![Spokane Regional Transportation Council]

Board of Directors Meeting

Thursday, 03/13/2025 at 1:00 PM

Hybrid In Person/Virtual Meeting

- **In Person: 421 W Riverside Ave, Suite 504, Spokane WA 99201**
- **Online via Zoom:**

https://us02web.zoom.us/j/82990423233?pwd=umAtOb7zXGZhQgRlqtByx14vkGOIBU.1

Meeting ID: 829 9042 3233 | Passcode: 100681

By Phone 1-253-215-8782

Meeting ID: 829 9042 3233 | Passcode: 100681

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

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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: contact.srtc@srtc.org
- By mail: 421 W Riverside Ave Suite 500, Spokane WA 99201
- By phone: 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.

Spokane Regional Transportation Council

Time	Item #		Page #

Spokane Regional Transportation Council

Board of Directors Meeting Minutes
Thursday, February 13, 2025– 1:00pm

1 Call to Order/ Excused Absences
Chair Higgins called the meeting to order at 1:04pm and attendance was taken.

In attendance were:

Board Members:
Council Member Vincent Barthels, *City of Cheney*
Council Member Dianne Pfaeffle, *City of Deer Park*
Council Member Don Kennedy, *City of Medical Lake*
Council Member Jonathan Bingle, *City of Spokane*
Council Member Kitty Klitzke*, City of Spokane*
Mayor Pam Haley, *City of Spokane Valley*
Council Member Rod Higgins, *City of Spokane Valley (Chair)*
Daniel Clark, *Kalispel Tribe*
Matt Ewers, *Rail/Freight Rep*
Council Member Micki Harnois, *Small Cities/Towns Rep*
Karl Otterstrom, *Spokane Transit Authority*
Char Kay, *WSDOT-ER*

Ex-Officio Members
Barry Greene, *TTC Chair*
Paul Vose*, TAC Chair*

STAFF
Lois Bollenback, *Executive Director*
Eve McMenamy, *Deputy Exec. Director*
Megan Clark, *Legal Counsel*
Savannah Creasy, *Comm. & Public Relations Coor.*
Angel Jackson, *Admin-Executive Assistant*
Ryan Stewart, *Principal Transportation Planner*
Jason Lien, *Principal Transportation Planner*
David Fletcher, *Principal Transportation Planner*
Michael Redlinger, *Associate Transp. Planner 3*
Ben Kloskey, *Associate Transportation Planner 1*

Guests:
Wende Wilbur, *Kittleson & Assoc.*
LeAnn Yamamoto, *CommuteSmart NW*
Adam Jackson, *City of Spokane Valley*
Dan Pratt, *City of Deer Park*
Glenn Wagemann, *WSDOT*
Charles Hansen, *TAC Member*
Cecelia Evans*, Spokane Tribe*
Kevin Picanco, *City of Spokane*
Tom Sahlberg, *TAC Member*
Jerremy Clark, *City of Spokane Valley*
Paul Kropp

Absent Members:
Commissioner Al French, *Spokane County*
Council Member Jennifer Morton, *City of Airway Heights*
Kelly Fukai, *WA State Transp. Commission*
Mayor Kevin Freeman, *City of Millwood*
Mayor Cris Kaminskas, *City of Liberty Lake (Vice Chair)*

Excused Absences
➤ *January:*
Kelly Fukai, WA State Transportation Commission
Doug Yost, Major Employer Rep
Mayor Cris Kaminskas, City of Liberty Lake

➤ *February:*
Council Member Jennifer Morton, City of Airway Heights
Mayor Cris Kaminskas, City of Liberty Lake
Mayor Kevin Freeman, City of Millwood
Commissioner Mary Kuney, Spokane County
Kelly Fukai, WA State Transportation Commission
Commissioner Al French, Spokane County

Chair Higgins requested the excused absences from January's board meeting be included in the motion.
Council Member Klitzke made a motion to approve the excused absences for January and February's board meeting. Mr. Otterstrom seconded the motion. The motion passed unanimously.

2 Public Comments
There were no public comments. Chair Higgins recognized Savannah Creasy, SRTC staff.

Ms. Creasey informed the members the new branding and website would launch on February 25th. She stated there would be several items that will be distributed at the March Board meeting for in-person members to receive.

ACTION ITEMS

3 Consent Agenda
   a. Minutes of January 2025 Board of Directors Meeting
   b. Vouchers for December (amended) and January 2025
   c. CY 2025-2028 Transportation Improvement Program (TIP) February Amendment
   d. CY 2024 Quarterly Budget Update

Council member Klitzke made a motion to approve the Consent Agenda. Ms. Kay seconded the motion. The motion was passed unanimously.

4 Appointment to the 2025 Administrative Committee
Ms. Bollenback reported that the Administrative Committee functions as a working group for the board, assisting with responsibilities such as updating the procurement manual and conducting the annual budget evaluation. Although there are no ongoing activities at this time, meetings are expected to resume in approximately one month. She further noted the recommended appointments of Mr. Ewers and Councilman Klitzke as new members. The committee's existing members include: Chair - Rod Higgins,

Vice Chair - Cris Kaminskas, Past Chair - Al French, Char Kay (WSDOT), and Karl Otterstrom (STA).

Council Member Klitzke made a motion to approve the appointments to the 2025 administrative committee as presented. Mr. Ewers seconded the motion. The motion passed unanimously.

