



## Board of Directors Meeting

---

Thursday, April 11, 2024 at 1:00 PM

### Hybrid In Person/Virtual Meeting

- In Person at SRTC, 421 W Riverside Ave, Suite 504, Spokane WA 99201
- Online on Zoom

<https://us02web.zoom.us/j/88995178182?pwd=SFRkSIRQSHE3UIFpQ3ZFeHJvbWMxdz09>

Meeting ID: 889 9517 8182 | Passcode: 604873

By Phone 1-253-215-8782

Meeting ID: 889 9517 8182 | Passcode: 604873

Or find your local number: <https://us02web.zoom.us/u/kiOsqJNVp>

---

### SRTC welcomes public comments at Board meetings.

The deadline for submitting written comments is 10:00 am on the day of the meeting and can be submitted:

- By email to [contact.srtc@srtc.org](mailto:contact.srtc@srtc.org)
- By mail to 421 W Riverside Ave Suite 500, Spokane WA 99201
- By phone to 509.343.6370

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

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

1:00 1 **Call to Order/Record of Attendance/Excused Absences**

1:03 2 **Public Comments**

**FOR ACTION**

1:06 3 **Consent Agenda**

- a) Minutes of the March 2024 Board of Directors Meeting 3
- b) Vouchers for February (revised) and March 2024 6
- c) CY 2024-2027 Transportation Improvement Program (TIP) April Amendment 8
- d) CY 2024 First Quarter Budget Report 12

1:08 4 **CY 2025 Unified List Development Process & Project Evaluation Criteria** *(David Fletcher)* 15

1:18 5 **Transportation Performance Management (TPM): New Greenhouse Gas Rule and Targets** *(Michael Redlinger)* 23

---

**INFORMATION AND DISCUSSION ITEMS**

1:28 6 **Commute Trip Reduction (CTR) Plan Updates** *(Michael Redlinger/LeAnn Yamamoto)* 25

1:38 7 **Special Transportation Planning Study Agreement: VMT Reduction** *(Ryan Stewart)* 26

1:48 8 **Regional Safety Action Plan (RSAP) Update** *(Mike Ulrich)* 34

2:08 9 **Data Application for Transportation Analysis (DATA) Project Update: Traffic Model, Land Use Allocation Tool, and Online Data Hub** *(Mike Ulrich)* 39

2:28 10 **IT Support Services - Request for Proposals (RFP)** *(Greg Griffin)* 40

---

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

2:38 11 **Executive Director's Report** *(Lois Bollenback)* 41

- Ongoing/Upcoming Events and Activities
- Transportation Funding: Opportunities

12 **Transportation Technical Committee & Transportation Advisory Committee Meeting Summaries** 42

---

**DISCUSSION**

2:40 13 **Board Member Comments** *(Chair)*

2:42 14 **Chair Comments**

2:45 15 **Adjournment** *(Chair)*

**Spokane Regional Transportation Council – Board of Directors**

March 14, 2024, Meeting Minutes

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

**# 1 Call to Order/ Excused Absences**

Chair French called the meeting to order at 1:00pm and attendance was taken.

In attendance were:

**Board Members:**

Commissioner Al French, *Spokane County (Chair)*  
 Council Member Jennifer Morton, *City of Airway Heights*  
 Council Member Paul Schmidt, *City of Cheney*  
 Council Member Diane Pfaeffle, *City of Deer Park*  
 Mayor Kevin Freeman, *City of Millwood*  
 Council Member Kitty Klitzke, *City of Spokane*  
 Mayor Pam Haley, *City of Spokane Valley*  
 Daniel Clark, *Kalispel Tribe*  
 Matt Ewers, *Rail/Freight Rep*  
 Council Member Micki Harnois, *Small Towns Rep*  
 Commissioner Mary Kuney, *Spokane County*  
 Susan Meyer, *Spokane Transit Authority*  
 Mike Frucci, *WSDOT-ER*  
 Kelly Fukai, *WSTC*  
 Paul Vose, *TAC Chair*

**Board Alternates:**

Council Member Don Kennedy, *City of Medical Lake*  
 Barry Greene, *TTC Vice Chair*

**Absent Members:**

Council Member Betsy Wilkerson, *City of Spokane*  
 Council Member Rod Higgins, *City of Spokane Valley (Vice Chair)*  
 Doug Yost, *Major Employer Rep*

Chair French stated the following members requested an **excused** absence from the meeting:

- Council Member Betsy Wilkerson, *City of Spokane*
- Council Member Rod Higgins, *City of Spokane Valley*
- Doug Yost, *Major Employer Rep*

**Mr. Ewers made a motion to approve the excused absences from the meeting. Council Member Klitzke seconded the motion. The motion was passed unanimously.**

**# 2 Public Comments**

There were no public comments.

**Guests:**

Kevin Picanco, *City of Spokane*  
 Thomas Sanderson, *Special Mobility Services*  
 Char Kay, *WSDOT-ER*  
 S. Montgomery  
 Paul Kropp  
 Karl Otterstrom, *STA*  
 Larry Larson, *WSDOT-ER*

**Staff:**

Lois Bollenback, *Executive Director*  
 Eve McMenemy, *Deputy Executive Director*  
 Ryan Stewart, *Principal Trans. Planner*  
 Jason Lien, *Principal Trans. Planner*  
 Mike Ulrich, *Principal Trans. Planner*  
 David Fletcher, *Principal Trans. Planner*  
 Michael Redlinger, *Assoc. Trans. Planner*  
 Benjamin Kloskey, *Assoc. Trans. Planner*  
 Savannah Hayward, *Comm. & PR Coord*  
 Greg Griffin, *Admin. Services Manager*  
 Angel Jackson, *Admin.-Exec. Coord.*  
 Megan Clark, *Legal Counsel Council*

### # 3 Consent Agenda

- a) Minutes of the February 2024 Board of Directors Meeting
- b) Vouchers for January (revised) and February 2024
- c) Transportation Improvement Plan (TIP) Amendment for March 2024
- d) Cooperative Planning 314 Agreement
- e) Appointment of a Transportation Advisory Committee (TAC) Member
- f) SRTC Website Request for Qualifications

**Ms. Bollenback identified a correction to be made to the TIP memo to reflect the verbiage “Scott Elementary Sidewalk” project for the City of Spokane. The note states the action is to “remove project” however it should read to “remove PE phase” only. Ms. Meyer made a motion to pass the Consent Agenda with the updated language to the TIP Memo. Mayor Haley seconded the motion. The motion passed unanimously.**

### # 4 SRTC Office Lease Update

Mr. Griffin is requesting approval to execute Amendment #2 of the SRTC office lease, which will extend the term to seven years starting in June 2024. This extension would exclude suite 504 which was included in the current lease. Mr. Griffin provided a comparison of the current monthly rates with the new amended option for the 2024-2026 lease term. Additionally, he reviewed new parking arrangements, eliminating guest parking validation at lot B100 but instituting reimbursement for guest parking during board or committee meetings. Ms. Bollenback affirmed that this change is financially advantageous for SRTC.

**Council Member Klitzke motioned to approve Resolution 24-06: SRTC Office Lease Update as presented. Mayor Haley seconded the motion. The motion was passed unanimously.**

### # 5 Washington State Department of Transportation-Eastern Region: Transportation Priorities

Mr. Trepanier, from the Washington State Department of Transportation – Eastern Region (WSDOT-ER), emphasized the agency's priorities, with employee safety as the foremost concern. He outlined strategic plan strategies aimed at achieving their goals, highlighting completed projects such as the NSC phase 1 and Children of the Sun Trail in 2023, as well as upcoming initiatives like future NSC Stages starting in late 2025. He cautioned against simply adding lanes to alleviate traffic congestion, instead advocating for low-cost effective alternatives such as J-turns. He identified the major concern about the rising trend in traffic fatalities, with 818 reported in 2023, prompting a continued focus on safety and cost-effective solutions.

