

Transportation Technical Committee

Meeting WEDNESDAY, APRIL 24, 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

<https://us02web.zoom.us/j/88505804034?pwd=dXk4NnNsbdBTK0xXS0tKY1BJdnRuQT09>

Meeting ID: 885 0580 4034 Passcode: 012212

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.

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

Transportation Technical Committee (TTC) Meeting Agenda

Wednesday, April 24, 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	
 <u>ACTION ITEMS</u>		
1:10	5 Consent Agenda	
	a) March minutes for TTC meeting	3
	b) CY 2024-2027 Transportation Improvement Plan (TIP) May Amendment	6
1:12	6 Data Application for Transportation Analysis (DATA) Project <i>(Mike Ulrich)</i>	10
1:22	7 Special Transportation Planning Study Agreement: VMT Reduction <i>(Ryan Stewart)</i>	11
 <u>INFORMATION AND DISCUSSION ITEMS</u>		
1:32	8 City of Airway Heights: Transportation Priorities <i>(Heather Trautman)</i>	n/a
1:52	9 Carbon Reduction Program (CRP) and Surface Transportation Block Grant (STBG) Funding for Cheney <i>(Ryan Stewart)</i>	19
1:57	10 SRTC Guiding Principles and the Metropolitan Transportation Plan Update <i>(Jason Lien)</i>	21
2:07	11 SFY 2024-2025 Unified Planning Work Program (UPWP), Amendment 1 <i>(Eve McMenemy)</i>	23
2:12	12 Agency Update and Future Information Items <i>(Mike Ulrich)</i>	
2:15	13 Adjournment	

Spokane Regional Transportation Council – Transportation Technical Committee

March 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 AttendanceChair Trautman called the meeting to order at **1:05p.m.***In Attendance***TTC Members**Heather Trautman, *City of Airway Heights (Chair)*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*Jerramy Clark, *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*Tara Limon, *Spokane Transit Authority*Char Kay, *WSDOT-ER*Mike Pea, *WSDOT-ER***Guests**LeAnn Yamamoto, *Spokane County*Spencer Montgomery, *JUB Engineers*Jeff Frkonja, *Resource System Group (RSG) Inc*Jennifer Emerson-Martin, *Iteris Inc.*Wende Wilber, *Kittelson and Assoc.*Morgan Dean, *Kittelson and Assoc.***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. Weathers moved to approve the February TTC meeting minutes and the TIP Amendment as presented.**Mr. Greene seconded. The motion passed unanimously.***#6 Transportation Performance Management (TPM): New Greenhouse Gas Rule and Targets**

Mr. Redlinger reviewed the historical strategic approach and MPO's requirements for adopting the target. He highlighted state-level targets with trend limits, both historical and goal-oriented. Next steps include obtaining approval for the state targets. Additionally, he refreshed the group on the CO2 rule presented last month and explained the TPM strategic approach for system information to meet MPO requirements. The final adoption will be presented to the board in April. WSDOT has a target of 13.4 tons of CO2, with no penalties for failing

SRTC 03.27.2024

to meet it, but adoption of a target is necessary. Recommendations for the state's current target are being sought.

Mr. Weathers motioned to approve the Transportation Performance Management (TPM): New Greenhouse Gas Rule and Targets as presented. Mr. Greene seconded. The motion passed unanimously.

#7 2025 Unified List Development & Project Evaluation Criteria

Mr. Fletcher thoroughly reviewed historical content covering both state and federal versions of the list for easier comprehension as requested by the legislature. He outlined the 2025 process, emphasizing key dates for finalizing the list in August for the state and October for the federal level. Additionally, he detailed the evaluation criteria, proposed changes including the incorporation of the equity planning framework and RSAP, and discussed the impact of these changes on each point-based criterion and potential inclusion of additional projects. The safety criteria options and equity criteria were explained while highlighting each of the options for the committee to discuss.

Mr. Weather made a motion to approve the "Safety option only" which, after a roll call vote, failed. Mr. Jackson made a motion to endorse Option A, including the presented safety criteria, and to approve edits for equity revisions as demonstrated, was made and seconded. This motion was approved unanimously.

INFORMATION & DISCUSSION ITEMS

#8 Commute Trip Reduction (CTR) Plan Updates

Mr. Redlinger discussed the partnership between SRTC and Commute Trip Reduction (CTR) and introduced Ms. Yamamoto, TDM Manager. Ms. Yamamoto then reviewed the plans for updating CTR, delving into its historical context since 2006 and explaining how the CTR law applies to local companies in the region. She also presented the requirements for administering the CTR law and discussed plans for updates for CY 2025 to 2029. She emphasized CTR as a low-cost congestion management tool with benefits for air quality. SRTC will assist in the development of a regional CTR plan covering identified districts, and a detailed timeline for development and approval process. Next steps involve sharing these goals and plans through collaboration between SRTC and STA, aiming for a 0.6% reduction in drive-alone trips.

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

Mr. Stewart discussed the historical context of the Vehicle Miles Traveled (VMT) targets report, aimed at supporting greenhouse gas (GHG) reduction goals. WSDOT led efforts to establish reduction targets and strategies, recommending regions to set per capita VMT reduction targets. Jurisdictions must update their comprehensive plans for GHG reduction, and the final report is available on WSDOT's website. SRTC stands to receive \$138,000 in pass-through funding upon Board approval, contingent on executing a Special Transportation Planning Study Agreement.

#10 Agency Update and Future Information Items

- Mr. Ulrich minded the committee of the upcoming Equity Working Group meeting this Friday.
- He informed the group that the Congressional Directed Funding portal, by Senator Murray, is now accessible.

