



Board of Directors Meeting

Thursday, June 13, 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 May 2024 Board of Directors Meeting	3
		b) Vouchers for May 2024	7
		c) SRTC Website Redesign and Update Contract	8
		d) Calendar Year 2024 Budget Amendment	10
		e) State Fiscal Year 2024-2025 United Planning Work Program (UPWP) Amendment	13

INFORMATION AND DISCUSSION ITEMS

1:11	4	Spokane Transit Authority: 2025-2030 Transit Development Plan (TDP) Update <i>(Presented by Karl Otterstrom)</i>	27
1:26	5	Regional Safety Action Plan (RSAP) Draft <i>(Mike Ulrich)</i>	28
1:46	6	Data Application for Transportation Analysis (DATA) Project Update <i>(Mike Ulrich)</i>	29
2:01	7	Smart Mobility & Resiliency Projects <i>(Jason Lien)</i>	30
2:11	8	Unified List Regional Transportation Plan: Legislative Priority Statements <i>(Eve McMenamy)</i>	31

INFORMATION: No Action or Discussion (Written reports only)

2:21	9	Executive Director's Report <i>(Lois Bollenback)</i>	32
		<ul style="list-style-type: none"> • Ongoing/Upcoming Events and Activities • Transportation Funding: Opportunities 	
	10	Transportation Technical Committee & Transportation Advisory Committee Meeting Summaries	33

DISCUSSION

2:23	11	Board Member Comments <i>(Chair)</i>	
2:25	12	Chair Comments	
2:30	13	Adjournment <i>(Chair)</i>	

Spokane Regional Transportation Council – Board of Directors

May 9, 2024, Meeting Minutes

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

1 Call to Order/ Excused Absences

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

In attendance were:

Board Members:

Commissioner Al French, *Spokane County (Chair)*
 Council Member Jennifer Morton, *City of Airway Heights*
 Council Member Paul Schmidt, *City of Cheney*
 Council Member Diane Pfaeffle, *City of Deer Park*
 Council Member Cris Kaminskas, *City of Liberty Lake*
 Council Member Kitty Klitzke, *City of Spokane (arrived at 1:12pm)*
 Mayor Pam Haley, *City of Spokane Valley (arrived at 1:10pm)*
 Daniel Clark, *Kalispel Tribe*
 Doug Yost, *Major Employer*
 Matt Ewers, *Rail/Freight Rep (arrived at 1:20pm)*
 Susan Meyer, *Spokane Transit Authority*
 Mike Frucci, *WSDOT-ER*
 Kelly Fukai, *WSTC*
 Paul Vose, *TAC Chair*
 Heather Trautman, *TTC Chair*

Guests:

Kevin Picanco, *City of Spokane*
 Karl Otterstrom, *STA*
 Paul Kropp
 Jeremy Clark

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*
 Savannah Hayward, *Comm. & PR Coord*
 Greg Griffin, *Admin. Services Manager*
 Angel Jackson, *Admin.-Exec. Coord.*
 Megan Clark, *Legal Counsel*

Absent Members:

Council Member Betsy Wilkerson, *City of Spokane*
 Council Member Don Kennedy, *City of Medical Lake*
 Commissioner Mary Kuney, *Spokane County*
 Council Member Micki Harnois, *Small Towns Representative*
 Mayor Kevin Freeman, *City of Millwood*

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

- Mayor Kevin Freeman, *City of Millwood*
- Council President Betsy Wilkerson, *City of Spokane*
- Council Member Micki Harnois, *Small Towns Representative*
- Commissioner Mary Kuney, *City of Spokane County*

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

There were no public comments.

