

MEMORANDUM

Date: November 1, 2018
To: Members of the SRTC Board of Directors
From: Commissioner Al French, Chair
Subject: Meeting Notification and Transmittal of Meeting Agenda

Meeting Date: November 8, 2018

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@src.org at least 48 hours in advance.



Board of Directors Meeting Agenda

Date: November 8, 2018	Time: 1:00 pm
Location: SRTC, 421 W Riverside Ave (The Paulsen Building) Suite 504, Spokane WA	

1. Call to Order
 2. Roll Call / Record of Attendance / Excused Absences
 3. Public Comments
 4. Executive Director's Report (*Sabrina Minshall*)
 5. **Action – Consent Agenda**
 - a) October 11, 2018 Meeting Minutes Page 3
 - b) October 2018 Vouchers Page 7
 - c) Interlocal Agreement with Association of Washington Cities Page 8
 6. **Action – Re-appointment of Major Employer and Rail Representatives on SRTC Board** (*Chair Al French*) Page 24
 7. **Action – Coordinated Public Transit-Human Services Transportation Plan** (*Jason Lien*) Page 25
 8. **Action – 2018 Call for Projects: Project Programming Selection** (*Sabrina Minshall & Anna Ragaza-Bourassa*) Page 27
 9. **Action – Performance Measures Target Setting** (*Eve Nelson*) Page 31
 10. **Information & Discussion - FY 2019 Budget and FY 2019 Indirect Cost Plan** (*Sabrina Minshall & Greg Griffin*) Page 38
 11. **SRTC Board Comments**
 12. **Adjournment**
- Attachments
- Future SRTC Board of Directors Meeting Agenda Items Page 66
 - Transportation Advisory Committee – August minutes & October summary Page 67
 - Transportation Technical Committee –September minutes & October summaries Page 71

MEETING MINUTES

Spokane Regional Transportation Council Board
Thursday, October 11, 2018
SRTC Office, 421 W Riverside Ave, Ste 504, Spokane WA

1. **Call to Order** – Vice Chair Steve Peterson, sitting in for Chair Al French, brought the meeting to order at 1:05 p.m.

2. **Roll Call/Record of Attendance – Excused Absences**

Board Members Present

Dee Cragun, Small Cities/Towns Representative
Lori Kinnear, City of Spokane Council Member
Larry Krauter, Spokane Airports
E. Susan Meyer, Spokane Transit Authority
Paul Schmidt, City of Cheney Council Member
Josh Kerns, Spokane County Commissioner
Mike Tedesco, TTC Chair

Mayor Steve Peterson, City of Liberty Lake
Larry Stone, Major Employer Representative
Joe Tortorelli, WA State Transportation Commission
Kennet Bertelsen, TAC Chair
Matt Ewers, Freight/Rail Representative
Arne Woodard, City of Spokane Valley Council Member

Board Alternates Present

Larry Larson, WSDOT

Albert Tripp, City of Airway Heights

Guests Present

Sara Kern, Citizen
Char Kay, WSDOT-Eastern Region
Brandon Blankenagel, City of Spokane
Katherine Miller, City of Spokane

Ben Wick, City of Spokane Valley
Adam Jackson, City of Spokane Valley
Paul Kropp, Citizen
Stanley Schwartz, Legal Counsel

SRTC Staff Present

Sabrina Minshall Executive Director
Staci Lehman, Communications Coordinator
Jason Lien, Senior Transportation Planner
Greg Griffin, Administrative Services Manager

Anna Ragaza-Bourassa, Senior Transportation Planner
Mike Ulrich, Senior Transportation Planner
Tristan De Alwis, Data Scientist
Julie Meyers-Lehman, Administrative Assistant

Vice Chair Peterson read the names of the following members who have requested an excused absence from this meeting: Kate Burke and Joe Tortorelli.

Ms. E. Susan Meyer made a motion to excuse the absences. The motion was seconded by Ms. Dee Cragun and passed unanimously.

3. **Public Comments** - There were no public comments.

4. **Executive Director's Report**

Ms. Minshall spoke about:

- Working with the Board Administrative Committee toward separating from the City of Spokane and procuring benefits for staff through the Washington Association of Cities. She said the agency is getting close to finalizing a plan.
- SRTC hosted the statewide Commute Trip Reduction Board for a recent meeting and discussed funding and different approaches to cutting down on the drive-alone rate.
- Attending the AMPO conference in San Antonio, along with staff members Eve Nelson and Anna Ragaza-Bourassa in September. She said the Performance Measurement and Target Setting session was helpful as it made it clear everyone is uncertain about what is happening with those

topics. She said, of the 65 Metropolitan Planning Organizations represented, only about ten were setting their own targets, and eight of those were in the safety category.