#11 Adjournment

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

Angel Jackson, Recording Secretary

DRAFT

To: Transportation Technical Committee 04/17/2024
From: Ryan Stewart, Principal Transportation Planner
TOPIC: CY 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) MAY AMENDMENT

Requested Action:

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

Key Points:

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

AGENCY	PROJECTS
City of Spokane Valley	<ul style="list-style-type: none">• S. Barker Rd. (Appleway-Sprague)
WSDOT- Eastern Region	<ul style="list-style-type: none">• US 395/NSC I-90 Improvements - Hamilton to Thor• US 395/NSC I-90 Interchange - Stage 1• US 395/NSC I-90 Improvements - Freya to Appleway• US 395/NSC I-90 Interchange - Stage 2• US 395/NSC Sprague Ave to Spokane River - Stage 3• I-90/Transportation System Management & Operation (TSMO) Improvement• US 395/NSC I-90 to Sprague Ave

Board/Committee Discussions:

This is the first discussion of the proposed May amendment.

Public Involvement:

The proposed May amendment was published for a public review and comment period from 04/15/24 through 04/24/24. On 04/15/24 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 the Board taking action.

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

Supporting Information

TOPIC: 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) MAY 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 May 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 May amendment will be incorporated into the STIP on or around 06/21/2024.

2024-2027 Transportation Improvement Program						
May Amendment (24-05)						
Agency	Project Title	Funding Adjustment	Amendment		WA TIP ID	
	Amendment Description		New Project	Existing Project		
City of Spokane Valley	S. Barker Rd. (Appleway-Sprague)	Federal (DEMO, STBG)	\$ 2,200,000		✓	WA-14652
	Revised funding distributions to maximize obligations and meet target dates. Add FMSIB funds, revise DEMO and STBG. Update total cost est. FMSIB approved use of FMSIB funds in	State (FMSIB)	\$ 3,000,000			
		Local				
		Total	\$ 5,200,000			
WSDOT Eastern Region	US 395/NSC I-90 Improvements - Hamilton to Thor	Federal	\$ -	✓		600016B032
	This project provides for the improvement on and along I-90 that will include local street connections on/off ramp revisions, which will include a new bridge for Second Ave., modifying/widening the Altamont bridge, adding roundabouts at the intersections of Altamont with 2nd and 3rd Ave., and realigning 2nd Ave to make room for the new I-90/NSC ramp connections. In addition to the structures, this work includes grading, drainage, paving, traffic control and other work.	State (CWA)	\$ 72,823,800			
		Local	\$ -			
		Total	\$ 72,823,800			
WSDOT Eastern Region	US 395/NSC I-90 Interchange - Stage 1	Federal	\$ -	✓		600016C032
	Construct I-90 Interchange to NSC Spur. This project will construct the northern portion of the NSC/I90 Interchange from 2nd Ave to Sprague Ave. The work includes the construction of one new bridge, and four partial bridges, along with grading, drainage, paving, traffic control, and other work.	State (CWA)	\$ 87,754,500			
		Local	\$ -			
		Total	\$ 87,754,500			
WSDOT Eastern Region	US 395/NSC I-90 Improvements - Freya to Appleway	Federal	\$ -	✓		600016D032
	This project provides for the improvement on and along I-90 that will include local street connections on/off ramp revisions, which will include a new bridge for the eastbound off ramp over Havana, replace the Havana bridge, realign 3rd Ave, and reconstruction of the intersection of Havana and 3rd Avenue. In addition to the structures, this work includes grading, drainage, paving, traffic control and other work.	State (CWA)	\$ 62,887,300			
		Local	\$ -			
		Total	\$ 62,887,300			

2024-2027 Transportation Improvement Program						
May Amendment (24-05) cont						
Agency	Project Title	Funding Adjustment		Amendment		WA TIP ID
	Amendment Description			New Project	Existing Project	
WSDOT Eastern Region	US 395/NSC I-90 Interchange - Stage 2	Federal	\$ -	✓		600016E032
	Construct I-90 Interchange to NSC Spur. This project will construct the southern portion of the NSC/190 Interchange from I-90 to Second Ave. The work includes the construction of one new bridge, and completion of the four partial bridges that were constructed on the I-90 Interchange Stage 1 project. In addition to the structures, the work includes grading, drainage, paving, traffic control, and other work.	State (CWA)	\$ 83,003,900			
		Local	\$ -			
		Total	\$ 83,003,900			
WSDOT Eastern Region	US 395/NSC Sprague Ave to Spokane River - Stage 3	Federal	\$ -	✓		600015Q32
	This project provides for the improvement of the North Spokane Corridor from Sprague Avenue to Milepost 158.03 by constructing two two lanes in each direction by grading, drainage, paving, structures, erosion control, traffic control, site preparation and other work.	State (CWA)	\$ 102,577,475			
		Local	\$ -			
		Total	\$ 102,577,475			
WSDOT Eastern Region	I-90/Transportation System Management & Operation (TSMO)	Federal	\$ 862,489	✓		609099S32
	Constructs ramp meters at the Harvard Rd. Interchange.	State (CWA)	\$ 629,013			
		Local	\$ -			
		Total	\$ 1,491,502			
WSDOT Eastern Region	US 395/NSC I-90 to Sprague Ave	no funding change			✓	600015S32
	Delete project record. Remaining funding allocated to new projects (listed above) that will deliver the connection in four phases.					
CWA	Connecting Washington funding package					
DEMO	Demonstration Projects					
FMSIB	Freight Mobility Strategic Investment Board					
STBG	Surface Transportation Block Grant					

To: Transportation Technical Committee

4/17/2024

From: Mike Ulrich, Principal Transportation Planner

TOPIC: Data Applications for Transportation Analysis (DATA) Project

Requested Action:

Recommend the SRTC Board acknowledge the DATA Project has been delivered satisfactorily and release the updated travel demand model for planning use.

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, and Online Data Hub.
- Those tasks have been completed according to the agreed upon scope and were presented to the TTC at the March meeting.
- For the last several weeks SRTC Staff has been working with model users to provide training, model review, and documentation review. Feedback received has been addressed and incorporated into final deliverables.

