

Transportation Advisory Committee Meeting

Wednesday, November 20, 2024 | 3:00 PM

Hybrid In-Person/Online Meeting

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

Join Zoom Meeting

<https://us02web.zoom.us/j/83298464405?pwd=sPs1zilSm6RuY29WQzhl7oybJkCqas.1>

Meeting ID: 832 9846 4405 Passcode: 302916

By Phone at: 1-253-215-8782

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Public comments are welcome and can be shared during the meeting or submitted in advance via email to contact.srtc@srtc.org or by mail to 421 W Riverside Ave Suite 500, Spokane WA 99201 or by phone to 509.343.6370. Deadline to submit comments in advance is 12:00pm the day of the meeting.

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Transportation Advisory Committee (TAC) Meeting Agenda

Wednesday, November 20, 2024

<i>Time</i>	<i>Item</i>	<i>Page</i>
3:00	1 Call to Order / Record of Attendance	
3:02	2 Public Comments	
3:03	3 TAC Member Comments	
3:08	4 Chair Report on SRTC Board of Directors Meeting	
<u>ACTION ITEMS</u>		
3:12	5 Consent Agenda	
	a) October minutes for TAC meeting	3
3:27	6 Title VI Plan & ADA Updates (<i>Michael Redlinger</i>)	6
3:32	7 WSDOT Consolidated Grant Ranking (<i>Michael Redlinger</i>)	7
3:37	8 Smart Mobility Plan – Final Report (<i>Jason Lien</i>)	9
3:47	9 Resiliency Plan – Final Report (<i>Jason Lien</i>)	10
3:57	10 Recommendation of the 2025 TIP Guidebook (<i>Ryan Stewart</i>)	11
<u>INFORMATION AND DISCUSSION ITEMS</u>		
4:02	11 Guest Presenter: Spokane Regional Transportation Management Center (<i>Ken Knutson</i>)	
4:17	12 Transportation Advisory Committee Chair and Vice Chair Elections (<i>David Fletcher</i>)	12
4:22	13 Agency Update and Future Information Items (<i>David Fletcher</i>)	
4:25	14 Adjournment	

Spokane Regional Transportation Council – Transportation Advisory Committee

10/23/2024 | Meeting Minutes

Hybrid Meeting at SRTC, 421 W Riverside Ave Suite 500, Spokane WA 99201 and virtually on Zoom

1 Call to Order/Record of Attendance 3:00 PM

In Attendance:

Members

Michael Ankney

John Barber

Raychel Callary

Charles Hansen

Carlie Hoffman

Katie Melby

Tom Sahlberg

Paul Vose

Bill White

Kim Zentz

Guests

Brian Jennings, STA

SRTC Staff

Eve McMenamy, *Deputy Executive Director*

David Fletcher, *Principal Transportation Planner*

Ryan Stewart, *Principal Transportation Planner*

Jason Lien, *Principal Transportation Planner*

Benjamin Kloskey, *Associate Transportation Planner*

Savannah Hayward, *Communications & PR Coord.*

Angel Jackson, *Executive Admin Coord.*

Michael Redlinger, *Associate Transportation Planner 3*

2 Public Comments

No comments

3 TAC Member Comments

Each member was given the opportunity to highlight events/projects in their respective areas.

4 Chair Report on SRTC Board of Directors Meeting

Chair Vose reviewed action and discussions from the previous SRTC Board meeting.

ACTION ITEMS

5 Consent Agenda

a) September minutes for TAC Meeting

Mr. Ankney made a motion to approve the Consent Agenda as presented. Mr. Barber seconded. The motion was passed unanimously.

6 2025 Unified List of Regional Transportation Priorities (Federal Version)

Mr. Fletcher explained that this is the second year of creating distinct state and federal versions of the project list, a practice started in response to legislative feedback aimed at enhancing its effectiveness. He noted that the draft list provided in the packet retains all projects from the state version, approved by the Board in September, without any additions or removals. However, it includes updated funding requests specifically tailored for a federal audience, based on information from the project submittal forms.

Ms. Zentz motioned to approval of the 2025 Unified List of Regional Transportation Priorities (Federal Version). Mr. Barber seconded this motion. This action passed unanimously.