- Hosting the American Planning Association Washington Chapter conference in Spokane in September, including partnering with APA to bring Governor Parris Glendening here as part of SRTC’s Education Series.
- The November Board agenda being very full and the need to have a quorum at that meeting.
- The Washington State Department of Transportation’s included in the governor’s budget a request of an additional \$3.5 million for Regional Transportation Planning Organization (RTPO) planning. SRTC will be working with all of the other RTPO’s in an effort to review the RTPO funding formula in the event more funding is made available.

5. Consent Agenda – (5a) Minutes of the September 13, 2018 Board Meeting, (5b) September 2018 Vouchers, and (5c) 2018-2021 Transportation Improvement Program (TIP) October Amendment

Mr. Stone made a motion to approve the Consent Agenda as presented. Mr. Woodard seconded the motion, which passed unanimously.

Recap for September, 2018:			
Vouchers: V120718 to V120745			46,400.77
Salaries/Benefits Warrant Nos.	467987-467998, 470361-470372		87,586.87
Interfund, other expenses, and reimbursements processed directly by the City of Spokane			284.50
			134,272.14

6. 2019-2022 Transportation Improvement Program (TIP)

Ms. Anna Ragaza-Bourassa gave an overview of the Transportation Improvement Program (TIP) that will go into effect in January of 2019. The program includes 97 projects, with seven being new to this TIP. Two projects were removed after the draft TIP went out to public comment last week as they were deemed to be ineligible. The total amount to be invested is \$796 million in the next four years. That doesn’t include the call for projects that SRTC is just wrapping up. The projects chosen to be funded will be amended into the TIP in January.

The TIP went out to a 30-day public comment period and a public meeting was held in September. Comments were received from two members of the public. One was that there is no glossary of terms or acronyms so one was added as an appendix.

Ms. Ragaza-Bourassa asked for the Board to approve resolutions 18-02 Air Quality Conformity and 18-03 approving the 2019-2022 TIP.

Ms. Cragun motioned to approve the 2019-2022 TIP. Mr. Paul Schmidt seconded the motion, which passed unanimously.

7a. 2019-2022 TIP: New Project Selection- Discussion & Input on Programming

Ms. Ragaza-Bourassa reminded Board members that a call for projects was released in March of 2018 and the Board selected a prioritized list of projects in August. That was followed by a 30-day public comment period in September. The submitted projects were ranked and prioritized using criteria from the Guiding Principles of Horizon 2040. Prioritization allows SRTC to be strategic and leverage other external funding sources in order to be more competitive.

Ms. Ragaza-Bourassa said SRTC has been pursuing a partial project funding strategy where not all projects receive full funding and there is the ability to leverage other sources. However, this can create challenges such as requiring local match money and the lack of a guarantee that future funding won’t change as priorities change.

In total, there is \$28.2 million available through the call for projects including from programs like CMAQ, STBG, STBG Set Aside and STBG capital programs. This does not include the off the top amounts decided in March.

Ms. Minshall said the first methodology used in the call for projects was input from the TTC and TAC and the Board adopted prioritized list of projects. Other inputs included funding source criteria, geography, timing of funding/obligation and ability to leverage other funds.

Ms. Minshall used an example of leveraging funding as Spokane Valley where a large corridor project was broken into phases. She said what she is looking for today is questions, concerns or input. Mr. Schmidt said he likes this method for stretching resources. He said it makes us more of an interactive partner and more responsive in the long run.

Ms. Meyer asked if the Board is going to hear from the TAC and TTC about the process for discussing the City of Spokane project on Riverside? Ms. Minshall said the TAC and TTC will make a formal recommendation to the Board at the end of this month. There were concerns over whether Riverside is regionally significant. It isn't an arterial and the section included in the call for projects recommendation is not part of the Central City Line. There is a discrepancy between the Metropolitan Transportation Plan and other plans about regional significance. Ms. Minshall said there is nothing in the call for projects that requires projects to be regionally significant. This has been worked out and doesn't need to be addressed in this call for projects.

Ms. Lori Kinnear asked if partially funded projects will be required to complete the full scope of the projects. Ms. Minshall said yes.

7b. Performance Target Setting Update

Ms. Eve Nelson said staff has been working for several years now to set performance targets. She is looking at current conditions, applying what we know now as far as investments and strategies, then determining expected conditions for 2022. Expected conditions will be called "targets" from now on.

She said, for the most part, the federally mandated target methods will stay the same. But as data collection becomes more refined over time, one area that might change significantly is pavement condition that is not on the interstate system. That is because some of the data set is intermittent. Additionally, the data collection and reporting methods differ from what area jurisdictions are all using for measuring pavement condition. This means what the federally mandated data will tell a slightly different story than the locally-collected data.

Ms. Nelson said the question is, is there a higher responsibility to not go with WSDOT's targets and set our own?