Board/Committee Discussions:

The Committees and Board have had several presentations on this topic throughout the course of the last several years. At the March TTC meeting, staff provided a presentation that recapped the DATA Project, provided an overview of each of the six tasks, and the associated deliverables.

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@src.org | 509.343.6370

To: Transportation Technical Committee

04/17/2024

From: Ryan Stewart, Principal Transportation Planner

TOPIC: SPECIAL TRANSPORTATION PLANNING STUDY AGREEMENT: VMT REDUCTION

Requested Action:

Recommend Board authorize execution of the Special Transportation Planning Study Agreement.

Key Points:

- Pending Board approval, 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.”
- The proposed VMT reduction framework will be an integral component of the update to SRTC’s Comprehensive Plan Certification Process scheduled to begin this year.
- In 2023, the Washington State Legislature passed [House Bill 1181](#) which requires cities and counties planning under the [Growth Management Act](#) to “Encourage efficient multimodal transportation systems that will reduce greenhouse gas emissions and per capita vehicle miles traveled and are based on regional priorities and coordinated with county and city comprehensive plans.”
- Jurisdictions will need to incorporate a climate change and resiliency element in their next comprehensive plan periodic update. The climate element must include strategies for greenhouse gas emissions mitigation.
- SRTC staff will work with our General Planning Services Consultant to develop the per capita VMT reduction target and framework (see draft scope in **ATTACHMENT 1**).
- SRTC will receive \$138,000 pass through funding from WSDOT for this effort contingent upon an executed Special Transportation Planning Study Agreement (see **ATTACHMENT 2**).
- SRTC staff will ask the Board to consider execution of this agreement at the Board’s 05/09/24 meeting.

Board/Committee Discussions:

The proposed Special Transportation Planning Study Agreement and Scope were presented to the Committees at their March meetings and to the Board at their April meeting.

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

To: Transportation Technical Committee

04/17/2024

From: Ryan Stewart, Principal Transportation Planner

TOPIC: Carbon Reduction Program (CRP) and Surface Transportation Block Grant (STBG) Funding for Cheney

Requested Action:

None. For information and discussion.

Key Points:

The City of Cheney was initially awarded STBG funding for their Elm St - Washington to N 9th project in the 2023 Preservation Call for Projects. The city requested \$471,420 (total project cost \$544,995) and the award was \$184,000 which was the full allocation for the Urban Small (>5,000 and <49,999 population) category. The City of Cheney is the only jurisdiction in Spokane County that currently qualifies for the Urban Small category. The city was unable to accept the partial funding award.

SRTC staff and city staff discussed how the STBG funding could be used on a different project. It was decided to combine the STBG funding with CRP funding allocated to the Urban Small category for the eligible purchase of new electric vehicles and a charging station to replace aging maintenance fleet vehicles.

Purchase:

Item	Quantity	Cost (ea.)	Total
2024 Ford F150 Lightning XLT	4	\$62,246.45	\$248,985.80
2023 Ford Mach E	1	\$55,000.00	\$55,000.00
2023/2024 Polaris UTV	2	\$35,000.00	\$70,000.00
Solar Power Charging Canopy	1	\$31,430.00	\$31,430.00
		Total	\$405,415.80

Proposed award: \$237,559 (CRP) and \$113,126 (STBG) for a total of \$350,685. There is a 13.5% required match so the city will provide \$54,731 in local funds. The \$237,559 is the total amount of CRP funding from 2022-2023 and projected CRP allocations for 2024-2026 for the Urban Small category.

Emission savings: Please see the **Attachment** for the calculated emission savings.

Board/Committee Discussions:

This is the first discussion of the proposed CRP and STBG funding for Cheney.

Public Involvement:

All committee and Board meetings where the Special Transportation Planning Study Agreement is discussed are open to the public. The amendment to add this project to the TIP will be part of the June public comment period.

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

Carbon Reduction Program (CRP) and Surface Transportation Block Grant (STBG) Funding for City of Cheney purchase of new electric vehicles and a charging station to replace aging maintenance fleet vehicles.

Emission savings:

Pollutant	Emissions Savings (kg/day unless noted)					
	Service Truck 1 (1993)	Service Truck 2 (1993)	Service Truck 3 (1994)	Service Truck 4 (2000)	Service Van (2007)	Total Emissions Savings
Carbon Monoxide (CO)	0.470	0.470	0.473	0.212	0.115	1.740
Nitrogen Oxide (NOx)	0.087	0.087	0.073	0.030	0.003	0.280
Particulate Matter <2.5 µm	0.000	0.000	0.001	0.000	0.000	0.002
Particulate Matter <10 µm	0.001	0.001	0.001	0.000	0.000	0.002
Volatile Organic Compounds	0.056	0.056	0.052	0.021	0.005	0.191
Carbon Dioxide (CO ₂)	7.866	7.866	7.939	8.686	9.067	41.423
Carbon Dioxide Equivalent	8.343	8.343	8.347	8.899	9.115	43.046
Total Energy Consumption	0.106	0.106	0.107	0.117	0.122	0.558

Source: FHWA CMAQ Emissions Calculator Toolkit - On Road Electric Vehicle Purchase
https://www.fhwa.dot.gov/environment/air_quality/cmaq/toolkit/index.cfm#sect3c

To: Transportation Technical Committee

04/17/2024

From: Jason Lien, Principal Transportation Planner

TOPIC: SRTC Guiding Principles and the Metropolitan Transportation Plan Update

Requested Action:

None. For information only.