He expressed concern for the state of repair needed on 30% of WSDOT's equipment needed to maintain healthy roadways. Mr. Trepanier identified the shortfall in funding for maintenance projects, with half of the state highways overdue for repairs due to inadequate funding. Despite limited staff resources, maintenance efforts, such as the completion of the SR25 Northport bridge, have been undertaken through budgetary shifts. WSDOT's focus remains on completing ongoing projects, ensuring employee safety, facilitating future investments, promoting system user safety, and responsible stewardship. However, funding shortages, with an annual shortfall of \$1.5 billion, presents a significant challenge. The discussion also touches on concerns about truck detours affecting local roads, the need for a unified approach to planning, and the importance of transitioning to alternative fuel sources while addressing safety considerations.

### # 6 Data Applications for Transportation Analysis (DATA) Project Update

Mr. Ulrich explained the origin of the project within the previously adopted strategic plan. He emphasized the comprehensive nature of phase 1 in determining the most efficient investment of \$1 million. Stakeholder input from member agencies was gathered through a three-meeting series, with six tasks identified along with corresponding deliverables such as completing a household travel survey. Essential components like traffic counts were necessary to

validate the travel demand model. Additional elements include a land-use allocation tool and an online data hub accessible via a forward-facing website. Mr. Ulrich explained that he would be presenting those deliverables in more detail at the April Board meeting.

#### **# 7 2025 Unified List Development & Project Evaluation Criteria**

Mr. Fletcher provided an overview of the 2025 Unified List development process and timeline. He noted that this will be SRTC's second year of preparing both a state and federal version of the list. He also highlighted key dates for the 2025 update. Changes in the project evaluation criteria's safety and equity questions were discussed. He explained that the changes to the safety criteria incorporate new information from the Regional Safety Action Plan (RSAP).

He also reviewed the alignment between the 2025 Unified List and RSAP development schedules, noting that outputs from the draft RSAP would be used for initial Unified List project evaluations due to the overlapping schedules. Three potential options for the safety criteria were discussed with the committees (Option A: use current criteria, Option B: use revised safety action, Option C: hybrid approach). Concerns were raised by TTC regarding the use of draft output from RSAP, while TAC favored Option B.

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

Mr. Fletcher conducted a review of the application process and pointed out the project submittal deadline of April 29th. He explained the project eligibility requirements and provided an overview of FMSIB's project evaluation criteria. He also provided a summary of the regional priority freight projects submitted to FMSIB in 2022, emphasizing projects from that list that were included in their Early Action Projects List. Additionally, he highlighted projects in the 2024 SRTC Unified List that are potentially eligible for funding through this process.

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

Mr. Redlinger provided details on setting targets for the new Transportation Performance Management (TPM) performance measure, describing the process for the current performance period from 2022 to 2025. He covered aspects such as the new greenhouse gas (GHG) rule, associated CO2 emissions metrics, target-setting due dates, and the extended performance period timeline until 2030. He also described reporting obligations for states and MPOs, focusing on WSDOT's targets and target-setting methodology. His presentation discussed MPOs' requirements, the potential turnaround time for analysis, and the necessary action items to move the implementation process forward.

#### **# 14 Adjournment**

There being no further business, the meeting adjourned at 2:20 PM.

---

Angel Jackson, Clerk of the Board

**VOUCHERS PAID FOR THE MONTH OF FEBRUARY 2024 (revised)**

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
2/9/24	V122293	Avista Utilities	WA Dept of Commerce ETS Grant pass thru for site #'s 5, 6, 8, 30, 35	39,546.00
	V122294	Visionary Communications, Inc.	Fiber Services, Jan 2024	981.96
	V122295	Pacific Office Automation	Copier Lease/Usage December 2023	150.59
	V122296	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2024-03	493.00
	V122297	WA State Dept of Retirement	Employee and Employer Contributions: January 2024	15,799.49
	V122298	Intermax Networks	VOIP telecom January 2024	221.79
	V122299	Washingtgon Trust Bank	Softwr subscptns; Office splys/eqpt; Virtual mtg subscptn; staff regs; webnrs/conf trvl	3,112.59
	V122300	Rehn & Associates	Q-1 2024 Agency H.S.A. contribution new staff BK	346.15
	V122301	Lois Bollenback	LB Travel reimb airfare, ground transp, per diem GSI Oly, WA 1/17-1/19/24	894.97
2/23/24	V122302	EMLVO P.C.	Jan legal svcs: Board mtg; Comms with Staff re ILA/elections; contract template	2,225.00
	V122303	Rehn & Associates	Admin fee Jan '23	75.00
	V122304	Intrinium	Managed IT Services - Mnthly Jan; O365 software	2,635.29
	V122305	Avista Utilities	WA Dept of Commerce ETS Grant pass thru for site #'s 17, 24, 40, 46	271,751.28
	V122306	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2024-04	493.00
	V122307	Kittelsson & Associates	SS4A Consultant Svcs 12/01/23-12/21/23	31,143.15
	V122308	Pacific Office Automation	Copier Lease/Usage January 2024	199.62
2/29/23	V122309	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for March 2024	7,023.76
	V122310	AWC Employee Benefit Trust	March '24 Benefit Insurance Premiums	11,343.28
		Reimbursement(s)	Staff reimbrsement of erroneous credit card charge	(24.57)
			Salaries/Benefits Pay Periods Ending: 2/03/24 & 2/17/24	<del>92,441.03</del>
			Salaries/Benefits Pay Periods Ending: 2/03/24 & 2/17/24 - Corrected	92,722.28
1/31/24		Spokane County Treasury	Monthly SCIP fee - January 2024	22.98

**TOTAL February 2024 481,156.61**

<b>Recap for February 2024:</b>	
Vouchers: V122293 - V122310	388,411.35
Salaries/Benefits Pay Periods Ending: 2/03/24 & 2/17/24	<del>92,441.03</del>
Salaries/Benefits Pay Periods Ending: 2/03/24 & 2/17/24	92,722.28
Spokane County Treasury Monthly SCIP fee - January 2024	22.98
	<b>481,156.61</b>

As of 4/11/24, the Spokane Regional Transportation Council Board of Directors approves the payment of the February 2024 vouchers included in the list in the amount of: **\$481,156.61**

SRTC Board of Directors Chair, Spokane County Commissioner Al French

**VOUCHERS PAID FOR THE MONTH OF MARCH 2024**

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
3/8/24	V122311	Vision Municipal Solutions	Annual Software Support - 2024 - Finance/Payroll modules	2,361.00
	V122312	Visionary Communications, Inc.	Fiber Services, March 2024	981.96
	V122313	Intermax Networks	VOIP telecom March 2024	241.56
	V122314	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2024-05	493.00
	V122315	WA State Dept of Retirement	Employee and Employer Contributions: February 2024	14,965.15
	V122316	Spokesman Review	Adv TIP amendment & IT Svcs RFP	204.97
	V122317	Washingon Trust Bank	Softwr subscptns; Office splys/eqpt; Virtual mtg subscptn; staff regs; webnrs/conf trvl	4,411.07
3/22/24	V122318	Benjamin Kloskey	BK reimbursement for STA bus pass refill	78.00
	V122319	Spokane Bike Swap	Event registration for SRTC	120.00
	V122320	EMLVO P.C.	Feb legal svcs: Board mtg; Comms with Staff re lease amendment;	1,250.00
	V122321	Rehn & Associates	Admin fee Feb '24	75.00
	V122322	Intrinium	Managed IT Services - Mnthly Jan; O365 software	2,471.04
	V122323	Vision Municipal Solutions	Update SQL Server license version for Financial/Payroll acctg modules	2,645.00
	V122324	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2024-06	493.00
	V122325	Kittelson & Associates	SS4A Consultant Svcs 12/01/23-12/21/23	36,961.76
	V122326	Pacific Office Automation	Copier Lease/Usage February 2024	179.59
	V122327	Greg Griffin	Perdiem/mileage/parking - AWC Healthy Worksite Summit; Lynnwood WA 3/12-14/24	129.51
	V122328	AWC Employee Benefit Trust	April '24 Benefit Insurance Premiums	10,606.60
	V122329	Savannah Hayward	Mileage reimburse 1/2/24 - 3/19/24	39.20
		<u>Reimbursement(s)</u>		-
		<u>Salaries/Benefits</u>	Pay Periods Ending: 3/02/24 & 3/16/24	91,877.48
2/29/24		<u>Spokane County Treasury</u>	Monthly SCIP fee - February 2024	28.11
<b>TOTAL March 2024</b>				<b>170,613.00</b>