INFORMATION & DISCUSSION ITEMS

#7 2025-2028 Transportation Improvement Program (TIP) Recommendation

Mr. Stewart outlined the purpose of the guidebook, emphasizing its role in defining policies, procedures, and key timelines, all of which are updated annually. He reviewed the 2025 updates and provided an overview of SRTC-managed grant funding sources: Surface Transportation Block Grant (STBG), STBG-Set Aside, Congestion Mitigation and Air Quality (CMAQ), and Carbon Reduction Program (CRP).

He discussed the timeline for the 2025 Call for Projects, which includes final board approval in July, along with a contingency list. A proposed change was introduced to shift from a two-year to a three-year schedule for the separate preservation and maintenance call, with a one-year offset recommended to smooth funding consistency. Additionally, Mr. Stewart noted a minor revision to the definition of an administrative modification, specifying them as changes to the total programmed amount of 30% or less. The revised meeting schedule reflects no TAC or TTC meetings in July and no board meeting in August, with the ability to process time-sensitive amendments as reflected in policy 3.6.

The next steps include committee recommendations for Board approval of the 2025 guidebook in November, with final approval slated for December.

8 Smart Mobility Plan - Draft

Mr. Lien introduced Wende Wilber, Senior Principal Planner at Kittleson & Associates, who provided an overview of the study's goals. She highlighted that five stakeholder meetings have been held, each focused on distinct objectives, underscoring regional needs and the aim of integrating technology into transportation. Key goals included advancing regional transportation performance, creating a seamless mobility experience, using data to empower travelers, and formulating strategies to attract, train, and retain talent. The assessment included evaluating potential technology solutions with targeted criteria.

Sean Messner from CivTech recommended strategies for projects 1-5 years, focusing on enhancing broadband and traffic signal systems that would also support connected, automated vehicle capabilities to improve corridor intelligence. He also discussed additional initiatives like land-use planning and monitoring by other agencies. For electric vehicle (EV) planning, he addressed regional zoning updates, building code adjustments, community education, and EV charging station installations. Mr. Messner then outlined mid- to long-term (6-10 years) projects, including a curbside charging pilot, shared-use travel modes, and electric automated vehicles.

Ms. Wilber concluded with a focus on asset management and transportation demand management to help reduce travel demand and support informed decision-making. She also reviewed planning for potential impacts and outlined next steps.

9 Resiliency Plan - Draft

Ms. Wende Wilber, Senior Principal Planner at Kittleson & Associates, outlined the Resiliency Plan goal. This goal focuses on ensuring the transportation system can maintain essential services and swiftly return to normal operations after disruptions. She reviewed a range of natural and human-made hazards that present risks to the system. She highlighted the need to pinpoint specific areas for targeted actions, as some communities face more significant challenges in resuming normal operations after such events.

Ms. Wilber explained there were many hazards that are challenging to plan for, though steps can be taken to enhance resilience, such as asset management, strengthening critical facilities, revising design standards, expanding mobility options, and adjusting maintenance practices to mitigate hazard impacts. She then reviewed several strategies and actions and outlined next steps for the project.

10 SRTC Guiding Principle

Mr. Lien reviewed the six Guiding Principles and their role in influencing SRTC project selection. He explained the updated format, noting that both the narrative descriptions and policy statements had been refined to add clarity and align more closely with state and federal policies. He highlighted the addition of a new equity guiding principle.

He stated that the updated guiding principles would be applied in the development of criteria for the Call for Projects (CFP), the unified list, and the Unified Planning Work Program (UPWP). Mr. Lien acknowledged feedback received from past committee meetings that contributed to these updates.

Next steps include seeking SRTC Board consensus in November, implementing the principles in the 2025 CFP, and aiming for final adoption as part of Horizon 2050 in late 2025.

11 Agency Update and Future Information Items

Mr. Fletcher gave a few agency updates:

- Thanked the members for attending the annual Transportation Summit and noted that a survey has been emailed and encouraged members to complete it.
- Reminder of the updated meeting dates for November and December. Stated meeting invitations were sent via email and can also be found on the website.

12 Adjournment

There being no further business, the meeting adjourned at 4:08 pm.

Angel Jackson, Recording Secretary

To: Transportation Advisory Committee

11/13/2024

From: Michael Redlinger, Associate Transportation Planner 3

TOPIC: TITLE VI & ADA UPDATES

Requested Action:

Recommend the Board adopt SRTC's updated draft Title VI Plan and Americans with Disabilities Act (ADA) complaint materials.