5 CY 2025-2029 Call for Projects Criteria and Principles of Investment

Mr. Stewart led a discussion seeking approval for a resolution related to SRTC's Call for Projects (CFP), which includes approximately $36 million in available funding. The project selection criteria were updated in collaboration with agency staff, including the TIP Working Group. He reviewed the requests for off-the-top allocations. He provided an overview of funding distribution. Preservation projects are allocated $8.2 million, with a maximum award of $1.35 million per application and a total cap per agency of $2.7 million. A table was displayed to illustrate funding distribution after off-the-top allocations that are recommended. Mr. Stewart highlighted a key change in this CFP cycle, noting that separate application processes from previous years have now been consolidated into a single CFP. He also outlined the timeline, with the CFP set for release in February and final approval by the Board anticipated in July.

There was a robust discussion focused on funding and planning for an I-90 study, with concerns about the source of matching funds, project scope, and timing. It was noted that a previous study was completed in 2018, and there are multiple demands and improvement options being considered. The goal is to integrate Transportation Systems Management and Operations (TSMO) projects and smaller improvements while prioritizing cost-effective solutions, given the unlikelihood of large-scale projects. Concerns were raised by Ms. Kay, WSDOT, about control over the asset they manage, and she used the analogy of WSDOT studying STA's transit service in Airway Heights. The discussion also touched on funding allocation, the discretionary nature of funds, and the importance of a proactive approach. WSDOT's concerns were acknowledged, as the funding's timeline is set for 2027-2029. A regional perspective was emphasized over jurisdiction-specific approaches, with a focus on preservation and return on investment. The study's importance was reaffirmed, and it was noted that both committees recommended it to the board. Challenges in securing large funding awards were discussed, with a preference for smaller, more manageable allocations. The resolution was identified as the starting point, and it was agreed that the board's role is to balance agency needs through a moderated approach.

Mr. Otterstrom made a motion to approve the CY 2025-2029 Call for Projects Criteria and Principles of Investment as presented. Council Member Klitzke seconded the motion. The motion passed unanimously.

6 Transportation Performance Management: PM1 – Safety

Mr. Redlinger presented on Transportation Performance Management (TPM), focusing on safety performance and establishes annual safety targets. He highlighted the Highway Safety Improvement Program (HSIP), a federal funding source directing approximately $30 million annually to Washington State, with the region receiving an average of $2.5 million per year since 2014. Performance measures include fatalities, serious injuries, fatalities per 100 million vehicle miles traveled, non-motorist fatalities and serious injuries, and serious injuries per 100 million vehicle miles traveled. He emphasized concerning regional and statewide safety trends and Washington State's Target Zero policy, aiming for zero fatalities and serious injuries by 2030. MPOs may either agree to plan and program in support of WSDOT's

targets or set their own regional targets. The recommended action is alignment with WSDOT's goals.

Mr. Redlinger outlined SRTC's recent efforts to improve safety, including securing funding through the Safe Streets for All program for a Regional Safety Action Plan, adopted in September 2024, providing actionable strategies for member agencies. Additionally, SRTC received a grant for educational outreach to influence driver behavior.

During the open discussion, Councilmember Bingle questioned the ambitious nature of the proposed goals supporting WSDOT targets rather than setting a more attainable regional target. There was lengthy discussion about setting targets and the actions taken to impact change. It was noted that the Regional Safety Action Plan completed by SRTC aligned the regional efforts to reach Target Zero with those established by the City of Spokane, but the recommendation for addressing Federal Targets is to continue our support of the WSDOT targets.

The discussion continued regarding the practice of supporting WSDOT and it was noted that setting a different target would require additional data that is not readily available and reporting that would divert activities and resources away from programs that may influence change. Discussion also highlighted the need to focus on addressing the root causes of incidents rather than just setting targets, emphasizing the MPO's role in identifying projects that can contribute to safety. The need for collaboration with law enforcement, public outreach, and policy adjustments was highlighted, with a recommendation to revisit these issues in a future agenda to explore practical safety improvements.

Mr. Otterstrom made a motion to approve Transportation Performance Management: PM1 as presented. Ms. Kay seconded the motion. The motion passed with one dissenting vote.

INFORMATION & DISCUSSION ITEMS

7 MPO-RTPO Overview of Agency Purpose and Upcoming activities
Ms. Bollenback provided an overview of SRTC's dual role as an MPO and RTPO, highlighting its evolution since 1962 and the regulatory changes that shaped its current operations. She outlined the MPO's core functions, distinguishing between required and optional activities, and emphasized that while SRTC provides data and coordination, policy decisions rest with the board. She detailed the project selection process for the TIP, guided by established principles, and underscored SRTC's role in regional transportation planning. She concluded with a preview of key initiatives planned for 2025.

8 SFY 2026-2027 Unified Planning Work Program (UPWP) Development Overview
Ms. Bollenback explained that the UPWP is a two-year work program that serves as the legally required scope of services attached to the DOT grant funding agreement, outlining activities, including planning studies within the region. She emphasized that the program operates under multiple federal and state guidelines, with significant overlap and connectivity to other plans and programs. She explained that development of the UPWP is guided by a variety of emphasis areas established by federal and state directives. She stated this presents challenges under the evolving direction at the federal level. While development guidance was provided in December, changes occurred, and no additional direction has been released. The general guidance has been to remain flexible until further notice. She also reviewed ongoing efforts and noted that a recent survey identified quarterly planning as the top priority.

Ms. Bollenback sought input from the group on whether the identified priorities align correctly and outlined the timeline. She also reviewed next steps including a determination of key activities to be reviewed at the next board meeting and submission of the UPWP for state and federal review by March 25th. She added that the draft will be presented to the board for review in May, adoption in June and implementation on July 1.

In the discussion that followed, members reflected on survey results, noting that no priority received overwhelming support, reinforcing the importance of targeted project and study selection. The role of data analysis in MPO functions was emphasized, with a focus on outreach that promotes safe behavior change.