ACTION ITEMS**# 3 Consent Agenda**

- a) Minutes of the April 2024 Board of Directors Meeting
- b) Vouchers for April 2024
- c) Transportation Improvement Plan (TIP) Amendment for April 2024
- d) It Support Services

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

4 Special Transportation Planning Study Agreement: VMT Reduction

Mr. Stewart provided a comprehensive overview of the historical context surrounding the Vehicle Miles Traveled (VMT) targets report, emphasizing its role in achieving greenhouse gas (GHG) reduction goals. He highlighted that the Washington State Department of Transportation (WSDOT) spearheaded efforts to establish VMT reduction strategies aimed at mitigating GHG emissions. These efforts included recommending that regions adopt per capita VMT reduction targets.

To align with these recommendations, jurisdictions are mandated to revise their comprehensive plans to incorporate GHG reduction measures. This alignment ensures that local planning efforts contribute effectively to state-wide environmental objectives. The final VMT targets report, which details these strategies, is publicly accessible on the WSDOT website.

Mr. Stewart mentioned that SRTC is poised to receive \$138,000 in pass-through funding from WSDOT. This funding is contingent on the execution of a Special Transportation Planning Study Agreement. Once approved, this funding will facilitate the continuation of efforts to refine regional per capita VMT reduction strategies and support jurisdictions in updating their comprehensive plans accordingly.

Ms. Meyer motioned to authorize the Executive Director to execute the Special Transportation Planning Study Agreement: VMT Reduction as presented. Council Member Higgins seconded the motion. The motion was passed unanimously.

INFORMATION & DISCUSSION ITEMS

5 City of Airway Heights: Transportation Priorities

Ms. Trautman reviewed plans for both short-term and long-term improvements in various areas of Airway Heights, focusing on two major priorities: safety and multimodal transportation. She highlighted several priority areas, including Craig Road, Highway 2, and other identified locations, with transportation goals aligned with FHWA objectives. Trautman noted that 40% of the community is considered lower income, emphasizing the goal of creating opportunities for safety and access to employment. Freight access needs to be updated with phased projects, and funding applications have been submitted (specific amounts not identified).

Ms. Trautman reviewed several projects with detailed background and current status of each. She expounded on the projects on 6th, 10th, and 12th avenues, which have been partially completed with funding secured to finish them. She identified extensive collaboration with Spokane Transit Authority (STA) to improve transit access for the Kalispel Tribe's ability to connect with employment, education, and various activities. The project on 6th Avenue will break ground this year, ultimately improving walking and biking routes for the Kalispel Tribal area. US 2 is divided into two phases and is currently a safety barrier, making it unsafe for students and the community to cross. The goal is to reconnect the community and bring investment to historical downtown areas. Funding is being sought for a roundabout on US 2 and further improvements. Craig Road has seen population growth but lacks paved paths for walking or biking. Coordination with the Spokane Tribe of Indians aims to address this, with plans to add bus stops along the route.

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

Mr. Stewart reviewed the 2023 preservation call for projects and STBG award to the city of Cheney. The amount was less than requested and the City declined the award due to insufficient funding. SRTC staff and City staff discussed another project that could use some of the awarded STBG funding in combination with CRP funding. He discussed the project would involve the purchase of seven electric maintenance vehicles and one charging canopy. He explained the intent of the CRP is to reduce carbon emissions and stated the CRP Urban Small funding is currently only available to the city of Cheney. The proposed award total is \$350,685, with the city required to provide a local match of \$54,731 (13.5% of total award).

Ms. Meyer inquired if this could be approved during the current Board meeting. Ms. Clark (Legal Counsel) clarified that a vote was needed to move the item from Information and Discussion to a new Action item.

Ms. Meyer made a motion to move this item from an Information and Discussion item to an Action item. Council Member Schmidt seconded the motion. The motion was passed unanimously.

Ms. Meyer made a motion to approve the award of funding to the City of Cheney. Council Member Schmidt seconded the motion. The motion was passed unanimously.