Key Points:

- SRTC's current Unified Planning Work Program (UPWP) was scoped to include a Title VI Plan update. At SRTC's TMA Certification Review, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) provided SRTC with a set of recommendations that help inform the update process.
- SRTC addressed state and federal recommendations, including; clarifying language regarding written translation and oral interpretation, additional TTY information, provision of translated vital documents (such as Title VI Complaint Procedures and Complaint Forms), and adding an environmental justice section to the plan document.
- SRTC provided clarification regarding which protected classes are Title VI protected classes and which classes are more appropriate to include under a broader statement of nondiscrimination. The nondiscrimination statement is currently under legal review.
- The full draft document may be viewed [here](#).
- As part of this clarification process, SRTC also developed separate ADA Complaint Procedures and ADA Complaint Forms, including translated versions. ADA Complaint materials are linked [here](#).

Board/Committee Discussions:

This is the first TAC and TTC discussion of this item.

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 Advisory Committee

11/13/2024

From: Michael Redlinger, Associate Transportation Planner 3

TOPIC: WASHINGTON STATE DEPT OF TRANSPORTATION (WSDOT) CONSOLIDATED GRANT RANKING

Requested Action:

Recommend the SRTC Board approve the final project rankings for the 2025-2027 WSDOT Consolidated Grant Program.

Key Points:

- The WSDOT Consolidated Grant Program released its application for the 2025-2027 biennium in June 2024. For the 2025-2027 cycle, WSDOT will award consolidated funding from six state and federal sources. Project guidance is from our local Coordinated Public Transit-Human Services Transportation Plan.
- The state's application review process requires RTPs to submit regional rankings for projects submitted to the Consolidated Grant Program. As the RTP for Spokane County, SRTC facilitates the project ranking process. Rankings are based on A-B-C allocations from the state.
- At the September TAC and TTC meetings, SRTC staff recruited volunteers to review project applications using a set of scoring criteria. Volunteers submitted their scores, which were averaged and used to determine letter grades. The full project applications may be viewed [here](#).
- The final scores are included as **Attachment 1**.
- The Board will take action on the final project rankings at their December meeting.

Board/Committee Discussions:

This item was presented to the TAC and TTC in September. The Board discussed this item in November.

Public Involvement:

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

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

Attachment 1**WSDOT Consolidated Grant Applications (2025-2027) - Recommended Ranking and Scoring Summary****November 2024****Ranking Recommendation**

ID	Project Title	Ranking Grade
SMS-1	Sustain Spokane Travel Training	A
SMS-2	Spokane Mobility Management	B

Scoring Summary

ID	Project Title	Scorers						Avg Score*
		1	2	3	4	5	6	
SMS-1	Sustain Spokane Travel Training	20.5	20	17	18	19	Did not submit	18.90
SMS-2	Spokane Mobility Management	21	20	19	12	22	Did not submit	18.80

*Maximum score 25 points

Scoring Criteria

1. Effectiveness of Project: Does the project advance human services transportation for targeted populations in our region? (fill gap in service, coordination, performance, efficiency, accessibility)? 10 pts
2. Plan Consistency: Does the project address a need or strategy in the Spokane County Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP)? 5 pts
3. System Benefits: Does the project connect to, coordinate with, leverage or enhance other modes of transportation or systems (aviation, bus and other service providers, rail, park and rides, intercity connections, bicycle/pedestrian)? 5 pts
4. Resource Use: Does the applicant leverage resources from sources outside of WSDOT funding? 5 pts

To: Transportation Advisory Committee
From: Jason Lien, Principal Transportation Planner
TOPIC: SMART MOBILITY PLAN – FINAL REPORT

11/13/2024

Requested Action:

Recommend the Smart Mobility Plan for Board approval.

Key Points:

- For the past several months, SRTC, with consultant assistance, has been assessing the state of our transportation system and analyzing potential technological solutions to improve its efficiency and safety. The project is complete as documented in the final Smart Mobility Plan, which is [available here for review](#).
- Smart mobility refers to the use of technology and data to improve the efficiency, safety, accessibility, and sustainability of the transportation system. The report uses a set of criteria to screen various technology applications and includes recommended strategies and actions to advance regional transportation goals (see recommendations in Table 3 in the plan document linked above). Appendix D in the Plan details electric vehicle charging needs, policy, and guidance.
- The Plan's recommended actions will be considered in an assessment of overall regional transportation needs, which will inform the Metropolitan Transportation Plan update.