Mr. Larry Stone said we will be planning for worse and worse truck rate times if we follow the state's numbers and that the goal of zero fatalities feels unrealistic. Especially considering that we are planning for worse pavement condition. He said it feels a little ridiculous voting for this kind of thing.

Mr. Schmidt asked if we have to support state targets to continue to receive federal funds. Ms. Nelson said for now we will continue to receive federal funds whether we set our own targets or support the state's, but something has to be decided by November 15.

Mr. Schmidt said it is risky to go off on our own. Ms. Kinnear asked if there is a penalty for not meeting a target. Ms. Minshall said there won't be a penalty to the MPO but there will be one for the state in some areas.

Mr. Larry Krauter suggested a hybrid strategy where, if a local target falls below the state's number, we use the state target but if our number is above the state's, we use our own.

Ms. Minshall said these targets are not a goal of what we want to achieve but numbers of where we expect to be by 2022.

Mr. Larry Larson said that if we set more optimistic or higher standards than the state's numbers, there's a risk we may not hit that target, which could eventually affect our funding. He recommended, at least this time, going with the state's targets.

Mr. Albert Tripp said he supports Mr. Krauter's idea of a hybrid set of targets. Mr. Woodard challenged WSDOT to come back in November with more of an idea what kind of additional work we would create by changing numbers. Mr. Kennet Bertelsen asked what the reward is of adopting our own numbers. Ms. Nelson said maybe indicating that our conditions are better and we're raising the bar. Mr. Bertelsen said we can still show that by tracking the numbers regionally, without the risk of going off on our own.

Mayor Peterson asked Ms. Nelson to come back with a hybrid scenario in November.

8. FY 2018 3Q Budget Update and Coordinated Public Transit- Human Services Transportation Plan

Ms. Minshall said there are memos in the packet on these topics but there won't be presentations due to limited time. She said the Coordinated Public Transit-Human Services Transportation Plan will come before the Board for adoption in November.

9. SRTC Board Comments

Mayor Peterson said Saturday is the last day of Liberty Lake's Farmer's Market and invited everyone to come to it. Ms. Kinnear said she is receiving an advocacy award from Spokane Preservation Advocates for her work on historic preservation. Ms. Meyer mentioned the Kendall Yards bus pass program where the developer will pay for passes for anyone who lives or works there. Ms. Meyer said this is the first time she's heard of a developer doing this.

9. Adjournment - There being no further business, the meeting adjourned at 2:27 pm.

Staci Lehman
Recording Secretary

VOUCHERS PAID FOR THE MONTH OF OCTOBER 2018

As of November 1, 2018, the Spokane Regional Transportation Council approves the payment of the October 2018 vouchers included in the list in the amount of: **\$ 125,075.68**

Chair

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
9/26/18	V120746	Diamond Plaza LLC	Paulsen Center Suite 500/504 Rent for October 2018	6,779.90
	V120747	Washington Trust Bank	Office splys; Staff Reg's/airfares/lodging Conf's; mtg snacks; Conf Calls	3,942.67
10/2/18	V120748	Standard Printworks	September Monthly Messaging	36.37
	V120749	Visionary Communications, Inc.	Fiber Services, October 2018	953.31
	V120750	Verizon Wireless	IT Svcs: Wireless Svcs E.D. Phone & Public Outreach Tablets, 9/24/18-10/2/18	87.78
10/5/18	V120751	Eve Nelson	EN per diem for WSDOT Infrastructure & Systems mtg, Olympia, WA 10/2/18	33.00
	V120752	Eastern WA University	Registration for Corporate Project Management Class for eight SRTC Staff	4,000.00
	V120753	WA State Dept of Retirement	Employee and Employer Contributions: September 2018	13,829.93
10/9/18	V120754	Spokesman Review	Public Notices for TIP, TTC mtgs, Education Series	169.28
	V120755	Konica Minolta Business Solutions	Lease - Copier: October 2018; Usage September 2018	293.14
	V120756	Intrinium	Managed IT Services - September 2018	1,845.00
	V120757	Integra	Telephone: Lines to 11/7/18 and Long Distance for September 2018	511.82
	V120758	Spokane County Treasurer	ESRI Software Support - September 2018	800.07
	V120759	Intrinium	Network Remediation: Project Meetings, Switch Configuration, Firewall, Migration	3,723.33
10/24/18	V120760	Witherspoon Kelley Attnys	Legal Services for September 2018 - Admin	1,012.00
	V120761	Sabrina Minshall	SM mileage reimburse for 7/2/18 to 9/27/18	103.55
		Spokane, City of - Salaries/Benefits	Pay Periods Ending: 10/06/18 and 10/20/18	87,364.16
		Spokane, City of - MIS	IF DP Services: July 2018	284.50
		Spokane, City of - Accounting	IF Accounting Services Q-4 2018	1,805.87
		WSDOT Eastern Region	Reimburse Portion of Dr. Clay Fee	(2,500.00)
TOTAL OCTOBER 2018				125,075.68