9 Horizon 2050 Metropolitan Transportation Plan: Regional Priority Network

Mr. Redlinger presented an overview of the region's priority transportation networks, to be updated as part of the Horizon 2050 update to the Metropolitan Transportation Plan. He outlined four key networks—vehicular, transit, freight, and bicycle—emphasizing their role in regional mobility and connectivity. The update will also expand considerations for air and rail transportation, integrating recent data and exploring potential passenger rail opportunities. To facilitate member engagement, an interactive web map will be made available for local agencies. He stated the goal is to complete network reviews by spring, ensuring alignment with long-term transportation planning objectives.

10 Horizon 2050 Metropolitan Transportation Plan: Needs Assessment

Mr. Lien presented an update on the process to document regional needs and projects for Horizon 2050. He introduced Ms. Wilbur, Kittleson and Associates, who noted ongoing interviews with nine agencies, with four meetings scheduled over the next week to complete the 1:1 interviews. A key concern raised was infrastructure preservation, as the gap between needs and available resources continues to grow. Mr. Lien reviewed the timeline, indicating that the master project list is expected to be finalized this spring. Outreach activities, including five public workshops and a survey, are planned throughout the next few months to engage stakeholders and identify additional needs.

11 Regional Commute Trip Reduction (CTR) Plan Update

Mr. Kloskey provided an overview of the Commute Trip Reduction (CTR) program, which seeks to reduce single-occupancy vehicle trips through four-year plans developed by the relevant agencies. The last plan was completed a decade ago and there are several updated plan elements and requirements. SRTC co-led regional workshops to develop the plan in collaboration with local agencies and Commute Smart Northwest, in order to ensure regional consistency with all plans. The current drive-alone rate stands at 64.4%, with a target reduction to 60%.

12 Executive Director's Report

No comments or questions.

13 Transportation Technical Committee & Transportation Advisory Committee Meeting Summaries

No questions or comments.

#14 Release of the Regional Travel Demand Model
No questions or comments.

 # 15 Board Member Comments
No comments or questions.

 # 16 Chair Comments
No comments or questions.

There being no further business, the meeting was adjourned at 2:49 PM

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Angel Jackson, Clerk of the Board

Spokane Regional Transportation Council

VOUCHERS PAID FOR THE MONTH OF FEBRUARY 2025

Date	Voucher	Vendor	Description	Amount
	V122573	Kittelson & Associates	Smart Mobility Assessment 12/01/24-12/31/24	773.84
	V122574	Kittelson & Associates	System Resiliency Assessment 12/01/24-12/31/24	564.68
	V122575	Kittelson & Associates	Travel Demand Model revisions 9/1/24-12/31/24	45,956.08
	V122576	Minuteman Press	MTP Activity Board & Trifold handouts	327.71
	V122577	WA State Dept of Retirement	Employee and Employer Contributions: January 2025	16,481.80
	V122578	Cycrest Systems	Managed IT Services - Mnthly February; SaaS Security	1,593.06
	V122579	Washintgon Trust Bank	Softwr subscptns; Office splys/eqpt; Virtual mtg subscptn; staff regs; webnrs/conf trvl	4,548.60
	V122580	Intermax Networks	VOIP telecom February 2025	240.60
	V122581	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2025-	627.00
	V122582	Spokesman Review	Public Notices for TIP amendment & Board/Cmte meeting dates	176.71
	V122583	Diamond Parking Services	Acct parking for Board, Cmte, Staff mtg parking - Oct2024	77.00
	V122584	Spokane Bike Swap	Registration for Bike Swap event	500.00
2/21/25	V122585	EMLVO P.C.	January legal svcs: Board mtg	825.00
	V122586	Downtown Spokane Partnership	DSP Membership renewal 2025	575.00
	V122587	Rehn & Associates	Admin fee January '25	75.00
	V122588	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2025-	627.00
	V122589	Comcast	Fiber Services, December 2024	233.49
	V122590	AWC Employee Benefit Trust	March '25 Benefit Insurance Premiums	11,376.78
	V122591	Cycrest Systems	Cloud realignment project - new workstation setup correction	463.24
	V122592	Kittelson & Associates	SVMT Reduction Targets 12/01/24 - 12/31/24	2,510.80
	V122593	Michael Redlinger	Parking reimbursement 9/30/24 & 1/6/25	28.06
	V122594	Pacific Office Automation	Copier Lease/Usage January 2025	207.24
2/27/25	V122595	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for March 2025	5,800.00
	V122596	The Woodshop LLC	Website update - Branding/Messaging Project	5,079.00
	V122597	Lois Bollenback	Reimburse LB travel MPO & GSI mtgs Feb 10-12 Olympia WA	1,173.84
	V122598	Mountain Dog Sign Company	Paulsen Center Suite 500/504 new signage	405.83

Recap for February 2025:

Vouchers:	V122573 - V122598	101,247.36
Reimbursement(s)		
Salaries/Benefits	Pay Periods Ending: 2/01/25 & 2/15/25	90,487.54
Spokane County Treasury	Monthly SCIP fee - January 2025	18.23
		191,753.13

As of 3/13/25, the Spokane Regional Transportation Council Board of Directors approves the payment of the February 2025 vouchers included in the list in the amount of: **$191,753.13**

SRTC Board of Directors Chair, Councilman Rod Higgins, Spokane Valley

Spokane Regional Transportation Council

To: **Board Members**
From: **Ryan Stewart, Principal Transportation Planner**
Topic: Transportation Improvement Program (TIP) Amendment - March

Requested Action:
Approve Resolution R-25-06 adopting the March amendment to the CY 2025-2028 TIP.