7 SRTC Guiding Principles and the Metropolitan Transportation Plan Update

Mr. Lien reviewed the current MTP, which was adopted in December 2021 and is updated every four years. He discussed the Guiding Principles development and where they can be found. He reviewed the history from 2021 to the current process and the approval of the Equity Planning Framework in 2022. One recommendation of the Framework was to form the Equity Working Group (EWG), and another was to add equity to the Guiding Principles. A draft principle and policies have been developed, and he is seeking input from the Board.

The committees input included requesting more directive language and noted that equity is a product of both current and past decisions. They also suggested setting a target to track progress over time. Council Member Schmidt cautioned on usage of directive language as it could bind the agency to the policy. Commissioner French noted that CRAB has undertaken a process to provide a clear definition of overburdened community.

8 SFY 2024-2025 Unified Planning Work Program (UPWP) Amendment 1

Ms. McMenemy introduced the need for a UPWP amendment. She explained the necessary updates were due to new planning activities, consultant activities, and associated budget updates. The amendments include: a Regional Commute Trip Reduction Plan update, developing a Vehicle Miles of Travel target and framework including budget information, adding clarifying language to Active & Public Transportation Subtask 4.5, and adding WSDOT Eastern Region planning activities.

9 CY 2024-2025 Budget Amendment

Mr. Griffin reviewed the approved line items for both expenditures and revenues for CY 2024. He explained the rationale for the amendment was to be able to include the addition of the VMT grant funding; carryforward funding for the DATA project; and carryforward funding for the SS4A grant. He identified the match funding based on the revenues that also need to be included in the amended budget. Mr. Griffin explained this item would be back before the Board as an action item next month.

14 Adjournment

There being no further business, the meeting adjourned at 2:02 PM

Angel Jackson, Clerk of the Board

DRAFT

VOUCHERS PAID FOR THE MONTH OF MAY 2024

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
5/3/24	V122354	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for May 2024	7,023.76
	V122355	Visionary Communications, Inc.	Fiber Services, May 2024	981.96
	V122356	Intermax Networks	VOIP telecom May 2024	240.60
	V122357	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2024-09	493.00
5/15/24	V122358	WA State Dept of Retirement	Employee and Employer Contributions: April 2024	15,796.24
	V122359	EMLVO P.C.	Apr legal svcs: Board mtg; Comms with Staff re: WSDOT agreement; VMT scope	775.00
	V122360	Washingon Trust Bank	Softwr subscptns; Office splys/eqpt; Virtual mtg subscptn; staff regs; webnrs/conf trvl	1,684.23
	V122361	Rehn & Associates	Admin fee April '24	75.00
	V122362	Intrinium	Managed IT Services - Mnthly May: O365 software	2,315.64
	V122363	Spokesman Review	Adv TIP amendment ; Website Design RFQ	258.00
	V122364	Greg Griffin	GG AWC EBAC mtgs Seattle March 27-28 & April 25-26 2024 perdiem & miles/pkg	73.04
	V122365	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2024-10	568.00
5/30/24	V122366	Pacific Office Automation	Copier Lease/Usage April 2024	193.81
	V122367	AWC Employee Benefit Trust	June '24 Benefit Insurance Premiums	10,606.60
	V122368	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2024-11	568.00

TOTAL May 2024 41,652.88

Recap for May 2024:

Vouchers: V122354 - V122368	41,652.88
Salaries/Benefits Pay Periods Ending: 4/27/24, 5/11/24 & 5/25/24	138,534.70
Spokane County Treasury Monthly SCIP fee - APRIL 2024	26.79
	180,214.37

As of 6/13/24, the Spokane Regional Transportation Council Board of Directors approves the payment of the May 2024 vouchers included in the list in the amount of: **\$180,214.37**

To: SRTC Board of Directors 06/06/2024
From: Savannah Hayward, Communications and Public Relations Coordination
Topic: **SRTC Website Redesign and Update Contract**

Requested Action:

Board approval of Resolution 24-11 authorizing the SRTC Executive Director execute a [contract](#) with The Woodshop for the SRTC Website Redesign and Update project.

