



Board of Directors Meeting

Thursday, May 9, 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
- 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 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 April 2024 Board of Directors Meeting	3
		b) Vouchers for April 2024	7
		c) CY 2024-2027 Transportation Improvement Plan (TIP) May Amendment	8
		d) SRTC IT Support Services Contract	13
1:11	4	Special Transportation Planning Study Agreement: VMT Reduction (<i>Ryan Stewart</i>)	15

INFORMATION AND DISCUSSION ITEMS

1:21	5	City of Airway Heights: Transportation Priorities (<i>Heather Trautman</i>)	
1:36	6	Carbon Reduction Program (CRP) and Surface Transportation Block Grant (STBG) Funding for Cheney (<i>Ryan Stewart</i>)	23
1:41	7	SRTC Guiding Principles and the Metropolitan Transportation Plan Update (<i>Jason Lien</i>)	25
1:51	8	SFY 2024-2025 Unified Planning Work Program (UPWP), Amendment 1 (<i>Eve McMenamy</i>)	27
1:56	9	CY 2024 Budget Amendment (<i>Greg Griffin</i>)	40

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

2:01	10	Executive Director's Report (<i>Lois Bollenback</i>)	
		• Ongoing/Upcoming Events and Activities	42
		• Transportation Funding: Opportunities	
	11	Transportation Technical Committee & Transportation Advisory Committee Meeting Summaries	43

DISCUSSION

2:03	12	Board Member Comments (<i>Chair</i>)	
2:06	13	Chair Comments	
2:10	14	Adjournment (<i>Chair</i>)	

Spokane Regional Transportation Council – Board of Directors

April 11, 2024, Meeting Minutes

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

1 Call to Order / Record of Attendance / 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 Cris Kaminskas, *City of Liberty Lake*
 Mayor Kevin Freeman, *City of Millwood*
 Council Member Kitty Klitzke, *City of Spokane*
 Council President Betty Wilkerson, *City of Spokane*
 Council Member Rod Higgins, *City of Spokane Valley*
 Mayor Pam Haley, *City of Spokane Valley*
 Doug Yost, *Major Employer Representative*
 Matt Ewers, *Rail/Freight Representative*
 Council Member Micki Harnois, *Small Towns Rep*
 Commissioner Mary Kuney, *Spokane County*
 Susan Meyer, *Spokane Transit Authority*
 Council Member Tiger Peone, *Spokane Tribe*
 Mike Frucci, *WSDOT-Eastern Region*
 Heather Trautman, *Transportation Technology Committee Chair*

Board Alternates:

n/a

Guests:

Kevin Picanco, *City of Spokane*
 Barry Greene, *TTC Vice Chair*
 Char Kay, *WSDOT-ER*
 Bobby Wertman
 Paul Kropp
 Karl Otterstrom, *Spokane Transit Authority*
 Jeremy Clark, *City of Spokane Valley*
 Dan Baker, *City of Spokane Valley*
 Anna Ragaza-Bourassa, *WSDOT-ER*
 LeAnn Yamamoto, *CommuteSmartNW*
 Eric Lowe
 Wende Wilbur, *Kittleson and Associates*
 Francis SiJohn, *Spokane Tribe*

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*

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

- Kelly Fukai, *Washington State Transportation Commission*

Council Member Schmidt made a motion to approve the excused absences from the meeting. Council Member Higgins seconded the motion. The motion was passed unanimously.

2 Public Comments

Mr. Lowe made an in-person comment regarding the Regional Safety Action Plan.

ACTION ITEMS

3 Consent Agenda

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

Council Member Schmidt made a motion to pass the Consent Agenda. Mr. Ewers seconded the motion. The motion passed unanimously.

4 CY 2025 Unified List Development Process & Project Evaluation Criteria

Mr. Fletcher provided an overview of the 2025 Unified List development process and emphasized key dates, including the project submittal deadline and when the draft list will be complete. The process will include developing both a federal and state version of the list. He discussed proposed changes for safety and equity criteria and explained each option for these proposals. This included a summary of how the proposed criteria changes would impact the evaluation of current Unified List projects. He reviewed the alignment schedule between the Unified List and Regional Safety Action Plan (RSAP) schedule, pointing out that the draft RSAP would be used initially to evaluate 2025 Unified List project submittals if the board approved the proposed criteria changes. He then presented two options for the 2025 Unified List criteria to the Board, with option A including all proposed criteria changes and option B including only criteria changes that would not rely on using the draft RSAP. Mr. Fletcher sought the board's approval of one of the two options.

Discussion occurred regarding the two options and the recommendations provided by the SRTC advisory committees.

Council Member Schmidt motioned to approve Resolution 24-07 CY 2025 Unified List Development Process & Project Evaluation Criteria as presented for option B. Ms. Meyer seconded the motion. The motion was passed unanimously.

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

Ms. Bollenback explained FHWA issued a rule requiring state departments of transportation and MPOs to measure and set targets for reducing GHG emissions. However, this rule faced legal challenges, with 22 states contesting it. Recent court rulings in Texas and Kentucky concluded that FHWA lacks the authority to regulate GHG emissions. Consequently, FHWA agreed not to enforce current reporting deadlines.

No immediate action is required.