Key Points:
There is one project included in the March amendment to the CY 2025-2028 TIP. See the **Attachment** and **Supporting Information** for more details.

AGENCY	PROJECT
WSDOT – Eastern Region	Asphalt/Chip Seal Preservation

Board/Committee Discussions:
At their 02/26/25 meetings, the TAC and TTC both unanimously recommended Board approval of the March TIP Amendment.

Public Involvement:
The proposed March amendment was published for a public review and comment period from 02/17/25 through 02/26/25. On 02/17/25 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@srtc.org | 509.343.6370

2025-2028 Transportation Improvement Program

March Amendment (25-03)

Agency	Project Title / Amendment Description	Funding Adjustment		Amendment		WA STIP ID
				New Project	Existing Project	
WSDOT - Eastern Region	**Asphalt/Chip Seal Preservation Spokane Regional Transportation Council** Grouping of preservation projects for state highways and freeways in Spokane County. Updated funding.	Federal (NHPP, STBG) $ State Local $ Total $	8,195,074 5,759,674 13,954,748	✓		BSRTC P1

NHPP   National Highway Preservation Program
STBG   Surface Transportation Block Grant program

Topic: CY2025-2028 Transportation Improvement Program (TIP) Amendment - March

Key Points:

- 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 March 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 March amendment will be incorporated into the STIP on or around 04/18/2025.

RESOLUTION
of the BOARD OF DIRECTORS of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-25-06

ADOPTING TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT - MARCH

WHEREAS, the Spokane Regional Transportation Council (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 2025-2028 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 2025-2028 TIP on 10/10/2024.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Spokane Regional Transportation Council adopts the proposed amendment to the CY 2025-2028 TIP to be incorporated into the Statewide Transportation Improvement Program (STIP) of Washington State, as documented in Attachment 1.

ADOPTED: 03/13/2025

_____
Rod Higgins, Council Member, City of Spokane Valley
Chair, SRTC Board of Directors

ATTEST

_____
Angel Jackson SRTC
Clerk of the Board

Spokane Regional Transportation Council

To: **Board of Directors**
From: Benjamin Kloskey, Associate Transportation Planner I
Topic: Commute Trip Reduction (CTR) Plan Final - Draft

Requested Action:
Approval of Resolution R-25-07 and adoption of the Commute Trip Reduction (CTR) Plan.

Key Points:
- SRTC staff have completed the draft Regional Commute Trip Reduction (CTR) Plan update.
- The new four-year plan will be in effect from July 1, 2025, to June 30, 2029.
- In 1991, the Washington State Legislature passed the CTR Law (RCW 70A.15.4000-4110) to address air pollution, petroleum fuel consumption, and traffic congestion.
- WSDOT established a Transportation Demand Management (TDM) Technical Committee after the adoption of the CTR Law. The TDM Technical Committee acts as the reviewing body for the local and regional plans.
- SRTC's requirements as part of the update cycle included reviewing all affected local agency plans for consistency with SRTC major planning documents and the draft Regional CTR plan.
- SRTC collaborated with local agencies and CommuteSmart Northwest to complete the regional plan update, local plan updates, and to conduct all the engagement activities as part of the update.
- SRTC submitted local agency plans and the regional plan to the statewide Transportation Demand Management (TDM) Technical Committee in November 2024. Local plans and the regional plan were approved by the TDM Technical Committee at their December 6th and January 8th meetings, respectively.

Board/Committee Discussions:
The draft update was presented to the TAC and TTC for information and discussion at their January 2025 meetings. The SRTC Board was presented the draft plan at their February 2025 meeting.

Public Involvement:
CTR outreach garnered 247 survey responses and participated in 13 public events.

Staff Contact: Benjamin Kloskey | bkloskey@srtc.org | 509.343.6370

RESOLUTION
of the BOARD OF DIRECTORS of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-25-07

APPROVING THE COMMUTE TRIP REDUCTION (CTR) PLAN

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, on August 3, 1999, the Board of County Commissioners for Spokane County approved Ordinance No 99-0690, which adopted the Spokane County Commute Trip Reduction Plan in accordance with RCW 70.94.527 to reduce the number of single occupant vehicle trips for the purpose of improving air quality in Spokane County; and

WHEREAS, the Spokane Regional Transportation Council, as the RTPO of the Spokane region, shall draft the regional CTR plan in accordance with WAC 468-63-020 and WAC 468-63-050; and

WHEREAS, the Spokane Regional Transportation Council collaborated with local agencies and Commute Smart Northwest to develop targets aiming to achieve a 60% or lower drive-alone or single-occupancy vehicle trips rate in Spokane County; and

WHEREAS, the Washington State Department of Transportation, Transportation Demand Management Technical Committee, the reviewing body for all statewide CTR plans, approved the draft SRTC Regional CTR Plan; and

NOW, THEREFORE BE IT RESOLVED, that the SRTC BOARD: approves and adopts the Commute Trip Reduction (CTR) Plan as presented and attached.

ADOPTED: March 13, 2025

ATTEST

_____
Rod Higgins, Council Member, City of Spokane Valley
Chair, SRTC Board of Directors

_____
Angel Jackson
SRTC Clerk of the Board

Spokane Regional Transportation Council

To: **Board Members**
From: **David Fletcher, Principal Transportation Planner**
Topic: **Appointment of a Transportation Advisory Committee Member**

Requested Action:

Approval of the recommended Transportation Advisory Committee (TAC) member to begin serving at the 03/26/2025 TAC meeting, as noted in the table below:

Name	Affiliation / Perspective	Status
Ann Winkler	Engineering	New member

Key Points:

- The TAC is established by the SRTC Board through Resolution R-22-01 to provide a broad community perspective on the transportation activities and priorities of SRTC and to advise the Board on regional transportation related matters.
- The TAC is comprised of 14 members that are each appointed to serve 2-year terms from the date of appointment and subject to approval by the SRTC Board.
- Two seats on the TAC are currently vacant due to member resignations.
- Per TAC Bylaws, when vacancies occur, staff shall seek Board direction on whether to review recent applications or initiate a new public application process. The Board has directed staff to review recent applications for potential candidates.
- SRTC staff evaluated three previously identified replacement candidates using the 2021 screening criteria and recommends a new member, as shown in the table above. The recommendation considers factors such as geographic and candidate diversity, areas of interest, and expertise.