<b>Recap for March 2024:</b>			
	<b>Vouchers:</b>	V122311 - V122329	78,707.41
	<b>Salaries/Benefits</b>	Pay Periods Ending: 3/02/24 & 3/16/24	91,877.48
	<b>Spokane County Treasury</b>	Monthly SCIP fee - February 2024	28.11
			<b>170,613.00</b>

As of 4/11/24, the Spokane Regional Transportation Council Board of Directors approves the payment of the March 2024 vouchers included in the list in the amount of: **\$170,613.00**

To: Board of Directors 04/04/2024  
From: Ryan Stewart, Principal Transportation Planner  
**TOPIC: CY 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) APRIL AMENDMENT**

**Requested Action:**

Approve Resolution R-24-07 the Calendar Year (CY) 2024-2027 TIP April amendment.

**Key Points:**

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

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

**Board/Committee Discussions:**

Both the TAC and TTC at their 03/27/24 meetings unanimously recommended the Board approve the April 2024 TIP amendment.

**Public Involvement:**

The proposed April amendment was published for a public review and comment period from 03/11/24 through 03/20/24. On 03/11/24 notice of the amendment was published in the Spokesman Review, posted to the SRTC website ([www.srtc.org](http://www.srtc.org)) and social media platforms. No public comments were received.

**Staff Contact:** Ryan Stewart, SRTC | [rstewart@src.org](mailto:rstewart@src.org) | 509.343.6370



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

NHPP      National Highway System (NHS) Asset Management Program

**Supporting Information**

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

---

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

RESOLUTION  
of the BOARD OF DIRECTORS of the  
SPOKANE REGIONAL TRANSPORTATION COUNCIL  
R-24-07

**AMENDING THE CY 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)  
FOR APRIL 2024**

WHEREAS, the Spokane Regional Transportation Council Board (SRTC Board) of Directors serves as the Metropolitan Planning Organization (MPO) for the Spokane Metropolitan Planning Area (SMPA) and as the Regional Transportation Planning Organization (RTPO) for Spokane County; and is responsible for developing a 4-year Transportation Improvement Program (TIP); and

WHEREAS, the CY 2024-2027 TIP has been developed under the direction of the SRTC Board in consultation with local government staff, Washington State Department of Transportation, Spokane Transit Authority (STA), and with input from various groups and members of the public; and

WHEREAS, the SRTC Board approved the CY 2024-2027 TIP on 10/12/2023.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Spokane Regional Transportation Council adopts the proposed amendment to the CY 2024-2027 TIP to be incorporated into the Statewide Transportation Improvement Program (STIP) of Washington State, as documented in Attachment 1.

ADOPTED: April 11, 2024

---

Al French, Commissioner, Spokane County  
Chair, SRTC Board of Directors

ATTEST

---

Angel Jackson, SRTC  
Clerk of the Board

To: Board of Directors

04/04/2024

From: Greg Griffin, Administrative Services Manager

**TOPIC: CY 2024 FIRST QUARTER BUDGET REPORT**

**Requested Action:**

Approval of the Calendar Year (CY) 2024 First Quarter Budget Report.

**Key Points:**

- SRTC develops an annual budget outlining the anticipated revenues and expenditures for the upcoming year. SRTC reports on a cash basis, which provides a snapshot in time of the agency's revenues and expenditures.
- SRTC staff reports quarterly to the Board of Directors on revenue and expenditure for the preceding quarter and year to date.
- SRTC began CY 2024 with a cash balance of \$850,551 and ended the first quarter of 2024 with a balance of \$1,101,629. Cash balances are normally high early in the calendar year due to influx of member contributions used through the year as matching funds to grants.
- Due to timing, the revenues portion includes funds received in CY 2024 that were for expenditures made near the end of CY 2023. Federal/State planning grant reimbursements of \$128,392 receipted in early 2024 were funds anticipated to be reimbursed in 2023 (November 2023 billing) and accounts for a portion of the cash balance increase in 2024. The CY 2024 - First Quarter Budget Report - Summary (**see Attachment**) provides a comparison of the adopted CY 2024 budget and a summary for the First Quarter (Q1) of actual 2024 revenues and expenditures, as well as a column showing 2023 year to date revenues/expenses for comparative purposes.
- See Supporting Information attachment for additional details of the CY 2024 First Quarter Budget Report.

**Board/Committee Discussions:**

The CY 2024 Budget was approved by the Board on 10/12/23.

**Public Involvement:**

All meetings at which the CY 2024 Budget and/or quarterly budget reports are presented to the Board are open to the public.

**Staff Contact:** Greg Griffin, SRTC | [ggriffin@srtc.org](mailto:ggriffin@srtc.org) | 509.343.6370

## CY 2024 First Quarter Budget Report - Summary

4/11/2024 Board Meeting

	CY 2024 Approved	CY 2024		CY 2023 Year-to-Date	CY 2024 % of Budget
		1st Qtr	Year-to-Date		
<b>REVENUES</b>					
<b>SRTC Cash Balance 12/31/23</b>			<b>850,551</b>		
SRTC Cash Reserve	25,000				
Designated Local Funds from prior year (SRTC-SS4A)	38,500	-	-	-	0%
FHWA PL (Federal Public Law Funds)	984,488	195,336	195,336	240,743	20%
FTA (Federal Section 5303 Funds)	335,077	53,209	53,209	84,965	16%
STBG Planning Funds	500,000	111,737	111,737	110,673	22%
Designated Grant - FHWA - SS4A (Safe Streets 4 All)	280,000	26,867	26,867	-	10%
Designated Grant - STBG - D.A.T.A.	-	-	-	38,960	0%
RTPO (State Planning Funds)	144,651	42,231	42,231	55,311	0%
Designated Grants (Commerce - ETS)	1,200,000	311,297	311,297	-	26%
Local Member Contributions	276,299	244,043	244,043	269,272	88%
Local Member Contributions - SS4A from prior year	31,500	-	-	-	0%
Spokane County Treasury Interest	15,000	4,897	4,897	5,899	33%
<b>TOTAL REVENUES (Received in 2024)</b>	<b>3,830,515</b>	<b>989,617</b>	<b>989,617</b>	<b>805,824</b>	<b>26%</b>
<b>EXPENDITURES</b>					
<b>Personnel</b>					
Salaries	1,136,980	255,836	255,836	224,004	23%
Accrued Leave Payouts (includes unemployment)	15,000	-	-	-	0%
FICA	88,126	19,671	19,671	17,302	22%
WA State Retirement System	108,354	24,868	24,868	23,791	23%
Insurance	182,500	39,276	39,276	35,282	22%
<b>Total Personnel</b>	<b>1,530,960</b>	<b>339,651</b>	<b>339,651</b>	<b>300,379</b>	<b>22%</b>
<b>Contractual and Professional Services</b>					
Legal Services	25,000	3,700	3,700	7,107	15%
Consultants & Professional Svcs	2,250	53	53	329	2%
Professional Services - ETS Grant Work	1,200,000	311,297	311,297	-	0%
Consultant Services & SS4A	304,500	-	-	-	0%
Consultant Services & MTP Update	405,000	21,280	21,280	-	0%
Consultant Services & TIP Database	18,750	-	-	7,080	0%
Consultant Services & D.A.T.A.	-	-	-	-	0%
State Audit Charges	20,500	128	128	-	1%
<b>Total Contractual and Professional Services</b>	<b>1,976,000</b>	<b>336,458</b>	<b>336,458</b>	<b>14,516</b>	<b>17%</b>
<b>Materials and Services</b>					
Publications	500	43	43	59	9%
Postage	300	-	-	6	0%
Operating Supplies	4,500	1,445	1,445	122	32%
Minor Furniture	1,000	44	44	138	4%
Telephone	4,860	896	896	972	18%
Advertising	3,000	342	342	337	11%
Rent - Office Space	95,000	14,048	14,048	20,748	15%
Rent - Meeting Rooms	500	-	-	-	0%
Lease - Copier	2,550	530	530	645	21%
Property and Liability Insurance	20,000	-	-	-	0%
Printing	750	78	78	26	10%
Interfund Charges County Treasurer (Fees)	4,860	79	79	(9)	2%
Contingency	25,000	-	-	-	0%
<b>Total Materials and Services</b>	<b>162,820</b>	<b>17,505</b>	<b>17,505</b>	<b>23,043</b>	<b>11%</b>
<b>Travel, Training, and Staff Development</b>					
Mileage & Parking	2,400	153	153	571	6%
Travel / Training (Staff)	42,700	3,614	3,614	8,749	8%
Educational Speaker Series	5,000	-	-	-	0%
Board/Staff Retreats, Facilitators, Food	3,700	265	265	840	7%
Dues, Subscriptions, and Memberships	9,625	2,188	2,188	960	23%
<b>Total Travel, Training, and Staff Development</b>	<b>63,425</b>	<b>6,220</b>	<b>6,220</b>	<b>11,120</b>	<b>10%</b>
<b>IT Operations</b>					
IT Professional Svcs	29,060	6,310	6,310	6,231	22%
Software	39,820	26,537	26,537	24,107	67%
Hardware - New and Replacement; Repairs/Maint.	10,500	2,799	2,799	315	27%
Online Services	17,930	3,061	3,061	3,219	17%
<b>Total IT Services</b>	<b>97,310</b>	<b>38,706</b>	<b>38,706</b>	<b>33,872</b>	<b>40%</b>
<b>TOTAL EXPENDITURES (Paid in 2024)</b>	<b>3,830,515</b>	<b>738,539</b>	<b>738,539</b>	<b>382,930</b>	<b>19%</b>
<b>CASH BALANCE 3/31/24</b>			<b>1,101,629</b>	<b>1,073,372</b>	