INFORMATION & DISCUSSION ITEMS

6 Commute Trip Reduction (CTR) Plan Updates

Mr. Redlinger highlighted SRTC's collaboration with CommuteSmart Northwest for Commute Trip Reduction (CTR) planning and introduced Ms. Yamamoto, TDM Manager for Spokane County and CommuteSmart Northwest. She outlined the current timeline for updates, emphasizing historical context and employer goals in each jurisdiction. Plans for developing local and regional CTR initiatives throughout 2024 are set to be effective from July 2025 to June 2029 upon approval. The next phase includes collaborative efforts among participating jurisdictions, SRTC, and STA.

The objective is to achieve a notable reduction in drive-alone single-occupancy vehicle trips, aiming for a 60% or lower drive-alone rate as part of their broader transportation and sustainability goals.

7 Special Transportation Planning Study Agreement: VMT Reduction

Mr. Stewart delved into the historical context of the Vehicle Miles Traveled (VMT) targets report, geared towards aiding greenhouse gas (GHG) reduction goals. Washington State Department of Transportation (WSDOT) took the lead in establishing reduction strategies, notably recommending regions adopt per capita VMT reduction targets. The final report is accessible on the WSDOT website. Jurisdictions are required to revise their comprehensive plans for GHG reduction accordingly. Pending Board approval, SRTC is set to receive \$138,000 in pass-through funding from WSDOT to support this effort through a Special Transportation Planning Study Agreement. The funding will be used to develop a per capita VMT reduction framework and regional reduction target.

8 Regional Safety Action Plan (RSAP) Update

Ms. Wilbur presented a thorough analysis of historical data and engagement efforts, involving input from a diverse group of over 100 individuals. She highlighted key themes extracted from county data, focusing on six equity factors and mapping areas of equity concern across the region. Ms. Wilbur's highlighted the High Injury Network (HIN), which accounts for 47% of fatal and serious injury crashes. She emphasized how the HIN's data supported the analysis, particularly in areas where severe crashes are less common, both in rural and urban segments. The implementation plan will encompass strategies with a project prospectus sheet for each jurisdiction, concluding with a review of next steps.

9 Data Applications for Transportation Analysis (DATA) Project Update

Mr. Ulrich reviewed the complex deliverables for phases 4-6 of the project, highlighting their intricate nature and the substantial investment involved. These deliverables are eagerly awaited by many agencies for integration into their modeling processes. He discussed the land use allocation tool, which enhances forecasting efficiency and helps in maintaining current land use data. The travel demand model, based on 2022 data, underwent quantitative enhancements without altering its fundamental structure. This update includes an algorithm for estimating travel demand and incorporates improvements based on Spokane Transit Authority ridership data post-COVID. The updated data would need adjustments to capture underrepresented ridership accurately. Mr. Ulrich addressed the need for a review of final deliverables and outlined next steps for the project.

10 IT Support Services

Mr. Griffin reviewed the IT Support Services vendor contract which is due to expire on 5/31/24. He stated during the contracted time of six years, there was a significant cost savings compared to maintaining a full-time IT Manager. Following interviews with three IT support vendors, prioritizing their value to the agency and network security, the staff will develop terms for a new three-year contract. Approval of this contract is targeted for the May 2024 board meeting, seamlessly integrating the new agreement into the CY2024 budget and will not require a budget amendment specifically for IT Support Services.

11 Executive Director's Report

Written report only. No comment.

12 Board Member Comments

Ms. Wilkerson highlighted Expo 50 which will take place on May 4th. Mr. Schmidt announced the WSTC will be holding their meeting in Cheney on June 26-27th.

13 Adjournment

There being no further business, the meeting adjourned at 2:28 PM.

Angel Jackson, Clerk of the Board

DRAFT

VOUCHERS PAID FOR THE MONTH OF APRIL 2024

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
4/1/24	V122330	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for April 2024	7,023.76
	V122331	Rehn & Associates	Q-2 2024 Agency H.S.A. contributions LB,GG,SH,AJ,BK,JL,MR,MU	4,000.00
	V122332	Matt Ewers	Board meeting parking March 2024	11.79
4/5/24	V122333	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2024-07	493.00
	V122334	WA State Dept of Retirement	Employee and Employer Contributions: March 2024	15,012.35
	V122335	The Fig Tree	Outreach Adv in 2024/25 Directory of Community Resources	125.00
4/19/24	V122336	Washintgon Trust Bank	Softwr subsctptns; Office splys/eqpt; Virtual mtg subsctptn; staff regs; webnrs/conf trvl	4,981.75
	V122337	Visionary Communications, Inc.	Fiber Services, April 2024	981.96
	V122338	Rehn & Associates	Staff Payroll Deduct Health Ins Contribtns: PayPer 2023-25 (replace void warrant)	455.00
	V122339	EMLVO P.C.	Mar legal svcs: Board mtg; Comms with Staff re: Office Lease amendment	1250
	V122340	WA St Dept of Retirement	OASI annual admin fee	25.00
	V122341	Intrinium	Managed IT Services - Mnthly April; O365 software	2,360.10
	V122342	Spokesman Review	Adv TIP amendment ; Public Notice IT Support Svcs RFP	203.40
	V122343	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2024-08	493.00
	V122344	Intermax Networks	VOIP telecom April 2024	240.60
	V122345	Pacific Office Automation	Copier Lease/Usage March 2024	163.12
	V122346	Associated Industries	Q2 2024 membership dues	420.00
4/30/24	V122347	AWC Employee Benefit Trust	May '24 Benefit Insurance Premiums	10,606.60
	V122348	Standard Printworks	Outreach education materials; MTP Business Cards	271.49
	V122349	West Plains Chamber of Commerce	Renewal of membership dues	450.00
	V122350	Rehn & Associates	Admin fee March '24	75.00
	V122351	Greater Spokane Inc	MR registration for GSI AI Advantage Workshop	499.00
	V122352	Eve McMenamy	EM Mileage reimbursement; GSI D.C. Fly-in airfare; perdiem reimbursement	1,444.21
	V122353	Lois Bollenback	LB Mileage & meeting food reimbursement	138.78
TOTAL April 2024				51,724.91

