compared to the reference year (calendar year 2022).
- Federal regulations also require MPOs to set targets for their respective planning areas.
- MPOs have until July 30 to either commit to support WSDOT targets or establish their own declining 4-year local target.
- SRTC is asking the TTC to take action to recommend the Board agree to plan and program in support of the state’s targets for the new GHG rule on 03/27/2024.

Board/Committee Discussions:

This is SRTC staff’s second discussion with the TTC on this topic, having presented this topic for information and discussion in February. The Board discussed this item in March. Targets in the other two PM 3 performance categories are set on four-year cycles. Targets for PM2 – Infrastructure and PM3 – System Performance were most recently adopted in Spring 2023.

Public Involvement:

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

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

To: Transportation Technical Committee

03/20/2024

From: David Fletcher, Principal Transportation Planner

TOPIC: 2025 UNIFIED LIST DEVELOPMENT & PROJECT EVALUATION CRITERIA

Requested Action:

Recommend SRTC Board approval of the 2025 Unified List of Regional Transportation Priorities development process and project evaluation criteria as shown in the **Attachment**.

Key Points:

- The Unified List of Regional Transportation Priorities is a strategic tool used to communicate current regional transportation priorities to state legislators and Congressional representatives for potential funding opportunities. SRTC is committed to annually updating the Unified List.
- Since 2023 SRTC has developed two versions of the list, one for state legislative use and one for federal use. The SRTC Board of Directors approved the 2024 Unified List at their 09/14/2023 (state version) and 11/09/2023 (federal version) meetings.
- SRTC staff has proposed that needs identified in the Regional Safety Action Plan be incorporated into the 2025 Unified List document. Staff has also proposed several updates be made to the safety and equity project selection criteria, based on recent work efforts relating to the Regional Safety Action Plan and Equity Working Group. These updates are detailed in the 2025 project selection criteria document, included in the **Attachment**.

Board/Committee Discussions:

The 2025 Unified List development and project evaluation criteria was initially presented to the TAC and the TTC for information and discussion at their 02/28/2024 meetings. It was presented to the SRTC Board of Directors at their 03/14/2024 meeting.

Public Involvement:

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

Staff Contact: David Fletcher, SRTC | dfletcher@srtc.org | 509.343.6370



Project Evaluation Criteria

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.

▶ Proposed revisions to criteria shown in **RED**.

30 POINTS

ECONOMIC VITALITY

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 employment 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.*

30 POINTS

COOPERATION & LEADERSHIP

Relates to SRTC's role as a regional forum to identify regional transportation needs, establish 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?

30 POINTS

STEWARDSHIP

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?

Question 3 (10 points)

- ▶ Does the project reduce air quality emissions or VHT/VMT? **This question relates to the State Vehicle Miles of Travel Targets Proviso.*

30
POINTS

OPERATIONS, MAINTENANCE & PRESERVATION

Involves strategically investing limited resources to maximize the operations and physical condition of the transportation network.

Question 1 (10 points)

- ▶ Does the project incorporate TDM/TSMO solutions or improve capacity without adding travel lanes or roadways? **Criteria relates to federal transportation performance management (TPM) requirements.*

Question 2 (10 points)

- ▶ Does the project improve NHS pavement/bridge condition or contributes to STA's adopted public transit asset management targets? **Criteria relates to federal TPM requirements.*

Question 3 (10 points)

- ▶ Does the project address a need identified in the SRTMC ITS Architecture Plan, SRTMC Implementation Plan, or local technology plan?

30
POINTS

SAFETY & SECURITY

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)

- ▶ Is the project identified in a state or local plan, or an approved prioritized list of safety projects? [Does the project address an identified safety need in the Regional Safety Action Plan?](#)

Question 2 (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? [Does the project incorporate countermeasures to address safety issues on the High Injury Network, as identified in the Regional Safety Action Plan? Or, if the project is a transit project, does it contribute to STA safety targets?](#)

30
POINTS

QUALITY OF LIFE

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 a active transportation element(s); 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(s)? **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*

30
POINTS

EQUITY **These criteria directly relate to the federal planning factor for equity, the Justice 40 initiative, and the state HEAL Act.*

Addresses protecting disadvantaged communities from disproportionately high adverse impacts, while equitably distributing the benefits of transportation investments.

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 (5 points)

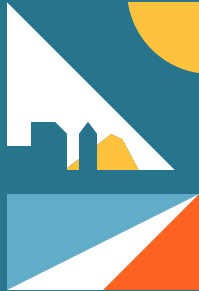
- ▶ [If yes to question one, has the project gone through a documented public outreach process, or has targeted engagement been conducted, with communities of potential disadvantage?](#)

Question 3 (10 points)

- ▶ Does the project incorporate appropriate countermeasures to address safety issues [on the High Injury Network](#), 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 4 (10 points-5 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?



Development Process

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.