Board/Committee Discussions:

The TAC application was updated through Board and Committee discussions in 2021. This same application was used for the current round of recruitment.

Public Involvement:

Notification occurred through various public channels to create community awareness about TAC member recruitment.

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

Spokane Regional Transportation Council

To: Board Members
From: David Fletcher, Principal Transportation Planner
Topic: Calendar Year (CY) 2026 SRTC Unified List Development Process

Requested Action:
Approval of Resolution R-25-08 outlining the CY 2026 SRTC Unified List Development Process and Project Evaluation Criteria, as shown in **Attachments 1 and 2**.

Key Points:
- The SRTC Unified List serves as a strategic tool to communicate current regional transportation priorities to state legislators and Congressional representatives for potential funding opportunities. SRTC is committed to updating the Unified List annually.

- As the Horizon 2050 Metropolitan Transportation Plan (MTP) update is currently underway—including revisions to the MTP Guiding Principles that shape the Unified List's Project Evaluation Criteria—staff recommends maintaining the existing criteria for this year's Unified List.

- Due to the Metropolitan Transportation Plan (MTP) update that is currently in progress, which includes revising the MTP Guiding Principles that inform the Unified List's Project Evaluation Criteria, staff are not recommending any changes to the criteria for this year's Unified List.

- The proposed 2026 Unified List Development Process and Project Evaluation Criteria are included as **Attachment 1 and 2**.

Board/Committee Discussions:
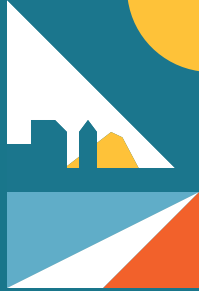The CY 2026 SRTC Unified List Development Process and Project Evaluation Criteria were recommended for approval by the Transportation Technical Committee and Transportation Advisory Committee at their 02/26/2025 meetings.

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

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

2026 Unified List of Regional Transportation Priorities

Development Process

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

Target Completion Date: Sept 2024 (state) | Nov 2024 (Federal)

Month/week headers:

FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV
3 10 17 24	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24

Project List Development

Task	Timing / Milestones
(t1) Approve Existing Process & Criteria	CA (FEB 24); BA (MAR 3)
(t2) Finalize Process & Criteria	MAR 10 – MAR 24
(t3) Update Project Information Form	MAR 10 – MAR 24
(t4) Project Submittal Period—*new projects only*	APR 7 – APR 21
(t5) SRTC Project Review	JUN 2 – JUN 16
(t7) Develop Projects List	JUN 30 – SEPT 1; C (JUL 7); B (JUL 21); CA (AUG 25); BA (SEPT 1)

Legislative Priorities Development

Task	Timing / Milestones
(t8) Collect + Review Local Legislative Agendas	MAR 10 – APR 21
(t9) Develop State Leg Statements + Priority Areas	MAY 5 – AUG 25; B (JUL 21); CA (AUG 25); BA (SEPT 1)
(t10) Develop Federal Leg Statements + Priority Areas	AUG 4 – NOV 10; C (SEPT 22); B (OCT 6); CA (OCT 20); BA (NOV 10)

Final Unified List Packet Development

Task	Timing / Milestones
(t11) Finalize Project List + Unified List (State Version)	JUL 7 – SEPT 1; CA (AUG 25); BA (SEPT 1)
(t12) Finalize Unified List (Federal Version)	SEPT 1 – NOV 10; C (SEPT 22); B (OCT 6); CA (OCT 20); BA (NOV 10)

Project Deliverables

Task	Timing / Milestones
(d1) Project Evaluation Criteria	F (FEB 24); F (MAR 10)
(d2) Projects List	D (JUN 23); D (JUL 7); F (AUG 18); F (SEPT 1)
(d3) State Legislative Statements + Priority Areas	D (JUN 23); D (JUL 7); F (AUG 18); F (SEPT 1)
(d4) 2025 Unified List (State Version)	F (AUG 18); F (SEPT 1)
(d5) Federal Legislative Statements + Priority Areas	D (SEPT 22); D (OCT 13); F (OCT 27); F (NOV 17)
(d6) 2025 Unified List (Federal Version)	F (OCT 27); F (NOV 17)

Legend

TTC/TAC Items	SRTC Board Items	Deliverables
C — Information	B — Information	D — Draft
CA — Action	BA — Action	F — Final

Project Evaluation Criteria

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

30 POINTS

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

Question 1A (5 points)
▶ Does the project provide access within or between two or more regional/local activity centers?

Question 1B (5 points)
▶ If yes to 1A, does the project either: (A) contain active transportation or transit-supportive elements and improve access in a transit focused, mixed focus, or local activity center; or (B) contain freight-supportive elements and improve access in a freight or mixed focus activity center?

Question 2 (10 points)
▶ What is the forecasted 2045 employment density of transportation analysis zones (TAZ) within a 0.25 mile buffer of the project?