Recap for April 2024:	
Vouchers: V122330 - V122353	51,724.91
Salaries/Benefits Pay Periods Ending: 3/30/24 & 4/13/24	91,871.04
Spokane County Treasury Monthly SCIP fee - MARCH 2024	28.11
	143,624.06

As of 5/9/24, the Spokane Regional Transportation Council Board of Directors approves the payment of the April 2024 vouchers included in the list in the amount of: **\$143,624.06**

To: Board of Directors 05/02/2024
From: Ryan Stewart, Principal Transportation Planner
TOPIC: CY 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) MAY AMENDMENT

Requested Action:

Adopt by Resolution 24-09 the CY 2024-2027 TIP May amendment.

Key Points:

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

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

Board/Committee Discussions:

The proposed May TIP amendment was presented at the 04/24/24 TAC and TTC meetings. Both committees unanimously recommended that the Board approve the May TIP amendment.

Public Involvement:

The proposed May amendment was published for a public review and comment period from 04/15/24 through 04/24/24. On 04/15/24 notice of the amendment was published in the Spokesman Review, posted to the SRTC website (www.srtc.org) and social media platforms. No public comments were received.

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

2024-2027 Transportation Improvement Program						
<i>May Amendment (24-05)</i>						
Agency	Project Title	Funding Adjustment		Amendment		WA TIP ID
	Amendment Description			New Project	Existing Project	
City of Spokane Valley	S. Barker Rd. (Appleway-Sprague)	Federal (DEMO, STBG)	\$ 2,200,000		✓	WA- 14652
	Revised funding distributions to maximize obligations and meet target dates. Add FMSIB funds, revise DEMO and STBG. Update total cost est. FMSIB approved use of FMSIB funds in ROW phase.	State (FMSIB)	\$ 3,000,000			
		Local				
		Total	\$ 5,200,000			
WSDOT Eastern Region	US 395/NSC I-90 Improvements - Hamilton to Thor	Federal	\$ -	✓		6000160032
	This project provides for the improvement on and along I-90 that will include local street connections on/off ramp revisions, which will include a new bridge for Second Ave., modifying/widening the Altamont bridge, adding roundabouts at the intersections of Altamont with 2nd and 3rd Ave., and realigning 2nd Ave to make room for the new I-90/NSC ramp connections. In addition to the structures, this work includes grading, drainage, paving, traffic control and other work.	State (CWA)	\$ 72,823,800			
		Local	\$ -			
		Total	\$ 72,823,800			
WSDOT Eastern Region	US 395/NSC I-90 Interchange - Stage 1	Federal	\$ -	✓		6000160032
	Construct I-90 Interchange to NSC Spur. This project will construct the northern portion of the NSC/I90 Interchange from 2nd Ave to Sprague Ave. The work includes the construction of one new bridge, and four partial bridges, along with grading, drainage, paving, traffic control, and other work.	State (CWA)	\$ 87,754,500			
		Local	\$ -			
		Total	\$ 87,754,500			
WSDOT Eastern Region	US 395/NSC I-90 Improvements - Freya to Appleway	Federal	\$ -	✓		6000160032
	This project provides for the improvement on and along I-90 that will include local street connections on/off ramp revisions, which will include a new bridge for the eastbound off ramp over Havana, replace the Havana bridge, realign 3rd Ave, and reconstruction of the intersection of Havana and 3rd Avenue. In addition to the structures, this work includes grading, drainage, paving, traffic control and other work.	State (CWA)	\$ 62,887,300			
		Local	\$ -			
		Total	\$ 62,887,300			

2024-2027 Transportation Improvement Program

May Amendment (24-05) cont

Agency	Project Title Amendment Description	Funding Adjustment		Amendment		WA TIP ID
				New Project	Existing Project	
WSDOT Eastern Region	US 395/NSC I-90 Interchange - Stage 2 Construct I-90 Interchange to NSC Spur. This project will construct the southern portion of the NSC/I90 Interchange from I-90 to Second Ave. The work includes the construction of one new bridge, and completion of the four partial bridges that were constructed on the I-90 Interchange Stage 1 project. In addition to the structures, the work includes grading, drainage, paving, traffic control, and other work.	Federal	\$ -	✓		600016E032
		State (CWA)	\$ 83,003,900			
		Local	\$ -			
		Total	\$ 83,003,900			
WSDOT Eastern Region	US 395/NSC Sprague Ave to Spokane River - Stage 3 This project provides for the improvement of the North Spokane Corridor from Sprague Avenue to Milepost 158.03 by constructing two two lanes in each direction by grading, drainage, paving, structures, erosion control, traffic control, site preparation and other work.	Federal	\$ -	✓		600015Q32
		State (CWA)	\$ 102,577,475			
		Local	\$ -			
		Total	\$ 102,577,475			
WSDOT Eastern Region	I-90/Transportation System Management & Operation (TSMO) Constructs ramp meters at the Harvard Rd. Interchange.	Federal	\$ 862,489	✓		609099S32
		State (CWA)	\$ 629,013			
		Local	\$ -			
		Total	\$ 1,491,502			
WSDOT Eastern Region	US 395/NSC I-90 to Sprague Ave Delete project record. Remaining funding allocated to new projects (listed above) that will deliver the connection in four phases.	no funding change			✓	600015S32