Target Completion Date: Sept 2024 (state) Nov 2024 (Federal)	FEB				MAR				APR				MAY				JUN				JUL				AUG				SEPT				OCT				NOV						
	5	12	19	26	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25
Project List Development																																											
(t1) Develop Draft Criteria			C			B																																					
(t2) Finalize Criteria						CA			BA																																		
(t3) Develop Project Information Form																																											
(t4) Project Submittal Period																																											
(t5) SRTC Project Review																																											
(t6) Integrate Safety Action Plan Projects																																											
(t7) Develop Projects List																																											
Legislative Priorities Development																																											
(t8) Collect + Review Local Legislative Agendas																																											
(t9) Develop State Leg Statements + Priority Areas																																											
(t10) Develop Federal Leg Statements + Priority Areas																																											
Final Unified List Packet Development																																											
(t11) Finalize Project List + Unified List (State Version)																																											
(t12) Finalize Unified List (Federal Version)																																											
Project Deliverables																																											
(d1) Project Evaluation Criteria			D			D	F			F																																	
(d2) Projects List																																											
(d3) State Legislative Statements + Priority Areas																																											
(d4) 2025 Unified List (State Version)																																											
(d5) Federal Legislative Statements + Priority Areas																																											
(d6) 2025 Unified List (Federal Version)																																											

TTC/TAC Items	SRTC Board Items	Deliverables
C Information	B Information	D Draft
CA Action	BA Action	F Final

To: Transportation Technical Committee
From: Michael Redlinger, Associate Transportation Planner
TOPIC: COMMUTE TRIP REDUCTION (CTR) PLAN UPDATES

03/20/2024

Requested Action:

None. For information and discussion.

Key Points:

- SRTC is beginning the process of updating our Commute Trip Reduction (CTR) Plan.
- The new four-year plan will be in effect from July 1, 2025 to June 30, 2029.
- In 1991, the Washington State Legislature passed the CTR Law (RCW 70A.15.4000-4110 and Chapter 468-63 WAC) to address air pollution, petroleum fuel consumption, and traffic congestion.
- Travel behavior and community interests have shifted since SRTC’s last CTR Plan update was completed in 2015.
- Between now and the end of September, CommuteSmart Northwest will be working with SRTC and SRTC’s member jurisdictions to develop CTR plans for each jurisdiction as well as a regional CTR Plan.
- SRTC will then review local CTR plans for consistency and submit the final drafts to the state TDM Technical Committee on December 1.
- CommuteSmart Northwest TDM Manager LeAnn Yamamoto will provide an overview of the plan update process.

Board/Committee Discussions:

This is SRTC staff’s first discussion with the TTC on this topic.

Public Involvement:

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

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

To: Transportation Technical Committee
From: Mike Ulrich, Principal Transportation Planner

03/20/2024

TOPIC: DATA APPLICATIONS FOR TRANSPORTATION ANALYSIS (DATA) PROJECT UPDATE

Requested Action:

None. For information and discussion.

Key Points:

- In 2018 the SRTC Board designated \$1M in Surface Transportation Block Grant (STBG) funding to improve the agency's ability to apply data to the long-range planning process.
- Staff convened a project team to develop an RFQ for a project to holistically evaluate SRTC's current tools compared to state of best practice. Resource Systems Group, Inc. was the prime consultant selected and a two-phase project was developed.
- With support from the project team, and informed by a stakeholder engagement process, Phase I concluded with the delivery of a design plan. In March of 2021, the SRTC Board approved that design plan and Phase II began.
- Phase II focused on implementing six tasks: Household Travel Survey, Passive Data Collection, Traffic Count Data Collection, Travel Demand Model Update, Land Use Allocation Tool, & Online Data Hub.
- At the March TTC meeting, staff will provide a presentation that recaps the DATA Project, provides an overview of each of the six tasks, and the associated deliverables.
- At the April TTC meeting, staff will request the TTC make a recommendation to the Board to approve a resolution acknowledging that the DATA Project products have been delivered satisfactorily.

Board/Committee Discussions:

The Committees and Board have had several presentations on this topic throughout the course of the last several years. Most recently, the (Task 1) Household Travel Survey final report was presented to the Committees in December of 2022.

Public Involvement:

The funds for this project were included in the 2019-2022 TIP which was adopted 10/11/2018. A public meeting was held on 09/19/2018 to review and discuss the 2019-2022 TIP. A public comment period of thirty days ran from September 1 to September 30. All Committee and Board meetings where this project has been discussed have also been open to the public.

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

To: Transportation Technical Committee
From: Mike Ulrich, Principal Transportation Planner
TOPIC: REGIONAL SAFETY ACTION PLAN - UPDATE

03/20/2024

Requested Action:

None. For information and discussion.

Key Points:

- SRTC, with support from a consultant team, is developing a Regional Safety Action Plan (RSAP).
- Decision points throughout the development of the plan will be informed by a Steering Committee made up of member agency's staff and a TAC member.
- At the January meeting staff provided a presentation on the RSAP with specific attention paid to the data analysis and engagement strategies.
- At the March meeting, staff will provide a presentation that includes discussion on the High Injury Network, Equity Analysis, Project Identification, and Potential Strategies.
- Those major tasks are summarized below.

