

MEMORANDUM

Date: October 5, 2017
To: Members of the SRTC Board of Directors
From: Mayor Tom Trulove, Chair
Subject: Meeting Notification and Transmittal of Meeting Agenda

Meeting Date: October 12, 2017

Time: 1:00 p.m.

Location: SRTC Office, The Paulsen Center Building
421 W Riverside Ave Suite 504, Spokane WA 99201

The next SRTC Board meeting will be held at the SRTC office at the time and place noted above. The agenda and supporting information are enclosed for your review.

The SRTC offices are located in the Paulsen Center building on east side of the fifth floor. Paid parking is available in many surface parking lots in the surrounding area. Please contact Julie Meyers-Lehman at the SRTC office if you have questions about parking.

The Paulsen Center Building is two blocks east of the STA Plaza and served by all Spokane Transit routes. Please refer to STA's website for routes to the Paulsen Center building here: <https://www.spokanetransit.com/>

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 at least 48 hours in advance.

Meeting Notification

Spokane Regional Transportation Council Board Agenda

Date: October 12, 2017	Time: 1:00 p.m.
Location: SRTC, 421 W Riverside Ave, Suite 504, Spokane WA 99201	

1. Call to Order
2. Roll Call / Record of Attendance / Excused Absences
3. Public Comments
4. Executive Director's Report (*Sabrina Minshall*) Page 3
 - a) 2017 Quarterly Budget Update (Jul, Aug, Sep) (*Greg Griffin*) Page 5
5. **Action - Consent Agenda**
 - a) September 14, 2017 Meeting Minutes Page 7
 - b) September 2017 Vouchers Page 12
 - c) 2017-2020 Transportation Improvement Program (TIP) Page 13
October Amendment (*Anna Ragaza-Bourassa*)
6. **Special Presentation** – Community Indicators n/a
(*Dr. Pat Jones, Eastern Washington University*)
7. **Special Presentation** – Intelligent Transportation Systems (ITS) 101 n/a
(*Les Jacobsen, VP & Senior ITS Manager, WSP-USA*)
8. **Action** – Spokane Regional Traffic Management Center (SRTMC) Leadership – n/a
Appoint Committee (*Harold White, WSDOT*)
9. **Action** – 2018-2021 Transportation Improvement Program Page 17
(*Anna Ragaza-Bourassa*)
10. **Information & Discussion**
 - a) Horizon 2040 Strategies (*Eve Nelson*) Page 23
 - b) Public Participation Plan Update (*Staci Lehman*) Page 57
11. Future Agenda Items
12. SRTC Board Comments
13. Executive Session Related to Discussion of Agency Matters with Legal Counsel under RCW 42.30.110 (1)(i)
14. Adjournment

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MEMORANDUM

DATE: October 5, 2017
TO: Members of the SRTC Board of Directors
FROM: Sabrina Minshall, Executive Director
SUBJECT: SRTC Board Strategic Planning Workshops

A summary of the SRTC Board Strategic Planning Workshop held on September 27, 2017 is attached for your review (see **Attachment**). Eleven members of the Board of Directors attended. Please review the summary and provide any feedback to the questions outlined in the document.

For each of the strategies identified, SRTC staff is working on task level detail to bring to the next SRTC Board Strategic Planning Workshop on **October 26, 2017 at 1:00 p.m.** This information will include implications to our resources, pros and cons, and feedback received from member agencies.

These strategies and tasks will then be discussed, refined, and prioritized by the Board. Involvement and attendance by Board members is crucial. The agreed upon strategies and tasks will feed into SRTC's Fiscal Year (FY) 2018 budget, the FY 2019 Unified Planning Work Program (UPWP) and budget, in addition to future years' efforts.

If there are any questions, please contact me at (509) 343-6370. Your contribution to this important effort is truly appreciated.

Introduction & Purpose

SRTC is interested in evaluating its strategies so the organization can focus on priority tasks over the next three years. With a new Director and an updated Horizon 2040 plan nearly complete and slated for adoption in December, SRTC is poised to focus on what it can do to continue emphasizing its federal and state requirements while building greater capacity for regional transportation strategies and governance.

This strategic plan exercise is timely in terms of what is occurring nationally in transportation. The region is challenged to meet the needs of emerging growth in urban, suburban, and rural areas. The federal government's role in transportation is being discussed as funding challenges are exacerbated due to a rise in fuel-efficient vehicles and taxing structures that have been relatively unchanged for decades. New technologies are emerging that have the potential for widespread paradigm shifts. Effectively articulating these impacts and responding to them will pose opportunities and challenges for SRTC and its member agencies as they work to respond to the needs of the people of the Spokane region.

Convening

The strategic plan will be comprised of September and October sessions with the Board and SRTC staff. The focal point of the September session was a discussion with the Board to build consensus as to what SRTC's priorities should be and what the steps should be taken implement those priorities. The workshop was organized into the following modules:

- **Introduction:** Summary of strategic plan purpose and getting to know the context of the region.
- **Meeting New Challenges in Transportation:** Identifying the challenges faced by SRTC and the region to understand what role an MPO plays in addressing them.
- **Focus Question & Priority Ideas:** The group was asked to work in groups of two to brainstorm ideas for implementation, prioritize those ideas among the small groups, and present them to the attendees for discussion. These ideas were organized in to common themes, such as board and staff capacity, technical services, programming and prioritization, and collaboration (See Table 1).
- **Reflection & Next Steps:** To close the day, participants were asked to reflect on what they learned that day about the effort and about other stakeholders around the table.