Key Points:

- SRTC is seeking to contract with a firm for the SRTC Website Redesign and Update project. This project is identified in the 2024-2025 Unified Planning Work Program under tasks 2 and 4.1.
- Adherence to the SRTC Procurement Manual requires a Request for Qualification (RFQ) process; on April 1, 2024, SRTC released a RFQ for the SRTC Website Redesign and Update project.
- Eleven vendors submitted proposals by the April 30, 2024, submission date.
- Two vendors were interviewed by a team of SRTC staff on May 13, 2024.
- The CY 2024 Budget includes \$30,000 for the SRTC Website Redesign and Update project. The proposed contract will not require an amendment to the CY 2024 Budget.
- The term of the contract agreement commences on June 17, 2024 and concludes on February 28, 2025.
- The draft contract has been reviewed and approved by WSDOT, as required by the SRTC/WSDOT funding agreement.

Board/Committee Discussions:

The SRTC Website Redesign and Update RFQ was approved for release at the SRTC Board meeting on 03/14/2024. 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 Website Redesign and Update RFQ was posted on the SRTC website, social media and advertised in the Spokesman Review and Spokane Journal of Business.

Staff Contact: Savannah Hayward, SRTC | shayward@rtc.org | 509.343.6370

RESOLUTION
of the BOARD OF DIRECTORS of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-24-11

**APPROVING THE SRTC EXECUTIVE DIRECTOR TO SIGN THE
SRTC WEBSITE REDESIGN AND UPDATE CONTRACT**

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 Board is the governing body of SRTC and is responsible for agency policy decisions; and

WHEREAS, staff is seeking consulting services to update the SRTC Website and Brand to improve SRTC’s outreach efforts and activities, and this work task is identified in the 2024-2025 SRTC Unified Planning Work Program (UPWP); and

WHEREAS, the SRTC has followed the SRTC Procurement Manual in issuing a Request for Qualifications to procure a firm with which to contract website design and branding services commencing June 17, 2024 and concluding February 28, 2025; 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 the SRTC Website Redesign and Update contract.

PASSED and APPROVED on this 13th day of June 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: SRTC Board of Directors
From: Greg Griffin, Administrative Services Manager
TOPIC: **CALENDAR YEAR (CY) 2024 BUDGET AMENDMENT**

06/06/2024

Requested Action:

Approve Resolution R-24-12 Amending the CY 2024 Budget.

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 (RSAP – 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 item was presented for review and discussion at the May 2024 Board meeting.

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 (6/13/24)