High Injury Network (HIN)

The High Injury Network (HIN) identifies segments and intersections (signalized and roundabouts) with historically higher rates of fatal and serious injury (FSI) crashes. The HIN represents the areas in most critical need of safety interventions and prioritizes them for multi-agency focus and investment. A High Priority Network was also established for smaller communities with few FSI crashes with the goal of preventing future crashes. More information on the HIN can be found in the attached Supporting Information.

Equity

When looking at the distribution of low-income populations and minority populations within Spokane County, there is a clear correlation between those two population groups and the HIN showing a disproportionate impact of traffic-related injuries and deaths on these populations. The largest proportion of households without vehicles is concentrated in downtown Spokane, where the HIN is also heavily concentrated.

Strategies

Strategies and practices are framed around the Safe System Approach. Based on findings from the data analysis, a review of existing community plans and policies, national best practices, and interviews with representatives from city, county, state, tribal, and community-based organizations, the emphasis areas found in the attached Supporting Information are under consideration by the Steering Committee.

Public Involvement:

Public involvement has been guided by the project’s public involvement plan. For this phase of the project that has included in-person engagement events at the STA Plaza and public libraries as well as targeted interviews and an online survey/mapping tool.

Board/Committee Discussions:

Both committees received a briefing on the RSAP at their January meeting.

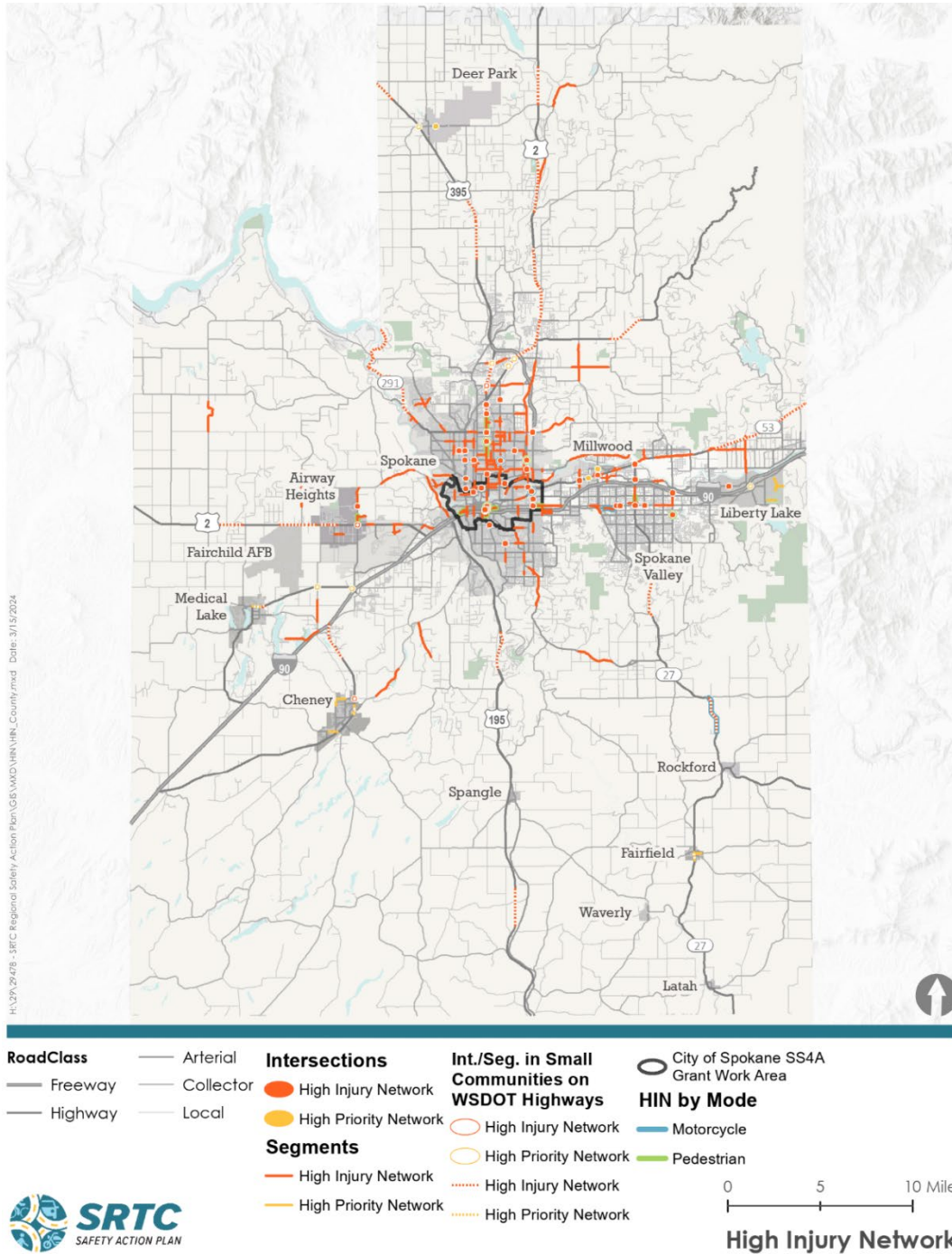
The SRTC Board received a briefing on the RSAP at their February meeting.

