

## Transportation Technical Committee Meeting

WEDNESDAY NOVEMBER 20, 2024 | 1:00 PM

**Hybrid In-Person/Online Meeting**

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SRTC Conference Room, 421 W Riverside Ave Suite 500, Spokane WA 99201

On Zoom at:

Join Zoom Meeting

<https://us02web.zoom.us/j/83378999930?pwd=LnbPh8FFeSrAGWE8zaAX7ExnSfFHph.1>

By Phone: 1-253-215-8782

Meeting ID: 833 7899 9930 Passcode: 399595

Find your local number: <https://us02web.zoom.us/j/kmj3mFDw6>

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Public comments are welcome and can be shared during the meeting or submitted in advance via email to [contact.srtc@srtc.org](mailto:contact.srtc@srtc.org) or by mail to 421 W Riverside Ave Suite 500, Spokane WA 99201 or by phone to 509.343.6370. The deadline to submit comments in advance is 10:00am the day of the meeting.

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

# Transportation Technical Committee (TTC) Meeting Agenda

Wednesday, November 20, 2024

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

# Spokane Regional Transportation Council – Transportation Technical Committee

October 23, 2024 | Meeting Minutes

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

## #1 Call to Order/Record of Attendance

Chair Trautman called the meeting to order at 1:03 pm

### In Attendance

#### TTC Members

Heather Trautman, *City of Airway Heights (Chair)*  
 Brett Lucas, *City of Cheney*  
 Luke Michels, *City of Liberty Lake*  
 Inga Note, *City of Spokane*  
 Colin Quinn-Hurst, *City of Spokane*  
 Kevin Picanco, *City of Spokane*  
 Adam Jackson, *City of Spokane Valley*  
 Jerremy Clark, *City of Spokane Valley*  
 Bob Turner, *City of Spokane Valley*  
 Sonny Weathers, *Small Cities/Towns Rep*  
 Brandi Colyer, *Spokane County*  
 Barry Green, *Spokane County*  
 Jami Hayes, *Spokane County*  
 Matt Zarecor, *Spokane County*  
 Margee Chambers, *Spokane Regional Clean Air*  
 Samantha Hennessy, *Spokane Regional Health District*  
 Karl Otterstrom, *STA*  
 Mike Pea, *WSDOT-ER*  
 Glenn Wagemann, *WSDOT-ER*

#### Guests

Sean Messner, *CivTech*  
 Paul Kropp  
 Wende Wilber, *Kittleson & Assoc.*  
 Jeff Frkonja, *RSG*  
 Steven Polunsky, *WA State Dept of Commerce*  
 Leann Yamamoto, *Spokane County*  
 Greg Figg, *WSDOT-ER*  
 Brian Brisendine, *City of Spokane*

#### SRTC Staff

Lois Bollenback, *Executive Director*  
 Eve McMenemy, *Deputy Executive Director*  
 Jason Lien, *Principal Transportation Planner*  
 Michael Redlinger, *Asso. Transportation Planner*  
 David Fletcher, *Principal Transportation Planner*  
 Benjamin Kloskey, *Asso. Transportation Planner*  
 Ryan Stewart, *Principal Transportation Planner*  
 Mike Ulrich, *Principal Transportation Planner*  
 Savannah Hayward, *Communications & PR Coord.*  
 Angel Jackson, *Admin-Exec Coord.*

## #2 Public Comments

There were no Public Comments.

## #3 TTC Member Comments

The members provided an update on the events happening within their organization.

## #4 Chair Report on SRTC Board of Directors Meeting

Ms. Trautman shared highlights of the SRTC Board meeting.

## ACTION ITEMS

### #5 Consent Agenda

a) September Minutes for the TTC Meeting

*Mr. Weathers motioned to approve the Consent Agenda as presented. Mr. Jackson seconded the motion. This motion was passed unanimously.*

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

Mr. Fletcher explained that this is the second year of developing both state and federal versions of the project list, a practice initiated in response to legislative feedback on improving its utility. He clarified that the draft list included in the packet does not add or remove any projects from the state version, which received Board approval in September. However, it does feature updated funding requests tailored to a federal audience, drawing on information from the project submittal forms.