Key Points:

- The Guiding Principles reflect SRTC’s vision and values. They were approved by the SRTC Board and are the foundation for SRTC’s plans, policies, and programs. There are six Guiding Principles:
 - Economic Vitality
 - Cooperation and Leadership
 - Stewardship
 - System Operations, Maintenance, and Preservation
 - Safety and Security
 - Quality of Life
- SRTC is currently in an update cycle for the Metropolitan Transportation Plan (MTP)—the region’s long-range multimodal transportation plan. To ensure policy clarity and direction in the MTP update, staff are revisiting the Guiding Principles.
- SRTC facilitated a planning process on equity in 2022, which included the development of an Equity Planning Framework that was adopted by the Board in December 2022. One of the recommendations of the Framework was to incorporate equity into the agency’s Guiding Principles. Per the recommendation, staff has drafted a new Equity Guiding Principle and accompanying policies for discussion with SRTC committees and Board (see Attachment).
- Other work items that will inform the MTP update include a Regional Safety Action Plan, Smart Mobility Plan, and System Resiliency Assessment. These courses of work are in progress and could also inform adjustments to the Guiding Principles. This will be an item for future discussion.

Board/Committee Discussions:

This is the first committee discussion on the Guiding Principles for the MTP update.

Public Involvement:

All TTC meetings are open to the public.

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

Draft Equity Guiding Principle

Social equity and environmental justice issues should be considered as the Spokane region makes transportation planning decisions that will impact lives for generations. SRTC maintains that all people, regardless of their demographic characteristics or barriers they may face, should have safe, dependable, and accessible transportation infrastructure that connects to resources and opportunities and enables them to reach their full potential. As such, differences in the transportation system should not be predicted by race, class, or any other identity.

In Chapter 2, SRTC defines potentially transportation disadvantaged communities in terms of low income, disability status, lack of vehicle access, age dependency, minority status, and limited English proficiency. Transportation disadvantaged residents are present throughout Spokane County in both urban and rural environments, and statewide data indicates that these demographics are disproportionately represented as pedestrian victims in fatal and serious injury crashes. SRTC also considers vulnerable populations as defined in RCW70A.02.010.

Draft Policies:

To address existing inequities and ensure that the benefits of our transportation system are accessible to all, SRTC will support projects in accordance with the following policies:

7A. Tailor outreach to vulnerable and transportation disadvantaged communities as part of our planning and programming processes. Identify and elevate projects with community support as demonstrated by a robust and well-documented public engagement strategy including tailored outreach.

7B. Work to meet established safety targets and address fatal and serious injury crashes by supporting projects that build complete streets, mitigate modal conflict, and foster improved safety in areas where vulnerable and transportation disadvantaged residents make up a large share of the population.

7C. Ensure that all people can reap the benefits of a transportation network that connects them to key economic and quality of life destinations by addressing multimodal connectivity gaps and improving access to activity centers for transportation disadvantaged communities.

7D. Consider environmental justice and health disparities by referring to federal and state evaluation tools alongside local data.

To: Transportation Technical Committee

04/17/2024

From: Eve Mcmenamy, Deputy Executive Director

TOPIC: SFY 2024-2025 UNIFIED PLANNING WORK PROGRAM (UPWP), AMENDMENT 1

Requested Action:

None. For information and discussion.

Key Points:

- Staff is requesting to amend the [State Fiscal Year \(SFR\) 2024-2025 UPWP](#) to include additional SRTC planning activities and, where applicable, associated budget information. **See Attachment** for amended sections and text (new text shown in red):
 - Update the Regional Commute Trip Reduction (CTR) Plan and evaluate local CTR plans for consistency with the Regional CTR Plan.
 - Develop a Vehicle Miles Traveled (VMT) Regional Target & Framework. Add \$138,000 to the UPWP Budget per Special Planning Agreement with WSDOT for this activity.
 - Clarify planning activities focused on safe & accessible transportation under 23 USC 134, requiring MPOs/RTPOs to allocate at least 2.5% of FHWA Planning funds on such activities.
- WSDOT-Eastern Region (ER) planning activities that were under development when the SRTC UPWP was approved 06/08/2023 are also being added to Appendix D, **see Attachment**.
- The SFY 2024-2025 UPWP is the foundational document outlining the core functions, planning studies, technical support, and other ongoing planning activities conducted by SRTC and covers a two-year period from 07/01/23 to 06/30/25.
- Under our cooperative planning structure, Spokane Transit Authority and WSDOT-ER also document their coordination efforts and planning activities in the SRTC UPWP (Appendix C and D) respectively.
- The document lists the revenues and expenditures necessary to complete the activities within the UPWP.
- The UPWP Amendment requires approval by the SRTC Board of Directors.

Board/Committee Discussions:

The SRTC Board approved the SFY 2024-2025 UPWP on 6/08/23 by Resolution R-23-16.

Public Involvement:

All Board and committee meetings are open to the public.

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

TASK 4

METROPOLITAN TRANSPORTATION PLANNING & GENERAL LONG-RANGE TRANSPORTATION PLANNING

TASK 4 OVERVIEW

The MTP is a core MPO and RTPPO requirement with updates occurring at least every four years, per federal planning regulations, and amendments occurring as warranted through coordination with member agencies. Task 4 includes the development of the MTP and a variety of implementation strategies. SRTC will be updating its current MTP and scoping potential future update work tasks during SFY2024-2025. Task 4 focuses on all modes of transportation.

Additionally, a variety of general long-range transportation planning efforts are conducted under this task. These collaborative efforts help identify regional transportation challenges and provide a forum to develop strategies and solutions.

SRTC staff serves as lead in coordination with member agencies, STA, and WSDOT. SRTC specifically coordinates with STA on transit issues related to long-range planning, studies, technical assistance, and federal funding processes. In addition to the data application tasks detailed in Task 3, SRTC participates in WSDOT's Coordinating Committee which provides opportunity for intergovernmental coordination for freight planning and the update to the Highways Systems Plan.