## Supporting Information

### TOPIC: CY 2024 FIRST QUARTER BUDGET REPORT

---

#### Revenues

- Through the first quarter (25% of Calendar Year) of CY 2024 (January – March), SRTC collected \$989,617; 26% of the anticipated revenues for the year.
- Local Member Contributions through the end of March 31, 2024 are 88% of the budgeted amount.
- Revenues (\$989,617) in Q1 include \$128,932 in grant reimbursements from November 2023 activity. WA Department of Commerce grant funds of \$311,297 for the ETS charging stations project were received in February 2024.

#### Expenditures

Through the first quarter of CY 2024 SRTC spent \$738,539, or 19% of total anticipated expenditures for the year as follows:

- Personnel Expenditures: Total personnel expenditures were \$339,651 through Q1, or 22% of the CY 2024 budget amount.
- Contractual and Professional Services: Total services expenditures were \$336,458 year-to-date, or 17% of the total budget amount. Professional Services - ETS Grant Work is pass-through funding for the installation of charging stations throughout the region.
- Materials and Services: Total materials and services expenditures were \$17,505 year-to-date or 11% of the total budget amount. Property and Liability Insurance will be paid later in the year.
- Travel, Training, and Staff Development (includes and Subscriptions/Memberships): Total expenditures were \$6,220 thru Q1, or 10% of the total budgeted amount. This category continues to be impacted by the move to online conferences, training sessions, etc. It is anticipated that there will be increased travel and conference attendance in the remainder of this year.
- IT Operations: Total expenditures were \$38,706 thru Q1, or 40% of the total budgeted amount. Software expense is a timing issue as ESRI/GIS 2024 subscription/maintenance was paid in Q1 and makes up approximately 50% of 2024 Software budget.

To: SRTC Board of Directors

04/04/2024

From: David Fletcher, Principal Transportation Planner

**TOPIC: CY 2025 Unified List Development & Project Evaluation Criteria**

**Requested Action:**

Approve Resolution R-24-08 outlining the Calendar Year (CY) 2025 Unified List of Regional Transportation Priorities criteria as shown in **Attachment A** or **Attachment B**.

**Key Points:**

- The Unified List of Regional Transportation Priorities is a strategic tool used to communicate current regional transportation priorities to state legislators and Congressional representatives for potential funding opportunities. SRTC is committed to annually updating the Unified List.
- Since 2023, SRTC has developed two versions of the list—one for state legislative use and one for federal use. The SRTC Board of Directors approved the 2024 Unified List at their 09/14/2023 (state version) and 11/09/2023 (federal version) meetings.
- SRTC staff presented updates to the Unified List’s safety and equity project evaluation criteria to the Transportation Advisory Committee (TAC) and the Transportation Technical Committee (TTC) at their 03/27/2024 meetings. The updates incorporate recommendations and analysis from the Regional Safety Action Plan (RSAP) and Equity Planning Framework. Outputs from the draft RSAP would be used during the initial project evaluation, due to its schedule’s alignment with the 2025 Unified List development process.
- The TAC recommended Board approval of these updated criteria, as shown in **Attachment A**, indicating a desire to utilize the latest information available in the project evaluation process. The TTC recommended Board approval of the project evaluation criteria shown in **Attachment B**, expressing a preference for not incorporating outputs from the draft RSAP in the Unified List’s project evaluation process due to its provisional nature.

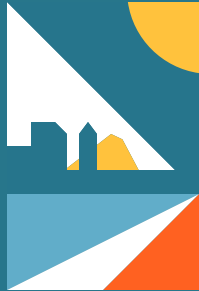
**Board/Committee Discussions:**

The CY 2025 Unified List development process and project evaluation criteria was presented to the TTC and TAC at their 03/27/2024 meetings. At those meetings, the TAC recommended Board approval of the project evaluation criteria shown in Attachment A and the TTC recommended Board approval of the criteria shown in Attachment B. The topic was initially presented to the SRTC Board of Directors at their 03/14/2024 meeting.

**Public Involvement:**

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

**Staff Contact:** David Fletcher, SRTC | [dfletcher@srctc.org](mailto:dfletcher@srctc.org) | 509.343.6370



# Project Evaluation Criteria

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

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

**30**  
POINTS

## ECONOMIC VITALITY

Targets transportation investments aimed at the development of a multi-modal system that enhances accessibility and connections among regional activity centers.

### Question 1A (5 points)

- Does the project provide access within or between two or more regional/local activity centers?

### Question 1B (5 points)

- If yes to 1A, does the project either: (A) contain active transportation or transit-supportive elements and improve access in a transit focused, mixed focus, or local activity center; or (B) contain freight-supportive elements and improve access in a freight or mixed focus activity center?

### Question 2 (10 points)

- What is the forecasted 2045 employment density of transportation analysis zones (TAZ) within a 0.25 mile buffer of the project?

### Question 3 (10 points)

- Is the project located on the FGTS? *\*Points scaled based on FGTS classification—T-1 through T-5.*

**30**  
POINTS

## COOPERATION & LEADERSHIP

Relates to SRTC's role as a regional forum to identify regional transportation needs, establish priorities, and develop strategies to acquire funding in accordance with federal and state planning requirements.

### Question 1 (15 points)

- Is the project identified in the local TIP (or Transit Development Plan) and/or Comprehensive Plan?

### Question 2 (15 points)

- Is the project identified in other agency plans and/or has it gone through a documented public outreach process?

**30**  
POINTS

## STEWARDSHIP

Emphasizes transportation investments that maximize positive impacts on the human environment while minimizing negative impacts to the natural environment.

### Question 1 (10 points)

- Does the project incorporate electrification or other clean fuel strategies?