CWA Connecting Washington funding package

DEMO Demonstration Projects

FMSIB Freight Mobility Strategic Investment Board

STBG Surface Transportation Block Grant

Supporting Information

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

- The TIP is a programming document that identifies specific projects and programs to be implemented during the upcoming four years. Any project with federal funds from the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA), as well as any regionally significant projects, must be included in the TIP.
- After a TIP has been incorporated into the Washington State TIP (STIP), project changes can be requested by local agencies. Minor changes can be made administratively by SRTC staff. Significant changes must be made through the amendment process, which requires a 10-day public comment period and action by the SRTC Board of Directors.
- The TIP serves as an important tool in implementing the goals, policies, and strategies identified in Horizon 2045, SRTC's long-range plan. As such, any projects included in the TIP, including projects added through monthly amendments, must be consistent with Horizon 2045.
- Consistency with Horizon 2045 includes a demonstration of financial constraint and conformity with regional air quality plans. The proposed May amendment has been reviewed by SRTC staff for compliance with federal and state requirements and consistency with Horizon 2045.
- TIP amendments must be approved by the SRTC Board to be incorporated into the Washington State TIP (STIP). Projects receiving federal funds must be in both the TIP and the STIP to access those funds.
- Pending approval by the SRTC Board, the May amendment will be incorporated into the STIP on or around 06/21/2024.

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

**AMENDING THE CY 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
FOR MAY 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: May 9, 2024

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

ATTEST

Angel Jackson, SRTC
Clerk of the Board

To: SRTC Board of Directors 05/02/2024
From: Greg Griffin, Administrative Services Manager
Topic: **SRTC IT Support Services - Contract**

Requested Action:

Board approval of Resolution 2024-10 authorizing the SRTC Executive Director execute a [contract](#) with Cycrest Inc for SRTC IT Support Services.

Key Points:

- SRTC is seeking a vendor contract for IT Support Services which expires June 30, 2024.
- Adherence to the SRTC Procurement Manual requires a RFP process; 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 staff and a technical representative from the Spokane Regional Transportation Management Center (SRTMC).
- The CY 2024 Budget includes funds for IT Support Services. The proposed contract will not require an amendment to the CY 2024 Budget.
- 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 topic was discussed at the SRTC Board meeting on 04/11/2024. 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@srhc.org | 509.343.6370

RESOLUTION
of the BOARD OF DIRECTORS of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-24-10

APPROVING THE SRTC EXECUTIVE DIRECTOR TO SIGN THREE (3) YEAR CONTRACT FOR IT SUPPORT SERVICES

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 SRTC contracts IT Support Services and has followed the SRTC Procurement Manual in issuing a Request for Proposal to procure a vendor with which to contract IT Support Services for three years commencing July 1, 2024; with option to extend the contract annually for an additional three years; and

WHEREAS, the SRTC Procurement Manual requires the SRTC Board to approve contracts above \$25,000 for the SRTC Executive Director to sign;

NOW, THEREFORE BE IT RESOLVED, that SRTC Board is approving the SRTC Executive Director to sign the best proposal for a new IT Support Services contract.

PASSED and APPROVED on this 9th day of May 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

05/02/2024

From: Ryan Stewart, Principal Transportation Planner

TOPIC: SPECIAL TRANSPORTATION PLANNING STUDY AGREEMENT: VMT REDUCTION

Requested Action:

Authorize the Executive Director to execute the Special Transportation Planning Study Agreement.

Key Points:

- Pending Board approval, SRTC will undertake the development of a framework to address the recommendations in the [WSDOT Vehicle Miles of Travel \(VMT\) Targets – Final Report](#).
- The overall recommendation is that “local per capita VMT targets be set at the regional scale by Regional Transportation Planning Organizations (RTPOs) based on what is feasible and likely to occur over the timeframe of long-range plans.”
- The proposed VMT reduction framework will be an integral component of the update to SRTC’s Comprehensive Plan Certification Process scheduled to begin this year.
- In 2023, the Washington State Legislature passed [House Bill 1181](#) which requires cities and counties planning under the [Growth Management Act](#) to “Encourage efficient multimodal transportation systems that will reduce greenhouse gas emissions and per capita vehicle miles traveled and are based on regional priorities and coordinated with county and city comprehensive plans.”
- Jurisdictions will need to incorporate a climate change and resiliency element in their next comprehensive plan periodic update. The climate element must include strategies for greenhouse gas emissions mitigation.
- SRTC staff will work with our General Planning Services Consultant to develop the per capita VMT reduction target and framework (see draft scope in **ATTACHMENT 1**).
- SRTC will receive \$138,000 pass through funding from WSDOT for this effort contingent upon an executed Special Transportation Planning Study Agreement (see **ATTACHMENT 2**).

Board/Committee Discussions:

The proposed Special Transportation Planning Study Agreement and Scope were presented to the Committees at their 03/27/24 and 04/24/24 meetings and to the Board at their 04/11/24 meeting. Both the TAC and TTC unanimously recommended that the Board authorize execution of the agreement.

Public Involvement:

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

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

VMT Reduction Targets

Scope

Purpose

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

Additional recommendations include:

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

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

<https://srtransportationcouncil.sharepoint.com/:b:/g/planning/ERRTeCV1rmRGqZB5ciTOzcUByLbLVJ5RnhLVsJSOC9zbZQ?e=6nvJAA>

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

Funding

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

Approach

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

Task 1 Project Management

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

Deliverables: progress reports.