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

Supporting Information

TOPIC: REGIONAL SAFETY ACTION PLAN - UPDATE

Figure 1: Draft High Injury Network



Data Source: WSDOT Crash Data 2018-2022. Excluding crashes on I-90 or on/off ramps. Excluding crashes on 'Miscellaneous Trafficways'. Note: Cities with less than 25,000 population (such as Liberty Lake) do not have jurisdiction over WSDOT roads.

Table 1: Draft Top 10 High Crash Segments in the Region

Jurisdiction	Corridor	Limits	User Focus	FSI Crashes	Score	WSDOT Responsible	Spokane SS4A Project	Planned Project
County	N Nine Mile Rd	Wenger Rd to River Park Ln	-	7	952	Yes	No	-
County	E Bigelow Gulch Rd	N Havana St to N Espe Rd	-	6	673		No	Road reconstruction planned 2024
Spokane	W Sunset Blvd	S Cannon St to W 2nd Ave to	Ped	3	640		Yes	-
Airway Heights	S Hayford Rd	W 6th Ave to W US 2 Hwy	Ped	3	572		No	-
Spokane Valley	N Pines Rd	E Sprague Ave to E Broadway Ave	Ped	3	566		No	-
County	E Upriver Dr	N Upriver Bend Ln to Plante's Ferry Sports Stadium	-	4	554		No	-
Spokane	N Nevada St	E Crown Ave to E Bismark Ave	-	4	554		No	-
Spokane	N Division St	Glass Ave to Longfellow Ave	-	1	550		No	-
Spokane	N Division St	Buckeye Ave/North Foothills Dr to Glass Ave	-	2	550		No	-
Spokane	N Freya Way	E Desmet Ave to N Greene St	-	5	516		Yes	-

Table 2: Draft Top 10 High Crash Intersections in the Region

Jurisdiction	Intersection	User Focus	FSI Crashes	Score	WSDOT Responsible	Spokane SS4A Project	Planned Project
Spokane	Trent Ave & Freya Way & Thor St	motorcycle	5	526		Yes	Update signal for pedestrians and slow traffic on Market
Spokane	Garland Ave & Market St	ped	4	432		No	-
Airway Heights	Hayford Rd & U2 Hwy	-	3	430	Yes	No	-
Spokane	Magnesium Rd & Pine Ridge Ct & Division St & Price Ave	-	3	371		No	-
Spokane	Browne St & 2nd Ave	-	3	357		Yes	-
Spokane	1st Ave & Sprague Ave & Freya St	-	3	347		Yes	-
Spokane	Alki Ave & Freya St	-	3	341		Yes	-
Spokane Valley	Trent Ave & Cement Rd & Pines Rd	-	3	341		No	-
Spokane	Empire Ave & Garland Ave & Providence Ave & Nevada St	moto	3	328		No	-
Spokane	Washington St & Maxwell Ave & Mission Ave	-	3	326		Yes	-

Table 3: Draft Potential Strategies

Areas of Focus						Recommended Strategies
Planning	Design	Policy /Process	Operations	Education/ Enforcement	Data	
X	X	X		X		Reduce vehicle speeds and speed limits (<i>Safer Speeds</i>)
X	X	X		X		Prioritize safety around schools (<i>Safer People</i>)
X	X	X	X		X	Conduct a lighting study (<i>Safer Roads</i>)
X	X	X	X		X	Address barriers caused by arterial roads and highways in underserved communities by improving active transportation and transit connections along and across these roads. (<i>Safer Roads</i>)
X	X	X	X		X	Better integrate safety into Complete Streets policies to ensure safety as an element of all capital improvement projects and resurfacing projects, and new development requirements. (<i>Safer Roads</i>)
X	X	X	X			Incorporate quick-build strategies and demonstration projects for rapid roll-out of safety improvements. (<i>Safer Roads</i>)
X		X	X	X	X	Implement equitable enforcement approaches (<i>Safer People</i>)
			X	X	X	Facilitate knowledge sharing and capacity building regarding best practices to reduce crashes (<i>Safer People / Safer Roads</i>)
X		X	X		X	Prioritize data-driven safety improvements using an equitable approach (<i>Safer People / Safer Roads</i>)
X		X	X		X	Track progress in meeting plan goals and implementing projects (<i>Safer Roads</i>)
X	X	X	X	X	X	Implement awareness and education programs to promote a culture of safety (<i>Safer People / Safer Roads / Safer Speeds</i>)
		X	X	X		Implement impaired driving prevention policies and programs (<i>Safer People</i>)
X	X	X	X		X	Evaluate Level of Service (LOS) standard (<i>Safer Roads</i>)
X	X		X			Coordinate with first responders to address safety needs (<i>Safer People / Safer Roads</i>)
X		X	X			Incorporate crash reduction and safety technology in vehicle fleet retrofits and purchasing standards (<i>Safer Vehicles / Safer People</i>)

To: Transportation Technical Committee

03/20/2024

From: Ryan Stewart, Principal Transportation Planner

TOPIC: SPECIAL TRANSPORTATION PLANNING STUDY AGREEMENT

Requested Action:

None. For information and discussion.