Board/Committee Discussions:

Staff presented an initial discussion on this work program at the December 2023 committee meetings and at the January 2024 Board meeting. It was again presented to the respective committees and Board in May, June, July, August, and September 2024. A review of the Draft Plan was provided to the committees on 10/23/24 and to the Board on 11/14/24.

Public Involvement:

All SRTC committee and Board meetings are open to the public. A Stakeholder Advisory Group was established to further review project milestones and met five times through the course of the project.

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

To: Transportation Advisory Committee
From: Jason Lien, Principal Transportation Planner
TOPIC: RESILIENCY PLAN – FINAL REPORT

11/13/2024

Requested Action:

Recommend the Resiliency Plan for Board approval.

Key Points:

- Project work for the Resiliency Assessment is complete with release of the final Resiliency Plan, [available here for review](#). The Plan identifies vulnerabilities and recommended actions to improve transportation system resiliency (Strategies and Actions begin on page 37 in the linked plan document). The work is being conducted with consultant assistance.
- Resiliency is defined as the ability of the transportation system to anticipate, prepare for, and adapt to changing conditions and recover and regain functionality after a major disruption or disaster. The project builds on information in the Spokane County Hazard Mitigation Plan to assess the risk of potential hazard scenarios and the impact on the transportation system. The technical assessment utilized the Resiliency and Disaster Recovery Tool (RDR), a GIS-based tool developed by the USDOT Volpe Center.
- The Plan's recommended strategies and actions will be considered in an assessment of overall regional transportation needs, which will inform the Metropolitan Transportation Plan update.

Board/Committee Discussions:

Staff presented an initial discussion on this work program at the December 2023 committee meetings and at the January 2024 Board meeting. It was again presented to the respective committees and Board in May, June, July, August, and September 2024. A review of the Draft Plan was provided to the committees on 10/23/24 and to the Board on 11/14/24.

Public Involvement:

All SRTC committee and Board meetings are open to the public. A Stakeholder Advisory Group was established to further review project milestones and met five times through the course of the project.

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

11/13/2024

To: Transportation Advisory Committee

From: Ryan Stewart, Principal Transportation Planner

TOPIC: CY 2025 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) GUIDEBOOK - RECOMMENDATION

Requested Action:

Recommend Board approval of the CY 2025 TIP Guidebook.

Key Points:

- The SRTC TIP Guidebook establishes goals and objectives for the TIP, outlines specific programming policies, and provides critical TIP timelines and information for various processes.
- The TIP Guidebook is a programming resource for SRTC member agencies, the Board of Directors, and advisory committee members.
- The initial TIP Guidebook was developed in 2013 and is updated yearly to incorporate new schedules, procedures, and programming policies.
- Changes to the 2025 Guidebook include:
 - Addition of information about the 2025 Call for Projects.
 - Minor clarification to the change in percentage of total programmed funding that is considered an administrative modification.
 - Updates to the amendment and administrative modification schedules.
- The final draft of the CY 2025 TIP Guidebook can be found [here](#).

Board/Committee Discussions:

The committees were briefed on the 2025 TIP Guidebook at the 10/23/24 meetings. The Board was briefed at their 11/14/24 meeting.

Public Involvement:

All meetings at which the 2025 TIP Guidebook is discussed are open to the public.

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

To: Transportation Advisory Committee
From: David Fletcher, Principal Transportation Planner
TOPIC: ELECTION OF 2025 TAC OFFICERS

11/13/2024

Requested Action:

None. For information and discussion.

Key Points:

- [SRTC Transportation Advisory Committee Bylaws](#) state that the TAC shall annually select and recommend to the SRTC Board of Directors one of its members to serve as Chair and one to serve as Vice Chair for a one-year term.
- The TAC Chair will preside over TAC meetings and represent the group on the Board of Directors. The TAC Vice Chair will perform all duties of the Chair in their absence. The Bylaws provide a description of Chair and Vice Chair responsibilities.
- The committee shall recommend by majority vote the TAC Chair and Vice Chair to the SRTC Board for approval.
- New TAC officers will be seated at the SRTC Board meeting in January 2025 and begin presiding over the committee during the January TAC meeting.

Board/Committee Discussions:

This is the first discussion of this topic by TAC.

Public Involvement:

All TAC meetings are open to the public.

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