TASK 4 MAJOR MILESTONES AND PRODUCTS

- As part of the MTP Needs Analysis conduct a Smart Mobility Assessment to adequately prepare for emerging technology, mobility solutions and clean energy opportunities. (January 2024-November 2024)
- As part of the MTP Needs Analysis evaluate the resiliency of the regional transportation system to recover from extreme events. (September 2023-July 2024)
- Coordinate findings of SRTC needs analyses (Congestion Management Process, Regional Safety Action Plan, Smart Mobility Assessment, System Resiliency) for inclusion in the MTP update. Utilize the analysis outputs to characterize system-wide needs. (November 2024)
- Conduct review of multimodal system needs for air, rail, and freight. (September 2024)
- Review Horizon 2045 Guiding Principles and Strategies and refresh as needed. (January 2024)
- Assess and update Regional Priority Networks (vehicular, freight, bicycle, transit) for inclusion in the MTP update. (January 2025)
- Refine methodology used to identify and evaluate Regional Activity Centers. This includes updating SRTC's Regional Activity Centers map and other related data products, as well as analyzing their transportation needs. (June 2024)
- Support community awareness and education by conducting a clean transportation demonstration event. (September 2023)
- Explore updates to regional bike network classifications consistent with LTS and other new information, as appropriate. (October 2024)
- Set performance targets for safety (PM1) in accordance with the federal requirement. (March 2024 and

2025)

- Coordinate with and support STA in their long-range plan update, Connect 2035 (July 2023-July 2024).

SUB-TASK 4.1

LONG RANGE TRANSPORTATION PLANNING

Provide regionally coordinated long-range transportation planning to support core MPO and RTPO federal and state requirements including the MTP/Regional Transportation Plan. SRTC is preparing an update to Horizon 2045.

As the forum for cooperative transportation planning and decision-making, the MPO is responsible for this task to ensure a comprehensive, holistic look at the needs of the future. Key elements may include policy and technical work related to freight, transit, transportation demand management, transportation system management and operations, active transportation, maintenance and preservation, resiliency, performance management, social equity, emerging technologies, environmental mitigation, and financial planning.

Ongoing/Continuous Activities

- Track federal notices of proposed rulemaking as they pertain to transportation planning.
- Update the SRTC website in support of the Horizon 2045 update.
- Coordinate performance management data and targets with WSDOT as required by the FAST Act.
- Coordinate public and stakeholder participation activities for long-range planning as specified in Task 2.
- Update and enhance the system performance report.
- Align and integrate analytics to monitor and report on long-range policy objectives.
- Work with stakeholders to identify and analyze existing issues and future needs on the Regional Freight Priority Network.
- Coordinate with federal, state, and local partners to develop and track the regional freight priorities.
- Coordinate and provide technical assistance to support state and local partners in updates to the Freight and Goods Transportation System (FGTS).
- Coordinate with WSDOT and local agency partners in the 2020 Census Urban Area Boundary Adjustment Process.

SUB-TASK 4.2

EQUITY PLANNING

Equity in transportation planning refers to accessible and affordable transportation for everyone in the region. Transportation equity considerations focus on the disparate benefits and burdens of transportation investments on different socioeconomic populations, as well as outcomes that repair inequities from past transportation planning decisions. Equity planning seeks to; achieve a fair distribution of transportation resources, access to transportation, benefits, costs, programs and services based upon differences in income, ability race and ethnicity, and other factors which can affect transportation choices or vulnerability to negative impacts.

Ongoing/Continuous Activities

- Track the latest available social equity and environmental justice-related data sources.
- Monitor equity planning initiatives and regulatory requirements.
- Participate in City of Spokane Equity Map Work Group

SUB-TASK 4.3

CLIMATE CHANGE AND RESILIENCY

Climate change risks have implications to local economies, the environment, health and equity and the ability of governments to provide services. Transportation infrastructure is heavily exposed to climate impacts such as changes in precipitation and snowpack, flooding, size and duration of wildfires, and potential power failures. Well-planned adaptation measures can protect infrastructure, economic performance, and quality of life.

Sustainable transportation planning requires planners to analyze the transportation system holistically to include mode choice, infrastructure, and operations and how they relate to the environment, economy, and society. Sustainable transportation is the capacity to support mobility for current generations with the least impact to the environment as to not impair the needs of future generations.

Sustainable transportation systems are physically resilient to climate impacts, provide options in case one mode is disrupted by a climate shock, and reduce greenhouse gas emissions. There are a variety of ways in which a more resilient transportation system can be built, some through interventions that enhance its qualities of robustness and redundancy.

Ongoing/Continuous Activities

- Monitor new technology trends in connected and autonomous vehicles and electric vehicles.
- Coordinate with stakeholders and partners on the Spokane Regional Transportation Electrification grant project and the impact it may have on long-range planning efforts.
- Work with our federal, state, and local partners to understand climate change issues and associated resiliency planning.
- Facilitate the Regional Clean Transportation Coalition and coordinate projects with grant opportunities.
- Coordinate with stakeholders on future needs and locations for transportation electrification infrastructure.

SUB-TASK 4.4

AGENCY SUPPORT AND COORDINATION

SRTC is federally required to engage in performance management in coordination with WSDOT and STA. A significant amount of coordination work and support will occur under this sub-task. SRTC will set performance targets for safety (PM1) in accordance with the federal requirement.

Ongoing/Continuous Activities

- Participate and coordinate in WSDOT performance management target-setting work groups and other related working groups such as Target Zero.
- Coordinate with WSDOT and local agencies regarding asset management plans.
- Assist with Practical Solutions and the Washington Transportation Plan as requested.
- Participation on WSDOT project teams for Highway Systems Plan, corridor projects, WSDOT modal plans development, State Freight Plan update and FGTS update.

SUB-TASK 4.5

ACTIVE AND PUBLIC TRANSPORTATION

SRTC efforts in multimodal transportation include planning for improvements in active and public transportation. This task includes activities that support the Regional Bicycle Priority Network and the Regional Transit Priority Network as well as technical analysis and coordination with stakeholders at STA and throughout the region. An effective multimodal system provides safe and convenient choices for cyclists, pedestrians, and transit riders.

This task also focuses on working with STA on the Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP). This involves full updates to the Plan every four years, consistent with federal requirements, and review of regional needs during WSDOT's biennial Consolidated Grant Program call for projects. Staff regularly coordinate with stakeholders involved in the CPT-HSTP.