Key Points:

SRTC will undertake the development of a framework to address the recommendations in the WSDOT Vehicle Miles of Travel (VMT) Targets – Final Report. The overall recommendation is that “local per capita VMT targets be set at the regional scale by Regional Transportation Planning Organizations (RTPOs) based on what is feasible and likely to occur over the timeframe of long-range plans.”

SRTC staff will work with our General Planning Services Contractor to develop the per capita VMT reduction target and framework (see attached draft scope). SRTC will receive \$138,000 pass through funding from WSDOT for this effort contingent upon an executed Special Transportation Planning Study Agreement (attached).

Board/Committee Discussions:

This is the first discussion of the proposed Special Transportation Planning Study Agreement.

Public Involvement:

All committee and Board meetings where the Special Transportation Planning Study Agreement is discussed are open to the public. Public engagement is anticipated during the development of the VMT Reduction Target framework.

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

VMT Reduction Targets

DRAFT Scope

Purpose

Develop a framework to address the recommendations in the WSDOT Vehicle Miles of Travel (VMT) Targets – Final Report¹. The overall recommendation is that “local per capita VMT targets be set at the regional scale by Regional Transportation Planning Organizations (RTPOs) based on what is feasible and likely to occur over the timeframe of long-range plans.”

Additional recommendations include:

1. When certifying local comprehensive transportation elements, the RTPO should confirm that the comprehensive plan includes goals, policies, and strategies to reduce per capita VMT consistent with the regional target.
2. Under current state law, RTPOs are required to certify the transportation elements of local comprehensive plans but local jurisdictions are not required to have their transportation elements certified. Advocate for an update to state law to require that all city and county comprehensive plan transportation elements be certified by the RTPO for consistency with the RTP, Growth Management Act (GMA) planning requirements, and Revised Code of Washington (RCW) related to regional transportation planning.
3. Perform an equity analysis prior to the finalization of regional VMT reduction targets.
4. There should be no enforcement/punitive actions for cities, counties, or agencies where the actual VMT per capita is not decreasing proportional to the VMT reduction target. Instead, state resources should be directed to actions that can improve performance towards reaching the targets.
5. If an RTP is forecast to fail to meet the regional VMT reduction targets, the RTP project selection criteria should favor transportation projects that would not increase roadway capacity (e.g., state of good repair, cross section reallocation, transit, active mode infrastructure, safety, etc.) unless the plan is accompanied by a statement of overriding considerations.²
6. Provide technical assistance to member jurisdictions to support land use decisions under GMA processes because they are inputs to RTPs.

¹ WSDOT Vehicle Miles of Travel (VMT) Targets – Final Report (June 2023).

<https://srtransportationcouncil.sharepoint.com/:b:/g/planning/ERRTeCV1rmRGqZB5ciTOzcUByLBLVJ5RnhLVsJSOC9zbZQ?e=6nvJAA>

² Statement of Overriding Considerations is a written statement explaining the specific reasons why the social, economic, legal, technical, or other beneficial aspects of the proposed project outweigh the unavoidable adverse environmental impacts and why the Lead Agency is willing to accept such impacts. This term is based on the California Environmental Quality Act but has good potential to be used in Washington as part of VMT analysis.

Funding

\$138,000 pass through funding from WSDOT contingent upon executed Special Transportation Planning Study Agreement (attached).

Approach

The funding will be used to execute a Task Order with the General Planning Consultant to assist SRTC staff in completing the following tasks:

Task 1 Project Management

Oversee consultant work including schedule, budget, and deliverables; prepare and submit reports; and process invoices.

Deliverables: progress reports.

Task 2 Outreach/Engagement

Assemble a working group composed of staff from affected jurisdictions and other agencies (WSDOT, STA, Spokane County Commute Trip Reduction). Based on work conducted in concurrent tasks, the working group will: review a summary of best practices and available data; discuss individual jurisdictional approaches and targets; participate in an equity analysis of the impacts of per capita VMT reduction strategies; and, make recommendations to SRTC staff on a regional VMT reduction target and on strategies to meet the target. This task will be closely aligned with the update of the SRTC Comprehensive Plan Certification Process.

Deliverable: Report summarizing the working group's recommendations for establishment of a regional VMT reduction target and for implementation of a framework to make progress in meeting the target.

Task 3 Best Practices Review

Review and summarize regional approaches to setting VMT reduction targets and implementing strategies to meet the targets.

Deliverable: Memo summarizing regional VMT reduction best practices.

Task 4 Assess VMT Data Resources

Assess the availability of current VMT data and determine gaps in the data that would necessitate acquiring additional VMT data. Based on the Task 2 Best Practices review, develop a methodology for sensitivity testing and, if necessary, post processing the VMT data (e.g. travel demand model).

Deliverable: Memo summarizing the suitability of currently available VMT data and, if necessary, the need for, and estimated cost of, acquiring additional data.

Task 5 Equity Analysis

Perform an equity analysis of the impacts of setting a VMT reduction target and the strategies to achieve the target.

Deliverable: Memo summarizing the results of the equity analysis.