Task 2 Outreach/Engagement

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

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

Task 3 Best Practices Review

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

Deliverable: Memo summarizing regional VMT reduction best practices.

Task 4 Assess VMT Data Resources

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

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

Task 5 Equity Analysis

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

Deliverable: Memo summarizing the results of the equity analysis.

Task 6 Develop VMT Reduction Framework

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

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

Deliverable: VMT Reduction Target and Framework Report

Schedule

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



<p align="center">Special Transportation Planning Study Agreement Work by Planning Organization - Actual Cost</p>		<p>Organization and Address Spokane Regional Transportation Council DBA SRTC 421 W RIVERSIDE AVE STE 500 SPOKANE, WA 99201</p>
		<p>Statewide Vendor No.: SWV0089066</p>
<p>Agreement Number</p>	<p>Total Amount Authorized \$138,000</p>	<p>Project Title and Description VMT reduction targets Develop a framework to address the recommendations in the WSDOT VMT target final report.</p>
<p>Project Manager</p>	<p>Agreement Expiration Date June 30, 2025</p>	

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

1. Scope of Work

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

2. Period of Performance

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

3. Payment

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

4. Reports

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

5. Modifications or Amendments

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

6. Audits, Inspection, and Retention of Records

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

7. Termination

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

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

8. Applicable Laws

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

9. Indemnification

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

10. Subcontracting

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

11. Travel

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

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

12. Liability

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

13. Venue

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

14. Independent Contractor

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

15. Severability

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

16. Equipment

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

17. Counterpart and Electronic Signature

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

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

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

To: Board of Directors

05/02/2024

From: Ryan Stewart, Principal Transportation Planner

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

Requested Action:

None. For information and discussion.

Key Points:

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

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

Purchase:

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

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

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

Board/Committee Discussions:

The proposed CRP and STBG funding for Cheney was presented to the TAC and TTC at their 04/24/24 meetings.

Public Involvement:

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

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

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

Emission savings:

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

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

To: Board of Directors

05/02/2024

From: Jason Lien, Principal Transportation Planner

TOPIC: SRTC Guiding Principles and the Metropolitan Transportation Plan Update

Requested Action:

None. For information only.

Key Points:

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

Board/Committee Discussions:

The TTC and TAC were presented this item at their 04/24/2024 meetings.

Public Involvement:

All Board and committee meetings are open to the public.

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

Draft Equity Guiding Principle

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

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

Draft Policies:

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

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

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

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

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

To: SRTC Board of Directors

05/02/2024

From: Eve McMenemy, Deputy Executive Director

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

Requested Action:

None. For information and discussion.

Key Points:

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

Board/Committee Discussions:

The SRTC Board approved the SFY 2024-2025 UPWP on 06/08/24 by Resolution R-23-16. The TTC and TAC received presentations at their 04/24/24 meeting.

Public Involvement:

All Board and committee meetings are open to the public.

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

TASK 4

METROPOLITAN TRANSPORTATION PLANNING & GENERAL LONG-RANGE TRANSPORTATION PLANNING

TASK 4 OVERVIEW

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

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

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

TASK 4 MAJOR MILESTONES AND PRODUCTS

- As part of the MTP Needs Analysis conduct a Smart Mobility Assessment to adequately prepare for emerging technology, mobility solutions and clean energy opportunities. (January 2024-November 2024)
- As part of the MTP Needs Analysis evaluate the resiliency of the regional transportation system to recover from extreme events. (September 2023-July 2024)
- Coordinate findings of SRTC needs analyses (Congestion Management Process, Regional Safety Action Plan, Smart Mobility Assessment, System Resiliency) for inclusion in the MTP update. Utilize the analysis outputs to characterize system-wide needs. (November 2024)
- Conduct review of multimodal system needs for air, rail, and freight. (September 2024)
- Review Horizon 2045 Guiding Principles and Strategies and refresh as needed. (January 2024)
- Assess and update Regional Priority Networks (vehicular, freight, bicycle, transit) for inclusion in the MTP update. (January 2025)
- Refine methodology used to identify and evaluate Regional Activity Centers. This includes updating SRTC's Regional Activity Centers map and other related data products, as well as analyzing their transportation needs. (June 2024)
- Support community awareness and education by conducting a clean transportation demonstration event. (September 2023)
- Explore updates to regional bike network classifications consistent with LTS and other new information, as appropriate. (October 2024)
- Set performance targets for safety (PM1) in accordance with the federal requirement. (March 2024 and 2025)
- Coordinate with and support STA in their long-range plan update, Connect 2035 (July 2023-July 2024).

SUB-TASK 4.1

LONG RANGE TRANSPORTATION PLANNING

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

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

Ongoing/Continuous Activities

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

SUB-TASK 4.2

EQUITY PLANNING

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

Ongoing/Continuous Activities

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

SUB-TASK 4.3

CLIMATE CHANGE AND RESILIENCY

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

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

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

Ongoing/Continuous Activities

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

SUB-TASK 4.4

AGENCY SUPPORT AND COORDINATION

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

Ongoing/Continuous Activities

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

SUB-TASK 4.5

ACTIVE AND PUBLIC TRANSPORTATION

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

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

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

Ongoing/Continuous Activities

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

TASK 4 UNFUNDED ACTIVITIES

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

TASK 4 RESPONSIBILITIES

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

TASK 4 SUMMARY OF REVENUES AND EXPENDITURES

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

Budget Comparison

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

FTE Staffing Comparison

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

TASK 8

REGIONAL TRANSPORTATION PLANNING ORGANIZATION FUNCTIONS

TASK 8 OVERVIEW

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

TASK 8 MAJOR MILESTONES AND PRODUCTS

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

SUB-TASK 8.1

GENERAL RTPO ACTIVITIES

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

Ongoing/Continuous Activities

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

programs, as needed.