Planning activities under this subtask address safe and accessible transportation under 23 USC 134, requiring MPOs/RTPOs to allocate at least 2.5% of FHWA planning funds on such activities.

Ongoing/Continuous Activities

- Planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities.
- Track implementation of strategies and projects in the Coordinated Public Transit-Human Services Transportation Plan and refresh plan as needed.
- Coordination of network connections for cyclists, pedestrians, and transit routes.
- Technical support on related committees and studies, including transit-oriented development planning along major transit corridors.

TASK 4 UNFUNDED ACTIVITIES

- Establish a regional methodology for forecasting operations, maintenance, and preservation activities.
- Conduct before and after studies of transportation projects in Spokane County.

TASK 4 RESPONSIBILITIES

SRTC staff serves as lead in coordination with member agencies, STA, and WSDOT. Consultant services will be utilized for the MTP update.

TASK 4 SUMMARY OF REVENUES AND EXPENDITURES

Revenues		Expenditures	
FHWA-PL	\$ 568,794	Salaries & Benefits	\$ 518,920
FTA-5303	\$ 181,318	Overhead	\$ 197,353
FHWA-STBG-Metro Planning	\$ 220,000	Direct Costs	-
RTPO	\$ 6,312	Consultants	\$ 440,000
Local	\$ 179,849		
TOTAL	\$ 1,156,273	TOTAL	\$ 1,156,273

Budget Comparison

SFY 2024-2025	\$ 1,156,273
SFY 2022-2023	\$ 551,375
SFY 2020-2021	\$ 842,624

FTE Staffing Comparison

SFY 2024-2025	1.78
SFY 2022-2023	1.64
SFY 2020-2021	2.05

TASK 8

REGIONAL TRANSPORTATION PLANNING ORGANIZATION FUNCTIONS

TASK 8 OVERVIEW

SRTC is the state designated RTPO for Spokane County. As the RTPO, SRTC staff serves as lead for this task. The 1990 Washington State Growth Management Act (GMA) created RTPO's with the purpose of coordinating regional transportation planning activities and to develop a regional transportation plan. The duties of RTPOs largely mirror those of federally designated MPOs (including development of a long-range transportation plan and a short-range transportation program). The additional tasks required of RTPOs that are not covered in the previous sections of this UPWP are detailed below. RTPO grant funds are included in all tasks that fulfill state requirements for RTPO related tasks.

TASK 8 MAJOR MILESTONES AND PRODUCTS

- Review changes to Spokane County's land capacity analysis methodology to determine if land use forecasts need to be modified in accordance with RCW 47.80.023(2); modify as necessary. (January 2024)
- Convene working group of member agency planning staff to review and potentially revise Comprehensive Plan Certification procedures. (January 2024)
- **Update the Regional Commute Trip Reduction (CTR) Plan and evaluate local CTR plans for consistency with the Regional CTR Plan. (June 2024)**
- **Develop a Vehicle Miles Travelled (VMT) Regional Target & Framework. (June 2024)**

SUB-TASK 8.1

GENERAL RTPO ACTIVITIES

SRTC's general RTPO duties include providing technical assistance to local jurisdictions in the required periodic updates to comprehensive plans. This may include continued discussion with STA, WSDOT, and/or the Washington State Department of Commerce on transportation element requirements and the SRTC certification process. This will also include continued discussion with the above-mentioned agencies as well as affected jurisdictions, designed to provide clarity regarding the new comprehensive plan and Countywide Planning Policies (CPP) update certification criteria.

Ongoing/Continuous Activities

- Review and certify local updates and amendments to comprehensive plans and the CPP consistent with SRTC's Plan Review and Certification Process Instruction Manual.
- Participation and support for the Growth Management Steering Committee of Elected Officials (SCEO) and the Planning Technical Advisory Committee (PTAC) and subcommittees.
- Small town coordination.
- Updates and/or amendments to the Regional Transportation Plan (RTP) Horizon 2045.
- Process Federal Functional Classification (FFC) applications.
- Facilitate the prioritization of projects for the WSDOT Consolidated Grant Program.
- Coordinate with Tribal governments on the development of their regional transportation plans and

programs, as needed.

- Convene regional discussions about transportation related impacts of growth in the region. Coordinate conversations regarding tradeoffs to development approaches to strategically maximize transportation funding.
- Coordinate with state and local agencies to ensure consistency between SRTC forecasts and local planning efforts.
- Monitor newly enacted housing legislation for potential impacts to assumptions in Regional Transportation Plan.
- Research on RTPO funding to determine actual need.

SUB-TASK 8.2

COMPREHENSIVE PLAN AND COUNTYWIDE PLANNING POLICIES CERTIFICATION PROCESS UPDATE

SRTC will undertake a review and potential update to the Comprehensive Plan and CPP Certification Process. This may include updates to the certification manual for consistency with Horizon 2045 and revisions to the level of service (LOS) methodology. The review is anticipated to begin in January 2024 in coordination with member agencies and jurisdictions. Any updates will be completed in advance of the next required periodic comprehensive plan updates.

TASK 8 UNFUNDED ACTIVITIES

- Procurement of data to support the comprehensive plan certification process, particularly the LOS analysis.

TASK 8 RESPONSIBILITIES

As the RTPO, SRTC staff serves as lead for this task.