Task 6 Develop VMT Reduction Framework

Based on the results and recommendations of the previous tasks, develop a framework for establishing a regional VMT reduction target and for monitoring progress in meeting the target. The framework should include:

- a methodology for establishing the regional VMT reduction target;
- short-, medium-, and long-term strategies to help meet the reduction target;
- a process to coordinate local and regional targets and strategies;
- suggested goals, policies and strategies that can be utilized by local jurisdictions to assist in developing their comprehensive plans;
- an update to the Comprehensive Plan Certification Process for the review of comprehensive plans and the countywide planning policies to ensure they includes goals, policies, and strategies to reduce per capita VMT consistent with the regional target;
- a process for monitoring the progress in meeting the regional target; and,
- recommendations for next steps (actions to improve performance, updates to project selection criteria, technical assistance for jurisdictions, etc.).

Deliverable: VMT Reduction Target and Framework Report

Schedule

Task	2024			2025	
	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr
Task 1 Project Management					
Task 2 Outreach/Engagement					
Task 3 Best Practices Review					
Task 4 Assess VMT Data Resources					
Task 5 Equity Analysis					
Task 6 Develop VMT Reduction Framework					



<p align="center">Special Transportation Planning Study Agreement Work by Planning Organization - Actual Cost</p>		Organization and Address
		Statewide Vendor No.:
Agreement Number	Total Amount Authorized	Project Title and Description
Project Manager	Agreement Expiration Date	

This Agreement is between the Washington State Department of Transportation (WSDOT) and the above-named organization (Planning Agency) hereinafter referred to individually as the "Party" and collectively as the "Parties."

Recitals

1. WSDOT and the Planning Agency recognize the need for the transportation planning project, herein after Project, as described above, and
2. It is deemed in the best interest of WSDOT to participate in funding said Project for the mutual benefit of local and state roadway planning in the area of the Project, and
3. WSDOT and the Planning Agency now wish to define responsibility for preparation of the transportation planning Project.

Now therefore, pursuant to chapter _____, the above recitals, which are incorporated herein as if set forth below, and in consideration of the terms, conditions, covenants, and performances contained herein, and in the Exhibits attached hereto and hereby made a part of this Agreement, it is mutually agreed as follows:

1. Scope of Work

- 1.1 The Planning Agency shall undertake the Project as described above, which shall include the tasks set forth in Exhibit A, attached hereto.

2. Period of Performance

- 2.1 This Agreement shall be effective upon execution and shall terminate upon the expiration date listed above or final payment has been accepted.

3. Payment

- 3.1 WSDOT agrees to reimburse the Planning Agency's actual direct and related indirect costs of the Project. The maximum amount that WSDOT shall reimburse the Planning Agency shall not exceed the "Total Amount Authorized" listed above. Payment by task shall be made as set forth in Exhibit B. All costs must be consistent with the Federal cost principles contained in 2 CFR 200.
- 3.2 The Planning Agency may submit requests to the WSDOT for reimbursement of funds as they are expended on activities at any time, but not more frequently than one (1) such request every month. Such requests for reimbursement shall document the amount of funds that have been expended during the contract period, as well as for the current billing period. The request for reimbursement shall contain sufficient detail to inform WSDOT and any other entities providing funding for the work as to the progress on the planning effort. WSDOT shall review and approve each request for payment and shall reimburse the Planning Agency thirty (30) business days after the date of receipt of invoice.
- 3.3 All indirect costs will be consistent with the federal de minimus rate found in 2 C.F.R. 200 or based on an indirect cost rate proposal that is approved by Planning Agency annually and maintained on file by for audit purposes. If indirect costs are based on an approved indirect cost allocation plan, the Planning Agency will provide a copy to WSDOT annually, or when updated.

4. Reports

- 4.1 The Planning Agency shall prepare and present to WSDOT an annual progress report. The report shall be completed and submitted to WSDOT within 30 calendar days following the end of each fiscal year. This annual report shall summarize work accomplished under the scope of work, costs incurred by work element, and shall identify any carryover of funds.
- 4.2 WSDOT however, reserves the right to request an interim report(s) during the fiscal year. The interim report(s) is due to WSDOT within 21 calendar days of being notified in writing by WSDOT. The interim report(s) shall include a summary of work progress during the course of the fiscal year, costs incurred in accordance with the approved scope of work and budget, and progress to date, including any problems or work delays. WSDOT may delay reimbursement of billings if the requested interim report(s) is not submitted in a timely manner.
- 4.3 The final product of this agreement will provide documentation of all technical data and their analysis. The Planning Agency shall submit copies of the final product to WSDOT for acceptance. Electronic submittal is acceptable. This requirement for a final product may be waived in writing by WSDOT, with email being acceptable.

5. Modifications or Amendments

- 5.1 Either Party may request changes in these provisions. Such changes which are mutually agreed upon shall be incorporated as written amendments to this Agreement. No variation or alteration of the terms of this Agreement shall be valid unless made in writing and signed by authorized representatives of the Parties hereto.