### Question 2 (10 points)

- Does the project increase resilience by adding redundancy in areas of limited connectivity?

### Question 3 (10 points)

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



**30**  
POINTS

## OPERATIONS, MAINTENANCE & PRESERVATION

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

### Question 1 (10 points)

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

### Question 2 (10 points)

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

### Question 3 (10 points)

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

**30**  
POINTS

## SAFETY & SECURITY

Focuses on designing a safe and secure system for all transportation modes through best-practice design, operational improvements, education and outreach, and technological strategies.

### Question 1 (15 points)

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

### Question 2 (15 points)

- ▶ What countermeasures does the project incorporate to address crashes that result in serious or fatal injury? If the project is a transit project, how does it contribute to STA safety targets? [Does the project incorporate countermeasures to address safety issues on the High Injury Network, as identified in the Regional Safety Action Plan? Or, if the project is a transit project, does it contribute to STA safety targets?](#)

**30**  
POINTS

## QUALITY OF LIFE

Aims to improve choice and mobility by providing safe and convenient transportation options for people of all abilities.

### Question 1 (10 points)

- ▶ Is the project on the Regional Bicycle Priority Network and does it have a active transportation element(s); or does the project add a new pedestrian connection or feature beyond what is required for ADA compliance?

### Question 2 (10 points)

- ▶ Is the project on the Regional Transit Priority Network and does it have a transit-supportive element(s)? *\*Examples include new/enhanced transit, bus stops, AT facilities, pavement work, signal improvements, TSMO improvements.*

### Question 3 (10 points)

- ▶ Does the project extend or fill gap in one of the regional trails, or provide new active transportation connectivity to one of the regional trails? *\*Regional trails: Centennial, Children of the Sun, Ben Burr, Fish Lake, Millwood, and Appleway*

**30**  
POINTS

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

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

### Question 1 (10 points)

- ▶ Does the project directly benefit residents in an area of potential disadvantage or an area rated 7 or higher for overall environmental health disparities?

### Question 2 (5 points)

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

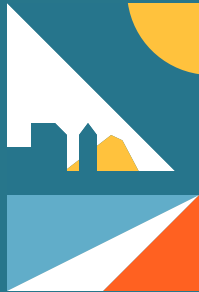
### Question 3 (10 points)

- ▶ Does the project incorporate appropriate countermeasures to address safety issues [on the High Injury Network](#), or contribute to STA safety targets, in an area of potential disadvantage or an area rated 7 or higher for overall environmental health disparities?

### Question 4 (10 points-5 points)

- ▶ Does the project provide access, or increase transit frequency, between an area of potential disadvantage or an area rated 7 or higher for overall environmental health disparities and local/regional activity centers?





# Project Evaluation Criteria

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

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

**30**  
POINTS

## ECONOMIC VITALITY

Targets transportation investments aimed at the development of a multi-modal system that enhances accessibility and connections among regional activity centers.

### Question 1A (5 points)

- Does the project provide access within or between two or more regional/local activity centers?

### Question 1B (5 points)

- If yes to 1A, does the project either: (A) contain active transportation or transit-supportive elements and improve access in a transit focused, mixed focus, or local activity center; or (B) contain freight-supportive elements and improve access in a freight or mixed focus activity center?

### Question 2 (10 points)

- What is the forecasted 2045 employment density of transportation analysis zones (TAZ) within a 0.25 mile buffer of the project?

### Question 3 (10 points)

- Is the project located on the FGTS? *\*Points scaled based on FGTS classification—T-1 through T-5.*

**30**  
POINTS

## COOPERATION & LEADERSHIP

Relates to SRTC's role as a regional forum to identify regional transportation needs, establish priorities, and develop strategies to acquire funding in accordance with federal and state planning requirements.

### Question 1 (15 points)

- Is the project identified in the local TIP (or Transit Development Plan) and/or Comprehensive Plan?

### Question 2 (15 points)

- Is the project identified in other agency plans and/or has it gone through a documented public outreach process?

**30**  
POINTS

## STEWARDSHIP

Emphasizes transportation investments that maximize positive impacts on the human environment while minimizing negative impacts to the natural environment.

### Question 1 (10 points)

- Does the project incorporate electrification or other clean fuel strategies?

### Question 2 (10 points)

- Does the project increase resilience by adding redundancy in areas of limited connectivity?

### Question 3 (10 points)

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

**30**  
POINTS

## OPERATIONS, MAINTENANCE & PRESERVATION

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

### Question 1 (10 points)

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

### Question 2 (10 points)

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

### Question 3 (10 points)

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

**30**  
POINTS

## SAFETY & SECURITY

Focuses on designing a safe and secure system for all transportation modes through best-practice design, operational improvements, education and outreach, and technological strategies.

### Question 1 (15 points)

- ▶ Is the project identified in a state, regional, or local safety plan, or an approved prioritized list of safety projects?

### Question 2 (15 points)

- ▶ What countermeasures does the project incorporate to address crashes that result in serious or fatal injury? If the project is a transit project, how does it contribute to STA safety targets?

**30**  
POINTS

## QUALITY OF LIFE

Aims to improve choice and mobility by providing safe and convenient transportation options for people of all abilities.

### Question 1 (10 points)

- ▶ Is the project on the Regional Bicycle Priority Network and does it have a active transportation element(s); or does the project add a new pedestrian connection or feature beyond what is required for ADA compliance?

### Question 2 (10 points)

- ▶ Is the project on the Regional Transit Priority Network and does it have a transit-supportive element(s)? *\*Examples include new/enhanced transit, bus stops, AT facilities, pavement work, signal improvements, TSMO improvements.*

### Question 3 (10 points)

- ▶ Does the project extend or fill gap in one of the regional trails, or provide new active transportation connectivity to one of the regional trails? *\*Regional trails: Centennial, Children of the Sun, Ben Burr, Fish Lake, Millwood, and Appleway*

**30**  
POINTS

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

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

### Question 1 (10 points)

- ▶ Does the project directly benefit residents in an area of potential disadvantage or an area rated 7 or higher for overall environmental health disparities?

### Question 2 (5 points)

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

### Question 3 (10 points)

- ▶ Does the project incorporate appropriate countermeasures to address safety issues, or contribute to STA safety targets, in an area of potential disadvantage or an area rated 7 or higher for overall environmental health disparities?

### Question 4 (~~10 points~~ 5 points)

- ▶ Does the project provide access, or increase transit frequency, between an area of potential disadvantage or an area rated 7 or higher for overall environmental health disparities and local/regional activity centers?



RESOLUTION  
of the BOARD OF DIRECTORS of the  
SPOKANE REGIONAL TRANSPORTATION COUNCIL  
R-24-08 SRTC

**APPROVING THE CALENDAR YEAR (CY) 2025 UNIFIED LIST OF  
REGIONAL TRANSPORTATION PRIORITIES  
DEVELOPMENT PROCESS AND PROJECT EVALUATION CRITERIA**

WHEREAS, the Spokane Regional Transportation Council Board (SRTC Board) of Directors serves as the Metropolitan Planning Organization (MPO) for the Spokane Metropolitan Planning Area (SMPA) and as the Regional Transportation Planning Organization (RTPO) for Spokane County; and

WHEREAS, the Unified List of Regional Transportation Priorities is developed by the SRTC Board in cooperation with the SRTC Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC) to strategically position regional transportation priorities for federal and state funding opportunities; and

WHEREAS, the CY 2025 Unified List of Regional Transportation Priorities development process and project evaluation criteria was initially developed and reviewed by the Board, TTC, and TAC through the 2023 SRTC Unified List of Regional Transportation Priorities development process.

NOW, THEREFORE BE IT RESOLVED, that SRTC Board is approving the screening criteria to be utilized for the 2025 Unified List of Regional Transportation Priorities as shown in Attachment \_\_\_ R-24-08 for **CY 2025 Unified List of Regional Transportation Priorities Development Process and Project Evaluation Criteria**.

PASSED and APPROVED on this 11th day of April 2024 by the Spokane Regional Transportation Council Board of Directors.