	CY 2024 Approved	CY 2024 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				
16 Salaries	1,136,980	1,136,980	-	0.0%
17 Accrued Vacation Payouts \ Unemployment	15,000	15,000	-	0.0%
18 FICA	88,126	88,126	-	0.0%
19 WA State Retirement System	108,354	108,354	-	0.0%
20 Insurance/Benefits	182,500	182,500	-	0.0%
21 Total Personnel	1,530,960	1,530,960	-	0.0%
Contractual and Professional Services				
23 Legal Services	25,000	25,000	-	0.0%
24 Consultant & Prof Svcs	2,250	2,250	-	0.0%
25 Professional Services - ETS Grant Work	1,200,000	1,200,000	-	0.0%
26 Consultant Services & SS4A	304,500	435,000	130,500	42.9%
27 Consultant Services & MTP Update	405,000	405,000	-	0.0%
28 Consultant Services & TIP Database	18,750	18,750	-	0.0%
29 Consultant Services & D.A.T.A.	-	129,600	129,600	-
30 Consultant Services & V.M.T.	-	138,000	138,000	-
31 State Audit Charges	20,500	20,500	-	0.0%
32 Total Contractual and Professional Services	1,976,000	2,374,100	398,100	20.1%
Materials and Services				
34 Publications	500	500	-	0.0%
35 Postage	300	300	-	0.0%
36 Operating Supplies	4,500	4,500	-	0.0%
37 Minor Furniture/Equipment	1,000	1,000	-	0.0%
38 Telephone	4,860	4,860	-	0.0%
39 Advertising	3,000	3,000	-	0.0%
40 Rent - Office Space	95,000	95,000	-	0.0%
41 Rent - Meeting Rooms	500	500	-	0.0%
42 Lease - Copier (and usage charges)	2,550	2,550	-	0.0%
43 Property and Liability Insurance	20,000	20,000	-	0.0%
44 Printing	750	750	-	0.0%
45 Interfund Charges County Treasurer (Fees)	4,860	4,860	-	0.0%
46 Contingency	25,000	25,000	-	0.0%
47 Total Materials and Services	162,820	162,820	-	0.0%
Travel, Training, and Staff Development				
49 Mileage & Parking	2,400	2,400	-	0.0%
50 Travel / Training (Staff)	42,700	42,700	-	0.0%
51 Educational Speaker Series	5,000	5,000	-	0.0%
52 Board/Staff Retreats, Facilitators, Food	3,700	3,700	-	0.0%
53 Dues, Subscriptions, and Memberships	9,625	9,625	-	0.0%
54 Total Travel, Training, and Staff Development	63,425	63,425	-	0.0%
IT Operations				
56 IT Professional Services	29,060	29,060	-	0.0%
57 Software	39,820	39,820	-	0.0%
58 Hardware - New, Replacement, Repairs & Maintenance	10,500	10,500	-	0.0%
59 Online Services	17,930	17,930	-	0.0%
60 Total IT Services	97,310	97,310	-	0.0%
61 TOTAL EXPENDITURES	3,830,515	4,228,615	398,100	10.4%

RESOLUTION
of the BOARD OF DIRECTORS of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-24-12

CY 2024 BUDGET AMENDMENT

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 Board is the governing body of SRTC and is responsible for setting budget and policy direction for federal state and local funding available to support the planning activities of SRTC.

NOW, THEREFORE BE IT RESOLVED, that SRTC Board approves the June 13, 2024 amendment to the CY 2024 budget.

ADOPTED: June 13, 2024

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

ATTEST

Angel Jackson, SRTC
Clerk of the Board

To: SRTC Board of Directors

06/06/2024

From: Eve McMenemy, Deputy Executive Director

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

Requested Action:

Approve Resolution 24-13, Amendment of the SFY 2024-2025 UPWP.

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, studies, technical support, and other ongoing planning activities from 07/01/23 to 06/30/25.
- The UPWP Amendment requires approval by the SRTC Board of Directors.

Board/Committee Discussions:

The SRTC Board approved the SFY 2024-2025 UPWP on 6/08/24 by Resolution R-23-16. The SRTC Committees discussed this item at their 04/24/24 meeting and unanimously approved the UPWP Amendment at their 05/22/24 meetings.

Public Involvement:

All Board and committee meetings are open to the public.

Staff Contact: Eve McMenemy, SRTC | evemc@rtc.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		
	\$173,992	TOTAL	\$173,992
	311,992		311,992

Budget comparison

SFY 2024-2025	\$ 173,992
	311,992
SFY 2022-2023	\$ 134,897
SFY 2020-2021	\$ 183,976

FTE Staffing Comparison

SFY 2024-2025	.41
SFY 2022-2023	.31
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.	320,605
FHWA Safety – Safe Streets and Roads for All	400,000
WA Dept of Commerce - ETS	2,500,000
RTPO	289,302
	427,302
Local	630,334
Total	7,644,111
	7,782,111

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	545,605	45,000	109,895	1,134,550
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	1,320,605	1,320,605	630,334	7,644,111
				2,927,302		7,782,111

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	403,071	1,134,550
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	-	-	-	173,992
				138,000	311,992
Total	3,630,840	85,200	65,000	3,863,071	7,644,111
				4,001,071	7,782,111

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					\$ 1,134,550
(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	320,605	516,587
(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			-	140,496
e Plan and County Wide Planning Policies Certification Process Update) 8.2	33,496			138,000	278,496
Total	\$ 3,630,840	\$ 85,200	\$ 65,000	\$ 3,863,071	\$ 7,644,111
				\$ 4,001,071	\$ 7,782,111

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-vision 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.