Recap for October 2018:		
Vouchers: V120746 to V120761		38,121.15
Salaries/Benefits Warrant Nos.	472708-472719 & 475076-475087	87,364.16
Interfund, other expenses, and reimbursements processed directly by the City of Spokane		(409.63)
		125,075.68

MEMORANDUM

DATE: November 1, 2018

TO: Members of the SRTC Board of Directors

FROM: Sabrina Minshall, AICP SRTC Executive Director

SUBJECT: Resolution R-18-04, Interlocal Agreement with Association of Washington Cities

Summary

At the July 2018 SRTC Board meeting, the SRTC Board of Directors passed Resolution R-18-01 authorizing the SRTC Board Chair and/or Executive Director to execute all necessary and reasonable documents to obtain employee benefits in form and content similar to those which presently exist for eligible SRTC employees.

The Executive Director, along with the SRTC Board Administrative Committee has extensively researched employee benefits options from vendors other than the City of Spokane. It has been determined that the Association of Washington Cities offers employee benefits the most similar to existing benefits at the most reasonable cost.

In order for SRTC to obtain Employee Benefits beginning January 1, 2019, it is necessary to enter into the Interlocal Agreement with Association of Washington Cities. The Association of Washington Cities requires an additional resolution by the Board of Directors agreeing to the terms and conditions of the attached Interlocal Agreement with AWC.

Public Involvement

None.

Requested Action

Approval of Resolution R-18-04 as part of the Consent Agenda.

RESOLUTION
of the
POLICY BOARD
of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL OF WASHINGTON

R-18-04 SRTC

**APPROVING THE
INTERLOCAL AGREEMENT WITH ASSOCIATION OF WASHINGTON CITIES**

WHEREAS, the Spokane Regional Transportation Council ("**SRTC**") is an independent entity operating pursuant to an Interlocal Agreement authorized under RCW Chapter 39.34;

WHEREAS, SRTC employs individuals, who as part of their compensation, receive employee benefits such as medical and dental insurance, life insurance and other benefits ("**Employee Benefits**");

WHEREAS, since the establishment of SRTC, the City of Spokane has been providing Employee Benefits through plans and programs authorized by the City of Spokane;

WHEREAS, the Executive Director, along with the SRTC Management Committee has reviewed and explored obtaining Employee Benefits from vendors other than the City of Spokane; and has determined that Employee Benefits from Association of Washington Cities provides benefits the most similar to existing benefits at the most reasonable cost.

WHEREAS, in order for SRTC to obtain Employee Benefits beginning January 1, 2019, it is necessary to enter into the Interlocal Agreement with Association of Washington Cities.

NOW, THEREFORE, it is hereby resolved by the SRTC Board of Directors the following:

1. Pursuant to Section 10.2 the terms and conditions of the Interlocal Agreement with Association of Washington Cities are accepted.
2. This Resolution is effective on the date set forth below.

**ASSOCIATION OF WASHINGTON CITIES EMPLOYEE BENEFIT TRUST
HEALTH CARE PROGRAM
INTERLOCAL AGREEMENT**

This Agreement is made and entered into in the State of Washington by and among the Association of Washington Cities Employee Benefit Trust (the "Trust") and cities and towns, and non-city entities organized and existing under the Constitution or laws of the State of Washington and who are members of the Trust ("Participating Cities and Towns," or "Participating Non-City Entities"), all of whom are signatories to this Agreement.

RECITALS

WHEREAS, the Trust is an entity to which contributions by Participating Cities and Towns and Non-City Entities (defined below) and Participating Employees (defined below) are paid and through which the Board of Trustees provides one or more insured health and welfare benefit plans or programs to Participating Employees, their covered dependents and other beneficiaries ("Beneficiaries"), on whose behalf the contributions were paid; and

WHEREAS, the Trust qualifies as a voluntary employee beneficiary association within the meaning of Section 501(c)(9) of the Internal Revenue Code ("VEBA"), providing for the payment of life, sick, accident or other benefits to Beneficiaries; and

WHEREAS, the Trust and the Participating Cities and Towns have determined that it is in the best interest of Participating Cities and Towns to jointly self-insure certain health benefit plans and programs for Beneficiaries through a designated account within the Trust, while at the same time having the Trust continue as the entity to which health and welfare benefit plan or program contributions are paid and through which insured health and welfare benefit plans and programs are provided to Beneficiaries; and

WHEREAS, it appears economically feasible and practical for the parties to this Agreement (defined below) to do so; and

WHEREAS, Chapter 48.62 RCW provides that two or more local government entities may, by Interlocal agreement under Chapter 39.34 RCW, jointly self-insure health benefit plans and programs, and/or jointly hire risk management services for such plans or programs by any one or more of certain specified methods; and

WHEREAS, each local government entity that is a signatory hereto, as required by WAC 200-110-030, acts upon the authority of a resolution adopting this Agreement and the Health Care Program (defined below) created herein;

NOW, THEREFORE, for and in consideration of all of the mutual benefits, covenants and agreements contained herein, the parties hereto agree as follows:

ARTICLE 1

DEFINITIONS

The following are definitions of terms used in the Agreement. Unless indicated otherwise, other terms are defined where they are first used. Defined terms are capitalized when used in the defined context.