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

SUB-TASK 8.2

COMPREHENSIVE PLAN AND COUNTYWIDE PLANNING POLICIES CERTIFICATION PROCESS UPDATE

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

TASK 8 UNFUNDED ACTIVITIES

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

TASK 8 RESPONSIBILITIES

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

TASK 8 SUMMARY OF REVENUES AND EXPENDITURES

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

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

APPENDIX A - Amended

SFY 2024-2025 BUDGET INFORMATION

REVENUE FORECAST

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

EXPENDITURE FORECAST BY REVENUE SOURCE AND TASK

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

EXPENDITURE FORECAST BY ACTIVITY

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

Appendix A.1 - Amended

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

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

WSDOT | State Planning and Research Work Program | 2023-2025 Biennium

SUBAREA 5.3 - WSDOT Regional Planning

SUBAREA DESCRIPTION

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

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

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

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

FEDERAL MANDATES

23 CFR 450.206 23 CFR 450.212 23 CFR 450.208

OBJECTIVES

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

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

Eastern Region Specific Planning Activities

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

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

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

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

To: Board of Directors

05/02/2024

From: Greg Griffin, Administrative Services Manager

TOPIC: CY 2024 BUDGET AMENDMENT

Requested Action:

None. For information and discussion.

Key Points:

- Opportunities have advanced for SRTC, and the following changes are requested to the current budget to initiate the work.
 - Addition of Vehicle Miles Traveled (VMT) grant funds of \$138,000.
 - No local match funds required.
- Funding is also being reallocated to reflect federal grant funds for the Regional Safety Action Plan – Safe Streets for All (SS4A grant) and the Data Applications for Transportation Analysis (DATA) project not expended in late 2023 as anticipated and thus being placed into the 2024 budget.
- The draft 2024 Budget Amendment is shown in the **Attachment**.

Board/Committee Discussions:

The CY 2024 Budget was approved by the Board on 10/12/23. This is the first time the CY 2024 Budget Amendment is being discussed by the SRTC Board.

Public Involvement:

All meetings at which the CY 2024 Budget were discussed and presented to the Board were open to the public.

Staff Contact: Greg Griffin, SRTC | ggriffin@srtc.org | 509.343.6370

SRTC DRAFT CY 2024 AMENDED BUDGET (5/9/24)

		CY 2024	CY 2024		
	-	Approved	Amended	\$\$ change	% change
REVENUES					
1	SRTC Cash Reserve (Contingency &)	25,000	25,000	-	0.0%
2	Designated Local Funds from prior year (SRTC - SS4A)	38,500	55,000	16,500	42.9%
3	FHWA PL (Federal Public Law Funds) \$162,000 forward prior year	984,488	969,988	(14,500)	-1.5%
4	FTA (Federal Section 5303 Funds) \$50,247 forward prior year	335,077	330,077	(5,000)	-1.5%
5	STBG Planning Funds	500,000	500,000	-	0.0%
6	Designated Grant - FHWA - SS4A (Safe Streets 4 All)	280,000	400,000	120,000	42.9%
7	STBG D.A.T.A. & Study Project Funds	-	129,600	129,600	-
8	RTPO (State Planning Funds)	144,651	282,651	138,000	95.4%
9	Designated Grants (WA Dept Commerce - ETS)	1,200,000	1,200,000	-	0.0%
10	Local Member Contributions	276,299	276,299	-	0.0%
11	Local Member Contributions - designated SS4A from prior year	31,500	45,000	13,500	42.9%
12	Spokane County Treasury Interest	15,000	15,000	-	0.0%
13	TOTAL REVENUES	3,830,515	4,228,615	398,100	10.4%
EXPENDITURES					
Personnel					
15	Salaries	1,136,980	1,136,980	-	0.0%
16	Accrued Vacation Payouts \ Unemployment	15,000	15,000	-	0.0%
17	FICA	88,126	88,126	-	0.0%
18	WA State Retirement System	108,354	108,354	-	0.0%
19	Insurance/Benefits	182,500	182,500	-	0.0%
20	Total Personnel	1,530,960	1,530,960	-	0.0%
Contractual and Professional Services					
21	Legal Services	25,000	25,000	-	0.0%
22	Consultant & Prof Svcs	2,250	2,250	-	0.0%
23	Professional Services - ETS Grant Work	1,200,000	1,200,000	-	0.0%
24	Consultant Services & SS4A	304,500	435,000	130,500	42.9%
25	Consultant Services & MTP Update	405,000	405,000	-	0.0%
26	Consultant Services & TIP Database	18,750	18,750	-	0.0%
27	Consultant Services & D.A.T.A.	-	129,600	129,600	-
28	Consultant Services & V.M.T.	-	138,000	138,000	-
29	State Audit Charges	20,500	20,500	-	0.0%
30	Total Contractual and Professional Services	1,976,000	2,374,100	398,100	20.1%
Materials and Services					
31	Publications	500	500	-	0.0%
32	Postage	300	300	-	0.0%
33	Operating Supplies	4,500	4,500	-	0.0%
34	Minor Furniture/Equipment	1,000	1,000	-	0.0%
35	Telephone	4,860	4,860	-	0.0%
36	Advertising	3,000	3,000	-	0.0%
37	Rent - Office Space	95,000	95,000	-	0.0%
38	Rent - Meeting Rooms	500	500	-	0.0%
39	Lease - Copier (and usage charges)	2,550	2,550	-	0.0%
40	Property and Liability Insurance	20,000	20,000	-	0.0%
41	Printing	750	750	-	0.0%
42	Interfund Charges County Treasurer (Fees)	4,860	4,860	-	0.0%
43	Contingency	25,000	25,000	-	0.0%
44	Total Materials and Services	162,820	162,820	-	0.0%
Travel, Training, and Staff Development					
45	Mileage & Parking	2,400	2,400	-	0.0%
46	Travel / Training (Staff)	42,700	42,700	-	0.0%
47	Educational Speaker Series	5,000	5,000	-	0.0%
48	Board/Staff Retreats, Facilitators, Food	3,700	3,700	-	0.0%
49	Dues, Subscriptions, and Memberships	9,625	9,625	-	0.0%
50	Total Travel, Training, and Staff Development	63,425	63,425	-	0.0%
IT Operations					
51	IT Professional Services	29,060	29,060	-	0.0%
52	Software	39,820	39,820	-	0.0%
53	Hardware - New, Replacement, Repairs & Maintenance	10,500	10,500	-	0.0%
54	Online Services	17,930	17,930	-	0.0%
55	Total IT Services	97,310	97,310	-	0.0%
56	TOTAL EXPENDITURES	3,830,515	4,228,615	398,100	10.4%