Priority Action Steps

In getting the Board attendees to consider what comes next, they were asked to take 10 minutes to brainstorm as many answers as possible to the following Focus Question.

- **Focus Question:** What are things SRTC should do in the next 3 years to strengthen its mission and serve as a technical resource to the region's member agencies (elected officials and staff), businesses, residents, and visitors? Things that will:
 - Maintain compliance with federal regulations and the financial stability of the organization
 - Promote a regional dialog among diverse member agencies
 - Integrate regional modal plans to strengthen 2040 plan
 - Build capacity and awareness among member agencies
 - Link transportation and land use decisions
 - Provide technical support to member agencies
 - Promote targeted public involvement efforts

SRTC Strategic Plan – September Board Workshop Summary

- Be flexible enough to support a variety of local needs
- Help the region allocate resources more efficiently

The purpose of the Focus Question is to get participants beyond broader goals and objectives in order to define a set of tangible actions that are:

- **Meaningful:** They relate to required duties of SRTC and will meaningfully improve the state of transportation in the region.
- **Manageable:** It's possible to achieve them the next 3 years and SRTC staff have support from a Board that is vested in the outcomes.
- **Measurable:** The advancement of the effort can be tracked through qualitative and quantitative methods in order to gauge successes and challenges, while also reporting on the outcomes to funding sources, elected officials, and others.

The 11 Board participants generated more than 60 individual responses to this Focus Question. Groups of two were asked to compare their lists and identify 3 priorities from the list. After presentation, organization into common themes, and paring down individual lists, more than 20 specific action items emerged. The specific action items are summarized in Table 1.

Table 2: Themes & Priority Ideas

Board & Staff Capacity	Technical Support & Analysis
<ul style="list-style-type: none"> ● Educate board on emerging issues and discuss their impacts on the region ● Develop people: the staff, board, and committees ● Identify best practices for SRTC roles ● Build capacity to position SRTC to have a greater voice in the region on topics of transportation, economic development and land use 	<ul style="list-style-type: none"> ● Focus on fulfilling federal and state requirements ● Employ a transportation systems approach to technical analysis ● Provide additional data and analysis to member agencies on topics such as cumulative impact analysis and an improved model
Prioritization & Programming	Collaboration
<ul style="list-style-type: none"> ● Develop better measures that SRTC will commit to in terms of prioritization of projects ● Think in terms of corridors, not boundaries ● Accelerate the delivery of projects and promote accountability measures for entities that receive SRTC funding 	<ul style="list-style-type: none"> ● Convene and align transportation and economic development interests ● Find more effective ways to communicate SRTC's role in the region ● Recognize that greater collaboration will lead to greater funding opportunities ● Prepare the region to be less reliant on federal and state funding sources

SRTC Strategic Plan – September Board Workshop Summary

What's next?

The consultant and SRTC staff began organizing these strategies into a more cohesive set of strategies that will be outlined with the following information:

- Defining the strategy and its purpose
- What does this matter?
- The items or tasks needed to implement the strategy
- Likely partners, if needed
- How to measure success

The Board will reconvene on October 26th to review the more detailed action items that SRTC staff identified to carry out this set of priority ideas.

MEMORANDUM

DATE: October 12, 2017

TO: Members of the SRTC Board of Directors

FROM: Greg Griffin, Administrative Services Manager

SUBJECT: CY 2017 Quarterly Budget Update (Third Quarter- July through September)

Summary

Each year, SRTC develops an annual budget outlining the anticipated revenues and expenditures for the upcoming year. SRTC reports on a cash basis, which provides a snapshot in time of the agency's revenues and expenditures. The Revenues portion includes funds received in Calendar Year (CY) 2017 that were for CY 2016 expenditures. The attached spreadsheet provides a summary for the Third Quarter of CY 2017 budget, actual revenues received in 2017 and actual CY 2017 expenditures. The following is a brief summary of specific issues related to revenues and expenditures:

Revenues:

Through the Third Quarter of CY 2017 (July - September), SRTC collected 68% of anticipated revenues for the year. SRTC received an additional \$29,000 in RTPO funds at the end of the WA State biennium from unspent funds from other RTPO's. All SRTC members have paid their 2017 dues.

Expenditures:

Through the Third Quarter of CY 2017 (July - September), SRTC spent 71% of total anticipated expenditures.

- Personnel Expenditures: Total personnel expenditures were \$840,645 through Third Quarter, or 71% of the CY 2017 budget amount.
- Contractual and Professional Services: Total services expenditures were \$76,384 year-to-date, or 87% of the total budget amount.
 1. Moving Expenses for new staff greater than budgeted. It is anticipated that savings elsewhere will more than cover the difference.
 2. State Audit Charges paid in Q3.
- Materials and Services: Total materials and services expenditures were \$81,400 year-to-date, or 72% of the total budget amount.
 1. Property and Liability Insurance paid in August.