TASK 8 SUMMARY OF REVENUES AND EXPENDITURES

Revenues		Expenditures	
FHWA-PL		- Salaries & Benefits	\$ 125,278
FTA-5303		- Overhead	\$ 48,714
FHWA-STBG-Metro Planning		- Direct Costs	-
RTPO	\$ 149,990	Consultants	\$ 138,000
	\$ 287,990		
Local	\$ 24,002		
	TOTAL	TOTAL	\$ 311,992

Budget comparison		FTE Staffing Comparison	
SFY 2024-2025	\$ 311,992	SFY 2024-2025	.41
SFY 2022-2023	\$ 134,897	SFY 2022-2023	.31
SFY 2020-2021	\$ 183,976	SFY 2020-2021	.52

APPENDIX A - Amended

SFY 2024-2025 BUDGET INFORMATION

REVENUE FORECAST

FHWA-PL (includes \$223,633 prior year carryover)	1,868,609
FTA-5303 (includes \$76,487 prior year carryover)	635,261
FHWA-STBG-Metro Planning	1,000,000
FHWA-STBG-D.A.T.A.	80,000
FHWA Safety – Safe Streets and Roads for All	400,000
WA Dept of Commerce - ETS	2,500,000
RTPO	289,302
	311,992
Local	630,334
Total	7,541,506

EXPENDITURE FORECAST BY REVENUE SOURCE AND TASK

Task	FHWA	FTA	STBG	RTPO/Dpt Commerce	Local	Total
1. Program Administration & Coordination	476,000	70,257	170,000	45,000	70,966	832,223
2. Public/Stakeholder Participation & Coordination	268,000	22,000	177,825	35,000	41,150	543,975
3. Data management & Systems Analysis	338,750	95,300	305,000	45,000	109,895	893,945
4. Metropolitan Transportation Plan (MTP)	568,794	181,318	220,000	6,312	179,849	1,156,273
5. Transportation Improvement Program (TIP)	133,750	95,000	99,642	8,000	45,053	381,445
6. Congestion Management Process (CMP)	-	71,386	-	-	11,572	82,958
7. Planning Consultation & Studies	483,315	100,000	107,533	2,500,000	147,847	3,338,695
8. RTPO Planning Functions	-	-	-	149,990	24,002	173,992
				287,990		311,992
Total	2,268,609	635,261	1,080,000	2,927,302	630,334	7,541,506

EXPENDITURE FORECAST BY ACTIVITY

Task	Personnel & Indirect Expenses	Education Series & Training	Equipment & Software	Consultant & Data Collection	Total
1. Program Administration & Coordination	732,223	70,000	-	30,000	832,223
2. Public/Stakeholder Participation & Coordination	529,775	12,200	2,000	-	543,975
3. Data management & Systems Analysis	667,479	3,000	61,000	162,466	893,945
4. Metropolitan Transportation Plan (MTP)	716,273	-	-	440,000	1,156,273
5. Transportation Improvement Program (TIP)	329,445	-	2,000	50,000	381,445
6. Congestion Management Process (CMP)	82,958	-	-	-	82,958
7. Planning Consultation & Studies	398,695	-	-	2,940,000	3,338,695
8. RTPO Planning Functions	173,992	-	-	138,000	311,992
Total	3,630,840	85,200	65,000	3,760,466	7,541,506

Appendix A.1 - Amended

FY '23-25 Expenditure Forecast by Sub-Task Activity (All Funding Sources)

Task	Personnel and Indirect Expenses	Education Series & Training	Equipment & Software	Consultant Contracts and Data Collection	Total
1. Program Administration and Coordination					\$ 832,223
Sub Tasks (Admin) 1.1, 1.2, 1.3, 1.4, 1.6	611,146			30,000	641,146
(Training) 1.5	121,077	70,000			191,077
2. Public/Stakeholder Participation & Education					\$ 543,975
(Public Coordination and Outreach) 2.1	213,975		2,000		215,975
(Stakeholder Coordination) 2.2	117,366	10,000			127,366
(Title VI & Enviro Justice) 2.3	43,655	2,200			45,855
(Webpage & Social Media) 2.4	154,778				154,778
3. Systems Analysis/Information Management					\$ 893,945
(Data & Software Mgmt) 3.1	197,220		50,000		247,220
(GIS & Spatial Analysis) 3.2	109,787	3,000			112,787
(Data Visualization & Cartography) 3.3	100,388		3,000	32,466	135,854
(Socioeconomic Data Collection & Forecasting) 3.4	63,092			50,000	113,092
(Systems Analysis & Data Application) 3.5	187,982		8,000	80,000	275,982
(AQ & Transp Conformity) 3.6	9,010				9,010
4. Metropolitan Transportation Plan (MTP)					\$ 1,156,273
(Long-range Transportation Planning) 4.1	411,491			310,000	721,491
(Equity Planning) 4.2	53,216				53,216
(Climate Change / Resiliency) 4.3	81,578			130,000	211,578
(Agency Support & Coordination) 4.4	81,490				81,490
(Active & Public Transportation) 4.5	88,498				88,498
5. Transportation Improvement Program (TIP)					\$ 381,445
(TIP Dev & Maintenance) 5.1	159,115		2,000		161,115
(Coordination & Tracking Projects) 5.2	170,330			50,000	220,330
6. Congestion Management Process (CMP)					\$ 82,958
(CMP Activities) 6.1	64,888				64,888
okane Regional Transportation Management Center (SRTMC) support) 6.2	18,070				18,070
7. Planning Consultation and Special Studies					\$ 3,338,695
(General Planning Support & Coordination) 7.1	246,488			2,500,000	2,746,488
(Regional Transportation Priorities) 7.2	61,138				61,138
(Safety) 7.3	91,069			440,000	531,069
8. RTPO Planning Functions					\$ 311,992
(General RTPO activities) 8.1	140,496			138,000	278,496
e Plan and County Wide Planning Policies Certification Process Update) 8.2	33,496				33,496
Total	\$ 3,630,840	\$ 85,200	\$ 65,000	\$ 3,760,466	\$ 7,541,506

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SUBAREA 5.3 - WSDOT Regional Planning

SUBAREA DESCRIPTION

The six regions and the Management of Mobility (MOM) Division provide multimodal planning and regional coordination services for Washington State Department of Transportation (WSDOT); tribal, county, city, governments; state agencies; and regional planning organizations. This coordination includes providing expertise on others' plans, providing and analyzing data, and participating in committees.

The regions manage all aspects of a planning study or other planning documents such as work plan, schedule, budget, community engagement, briefings and development of recommendations. This work also includes planning studies identified by Legislative Provisos.