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

05/02/2024

Requested Action:

None. For information only.

Key Points:

Ongoing/Upcoming Events & Activities

- SRTC hosted a booth at the Spokane Bike Swap & Expo (4/20/24) and conducted public engagement for Commute Trip Reduction Plan. SRTC also promoted & participated in a Regional Meeting of the WA State Transportation Commission (WSTC) for an update of the WA Transportation Plan (4/24/24).
- SRTC will host a booth at the Asian Native Hawaiian Pacific Islander Festival on 5/11/24 soliciting input on the Regional Safety Action Plan.
- SRTC & WSDOT will host an MPO/RTPO/WSDOT Investment Strategy Workshop on Safety on 5/14/24.
- The WSTC will hold a meeting in Cheney on June 26th & 27th, 2024 including a bus tour of the region.

Transportation Funding – Awards & Opportunities

- The City of Cheney was recently awarded \$419,000 through the 2024 Supplemental Transportation Budget (2023-25 biennium) for a Safe Routes to School project at Snowdon Elementary School.
- The City of Spokane was recently awarded: 1) an additional \$300,000 through for improvements on US 195/Inland Empire Way; and 2) \$1,800,000 for construction of the Sunset Highway Bike Path. Each of these projects were funded through the 2024 Supplemental Transportation Budget (2023-25 biennium).
- A variety of funding opportunities (NOFO's) are currently open:

Program	NOFO Close Date	Available Funding	Agency
Safe Streets for All (Implementation Grants)	May 16, 2024	\$1.26 billion	
Rural Surface Transportation Grant Program	May 6, 2024	\$780 million	Sec.
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
Large Bridge Investment Program (for FY 2025)	August 1, 2024	\$9.6 billion	FHWA

Staff Contact: Lois Bollenback, SRTC | lbollenback@src.org | 509.435.3870

ACTION ITEMS

Consent Agenda

The consent agenda contained March TTC meeting minutes and March TIP Amendment. Mr. Weathers made a motion to correct the approval motions in item 6 in the March TTC meeting minutes to reflect “Mr. Weathers motioned to approve the Transportation Performance Management (TPM): New Greenhouse Gas Rule and Targets as presented. Mr. Greene seconded. The motion passed unanimously.”

Mr. Weathers moved to approve the March TTC meeting minutes as revised and the TIP Amendment as presented.

Mr. Clark seconded. The motion passed unanimously.

DATA Project Update

Mr. Ulrich described the work on the project since the last meeting. He explained that there was still some outstanding feedback from member agencies. In order to address that feedback, staff requested the committee take action to defer the item to next month.

Mr. Otterstrom motioned to defer this action at this time. Ms. Note seconded this motion. The motion to defer this action passed unanimously.

Special Transportation Planning Study Agreement: VMT Reduction

Mr. Stewart sought a recommendation from the TTC to the Board to approve execution of the Special Transportation Planning Study Agreement. The effort aims to strategically reduce per capita Vehicle Miles Traveled (VMT). This allocated funding will be used to develop a framework for setting a regional per capita VMT reduction target and strategies to achieve the target.

Mr. Weathers motioned to recommend the Board approve the Special Transportation Planning Study Agreement: VMT Reduction. Mr. Picanco seconded the motion. The motion passed unanimously.

INFORMATION & DISCUSSION ITEM

City of Airway Heights: Transportation Priorities

Ms. Trautman, the Planning Director at Airway Heights (AWH) provided an introduction to her role and outlined current focus areas and project objectives in the city of Airway Heights. Ms. Trautman highlighted plans for Spokane Transit Authority (STA) Multimodal Routes, traffic improvements on Highway 2, and new routes around Fairchild AFB, prioritizing many of the underserved communities. She explained the 18th/21st corridor's phased development and the 6th/10/12 route funded with tribal collaboration, stressing their importance for transit and connectivity. She also referenced the City of Airway Heights website for additional references to the design details and also included the partnership aspects of various projects, including US 2 and the Craig Road project.