\_\_\_\_\_  
Commissioner Al French, Spokane County  
Chair, SRTC Board of Directors

ATTEST

\_\_\_\_\_  
Angel Jackson, Clerk of the Board

To: Board of Directors

04/04/2024

From: Michael Redlinger, Associate Transportation Planner

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

**Requested Action:**

Approve Resolution R-24-09 agreeing to plan and program projects so that they contribute toward the accomplishment of the State's greenhouse gas target established February 1, 2024.

**Key Points:**

- In December 2023, the Code of Federal Regulations (CFR) 23 Part 490 was amended to include an additional Transportation Performance Management (TPM) reporting requirement for states.
- The new greenhouse gas (GHG) rule requires states to report the percent change in total tailpipe carbon dioxide (CO<sub>2</sub>) emissions on the National Highway System (NHS) as compared to the reference year (calendar year 2022).
- On February 1, 2024 the state established a target value of 13.4 million metric tons of tailpipe CO<sub>2</sub> emissions on the NHS, representing a 19.8% reduction from the reference year value of 16.7 million metric tons.
- MPOs have until July 30 to either commit to support WSDOT targets or establish their own declining 4-year target for the Metropolitan Planning Area.
- On March 27, the TAC and TTC both unanimously recommended that the Board adopt a resolution agreeing to plan and program in support of the state's targets for tailpipe CO<sub>2</sub> emissions on the NHS.
- On the date of this memo, SRTC was informed of a district court ruling that impacts the GHG target requirement. SRTC staff will provide more information at the Board meeting.

**Board/Committee Discussions:**

This is SRTC staff's second discussion with the Board on this topic, having presented this topic for information and discussion in March. The TAC and TTC discussed this item in February and passed their recommendations to the Board at their March meetings.

**Public Involvement:**

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

**Staff Contact:** Michael Redlinger, SRTC | [mredlinger@srtc.org](mailto:mredlinger@srtc.org) | 509.343.6370

RESOLUTION  
of the BOARD of DIRECTORS of the  
SPOKANE REGIONAL TRANSPORTATION COUNCIL  
R-24-09

**ESTABLISHING PERFORMANCE TARGETS FOR GREENHOUSE GAS (GHG) EMISSIONS  
FOR THE SPOKANE METROPOLITAN PLANNING AREA**

WHEREAS, the Spokane Regional Transportation Council (SRTC Board) serves as the Metropolitan Planning Organization (MPO) for the Spokane Metropolitan Planning Area (SMPA); and as the Regional Transportation Planning Organization (RTPO) for Spokane County; and

WHEREAS, SRTC is established through an Interlocal Agreement of the members that forms a Board of Directors to serve as the governing body of SRTC with a responsibility to make policy decisions for the organization; and

WHEREAS, the 2012 federal transportation law, Moving Ahead for Progress in the 21st Century Act (MAP-21, P.L. 112-141) establishes performance management requirements for State Departments of Transportation, such as Washington State Department of Transportation (WSDOT); and metropolitan planning organizations, such as Spokane Regional Transportation Council (SRTC); and

WHEREAS, per 23 CFR 490.105(a), SRTC must establish performance targets for each of the measures identified in 23 CFR 490.105(c); and

WHEREAS, per 23 CFR 490.105(e)(10), targets established for the GHG measure as described in 23 CFR 490.105(c)(5) shall be declining targets for reducing tailpipe carbon dioxide (CO<sub>2</sub>) emissions on the NHS; and

WHEREAS, in establishing targets for GHG emissions on the NHS, SRTC has the option of either (1) agreeing to plan and program projects so that they contribute toward the accomplishment of the State DOT target for that performance measure, or (2) committing to a quantifiable target for that performance measure for their metropolitan planning area.

NOW THEREFORE, BE IT RESOLVED, that the SRTC Board: agrees to plan and program projects so that they contribute toward the accomplishment of the target established by WSDOT for the Transportation Performance Management (TPM) Greenhouse Gas (GHG) emissions rule, as adopted by the state on February 1, 2024.

---

**A** French, County Commissioner, Spokane County  
Chair, SRTC Board of Directors

ATTEST

---

---

Angel Jackson, SRTC  
Clerk of the Board



To: Board of Directors

04/04/2024

From: Michael Redlinger, Associate Transportation Planner

**TOPIC: COMMUTE TRIP REDUCTION (CTR) PLAN UPDATES**

**Requested Action:**

None. For information and discussion.

**Key Points:**

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

**Board/Committee Discussions:**

This is SRTC staff's first discussion with the Board on this topic. This topic was presented to the TAC and TTC for information and discussion at their 03/27/24 meetings.

**Public Involvement:**

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

**Staff Contact:** Michael Redlinger, SRTC | [mredlinger@srtc.org](mailto:mredlinger@srtc.org) | 509.343.6370

To: Board of Directors

04/04/2024

From: Ryan Stewart, Principal Transportation Planner

**TOPIC: SPECIAL TRANSPORTATION PLANNING STUDY AGREEMENT: VMT REDUCTION**

**Requested Action:**

None. For information and discussion.

**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 TAC and TTC were briefed on the proposed Special Transportation Planning Study Agreement and VMT reduction framework at their 03/27/24 meetings.

**Public Involvement:**

All committee and Board meetings where the Special Transportation Planning Study Agreement and VMT reduction framework are 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@srtc.org](mailto:rstewart@srtc.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 Report<sup>1</sup>. 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 forecasted 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 transportation mode infrastructure, safety, etc.) unless the plan is accompanied by a statement of overriding considerations.<sup>2</sup>
6. Provide technical assistance to member jurisdictions to support land use decisions under GMA processes because they are inputs to RTPs.

---

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

<https://wsdot.wa.gov/sites/default/files/2023-06/VMT-Targets-Final-Report-June2023.pdf>

<sup>2</sup> 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 progress towards 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"><b>Special Transportation Planning Study Agreement</b> 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 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

<b>Planning Agency</b>	<b>Washington State Department of Transportation</b>
Sign and Date	Sign and Date
Print Name	Print Name
Title	Title

To: Board of Directors  
From: Mike Ulrich, Principal Transportation Planner  
**TOPIC: REGIONAL SAFETY ACTION PLAN -UPDATE**

04/04/2024

**Requested Action:**

None. For information and discussion.

**Key Points:**

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

**Public Involvement:**

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

**Board/Committee Discussions:**

Both committees received a briefing on the RSAP at their 03/27/2024 meeting.

The SRTC Board received a briefing on the RSAP at their 02/14/2024 meeting.

**Staff Contact:** Mike Ulrich, SRTC | [mulrich@src.org](mailto:mulrich@src.org) | 509.343.6370

## Supporting Information

### TOPIC: REGIONAL SAFETY ACTION PLAN - UPDATE

#### Major Task Summary

##### **High Injury Network (HIN)**

The High Injury Network (HIN) identifies segments and intersections (signalized and roundabouts) with historically higher rates of fatal and serious injury (FSI) crashes. The HIN represents the areas in most critical need of safety interventions and prioritizes them for multi-agency focus and investment. A High Priority Network was also established for smaller communities with few FSI crashes with the goal of preventing future crashes. The draft high injury network can be found in Figure 1. Table 1 lists the Top 10 High Crash Segments in the Region and Table 2 lists the Top 10 High Crash Intersections in the Region.