RESOLUTION
of the BOARD OF DIRECTORS of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-24-13

APPROVING THE SFY 2024-2025 UNIFIED PLANNING WORK PROGRAM, AMENDMENT

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 U.S. Department of Transportation planning regulations require the preparation and biennial endorsement of the Unified Planning Work Program (UPWP); and

WHEREAS, this document describes ongoing and proposed transportation planning activities for SRTC according to task, anticipated major milestones and deliverables, budget, and funding sources; and

WHEREAS, this document includes ongoing and proposed transportation planning activities for our partners Spokane Transit Authority and Washington State Department of Transportation, Eastern Region; and

WHEREAS, this is the second amendment to the State Fiscal Year (SFY) 2024-2025 UPWP approved by the SRTC Board on June 10, 2023; and

WHEREAS, the Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC) recommended approval to the SRTC Board.

NOW, THEREFORE BE IT RESOLVED, that SRTC Board does hereby amend SFY 2024-2025 UPWP.

PASSED and APPROVED on this 13th day of June 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

SRTC Memo

To: SRTC Board of Directors

From: Madeline Arredondo, Associate Transit Planner, Spokane Transit Authority (STA)
Karl Otterstrom, Chief Planning and Development Officer, Spokane Transit Authority (STA)

TOPIC: 2025-2030 TRANSIT DEVELOPMENT PLAN (TDP) UPDATE**Requested Action:**

one. For information only.

Key Points:

- The TDP is a mid-range plan that outlines service planning, capital improvements and financial projections to align the short range and long-range plans of the agency.
- Per RCW 35.58.27 5, transit agencies are required to submit a six-year TDP and provide consistency with comprehensive plans of the jurisdictions STA serves.
 - The current adopted 2024-202 TDP may be viewed on STA's website at:
<https://spokanetransit.com/projects-plans/transit-development-plan>
- This plan will provide updated information to the Washington State Department of Transportation (WSDOT) on the development of the various transit activities undertaken by STA.
- Sections of the TDP include:
 - Agency Information
 - Previous Year in Review
 - Mid-Range Tactical Framework
 - Service Improvement Program (SIP)
 - Capital Improvement Program (CIP)
 - Operating and Financial Projections

Board/Committee Discussions:

This is the first time the TDP process has been presented to SRTC.

Public Involvement:

The TDP process and meetings are open to the public and began in February 2024 with the STA Planning and Development Committee. STA developed an enhanced outreach approach, beyond the required public hearing, to include presentations to key transportation committees, WSDOT, and in-person and virtual public meetings.

- May 30, 2024 – STA will issue the draft plan
- June 6, 2024 – Virtual public meeting
- June 10, 2024 – In-person public meeting at the Plaza
 - STA would like to invite any representatives who may want to set up presentations too.
- June 20, 2024 – STA Board of Directors public hearing
- July 24, 2024 – STA Board will act on the adoption of the plan

Spokane Transit Contact: Madeline Arredondo | marredondo@spokanetransit.com | 509.325.605

To: SRTC Board of Directors
From: Mike Ulrich, Principal Transportation Planner
TOPIC: REGIONAL SAFETY ACTION PLAN (RSAP) DRAFT

06/06/2024

Requested Action:

None. For information and discussion.

Key Points:

- SRTC, with support from a consultant team, is developing a Regional Safety Action Plan (RSAP).
- Decision points throughout the development of the plan have been informed by a Steering Committee made up of member agency staff and a TAC member.
- At the February meeting staff provided a presentation on the RSAP with specific attention paid to the data analysis and engagement strategies.
- At the April meeting, staff provided a presentation that includes discussion on the high injury network, equity analysis, project identification, and potential strategies.
- At the June meeting, staff will provide a presentation on the draft plan which can be accessed by following [this link](#).