- 1.1 **Agreement** means this Interlocal Agreement entered into under the authority of Chapter 39.34 RCW and as required by RCW 48.62.031(2) between the Trust and Participating Employers.
- 1.2 **Association of Washington Cities** or **AWC** means the Association of Washington Cities, a not-for-profit membership association established pursuant to the laws of the state of Washington for the purpose of providing various services to and on behalf of its member cities.
- 1.3 **Association of Washington Cities Employee Benefit Trust** or the **Trust** means the trust and all property and money held by such entity, including all contract rights and records, established for the sole purpose of providing life, sick accident or other health and welfare benefits to Participating Employees, their covered dependents and other beneficiaries, and which is approved by the Internal Revenue Service as a VEBA.
- 1.4 **Employee Benefits Advisory Committee** or **EBAC** means the committee defined in Article V of the Trust Agreement that may be delegated responsibility by the Board of Trustees, including but not limited to: overseeing the operations of the Health Care Program, analyzing and developing annual premium levels and benefit coverage changes for recommendation to the Board of Trustees and performing other duties necessary to ensure that the needs of Participating Employers are met and the long-term financial health of the Health Care Program is maintained.
- 1.5 **Health Care Program** means the joint self-insurance program offering self-insured health benefit options through the HCP Account.
- 1.6 **HCP Account** means a designated account within the Trust and created by this Agreement, the Trust Agreement and Trust Health Care Program policies all under the authority of Chapter 48.62 RCW to provide self-insured health benefits to Participating Employees, their covered dependents and other beneficiaries and further described in Article 6.
- 1.7 **Non-City Entity** means any public agency, public corporation, intergovernmental agency or political subdivision, within the state of Washington that meets the requirements of Article IX, Section 1(c)(ii) and (iii) of the Trust Agreement for participation in the Health Care Program.
- 1.8 **Participating City** means any city or town within the state of Washington that meets the requirements of Article IX, Section 1(a) or Section 1(b) of the Trust Agreement.

- 1.9 **Participating Employee** means any individual employed by a Participating Employer and for whom the Participating Employer makes contributions to the Trust, and any individual who may have been so employed but is subsequently laid off, terminated, or retired.
- 1.10 **Participating Employer** means a Participating City or Non-City Entity that is also a party to this Agreement.
- 1.11 **Resolution** means the resolution adopted by each Participating City or Non-City Entity that authorizes the Health Care Program.
- 1.12 **State Risk Manager** or **Risk Manager** means the risk manager of the Risk Management Division within the Department of Enterprise Services.
- 1.13 **Stop Loss Insurance** or **Reinsurance** means a promise by an insurance company that it will cover losses of the Health Care Program over and above an agreed-upon individual or aggregated amount, which definition shall be modified by any changes to the definition of stop loss insurance in WAC 200-110-020.
- 1.14 **Third-Party Administrator** means the independent association, agency, entity or enterprise which, through a contractual agreement, provides one or more of the following ongoing services to the Health Care Program: pool management or administration services, claims administration services, risk management services, or services for the design, implementation, or termination of an individual or joint self-insurance program.
- 1.15 **Trust Agreement** means the Trust Agreement Governing the Trust amended and restated July 1, 2013, and any subsequent amendments thereto.
- 1.16 **Trustees** or **Board of Trustees** means the following individuals and their successors, who together, govern the Trust and the Health Care Program:
- 1.16.1 the AWC President and the AWC Vice President;
- 1.16.2 the EBAC Chair and the EBAC Vice Chair; and
- 1.16.3 an individual elected pursuant to the procedures in Article III, Section 5 of the Trust Agreement to serve as the trustee from one of the following regions:
- (a) North East Region (known as the “North East Region Trustee”);
 - (b) North West Region (known as the “North West Region Trustee”);
 - (c) South East Region (known as the “South East Region Trustee”); and
 - (d) South West Region (known as the “South West Region Trustee”).

Individuals from Non-City Entities are not eligible to serve as Trustees.

ARTICLE 2

PURPOSE

This Agreement is entered into for the purpose of authorizing the Health Care Program created by the Trust to provide self-insured health benefits to Participating Employees, their covered dependents and other beneficiaries. The Health Care Program shall comply with the statutory provisions found in Chapters 48.62 and 39.34 RCW and the regulatory requirements contained in WAC 200-110 applicable to joint self-insurance programs.