Question 3 (10 points)
▶ Is the project located on the FGTS? *Points scaled based on FGTS classification—T-1 through T-5.*

30 POINTS

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

Question 1 (15 points)
▶ Is the project identified in the local TIP (or Transit Development Plan) and/or Comprehensive Plan?

Question 2 (15 points)
▶ Is the project identified in other agency plans and/or has it gone through a documented public outreach process?

30 POINTS

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

Question 1 (10 points)
▶ Does the project incorporate electrification or other clean fuel strategies?

Question 2 (10 points)
▶ Does the project increase resilience by adding redundancy in areas of limited connectivity?

Question 3 (10 points)
▶ Does the project reduce air quality emissions or VHT/VMT? *This question relates to the State Vehicle Miles of Travel Targets Proviso.*

30 POINTS

OPERATIONS, MAINTENANCE & PRESERVATION

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

Question 1 (10 points)
▶ Does the project incorporate TDM/TSMO solutions or improve capacity without adding travel lanes or roadways? *Criteria relates to federal transportation performance management (TPM) requirements.*

Question 2 (10 points)
▶ Does the project improve NHS pavement/bridge condition or contributes to STA's adopted public transit asset management targets? *Criteria relates to federal TPM requirements.*

Question 3 (10 points)
▶ Does the project address a need identified in the SRTMC ITS Architecture Plan, SRTMC Implementation Plan, or local technology plan?

30 POINTS

SAFETY & SECURITY

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

Question 1 (15 points)
▶ Is the project identified in a state, regional, or local safety plan, or an approved prioritized list of safety projects?

Question 2 (15 points)
▶ What countermeasures does the project incorporate to address crashes that result in serious or fatal injury? If the project is a transit project, how does it contribute to STA safety targets?

30 POINTS

QUALITY OF LIFE

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

Question 1 (10 points)
▶ Is the project on the Regional Bicycle Priority Network and does it have a active transportation element(s); or does the project add a new pedestrian connection or feature beyond what is required for ADA compliance?

Question 2 (10 points)
▶ Is the project on the Regional Transit Priority Network and does it have a transit-supportive element(s)? *Examples include new/enhanced transit, bus stops, AT facilities, pavement work, signal improvements, TSMO improvements.*

Question 3 (10 points)
▶ Does the project extend or fill gap in one of the regional trails, or provide new active transportation connectivity to one of the regional trails? *Regional trails: Centennial, Children of the Sun, Ben Burr, Fish Lake, Millwood, and Appleway*

30 POINTS

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

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

Question 1 (10 points)
▶ Does the project directly benefit residents in an area of potential disadvantage or an area rated 7 or higher for overall environmental health disparities?

Question 2 (5 points)
▶ If yes to question one, has the project gone through a documented public outreach process, or has targeted engagement been conducted, with communities of potential disadvantage?

Question 3 (10 points)
▶ Does the project incorporate appropriate countermeasures to address safety issues, or contribute to STA safety targets, in an area of potential disadvantage or an area rated 7 or higher for overall environmental health disparities?

Question 4 (5 points)
▶ Does the project provide access, or increase transit frequency, between an area of potential disadvantage or an area rated 7 or higher for overall environmental health disparities and local/regional activity centers?

Spokane Regional Transportation Council

To: **Board Members**
From: **Lois Bollenback, Executive Director**
Topic: SFY 2026-2027 Unified Planning Work Program (UPWP) Development

Requested Action:

None. Materials are being presented for information and discussion.

Key Points:

- The SFY 2026-2027 Unified Planning Work Program (UPWP) is a foundational document that outlines the core functions, planning studies, technical support and other events and activities conducted by SRTC.

- SRTC staff are currently developing the next two-year work program for the state fiscal years (SFY) 2026-2027 (07/01/25 to 06/30/26). A draft document must be submitted to the Washington State Department of Transportation (WSDOT) by March 25, 2025.

- There are three primary types of activity that comprise the UPWP:

  - **Required Activities:** These are required under state and federal law as well as those activities needed to support basic operations of the agency. Examples include: meeting coordination and support for the Board and standing committees; financial management; personnel support; and the development and maintainance of a transportation model and Transportation Improvement Program (TIP).
  - **Ongoing Activities:** These activities are considered key functions of SRTC including, but not limited to: updates to key documents such as the Public Participation Plan; public outreach and events such as the Annual Transportation Summit; and data collection and management.
  - **Optional Activities:** This work is meant to enhance transportation in the region and are subject to the availability of staff time and/or budget. Previous examples include: development of the Resiliency Plan and the SMART Mobility Plan.

- SRTC staff forcasted staff time and budget needed to manage required and ongoing activities of SRTC and the capicity to execute additional, optional planning activities.

- Staff are seeking input and direction from members regarding the optional planning activities to include in the draft SFY 2026-2027 UPWP. See the attached **Supporting Information**. Once reviewed by WSDOT, the draft document will be presented to the Board for review in May and for adoption in June.

Board/Committee Discussions:

An overview of the UPWP development process was presented to the TTC and TAC on 01/22/2025 and to the SRTC Board on 02/13/2025. A discussion of potential activities occurred at the TTC and TAC on 02/26/2025.

Public Involvement:

SRTC Board and committee meetings are open to the public.

Staff Contact: Lois Bollenback, SRTC| lbollenback@srtc.org | 509.343.6370

Topic: SFY 2026-2027 Unified Planning Work Program (UPWP) Development

The following is a set of activities for consideration and recommendation for the SFY 2026-2027 UPWP.