Public Involvement:

Public involvement has been guided by the project's public involvement plan. The first phase engagement included in-person events at the STA Plaza and public libraries as well as targeted interviews and an online survey/mapping tool. The second phase of engagement included an in-person event at the Asian Native Hawaiian Pacific Islander Heritage Festival as well as coordination discussions with member agency staff.

Board/Committee Discussions:

Both committees received a briefing on the draft RSAP at their 04/11/2024 meeting.

The SRTC Board has received two prior briefings this year on the plan's development.

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

To: SRTC Board of Directors
From: Mike Ulrich, Principal Transportation Planner

6/6/2024

TOPIC: Data Applications for Transportation Analysis (DATA) Project Update

Requested Action:

None. For information and discussion.

Key Points:

- In 2018 the SRTC Board designated \$1M in Surface Transportation Block Grant (STBG) funding to improve the agency's ability to apply data to the long-range planning process.
- Staff convened a project team to develop an RFQ for a project to holistically evaluate SRTC's current tools compared to state of best practice. Resource Systems Group, Inc. was the prime consultant selected and a two-phase project was developed.
- With support from the project team, and informed by a stakeholder engagement process, Phase I concluded with the delivery of a design plan. In March of 2021, the SRTC Board approved that design plan and Phase II began.
- Phase II focused on implementing six tasks: Household Travel Survey, Passive Data Collection, Traffic Count Data Collection, Travel Demand Model Update, Land Use Allocation Tool, and Online Data Hub.
- Those tasks have been completed according to the agreed upon scope and were presented to the Board at the April meeting.
- For the last several weeks SRTC Staff has been working with model users to provide training, model review, documentation review, and address model user feedback.
- At the June Board meeting, staff will provide an update on the DATA project.

Board/Committee Discussions:

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

Public Involvement:

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

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

To: SRTC Board of Directors
From: Jason Lien, Principal Transportation Planner
TOPIC: Smart Mobility & Resiliency Projects

06/06/2024

Requested Action:

None. For information only.

Key Points:

- SRTC is undertaking projects in its work plan to complete a Smart Mobility Plan and a System Resiliency Assessment. These projects will serve to identify potential needs in the regional transportation system and be used to inform the Metropolitan Transportation Plan update. The work is being conducted with consultant assistance.
- The objectives of the Smart Mobility Plan are to create guidance on how to best plan for and integrate emerging technologies into the existing transportation system to improve transportation efficiency and safety. *Smart mobility* refers to the use of technology and data to improve the efficiency, safety, accessibility, and sustainability of the transportation system.
- The objectives of the System Resiliency Assessment are to develop a plan for transportation resiliency, defined as the ability of the transportation system to withstand, recover and regain functionality after a major disruption or disaster.
- As part of the project schedule, there will be touch points with the SRTC Board and committees over the next several months, including next month to discuss project vision and goals. SRTC will also convene a Stakeholder Advisory Group for a series of 90-minute meetings. The Advisory Group will consist of representatives across agencies and sectors and provide “deeper dive” feedback at project milestones.

Board/Committee Discussions:

Staff presented an initial discussion on this work program at the December 2023 committee meetings and at the January 2024 Board meeting. This informational item was presented to the TTC/TAC in May.

Public Involvement:

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

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

To: SRTC Board of Directors

06/06/2023

From: Eve McMenemy, Deputy Executive Director

TOPIC: UNIFIED LIST OF REGIONAL TRANSPORTATION PRIORITIES: LEGISLATIVE PRIORITY STATEMENTS

Requested Action:

None. For Information and discussion.