ARTICLE 3

PARTIES

Each party to this Agreement certifies that it intends to participate in the Health Care Program. Participating Employers are signatories of this Agreement to become effective on a date to be mutually determined (the "Effective Date") and with such other Participating Cities and Non-City Entities as may later be added to and become signatories to this Agreement.

ARTICLE 4

DURATION OF AGREEMENT

- 4.1 This Agreement shall become effective on the Effective Date.
- 4.2 This Agreement shall have perpetual duration unless terminated as hereinafter provided.

ARTICLE 5

MEMBERSHIP COMPOSITION

The Health Care Program shall be open to Participating Cities and Non-City Entities. Participation in the Health Care Program is voluntary and not a requirement of AWC membership. The Board of Trustees shall provide for the reasonable admission of new Participating Cities and Non-City Entities.

ARTICLE 6

HCP ACCOUNT

- 6.1 All premium contributions by Participating Employers, Non-City Entities and Participating Employees for use in the Health Care Program are deposited into the HCP Account.
- 6.2 The HCP Account represents a pool of funds that is independent of all other Trust or AWC funds and independent of all other Participating Employer and Non-City Entity funds. The funds deposited into the HCP Account are held, managed and expended only for the Health Care Program and reasonable expenses, consistent with applicable state

and federal statutes and rules governing joint self-insurance programs and self-insurance programs generally.

- 6.3 The HCP Account is subject to audit by the State Auditor's Office.

ARTICLE 7

TRUSTEE POWERS RELATED TO HEALTH CARE PROGRAM

The Board of Trustees is provided with the powers and functions established under RCW 48.62.031 to accomplish the following:

- 7.1 Promote the economical and efficient means by which health benefits coverage is made available to Participating Employers and Non-City Entities and provided to Participating Employees, their covered dependents and other beneficiaries;
- 7.2 Protect the financial integrity of the Health Care Program through purchase of Stop Loss Insurance or Reinsurance in such form and amount as needed;
- 7.3 Contract for or otherwise provide risk management and loss control services;
- 7.4 Contract for or otherwise provide legal counsel for the defense of claims and other legal services;
- 7.5 Consult with the state insurance commissioner and the State Risk Manager;
- 7.6 Obligate the Participating Employers and Non-City Entities to pledge revenues or contribute money to secure the obligations or pay the expenses of the Health Care Program, including the establishment of a reserve or fund for coverage; and
- 7.7 Exercise all other powers and perform all other functions reasonably necessary to carry out the purposes of the Health Care Program, Chapter 48.62 RCW and Chapter 200-110 WAC.

ARTICLE 8

ORGANIZATION OF HEALTH CARE PROGRAM

- 8.1 The operations of the Health Care Program are managed by the Board of Trustees or its delegates. The Trustees or any delegates review and analyze Health Care Program-related matters and make operational decisions regarding premium contributions, reserves, plan options and benefits in compliance with Chapter 48.62 RCW.
- 8.2 The Board of Trustees has decision authority consistent with the Trust Agreement, Health Care Program policies, Chapter 48.62 RCW and Chapter 200-110 WAC.

ARTICLE 9

RESPONSIBILITIES OF THE TRUSTEES

- 9.1 The Board of Trustees shall discharge its responsibilities under this Agreement as follows:
- 9.1.1 Provide for the efficient management and operation of the Health Care Program;
 - 9.1.2 Provide for health benefit coverage options for Participating Employees, their covered dependents and other beneficiaries;
 - 9.1.3 Determine the level of Stop Loss Insurance or Reinsurance coverage for claims expenses above the amounts deemed appropriate for self-insurance;
 - 9.1.4 Ensure that the Health Care Program meets required state and federal statutes and rules;
 - 9.1.5 Contract with vendors required to meet the responsibilities established by the Trust Agreement, Health Care Program policies, and applicable state and federal statutes and rules;
 - 9.1.6 Maintain the balance between meeting the Health Care Program needs of Participating Employers and the long-term financial integrity of the Health Care Program;
 - 9.1.7 Prepare an annual financial report on the operations of the Health Care Program; and
 - 9.1.8 Provide for other services deemed appropriate by the Board of Trustees to meet the purposes of this Agreement.
- 9.2 The Board of Trustees may delegate the responsibilities described in this Article 9 to the EBAC or other delegates at its complete discretion.