6. Audits, Inspection, and Retention of Records

- 6.1 All records related to this Agreement shall be held and kept available for inspection and audit for a period of six (6) years from the date of termination of this Agreement or any final payment authorized under this Agreement, whichever is later. Each Party shall have full access to and right to examine said records, during normal business hours and as often as deemed necessary. In the event of litigation or claim arising from the performance of this Agreement, the Parties agree to maintain the records and accounts until such litigation, appeal or claims are finally resolved. This section shall survive the termination of this Agreement.
- 6.2 In accordance with 2 CFR 200, the Planning Agency is required to arrange for audit of funds expended.
- 6.3 The Public Records Act, RCW 42.56 shall apply to all information and documents, both paper and electronic, submitted to WSDOT. If federal funds are applied the Planning Agency understands and agrees that the Freedom of Information Act (FOIA), 5 U.S.C. § 552 shall also apply to all information and documents, both paper and electronic, submitted to WSDOT. The Planning Agency should therefore be aware that all applications and materials submitted will become agency records and are subject to public release through state and federal disclosure requests.

7. Termination

- 7.1 Termination for Convenience. WSDOT and/or the Planning Agency may suspend or terminate this AGREEMENT, in whole or in part, and all or any part of the financial assistance provided herein, at any time by written notice to the other Party. WSDOT and the Planning Agency shall agree upon the AGREEMENT termination provisions including but not limited to the settlement terms, conditions, and in the case of partial termination the portion to be terminated. Written notification must set forth the reasons for such termination, the effective date, and in case of a partial termination the portion to be terminated. However, if in the case of partial termination, WSDOT determines that the remaining portion of the award will not accomplish the purposes for which the award was made, WSDOT may terminate the award in its entirety. The Parties may terminate this AGREEMENT for convenience for reasons including, but not limited to, the following:
 - 7.1.1 The requisite funding becomes unavailable through failure of appropriation or otherwise;
 - 7.1.2 WSDOT determines, in its sole discretion, that the continuation of the Project would not produce beneficial results commensurate with the further expenditure of funds;
 - 7.1.3 The Planning Agency is prevented from proceeding with the Project as a direct result of an Executive Order of the President with respect to the prosecution of war or in the interest of national defense; or an Executive Order of the President or Governor of the State with respect to the preservation of energy resources;
 - 7.1.4 The Planning Agency is prevented from proceeding with the Project by reason of a temporary preliminary, special, or permanent restraining order or injunction of a court of competent jurisdiction where the issuance of such order or injunction is primarily caused by the acts or omissions of persons or agencies other than the Planning Agency; or
 - 7.1.5 The State Government determines that the purposes of the statute authorizing the Project would not be adequately served by the continuation of financial assistance for the Project.

- 7.2 Termination for Default. WSDOT may suspend or terminate this AGREEMENT for default, in whole or in part, and all or any part of the financial assistance provided herein, at any time by written notice to the Planning Agency, if the Planning Agency materially breaches or fails to perform any of the requirements of this AGREEMENT, including:
- 7.2.1 Takes any action pertaining to this AGREEMENT without the approval of WSDOT, which under the procedures of this AGREEMENT would have required the approval of WSDOT;
 - 7.2.2 Jeopardizes its ability to perform pursuant to this AGREEMENT, United States of America laws, Washington state laws, or local governmental laws under which the Planning Agency operates;
 - 7.2.3 Fails to make reasonable progress on the Project or other violation of this AGREEMENT that endangers substantial performance of the Project; or
 - 7.2.4 Fails to perform in the manner called for in this AGREEMENT or fails, to comply with, or is in material violation of, any provision of this AGREEMENT. WSDOT shall serve a notice of termination on the Planning Agency setting forth the manner in which the Planning Agency is in default hereunder. If it is later determined by WSDOT that the Planning Agency had an excusable reason for not performing, such as events which are not the fault of or are beyond the control of the Planning Agency, such as a strike, fire or flood, WSDOT may: (a) allow the Planning Agency to continue work after setting up a new delivery of performance schedule, or (b) treat the termination as a termination for convenience.
- 7.3 WSDOT, in its sole discretion may, in the case of a termination for breach or default, allow the Planning Agency ten (10) business days, or such longer period as determined by WSDOT, in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions. If the Planning Agency fails to remedy to WSDOT's satisfaction the breach or default within the timeframe and under the conditions set forth in the notice of termination, WSDOT shall have the right to terminate this AGREEMENT without any further obligation to Planning Agency. Any such termination for default shall not in any way operate to preclude WSDOT from also pursuing all available remedies against Planning Agency and its sureties for said breach or default.
- 7.4 In the event that WSDOT elects to waive its remedies for any breach by Planning Agency of any covenant, term or condition of this AGREEMENT, such waiver by WSDOT shall not limit WSDOT's remedies for any succeeding breach of that or of any other term, covenant, or condition of this AGREEMENT.
- 7.5 If this AGREEMENT is terminated, whether for convenience or for default, before the specified end date set forth in the caption header, "Term of Agreement", WSDOT and the Planning Agency shall execute an amendment to this AGREEMENT identifying the termination date and the reason for termination.