Key Points:

- SRTC annually compiles the [Unified List of Regional Transportation Priorities](#). This strategic tool is used to communicate the agency's current regional transportation priorities to state legislators and members of Congress, aiming to secure potential funding opportunities.
- In addition to the Unified List of priority projects, the SRTC Board prepares legislative priority statements. These statements are tailored to share with Washington State legislators for state-level priorities and with federal congressional members for federal-level priorities.
- SRTC staff has engaged with a variety of state organizations, local organizations, and policymakers to identify potential opportunities and areas of alignment for the 2025 legislative session.
- During the June Board meeting, staff will report on information collected from various organizations and the SRTC Board for potential 2025 priority statements.

Board/Committee Discussions:

This is the first discussion on this item this year.

Public Involvement:

All Board and committee meetings are open to the public.

Staff Contact: Eve McMenemy, SRTC | evemc@rtc.org | 509.381.9466

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

06/06/2024

Requested Action:

None. For information only.

Key Points:

Ongoing/Upcoming Events & Activities

- SRTC hosted a booth at the Asian Native Hawaiian Pacific Islander Festival on 5/11/24 soliciting input on the Regional Safety Action Plan and participated in Felts Field Neighbor Day on 6/1/24.
- SRTC hosted a state-wide Investment Strategies Forum on Safety. The event was attended by more than 100 transportation planning professionals representing the Transportation Investment Board (TIB), MPO's/RTPO's, the Traffic Safety Commission, WSDOT, and the WA State Transportation Commission.
- Upcoming events include participation in: the STA Public Open House on 6/10/24; Juneteenth Celebration 6/15/24; and Summer Parkways on 6/18/24.
- The WSTC will hold a meeting in Cheney on June 26th & 27th, 2024 including a bus tour of the region.

Transportation Funding – Awards & Opportunities

- Letters were received for Congressionally Direct Spending awards on the following: the City of Spokane Freya-Palouse Project - \$3.99m; Spokane Valley Sullivan & Trent Interchange Project - \$3.0m; and the Spokane County Four Lakes Interchange Project - \$4.5m.
- A variety of funding opportunities (NOFO's) are currently open:

Program	NOFO Close Date	Available Funding	Agency
Active Transportation Infrastructure Investment Program (ATIIP)	June 17, 2024	\$45 million	FHWA
Railway-Highway Crossings (Section 130) Program	July 31, 2024	\$20 million	WSDOT
Large Bridge Investment Program (for FY 2025)	August 1, 2024	\$9.6 billion	FHWA
Charging & Fueling Infrastructure Program	August 28, 2024	\$1.3 billion	FHWA
Safe Streets and Roads for All (SS4A) Planning & Demonstration	August 29, 2024	\$261 million	USDOT

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

ACTION ITEMS

Consent Agenda

The consent agenda, containing April's TTC meeting minutes, was approved unanimously.

Unified Planning Work program (UPWP) Amendment 1

Staff shared the requested amended items that were to be included in the UPWP. The action was approved unanimously.

INFORMATION & DISCUSSION ITEMS

Spokane Transit Authority: Transit Development Plan

Spokane Transit Authority (STA) staff presented an overview of the update of the Transit Development Plan.

Regional Safety Action Plan (RSAP) Draft

SRTC and consultant staff presented an overview of the data analysis, engagement plan, High Injury Network and other activities associated with development of the RSAP.

DATA Project Update

Staff reviewed the project's history since 2021, along with the timeline, and current feedback. They detailed the enhancements made as a result of the project.

Smart Mobility & Resiliency Projects

SRTC staff previewed the Smart Mobility Plan and Resiliency Assessment, including the steps to be completed by year end. These initiatives will become part of the upcoming Metropolitan Transportation Plan update.

ACTION ITEMS

Consent Agenda

The consent agenda, containing the April TAC meeting minutes, was approved unanimously.

Unified Planning Work program (UPWP) Amendment 1

An amendment to the UPWP was recommended unanimously for board approval.

INFORMATION & DISCUSSION ITEMS

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