ARTICLE 10

RESPONSIBILITIES OF THE PARTICIPATING EMPLOYERS

In order to participate in the Health Care Program, Participating Employers shall:

- 10.1 Be a Participating City or Non-City Entity in good standing and comply with the requirements of admission or qualification as established by the Board of Trustees;
- 10.2 Adopt this Agreement by Resolution, agreeing to its terms and provisions;
- 10.3 Submit the Resolution and Agreement to the Trust;

- 10.4 Read the terms, conditions and representations set forth in the application agreement related to participation in the Health Care Program;
- 10.5 Designate an employee of the Participating Employer to be a contact person for all matters relating to the Participating Employer's participation in the Health Care Program;
- 10.6 Pay premiums for the Health Care Program to the Third-Party Administrator no later than the tenth day of the month in which the premium is due;
- 10.7 By formal action of the legislative body of the Participating Employer, approve policies and procedures necessary to secure protected health information ("PHI") in accordance with Chapter 70.02 RCW and the Health Insurance Portability and Accountability Act ("HIPAA") privacy and security rules, codified at 45 C.F.R. Parts 160-164;
- 10.8 Provide the Health Care Program with such information or assistance as is necessary for the Health Care Program to meet its responsibilities under this Agreement; and
- 10.9 Cooperate with and assist the Health Care Program and any insurer of Stop Loss Insurance or Reinsurance, in all matters relating to the administration and operation of the Health Care Program and all matters relating to this Agreement.
- 10.10 Comply with all bylaws, rules, regulations and policies adopted by the Board of Trustees relating to the Health Care Program.

ARTICLE 11

RESERVE FUND INVESTMENT

All reserve fund investments from the HCP Account shall be made in a manner that is consistent with RCW 48.62.111, Chapter 39.59 RCW, WAC 200-110-090 and the Health Care Program Investment Policy.

ARTICLE 12

FINANCIAL RECORDS

- 12.1 The Board of Trustees shall develop estimated revenue and expenditures to establish a budget for each fiscal year covering January 1 through December 31 annually. Actual Health Care Program revenues and expenditures shall be monitored monthly by the Board of Trustees and reported at its quarterly meetings.
- 12.2 The accounting records of the Health Care Program are maintained in accordance with methods prescribed by the State Auditor's office under the authority of Chapter 43.09 RCW. The Health Care Program also follows applicable accounting standards established by the Governmental Accounting Standards Board ("GASB"). Year-end financial reporting is done on an accrual basis and submitted to the Office of the State Auditor as required by Chapter 200-110 WAC. Once reviewed and approved by the

Office of the State Auditor the year-end financial report is transmitted to the Office of the State Risk Manager.

- 12.3 Financial records of the Health Care Program shall be subject to audit by the Office of the State Auditor. Year-end financial reports and audit results shall be made available to interested parties. The Health Care Program shall provide financial information as required by state statute and rule to the Office of the State Risk Manager.

ARTICLE 13

PARTICIPATING EMPLOYER TERMINATION AND WITHDRAWAL

- 13.1 A Participating Employer must remain in good standing with the Trust and adhere to the requirements of this Agreement. In the event that a Participating Employer fails to be a Participating City or Non-City Entity in good standing, participation in the Health Care Program shall automatically terminate without notice as shall all health and welfare benefits provided through the Health Care Program.
- 13.2 The Board of Trustees may take action to terminate membership or deny membership in the Health Care Program where it determines that such termination or denial is in the best interest of the Health Care Program
- 13.3 When a Participating Employer's eligibility in the Health Care Program is affected due to merger or annexation, the affected Participating Employer may petition the Board of Trustees to remain in the Health Care Program.
- 13.4 A Participating Employer may only withdraw its participation in the Health Care Program at the end of the calendar year and must provide written notice to the Trust at least thirty-one (31) days in advance of the end of the calendar year (December 31st).
- 13.5 In the event of withdrawal or non-renewal, the Health Care Program will cover any of the Participating Employer's remaining outstanding Health Care Program claims expenses incurred prior to the Participating Employer's withdrawal from or non-renewal in the Health Care Program.
- 13.6 No Participating Employer, because of withdrawal or any other reason, has any right or interest in the HCP Account because of its nature as a rate stabilization fund. In the event any Participating Employer withdraws from the Health Care Program, its Participating Employees, their covered dependents and other beneficiaries and any Consolidated Omnibus Budget Reconciliation Act of 1985 as amended (COBRA) participants and contract personnel and dependents approved by the Board of Trustees, shall forfeit all right and interest to the HCP Account.

ARTICLE 14

TERMINATION OF HEALTH CARE PROGRAM

- 14.1 In the event the Health Care Program is terminated, the Board of Trustees shall distribute the remaining funds in the HCP Account to the Trust or any successor association authorized by Chapter 39.34 RCW for like purposes for use in any program with similar purposes.
- 14.2 Upon termination, this Agreement and the HCP Account shall continue for the purpose of paying remaining outstanding claims and expenses and fulfilling all other functions necessary to complete the business of the Health Care Program.