Ongoing Activities		
Key Activity	**Key Action**	
Public Participation Plan Update	Public Outreach	This required document is updated periodically. The current plan is dated 2021. Our program has grown and we've hired a Communications Coordinator.
Public Outreach Events (Annual Summit)	Public Outreach	The Communication Coordinator seeks to add activities to promote the work of SRTC including lunch and learns and utilizing a communications platform.
Transportation Model Land Use Update	Data	As comprehensive plans are updated the land use element of the model will need to be updated (including roadway network & transit updates).
Economic Analysis of Priority Projects in the Region	Project Support	This activity is meant to support and advance regional priority projects included on the Unified List.
Data Program Process Development & Enhancement	Data	This involves est. a streamlined process for data collection, processing, visualization, and distribution, including system preservation needs for the region.
Initiate corridor supportive Planning for I-90	Planning	Work with stakeholders to assess needs for I-90 including parallel corridors, system preservation land-uses and ITS infrastructure.
Optional Activities (as recommended by SRTC staff)		
Transportation Model Updates Base-Year/Socio-Economic Data	Data	This involves a more comprehensive update of the underlying employment and population data (including roadway network & transit updates).
Incorporate Resiliency Planning Metrics into Project Evaluation	Project Support	Recommended through the Resiliency planning effort.
Update the High Injury Network Data Developed in the RSAP	Project Support	Safety data supports project funding grant applications as well as the SRTC Call for Projects. Periodic updates of that safety data is important for implementing RSAP.
Candidate Activities (as considered by SRTC staff)		
Transportation Model Training	Data	
Update Safe & Complete Street Policy	Planning	
Regional ITS Architecture Update	Planning	
Expand Traffic Counting Program	Data	
Investigate Establishment of a Port District	Project Support	

Spokane Regional Transportation Council

To: Board Members
From: Jason Lien, Principal Transportation Planner
Topic: Horizon 2050 Interactive Workshop

Requested Action:
None. For Information Only.

Key Points:
- SRTC is developing the region's next long-range transportation plan, known as Horizon 2050.
- To evaluate transportation investment options, SRTC is conducting a Needs Assessment. This will outline the universe of projects and programs to maintain and enhance the regional transportation system. To take this a step further, there is the longer-term direction of what we want our region to look like in 2050. Staff will explore the Board's vision for 2050 and perspective on critical transportation challenges.
- Staff will facilitate an interactive discussion on Board sentiments and priorities in topic areas such as regional growth, mobility, funding, safety, technology, and infrastructure.

Board/Committee Discussions:
Staff have previously presented on various components of Horizon 2050. This is the first interactive discussion workshop with the Board.

Public Involvement:
All SRTC committee and Board meetings are open to the public. Horizon 2050 has an active public outreach schedule.

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

Spokane Regional Transportation Council

To: **Board Members**
From: **David Fletcher, Principal Transportation Planner**
Topic: **Congestion Management Process (CMP) Update — Draft Report**

Requested Action:
None. For information and discussion.

Key Points:
- The congestion management process (CMP) is a systematic and regionally accepted approach for managing congestion that provides accurate and up-to-date information on the transportation system's performance and identifies strategies for congestion management that meet the region's needs.

- A CMP is federally required in metropolitan areas with a population exceeding 200,000, known as Transportation Management Areas (TMAs). As part of the metropolitan transportation planning process, SRTC is required to continuously monitor and improve the CMP.

- SRTC staff, with input from a multi-jurisdictional CMP working group, has updated the CMP to incorporate recent SRTC planning efforts, apply new data sources and analytics, and refresh the CMP's strategies for managing congestion in our region.

- As part of the update process, SRTC hosted a CMP corridor analysis and strategies workshop on 10/16/2024. During the workshop, the multi-jurisdictional CMP working group reviewed and provided feedback on the Toolkit of Strategies and Strategies Matrix. This feedback has been incorporated into the draft updates, which can be accessed at the following links: CMP Toolkit of Strategies, CMP Strategies Matrix.

- The draft 2025 CMP update report can be accessed by selecting this link.

Board/Committee Discussions:
The draft CMP was presented to the TTC and TAC for information and discussion at their 02/26/2025 meetings. The CMP corridor analysis and strategies were presented to TTC and TAC for information and discussion at their 12/18/2024 meetings. They were presented to the SRTC Board for information and discussion at their 01/09/2025 meeting.

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

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

Spokane Regional Transportation Council

To: Board Members
From: Ryan Stewart, Principal Transportation Planner
Topic: Vehicle Miles Travelled (VMT) Reduction Framework Update

Requested Action:

None. For information and discussion.

Key Points:

- The objective of the project is to develop a framework for SRTC to set regional per capita Vehicle Miles of Travel (VMT) targets based on what is feasible and likely to occur over the timeframe of long-range plans.
- The effort piggybacks on recommendations in the WSDOT VMT Targets – Final Report.
- Work to be undertaken as part of this project includes:
  - Summary of Best Practices from other jurisdictions and agencies
  - Setting targets
  - Recommend strategies to achieve targets
  - Conduct an equity analysis of the potential impacts of the VMT targets
  - Update the SRTC Comprehensive Plan Certification Manual to include:
    - VMT regional targets
    - Terminology updates for consistency with Horizon 2050
    - Updates to relevant state regulations including HB 1181
- A working group comprised of staff from member agencies has been assembled to review and provide input on the above work.
- A final report will be produced with the established targets and strategies to help achieve the targets.

Board/Committee Discussions:

The VMT Reduction Framework was presented to the TAC and TTC at their 02/26/25 meetings.

Public Involvement:

All committee and Board meetings where the VMT Reduction Framework is discussed are open to the public.

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

Spokane Regional Transportation Council

To: Board Members
From: Lois Bollenback, Executive Director
Topic: Executive Director's Monthly Report

Requested Action:
None. For information only.