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

Mr. Stewart summarized that Cheney initially requested \$471,000 for preservation projects in 2023 but received only \$184,000 under urban small categories, creating a funding gap. SRTC collaborated with city staff to propose a new project combining STBG and Carbon Reduction funding, aiming to acquire seven electric vehicles for their maintenance fleet and install a charging canopy. The proposed award totals \$350,685, with Cheney providing a 13.5% local match of \$54,731.

SRTC Guiding Principles and the Metropolitan Transportation Plan Update

Mr. Lien introduced a new guiding principle and explained the Metropolitan Transportation Plan's (MTP) essence, focusing on Horizon 2045 and the upcoming Horizon 2050. The guiding principles were broadened to include a draft equity principle, reflecting extensive discussions within SRTC committees and the board on enhancing equity. The 2024 MTP timeline was detailed, breaking down work elements to be completed in each quarter of the year. Next steps include considering additional adjustments to the principles, and returning to committees for further review within a few months.

Unified Planning Work Program (UPWP) Amendment

Ms. McMenemy explained the amendment process for new deliverables and changes in the UPWP budget, emphasizing collaborative efforts with Spokane Transit Authority and WSDOT-ER. The amendments include the Vehicle Miles Traveled (VMT) target & framework and associated budget information, a Regional Commute Trip Reduction (CTR) plan, clarifying activities that address safe and accessible transportation, and incorporating WSDOT-ER planning activities. She concluded with insights into upcoming steps in this process.

Agency Update and Future Information Items

- Mr. Ulrich stated that project submittals for the 2025 Unified List are due on May 17th, and additional information is available on the SRTC website.
- Ms. Hennessy stated the next webinar, in the three-part series about working with community, city planners and engineers, will be held on May 30th.

ACTION ITEMS

Consent Agenda

The consent agenda contained the March TAC meeting minutes and the April TIP Amendment.

Mr. Sahlberg made a motion to approve the consent agenda, which included a recommendation for Board approval of the TIP amendment. Mr. Barber seconded the motion. The motion passed unanimously.

DATA Project Update

Mr. Ulrich described the work on the project since the committee's last meeting. He explained that there was still some outstanding feedback from member agencies. To address this additional feedback, SRTC staff requested the committee take action to defer the item until next month.

Mr. Barber motioned to defer this action at this time. Mr. White seconded this motion. The motion to defer this action passed unanimously.

Special Transportation Planning Study Agreement: VMT Reduction

Mr. Stewart sought a recommendation from the TAC to the Board to approve execution of the Special Transportation Planning Study Agreement. The effort aims to strategically reduce per capita Vehicle Miles Traveled (VMT). This allocated funding will be used to develop a framework for setting a regional per capita VMT reduction target and strategies to achieve the target. There have been discussions at the Planning Technical Advisory Committee (PTAC) to the Steering Committee of Elected Officials about the benefit of coordinating this at a regional scale.

Ms. Zentz made a motion to approve Special Transportation Planning Study Agreement: VMT Reduction. Mr. Barber seconded the motion. The motion was passed unanimously.

INFORMATION & DISCUSSION ITEMS

City of Airway Heights: Transportation Priorities

Ms. Trautman, Airway Heights' Planning Director, discussed projects like STA Multimodal Routes, Hwy 2 traffic improvements, and alternative routes around Fairchild Air Force Base. She detailed the 18th/21st corridor and highlighted the 6th/10/12 route, funded with tribal collaboration, emphasizing connectivity and transit possibilities. She also addressed safety, transit needs, and partner contributions for projects like US 2 and Craig Road, referencing the City of Airway Heights website for further information.

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

Mr. Stewart stated that the city of Cheney initially requested \$471,000 for preservation projects in 2023 but received only \$184,000 under urban small categories, resulting in a funding shortfall. SRTC and city staff collaborated to propose a new project combining STBG and Carbon Reduction funding, aimed at acquiring seven electric vehicles for their maintenance fleet and installing a charging canopy. The proposed total award is \$350,685, with Cheney providing a 13.5% local match of \$54,731.

SRTC Guiding Principles and the Metropolitan Transportation Plan Update

Mr. Lien introduced a new guiding principle and discussed the Metropolitan Transportation Plan's (MTP) core concept, with a focus on Horizon 2045 and upcoming Horizon 2050 priorities. The guiding principles were expanded to include equity considerations, reflecting extensive discussions within SRTC committees and the board. This integration was showcased through draft policies aimed at improving public feedback, enhancing outreach, addressing connectivity gaps, and ensuring positive community impacts, with a detailed timeline for 2024 MTP tasks and plans for further review by committees and the board.

Unified Planning Work Program (UPWP) Amendment

Ms. McMenemy discussed the UPWP budget amendment process to accommodate new deliverables, emphasizing collaborative efforts with Spokane Transit Authority (STA) and WSDOT-ER for studies. She outlined amendments like the Vehicle Miles Traveled (VMT) target and budget details, a Commute Trip Reduction (CTR) plan, safety-focused activities, and WSDOT-ER integration. She also provided insights into the next steps of this process.

Agency Update and Future Information Items

Mr. Foster stated that the Smart Mobility Plan and the Resiliency Plan have started and SRTC is looking for members to join the stakeholders advisory group. Mr. Lien gave additional details for the stakeholder group and stated they would likely meet 5-6 times throughout the year. Mr. Barber volunteered to join the group on behalf of the TAC Committee.