8. Applicable Laws

- 8.1 The Planning Agency agrees to abide by all applicable state and federal laws and regulations including but not limited to, those concerning employment, equal opportunity employment, nondiscrimination assurances, project record keeping necessary to evidence compliance with such federal and state laws and regulations, and retention of all such records. The Planning Agency will adhere to all applicable nondiscrimination provisions in chapter 49.60 RCW. Except when a federal statute or regulation preempts state or local law, no provision of the AGREEMENT shall require the Planning Agency to observe or enforce compliance with any provision, perform any other act, or do any other thing in contravention of state or local law. If any provision or compliance with any provision of this AGREEMENT violate state or local law, or would require the Planning Agency to violate state or local law, the Planning Agency agrees to notify WSDOT immediately in writing. Should this occur, WSDOT and the Planning Agency agree to make appropriate arrangements to proceed with or, if necessary, expeditiously, terminate the AGREEMENT.

9. Indemnification

- 9.1 Each Party to this Agreement will protect, defend, indemnify, and save harmless the other Party, its officers, officials, employees, and agents, while acting within the scope of their employment as such, from any and all costs, claims, judgments, and/or awards of damages (both to persons and property), arising out of, or in any way resulting from, each Party's negligent acts or omissions with respect to the provisions of this Agreement. Neither Party will be required to indemnify, defend, or save harmless the other Party if the claim, suit, or action for injuries, death, or damages (both to persons and property) is caused by the sole negligence of the other Party. Where such claims, suits, or actions result from the concurrent negligence of the Parties, their agents, officials or employees, and/or involve those actions covered by RCW 4.24.115, the indemnity provisions provided herein will be valid and enforceable only to the extent of the negligence of the indemnifying Party, its agents, officials or employees.
- 9.2 Further, the Planning Agency specifically assumes potential liability for actions brought by its own employees or agents against WSDOT and, solely for the purpose of this indemnification and defense, the Planning Agency specifically waives any immunity under State industrial insurance laws, Title 51 RCW.
- 9.3 The provisions of this Section shall survive the termination of this Agreement.

10. Subcontracting

10.1 The services of the Planning Agency are to be directed by the Project Manager identified above. The Planning Agency shall not assign, sublet, or transfer any of the work provided for under this Agreement without prior written approval from WSDOT, and WSDOT shall review and approve the Planning Agency’s consultant agreement prior to execution. The Planning Agency shall comply with all Federal and State laws and regulations governing the selection and employment of consultants. WSDOT reserves the right to appoint a representative to serve on the Consultant Selection Committee. Subcontracts greater than \$10,000 must contain all the required provisions of this contract.

11. Travel

11.1 Current state travel rates shall apply to all in-state and out-of-state travel for which reimbursement is claimed during the term of this Agreement. Reimbursement of travel expenses is limited to travel necessary for the completion of the Scope of this Agreement. All travel by the Planning Agency using state funds is subject to state travel rules as outlined in the State Administrative & Accounting Manual (SAAM). All travel by the Planning Agency using federal funds is subject to federal rules and regulations as outlined in 2 C.F.R. pt. 200. In addition, all travel by the Planning Agency using federal funds must be in compliance with its own internal policies, those of the fiscal agent, or the State’s policies, whichever is more restrictive.

11.2 Any out-of-state travel must have prior written approval of WSDOT to be eligible for reimbursement. Current WSDOT travel regulations and rates shall apply to all in-state and out-of-state travel for which reimbursement is claimed during the term of this Agreement.

12. Liability

12.1 No liability shall attach to WSDOT or the Planning Agency by reason of entering into this Agreement except as expressly provided herein.

13. Venue

13.1 In the event that either Party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this Agreement, the Parties hereto agree that any such action shall be initiated in the Superior Court of the State of Washington situated in _____ County. The Parties agree that the laws of the State of Washington shall apply.

14. Independent Contractor

14.1 The Planning Agency shall be deemed an independent contractor for all purposes and the employees of the Planning Agency or any of its contractors, subcontractors, and the employees thereof, shall not in any manner be deemed to be employees of WSDOT.

15. Severability

15.1 If any covenant or provision in this Agreement shall be adjudged void, such adjudication shall not affect the validity, obligation, or performance of any other covenant or provision which in itself is valid, if such remainder would then continue to conform to the terms and requirements of applicable law and the intent of this contract.

16. Equipment

16.1 All equipment to be purchased under this Agreement shall be listed in the scope of work. All equipment must be purchased, managed, and disposed of in accordance with 2 CFR 200

17. Counterpart and Electronic Signature

17.1 This Agreement may be signed in multiple counterparts, each of which constitutes an original and all of which taken together constitute one and same Agreement. Electronic signatures or signatures transmitted via e-mail in a “PDF” may be used in place of original signatures on this Agreement. The Parties intend to be bound by its electronic or “PDF” signature on this Agreement, are aware that the other Parties are relying on its electronic or “PDF” signature and waives any defenses to the enforcement of this Agreement based upon the form of signature.

In Witness Whereof, the Parties hereto have executed this Agreement as of the Party’s date last signed below

Planning Agency	Washington State Department of Transportation
Sign and Date	Sign and Date
Print Name	Print Name
Title	Title