The Management of Mobility Division has two groups focusing on long range planning in central Puget Sound. The Policy Group works on addressing system challenges and issues in the central Puget Sound by focusing on regional transportation planning and policy. The team also serves as the liaison to Puget Sound Regional Council (PSRC) for the agency, working to engage and coordinate on regional transportation issues.

The Planning Group works to implement corridor level practical solutions to provide safe and reliable mobility choices in the central Puget Sound. Current focus is conducting multimodal corridor planning studies and developing plans as directed by the Legislature, local agency plan review and collaboration, and working with partners to provide an integrated multimodal system.

FEDERAL MANDATES

23 CFR 450.206 23 CFR 450.212 23 CFR 450.208

OBJECTIVES

- Engage in Statewide Planning processes described in 23 CFR 450.206, 23 CFR 450.208 and 23 CFR 450.212. This includes:
 - Continue to engage and participate in Complete Streets activities.
 - Developing planning studies for WSDOT owned and managed transportation infrastructure and services through internal and external community engagement.
- Continue to engage and participate in statewide initiatives such as the Healthy Environment for all (HEAL) Act.
- Participating in headquarter (HQ) led efforts such as statewide and modal plan updates, data gathering and analysis, policy reviews, statewide coordination committees.
- Conducting community engagement consistent with WSDOT's documented public involvement process (Community Engagement Plan) and the Process for Consulting with Non-Metropolitan Local Officials, Tribes and Federal Land Management Agencies.
- Performing Environmental Title VI analysis and monitor compliance particularly relating to planning efforts and other functional areas.
- Coordinate planning processes described in 23 CFR 450.208. This includes:

- Transportation Planning Organization, transit agencies, counties, cities, Tribes and federal land management agencies consistent with WSDOT’s Community Engagement Plan and WSDOT’s Process for Consulting with Non-Metropolitan Local Officials, Tribes and Federal Land Management Activities.
- Representing WSDOT by participating in Metropolitan Planning Organization/Regional Transportation Planning Organization/Regional Transportation Planning Organization (MPO/RTPO) policy and technical committee meetings and other related activities.
 - Engage in enhanced collaboration with local governments to promote consistency between transportation improvements and state and local planned growth and economic development patterns, as per 23 CFR 450.206(5). Coordinating with local governments as they develop their comprehensive land use and other transportation-related plans. The coordination includes participation in planning efforts, providing data and performing/reviewing analysis.
 - Reviewing comprehensive plan and other land use decisions/proposals to identify and coordinate addressing potential impacts to state facilities.
 - Participating in various local agency planning efforts by developing planning teams to respond to requests for staff time and information. The planning team strives to understand local concerns by working with local jurisdictions and local advocacy groups.
 - Achieve mutual benefits for local interests while also fulfilling our responsibility for the operation of the state transportation system.

Eastern Region Specific Planning Activities

Charlene Kay, Planning and Strategic Community Partnerships Director (kayc@wsdot.wa.gov)

- Represent statewide plans such as the Highway System Plan and the integration of Transportation Systems Management Operations in conversations with local and regional organizations. Seek feedback and share responses with the project team.
- Provide data, technical assistance, and review of regional plan updates.
- Participate in various local, regional, Tribal, state and federal transportation planning efforts. This includes serving on technical teams, providing data and performing technical review of studies and plans.
- Participate in headquarters-led statewide planning initiatives, such as statewide multimodal transportation plan updates, land use/growth management policy issues, planning studies guidelines update and similar statewide efforts.
- Coordinate with local governments as they develop their comprehensive land use and other transportation-related plans. The coordination includes participation in planning efforts, providing data and performing/reviewing analysis
- Coordinate Complete Streets with multidisciplinary subject matter experts during planning, scoping, pre-design, design and construction phases. Conduct and document community engagement to develop and evaluate alternatives that meet the goals of the program, particularly the Safe Systems approach. This approach includes recommending strategies such as reallocating existing space to active transportation modes, expanding the cross section to accommodate active transportation

modes, adopting vehicle speeds and/or increasing separation to achieve the target level of traffic stress.

- WSDOT multimodal planners will continue to engage in, and support statewide initiatives such as the development and implementation of the Healthy Environment for All (HEAL) Act.
- ER - Potential freight study in Palouse Regional Transportation Planning Organization (RTPO). This study is not funded and will be conducted if funds are made available.
- Reconnecting I-90 Communities. Conduct planning processes and design for removal of barriers to active transportation in historically disadvantaged communities on the I-90 corridor in Spokane's East Central Neighborhood. This project will also help WSDOT develop statewide guidance and tools for active transportation. Federal and state funds are being used for this effort.
- US 2 Division Connects (Division St. Bus Rapid Transit - Reimagining Division Street) is an effort to re- envision the US 2 Division Street corridor, once the US 395 North Spokane Corridor is complete. The project is evaluating alternative modes of transportation along Division Street to determine where improvements can be made to enhance bus, pedestrian, and bike travel. Spokane Transit Authority is leading this effort; and is utilizing FTA and funds for this project.
- SRTC / WSDOT Investment Strategy Safety Pilot Project. Establish a transparent process where each participating RTPO/MPO would identify key transportation investments in their region that would require new state revenue; and then collaborate with WSDOT to identify the investments the RTPO/MPO and WSDOT can support together. This process may include both programmatic and project investment recommendations. This project is utilizing federal funds.
- Healthy Environment for All (HEAL) Act - Senate Bill 5141. Continue to support WSDOT's development and implementation of the HEAL Act. ER Planning serves in both co-manager and support roles. This requirement is funded with state dollars.
- US 395/I 90 North Spokane Corridor (NSC) Surplus Lands - Sustainable Place-keeping- Senate Bill 5853. Eastern Region will continue leading the planning and implementing the US 395/I 90 NSC Surplus Lands -Sustainable Place-keeping. Federal and state funds are being utilized for this effort.