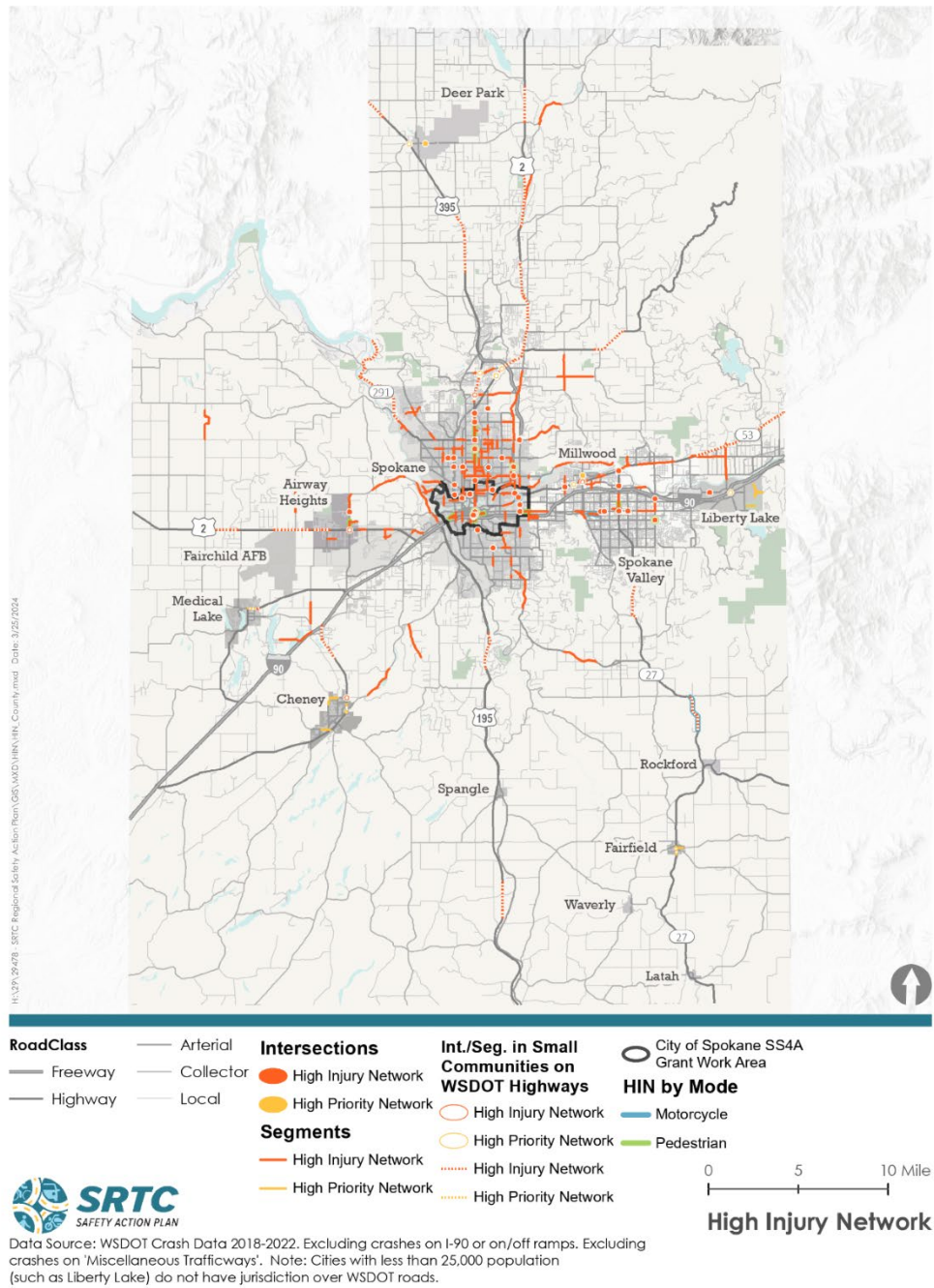
##### **Equity**

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

##### **Strategies**

Strategies and practices are framed around the Safe System Approach. Based on findings from the data analysis, a review of existing community plans and policies, national best practices, and interviews with representatives from city, county, state, tribal, and community-based organizations. More information on the draft potential strategies can be found in Table 3.

Figure 1: Draft High Injury Network



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

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

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

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

**Table 3: Draft Potential Strategies**

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

To: Board of Directors

04/04/2024

From: Mike Ulrich, Principal Transportation Planner

**TOPIC: Data Application for Transportation Analysis (DATA) Project Update: Traffic Model, Land Use Allocation Tool, and Online Data Hub**

**Requested Action:**

None. For information and discussion.

**Key Points:**

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

**Board/Committee Discussions:**

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

**Public Involvement:**

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

**Staff Contact:** Mike Ulrich, SRTC | [mulrich@src.org](mailto:mulrich@src.org) | 509.343.6370



To: Board of Directors  
From: Greg Griffin, Administrative Services Manager  
Topic: **IT Support Services - Request for Proposals (RFP)**

04/04/2024

**Requested Action:**

None. For information and discussion.

**Key Points:**

- SRTC is seeking a vendor contract for IT Support Services which expires May 31, 2024.
- Adherence to the SRTC Procurement Manual requires a new RFP process be executed following expiration of the original contract; on February 27, 2024, SRTC released an RFP for IT Support Services.
- Four vendors submitted proposals by the March 18, 2024, submission date.
- Three vendors were interviewed by a team of SRTC & Spokane Regional Transportation Management Center (SRTMC) staff.
- The CY 2024 Budget includes funds for IT Support Services. It is expected that the new contract will not require any amendment to the CY 2024 Budget.
- Pending direction from the SRTC Board, staff will prepare the terms of a contract for approval by the Board at the May 9, 2024, meeting.
- In 2018 SRTC transitioned from having an IT Manager staff position to contracting out IT support services. The original three-year contract was extended an additional three years in 2021. SRTC has realized significant cost savings over the past six years.

**Board/Committee Discussions:**

This is the first time this topic has been discussed in 2024. The Calendar Year (CY) 2024 Budget was approved by the Board on 10/12/23.

**Public Involvement:**

All meetings at which the CY 2024 Budget and/or quarterly budget reports are presented to the Board are open to the public. The SRTC 2024 IT Support Services RFP was posted on the SRTC website and advertised as a Public Notice for 21 days.

**Staff Contact:** Greg Griffin, SRTC | [ggriffin@srtc.org](mailto:ggriffin@srtc.org) | 509.343.6370



To: Board of Directors

04/04/2024

From: Lois Bollenback, Executive Director

**TOPIC: EXECUTIVE DIRECTOR'S REPORT**

**Requested Action:**

None. For information only.

**Key Points:**

**Ongoing/Upcoming Events & Activities**

- Commute Trip Reduction Plan – SRTC staff is seeking public input on the development of a CTR Plan.
- Transportation Open House(s) – SRTC staff have continued to join STA and other jurisdictions in a series of public outreach meetings throughout the region to promote the ongoing work of the agency. Information on the events is available at: [spokanetransit.com/openhouse](http://spokanetransit.com/openhouse).
- SRTC will host a booth and conduct public engagement at the Spokane Bike Swap & Expo on 4/20/24.
- Calendar Year 2023 Project Obligation Report –SRTC is required to publish a list of all obligations of federal funds that occurred in the preceding program year (23 CFR § 450.334). The report can be reviewed [here](#).

**Transportation Funding – Awards & Opportunities**

- The City of Airway Heights was recently awarded \$850,000 in funding from WSDOT as part of the Connecting Communities Pilot program for Pedestrian and Multimodal Enhancements on US-2.
- Senator Murray’s Fiscal Year 2025 (FY25) Congressionally Directed Spending (CDS) and programmatic request portals are now open. The deadline for requests is 11:59pm PST on Monday, April 8. All requests must be submitted via the webform that can be found at the following link: <https://forms.office.com/g/BTyLQKqWnq> .
- A variety of funding opportunities (NOFO’s) are currently open:

Program	NOFO Close Date	Available Funding	OA
Large Bridge Project (for FY 2025)	August 1, 2024	\$9.6 billion	FHWA
Pedestrian & Bicyclist Program (for 2025-2027 biennium)	May 31, 2024	\$23 million	WSDOT
Safe Routes to School (for 2025-2027 biennium)	June 7, 2024	\$25 million	WSDOT
Active Transportation Infrastructure Investment Program (ATIIP)	June 17, 2024	\$45 million	FHWA