Key Points:
Ongoing/Upcoming Events & Activities

- SRTC staff is currently promoting a public survey to solicit input regarding the development of the Horizon 2050 Metropolitan Transportation Plan: **https://www.surveymonkey.com/r/9BPXY79.**

- Staff also hosted public engagement events on the Eastern Washington University Campus (02/24/25),at the University District Catalyst Building (02/25/25), Spokane Liberty Park Library (03/04/2025) and Airway Heights Recreation Center (03/06/2025).

- Please help promote upcoming public meetings of SRTC to seek input on the development of transportation "needs" to support development of the Horizon 2025 long-range plan:
  - March 29 | 11:00 am to 3:00 pm – El Mercadito
  - April 1 | 5:00 pm to 6:30 pm - Spokane Valley Library
  - April 17 | 5:00 pm to 6:30 pm – Spokane Central Library
  - May 17 | 9:00 am to 1:00 pm – Liberty Lake Farmers Market

Transportation Funding – Awards & Opportunities

Program	Close Date	Available Funding	Agency
National Highway System (NHS) Asset Management Program *(federal funds with no local match required)*	04/11/2025	$100 m	WSDOT
FY26 Congressionally Directed Spending – Submissions are being accepted through Congressional Portals	Varies		

Staff Contact: Lois Bollenback, SRTC| lbollenback@srtc.org | 509.343.6370

Spokane Regional Transportation Council

Transportation Advisory Committee

ACTION ITEMS

CONSENT AGENDA

The consent agenda containing January TAC meeting minutes, the CTR Plan Update & the March TIP amendment was approved unanimously.

CY 2026 UNIFIED LIST DEVELOPMENT PROCESS & EVALUATION CRITERIA

Mr. Fletcher recommended SRTC Board approval of the 2026 Unified List Development Process and evaluation criteria, emphasizing its role in prioritizing regional transportation projects for funding. Due to the Horizon 2050 MTP update, this year's process will be expedited with no major changes, maintaining current evaluation criteria and waiving new submission forms for existing projects.

Mr. Barber made a motion to approve the CY 2026 Unified List Development Process & Evaluation Criteria as presented. Ms. Melby seconded the motion. The motion passed unanimously.

INFORMATION & DISCUSSION ITEMS

UNIFIED PLANNING WORK PROGRAM (UPWP) DEVELOPMENT OVERVIEW

Ms. Bollenback outlined the work requirements, ongoing and optional activities, and key changes in administration affecting the planning process. She reviewed the long-range plan, highlighting the need for flexibility in project inclusion. Discussions covered the transportation model update, and I-90 project concerns with DOT's role. The draft plan will be available for agency review, with public access expected by March 25.

TRANSPORTATION PERFORMANCE MANAGEMENT (TPM) – BRIDGE UPDATE

Mr. Redlinger explained TPM, NHPP, and IIJA, outlining their definitions and timelines. He reviewed bridge classifications, noting 307 bridges in the inventory, with 21 rated as poor and many fair bridges nearing deterioration. While the regional transportation network is not yet alarming, monitoring is essential.

CONGESTION MANAGEMENT PROCESS (CMP) UPDATE - DRAFT

Mr. Fletcher explained the federally required Congestion Management Process (CMP) for urban areas over 200K population, emphasizing its flexibility for regional adaptation. The regional objectives, approved in July 2023, align with MTP guiding principles and expanded data collection.

Spokane Regional Transportation Council

Transportation Advisory Committee

VEHICLE MILES TRAVELED (VMT) REDUCTION FRAMEWORK

Mr. Stewart outlined the project's scope to develop strategies for VMT reduction, incorporating best practices, data analysis, and scenario planning while emphasizing land use as a key factor. He highlighted ongoing workgroup engagement, and next steps in refining the framework.

AGENCY UPDATE AND FUTURE ITEMS

Ms. Creasy thanked committee members for attending in person and expressed excitement about the launch of the new website. Mr. Fletcher provided updates on public outreach events, potential federal reimbursement delays which may affect project delivery. He stated that SRTC is monitoring this and will keep the members updated if there are any changes.

Spokane Regional Transportation Council

Transportation Technical Committee

ACTION ITEMS

CONSENT AGENDA

The consent agenda containing January TTC meeting minutes, the CTR Plan Update & the March TIP amendment was approved unanimously.

CY 2026 UNIFIED LIST DEVELOPMENT PROCESS & EVALUATION CRITERIA

Mr. Fletcher recommended SRTC Board approval of the 2026 Unified List Development Process and evaluation criteria, emphasizing its role in prioritizing regional transportation projects for funding. Due to the Horizon 2050 MTP update, this year's process will be expedited with no major changes, maintaining current evaluation criteria and waiving new submission forms for existing projects.

Mr. Clark made a motion to approve the CY 2026 Unified List Development Process & Evaluation Criteria as presented. Ms. Hayes seconded the motion. The motion passed unanimously.

INFORMATION & DISCUSSION ITEMS

UNIFIED PLANNING WORK PROGRAM (UPWP) DEVELOPMENT OVERVIEW

Ms. Bollenback outlined the work requirements, ongoing and optional activities, and key changes in administration affecting the planning process. She reviewed the long-range plan, highlighting the need for flexibility in project inclusion. Discussions covered the transportation model update, and I-90 project concerns with DOT's role. The draft plan will be available for agency review, with public access expected by March 25.

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Spokane Regional Transportation Council

Transportation Technical Committee

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AGENCY UPDATE AND FUTURE ITEMS

Ms. Creasy thanked committee members for attending in person and expressed excitement about the launch of the new website. Ms. McMenamy provided updates on public outreach events, and stated there may be a potential federal reimbursement delay which would impact current and future projects. SRTC is monitoring this and will keep the members updated if there is any change.