*Mr. Jackson motioned to recommend board approval of the 2025 Unified List of Regional Transportation Priorities (Federal Version). Mr. Greene seconded the motion. The motion passed unanimously.*

## **INFORMATION & DISCUSSION ITEMS**

### **#7 2025 Transportation Improvement Plan (TIP) Guidebook - Draft**

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

He outlined the timeline for the 2025 Call for Projects, which includes final approval by the board in July along with a contingency list. A proposed revision to shift from a two-year to a three-year schedule for the separate preservation and maintenance call was introduced, suggesting a one-year offset to avoid inconsistencies in funding amounts. Mr. Stewart also noted a minor revision to the definition of administrative modifications changes to the total programmed amount of 30% or less. The updated meeting schedule reflects no TAC and TTC meetings in July and no board meeting in August, with the ability to process time-sensitive amendments as noted in policy 3.6.

Next steps include committees recommending Board approval of the 2025 guidebook in November, with final board approval in December.

### **#8 Smart Mobility Plan - Draft**

Mr. Lien introduced Wende Wilber, Sr. Principal Planner at Kittleson & Assoc., who provided an overview of the study's goals. She noted that five stakeholder meetings have been held, each with distinct objectives, emphasizing regional needs and the goal of integrating technology into transportation. Key objectives included advancing regional goals in transportation performance, creating a seamless mobility experience, using data to empower travelers, and developing strategies to attract, train, and retain talent. An assessment of technology evaluation criteria was posed with targeted questions.

Sean Messner, CivTech, then shared recommended strategies for near-term (1-5 years) projects, emphasizing improvements for broadband and traffic signal systems that would also support connected, automated vehicle capabilities and enhance corridor intelligence. He highlighted further implementation strategies such as land-use planning and monitoring initiatives by other agencies. On electric vehicle (EV) planning, he discussed regional zoning, building code updates, community education, and charging station installations. Mr. Messner also reviewed mid- to long-term (6-10 years) projects, including a curbside charging pilot, shared-use travel modes, and electric automated vehicles.

Ms. Wilber concluded with a focus on asset management and transportation demand management, aimed at reducing travel demand and supporting informed decision-making. She also reviewed planning for potential impacts and identified next steps.

#### **#9 Resiliency Plan - Draft**

Ms. Wilber, Sr. Principal Planner at Kittleson & Assoc., highlighted the Resiliency Plan goal, which aims to ensure the system can maintain essential services and recover swiftly to normal operations after disruptions. She reviewed various natural and human-made hazards that pose risks to the transportation system.

Jeff Frkonja, Market Leader at RSG Inc., discussed the methodology used to assess these risks, breaking it down into three steps: identifying, predicting, and analyzing potential hazards. He explained data inputs and how they inform the understanding of cause and effect in hazard events, specifically contrasting the impacts of earthquakes versus landslides and their effects on surrounding areas. He emphasized the importance of narrowing down specific areas for focused future actions, as some communities face more challenges in returning to normal operations after hazard events.

Ms. Wilber added that while most hazards are difficult to plan for, steps can be taken to improve resiliency, including asset management, strengthening critical facilities, revising design standards, enhancing mobility options, and adjusting maintenance practices to reduce hazard impacts. She then reviewed multiple strategies and actions and outlined next steps in advancing these resilience efforts.

#### **#10 SRTC Guiding Principle**

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

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

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

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

- Mr. Ulrich thanked members for attending the Transportation Summit
- Reminder of the updated meeting dates for November and December. Stated meeting invitations were sent via email and can also be found on the website.
- Mr. Ulrich informed the committee the Sandy Williams Connecting Communities Grant is currently accepting submissions. This grant program is meant to improve active transportation connectivity for people walking, biking, and rolling along and across current and former state and legacy highways. The deadline for submission is 10/31/24.

## **#12 Adjournment**

There being no further business, Mr. Jackson motioned the meeting adjournment, which was seconded by Mr. Weathers, to unanimous approval and adjournment at 2:15 p.m.

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Angel Jackson, Recording Secretary

DRAFT

To: Transportation Technical Committee

11/13/2024

From: Michael Redlinger, Associate Transportation Planner 3

**TOPIC: TITLE VI & ADA UPDATES**

**Requested Action:**

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

**Key Points:**

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

**Board/Committee Discussions:**

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

**Public Involvement:**

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

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

To: Transportation Technical Committee

11/13/2024

From: Michael Redlinger, Associate Transportation Planner 3

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

**Requested Action:**

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

**Key Points:**

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

**Board/Committee Discussions:**

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

**Public Involvement:**

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

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



## Attachment 1

### WSDOT Consolidated Grant Applications (2025-2027) - Recommended Ranking & Scoring Summary November 2024

#### Ranking Recommendation

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

#### Scoring Summary

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

\*Maximum score 25 points

#### Scoring Criteria

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

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

11/13/2024

**Requested Action:**

Recommend the Smart Mobility Plan for Board approval.