**Staff Contact:** Lois Bollenback, SRTC | [lbollenback@src.org](mailto:lbollenback@src.org) | 509.435.3870

## ACTION ITEMS

### **Consent Agenda**

The consent agenda contained February TTC meeting minutes and March TIP Amendment. ***A motion to pass the consent agenda, as presented, passed unanimously.***

### **Transportation Performance Management (TPM): New Greenhouse Gas Rule and Targets**

Mr. Redlinger provided a refresher on the CO2 rule that was presented last month. He discussed the Transportation Performance Measure (TPM) strategic approach. Currently, WSDOT's target for the current performance period is 13.4 million metric tons of CO2 statewide on the National Highway System. Mr. Redlinger reviewed MPO target-setting requirements. He discussed the options available to MPOs and SRTC staff's recommendation that the agency agree to plan and program in support of the state's emissions target. The final adoption of targets, including a review of WSDOT's target, will be presented to the board in April. Staff will be seeking a resolution to support the state's current target. ***A motion to recommend support of the state's TPM Greenhouse Gas Rule & targets passed unanimously as presented.***

### **2025 Unified List Development & Project Evaluation Criteria**

Mr. Fletcher outlined the 2025 Unified List process, including state/federal versions, development schedule, and key dates. He discussed project evaluation criteria, options for review and input, and potential impacts of proposed changes to the safety criteria. There was a motion for revised safety criteria (Option B) that failed as a result of a roll call vote. ***A motion to approve Option A for the safety criteria and approval of equity revisions, as shown, was unanimously approved.***

## INFORMATION & DISCUSSION ITEMS

### **Commute Trip Reduction (CTR) Plan**

Mr. Redlinger identified SRTC's partnership with CommuteSmart Northwest in planning for Commute Trip Reduction (CTR), then introduced Ms. Yamamoto, TDM Manager for Spokane County and CommuteSmart Northwest. She reviewed the current timeline for updates, highlighting the historical context, and employer goals within each jurisdiction. Local and regional CTR plans will be developed throughout 2024, and once approved will be effective from July 2025 through June 2029. Next steps include collaboration between participating jurisdictions, SRTC, and STA.

### **Data Applications for Transportation Analysis (DATA) Project Update**

Mr. Ulrich provided an overview of completed work, including a review of the project design phase 1. He reviewed completed items in phase 1 and highlighted tasks of phase 2. Mr. Frkonja, Market Leader at Resource System Group Inc, discussed the updated travel demand model including key features validation, potential future enhancements, and timelines. The online data hub and visualizer were previewed and remaining next steps discussed.

### **Regional Safety Action Plan – Update**

Ms. Wilbur discussed the historical analysis reviewed earlier this year. She also provided an update on the engagement efforts that led to feedback from over 100 individuals. She reviewed key themes derived from county data and explained six equity factors along with mapping equity areas. Highlighting that the HIN represents 47% of fatal and serious injury crashes, she discussed how this data supports the overall analysis. The use of rural and urban segments for data analysis was explained, particularly in smaller communities lacking a fatal or serious injury crash. The implementation plan outlines strategies and will include a prospectus sheet for a project in each jurisdiction. Ms. Wilber concluded by reviewing next steps.

### **Special Transportation Planning Study Agreement**

Mr. Stewart discussed the historical context of the Vehicle Miles Traveled (VMT) targets report, which aims to support greenhouse gas (GHG) goals of 2021. Washington State Department of Transportation (WSDOT) worked on establishing reduction targets, with a notable recommendation being the adoption of regional per capita targets. Jurisdictions are mandated to update their plans for GHG reduction. The final report can be accessed on the website.

### **Agency Update and Future Information Items**

Mr. Ulrich reminded everyone about the upcoming Equity working group meeting scheduled for this Friday. He also informed the group that the Congressional Directed Funding portal, by Senator Murray, is now accessible.

## **ACTION ITEMS**

### **Consent Agenda**

The consent agenda contained the February TAC meeting minutes and the TIP Amendment. ***A motion to approve the consent agenda, which included a recommendation for Board approval of the TIP amendment, passed unanimously.***

### **Transportation Performance Management (TPM): New Greenhouse Gas Rule and Targets**

Mr. Redlinger presented information regarding target setting for the new Transportation Performance Management (TPM) performance measure and discussed the CO2 rule as part of the TPM strategic approach for system performance. Mr. Redlinger reviewed MPO target-setting requirements as well as state-level targets with trend lines. He discussed the options available to MPOs and SRTC staff's recommendation that the agency agree to plan and program in support of the state's CO2 emissions target. The final adoption of targets, including a review of WSDOT's 13.4 million metric tons CO2 target, will be presented to the board in April, seeking a resolution to support the state's current target.

***A motion to recommend support of the state's TPM Greenhouse Gas Rule & targets passed unanimously as presented.***

### **2025 Unified List Development & Project Evaluation Criteria**

Mr. Fletcher presented an overview of the 2025 Unified List development process. He outlined the schedule, emphasizing key dates such as the project submittal and review period and the anticipated list adoption dates. He reviewed the project evaluation criteria and noted that staff is proposing updated safety and equity criteria, to incorporate findings from the Regional Safety Action Plan and recommendations from SRTC's Equity Planning Framework. Due to schedule alignment challenges between the Safety Action Plan and 2025 unified list, he presented three potential options for updating the safety criteria, prompting discussion among the group. Committee members expressed a preference for incorporating findings from the Regional Safety Action Plan and Equity Planning Framework in the 2025 Unified List criteria. Mr. Fletcher encouraged further communication for thoughts on the matter to be directed to him via email.

***A motion to approve 2025 Unified List Development & Project Evaluation Criteria, as presented, passed unanimously.***

## **INFORMATION & DISCUSSION ITEMS**

### **Commute Trip Reduction (CTR) Plan Updates**

Mr. Redlinger identified SRTC's partnership with CommuteSmart Northwest in planning for Commute Trip Reduction (CTR), then introduced Ms. Yamamoto, TDM Manager for Spokane County and CommuteSmart Northwest. She reviewed the current timeline for updates, highlighting the historical context, and employer goals within each jurisdiction. Local and regional CTR plans will be developed throughout 2024, and once approved will be effective from July 2025 through June 2029. Next steps include collaboration between participating jurisdictions, SRTC, and STA.

### **Data Applications for Transportation Analysis (DATA) Project Update**

Mr. Ulrich explained the design of the DATA Project, starting with its origin and \$1 million surface transportation block grant in 2018. Phase 1, focusing on evaluation and design, was detailed. Six tasks within the project implementation phase were outlined, including the importance of the Household Travel Survey (HHTS), passive data, traffic counts for model validation, a land use allocation tool, the travel demand model for forecasting, and an online data hub for public access.

### **Regional Safety Action Plan – Update**

Mr. Ulrich and Ms. Wilber (Kittleson & Associates) highlighted prior data informing the High Injury Network (HIN) and the coordinated safety action plan. Recent outreach events addressed numerous touchpoints and key themes, with countywide data focusing on high crash areas. The HIN includes about 50% of fatal and serious injury crashes. Separate strategies will be developed for those communities without a fatal or serious injury crash history. Action strategies were discussed, along with a timeline for final board adoption by July.

### **Transportation Improvement Program (TIP) Overview**

Mr. Stewart provided an overview of the TIP program, a 4-year regional transportation initiative that includes federally funded projects and is updated annually. He explained how projects are identified, the determination process, project types and funded amounts, and highlighted the website for resource access, including interactive mapping, and the guidebook for policy and procedure reference.

### **Special Transportation Planning Study Agreement**

Mr. Stewart provided the historical context of the Vehicle Miles Traveled (VMT) targets report aimed at aiding GHG goals in 2021. WSDOT's efforts were focused on establishing reduction targets, with a key recommendation being regional per capita targets. Many jurisdictions are required to update their plans for GHG reduction, and collaboration with TTC, TAC, and steering committees will assist in navigating this decision, along with several other recommendations. The final report is available on the website.

### **Agency Update and Future Information Items**

Mr. Fletcher reminded everyone about the upcoming Equity working group meeting scheduled for this Friday.