**Key Points:**

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

**Board/Committee Discussions:**

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

**Public Involvement:**

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

**Staff Contact:** Jason Lien, SRTC | [jlien@srtc.org](mailto:jlien@srtc.org) | 509.343.6370

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

11/13/2024

**Requested Action:**

Recommend the Resiliency Plan for Board approval.

**Key Points:**

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

**Board/Committee Discussions:**

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

**Public Involvement:**

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

**Staff Contact:** Jason Lien, SRTC | [jlien@srtc.org](mailto:jlien@srtc.org) | 509.343.6370

To: Transportation Technical Committee 11/13/2024  
From: Ryan Stewart, Principal Transportation Planner  
TOPIC: **CY 2025 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) GUIDEBOOK - RECOMMENDATION**

**Requested Action:**

Recommend Board approval of the CY 2025 TIP Guidebook.

**Key Points:**

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

**Board/Committee Discussions:**

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

**Public Involvement:**

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

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

To: Transportation Technical Committee

11/13/2024

From: Mike Ulrich, Principal Transportation Planner

**TOPIC: 2025 TRANSPORTATION TECHNICAL COMMITTEE OFFICERS ELECTION**

**Requested Action:**

None. For information and discussion.

**Key Points:**

- The Transportation Technical Committee (TTC) Bylaws state that the TTC shall annually select and recommend to the Board of Directors a member to act as TTC Chair and a member to act as TTC Vice-chair for a one-year term; the Chair and Vice-Chair cannot be from the same agency.
- A history of past year's Chair and Vice-Chair appointments going back to 2014 can be found in the following **Supporting Information**.
- Duties for the Chair and Vice chair are outlined in the [SRTC Transportation Technical Committee Bylaws](#), adopted by the SRTC Board on 06/09/22.

**Board/Committee Discussions:**

This is the first discussion of the 2025 TTC officers.

**Public Involvement:**

All meetings at which this topic will be discussed are open to the public.

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

## Supporting Information

### TOPIC: 2025 TTC OFFICER ELECTIONS

The TTC Chair will preside over TTC meetings and be responsible for communicating to the Board of Directors and SRTC staff on matters directed by the Board of Directors or TTC. The TTC Vice-Chair will perform all duties of the Chair during his or her absence.

- If the Chair vacates his/her position, the Vice-Chair fulfills the Chair's duties. As an ex-officio member of the Board of Directors, the TTC Chair or Vice-Chair shall make every attempt to attend all SRTC Board meetings.
- When serving at the SRTC Board of Directors meeting, the TTC Chair represents the TTC, not the agency of which they are employed.
- To align with the new SRTC Board of Directors appointments, once selected, the new officers will be immediately seated at the 12/12/24 TTC meeting so they may represent the committee at the 01/09/25 Board meeting.
- [TTC Bylaws](#), adopted by the SRTC Board in June 2022, state that the officers of Chair and Vice Chair shall rotate on a yearly basis among the following parties:

City of Spokane  
WSDOT  
Spokane County  
Airway Heights, Cheney, Liberty Lake, Tribes, SIA, or Small Towns Representative  
Spokane Transit Authority  
City of Spokane Valley

- The Chair and Vice Chair rotation for the past 10 years has been as follows:

Year	Chair	Agency	Vice Chair	Agency
2024	Heather Trautman	City of Airway Heights	Barry Greene	Spokane County
2023	Char Kay	WSDOT	Heather Trautman	City of Airway Heights
2022	Inga Note	City of Spokane	Char Kay	WSDOT
2021	Adam Jackson	City of Spokane Valley	Inga Note	City of Spokane
2020	Karl Otterstrom	Spokane Transit Authority	Adam Jackson	City of Spokane Valley
2019*	Karl Otterstrom	Spokane Transit Authority	Adam Jackson	City of Spokane Valley
2019**	Sean Messner	Spokane County	Karl Otterstrom	Spokane Transit Authority
2018	Mike Tedesco	Spokane Tribe of Indians	Sean Messner	Spokane County
2017	Brandon Blankenagel	City of Spokane	Mike Tedesco	Spokane Tribe of Indians
2016	Heleen Dewey	Spokane Regional Health Dist	Brandon Blankenagel	City of Spokane
2015	Harold White	WSDOT	Heleen Dewey	Spokane Regional Health Dist
2014	Andrew Staples	City of Liberty Lake	Harold White	WSDOT

\*September-December 2019 \*\*January -August 2019