ARTICLE 15

MEETINGS, NOTICES AND COMMUNICATIONS

- 15.1 The Board of Trustees and the EBAC, if any responsibilities for Trust management have been delegated thereto, shall provide notice of their regular and special meetings and hold their meetings in accordance with Chapter 42.30, RCW Open Public Meetings Act.
- 15.2 Communications with Participating Employers may occur using mail, email or posting on the Health Care Program website. The website shall be partitioned to provide information for the general public and information specific to Participating Employers and their employees.
- 15.3 Communications may come directly from the Health Care Program, through the Third-Party Administrator or through another vendor on behalf of the Health Care Program.

ARTICLE 16

AMENDMENTS TO INTERLOCAL AGREEMENT

- 16.1 The Board of Trustees shall review and analyze any proposed amendment to this Agreement. An amendment may be proposed for review by any party to this Agreement.
- 16.2 The Board of Trustees upon its discretion may take action by resolution on any amendment at any regular meeting of the Board of Trustees.

ARTICLE 17

PROHIBITION ON ASSIGNMENT

- 17.1 No Participating Employer may assign any right or claim of interest it may have under this Agreement.

- 17.2 No creditor, assignee or third-party beneficiary of any employer shall have the right, claim or title to any party, share, interest, premium or asset of the Trust, HCP Account or the Health Care Program.

ARTICLE 18

HEALTH CLAIM DISPUTES AND APPEALS

In the event that a dispute arises over a health claim, the procedures, adjudication requirements and administrative remedies shall be found in the Health Care Program's plan document applicable to the Health Care Program covering the claimant.

ARTICLE 19

PLAN ADMINISTRATION DISPUTES AND APPEALS

- 19.1 In the event that a dispute arises between a Participating Employer and the Health Care Program, the Participating Employer shall document the circumstances causing the dispute and submit a written request for review of the disputed circumstances to the Board of Trustees. Upon review of such information, the Board of Trustees shall attempt to resolve the dispute.
- 19.2 If the Board of Trustees' resolution to the dispute is deemed unsatisfactory, then alternative dispute resolution through mediation or binding arbitration may be necessary.

ARTICLE 20

ENFORCEMENT OF TERMS OF AGREEMENT

- 20.1 The Board of Trustees may enforce the terms of this Agreement.
- 20.2 In the event legal action is initiated to enforce any term or provision of this Agreement against any present or previous Participating Employer, the prevailing party shall receive such reimbursement of costs as the court deems reasonable for attorneys' fees and costs related to the relevant legal action.

ARTICLE 21

DEFAULT

- 21.1 If any Participating Employer fails to perform any term or condition of this Agreement and such failure continues for a period of sixty (60) days after the Board of Trustees has given the Participating Employer written notice describing such failure, the Participating Employer shall be considered in default.
- 21.2 Upon default, the Board of Trustees may immediately cancel the Participating Employer's participation in the Health Care Program without additional notice or exercise some other remedy otherwise provided by law.

21.3 The rights and remedies of the Board of Trustees are cumulative in nature and pursuit of any particular remedy shall not be deemed an election of remedies or a waiver of any other remedies available hereunder or otherwise available by law.

ARTICLE 22

NO WAIVERS

No waiver or forbearance of a breach of any covenant, term, or condition of this Agreement shall be construed to be a waiver or forbearance of any other or subsequent breach of the same or of any other covenant, term or condition, and the acceptance of any performance hereunder, or the payment of any sum of money after the same has become due or at a time when any other default exists hereunder, shall not constitute a waiver or right to demand payment of all sums owing or a waiver of any other default then or thereafter existing.

ARTICLE 23

CONTRACT MANAGEMENT

The Health Care Program shall designate a person to whom the State Risk Manager shall forward legal process served upon the Risk Manager; **The AWC Chief Executive Officer** (designee or successor). **The Health Care Program Director** shall be responsible for and shall be the contact person for all communications regarding the performance of this Agreement.

ARTICLE 24

SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

ARTICLE 25

COUNTERPART COPIES

This Agreement may be signed in counterpart or duplicate copies and any signed counterpart or duplicate copy shall be equivalent to a signed original for all purposes.

ARTICLE 26

HEADINGS

The Article and Section headings in this Agreement are inserted for convenience only and are not intended to be used in the interpretation of the contents of the Articles and Sections they introduce.

ARTICLE 27

AGREEMENT COMPLETE

This Agreement and the documents referenced herein contains all the terms and conditions agreed to by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind the parties hereto.

[Signature page follows]

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement.

Association of Washington Cities
Employee Benefit Trust

Signature: *Peter B. King*

Name: **Peter B. King, CEO**

Title: Chief Executive Officer

Date: 9/1/15

Participating Employer

Signature: _____

Name (print): _____

Title: _____

Date: _____

Effective Date: January 1, 2014

MEMORANDUM

DATE: November 1, 2018

TO: Members of the SRTC Board of Directors

FROM: Sabrina Minshall, AICP SRTC Executive Director

SUBJECT: Re-Appointment of Major Employer Representative and Rail Representative

Summary

SRTC's Interlocal Agreement identifies the following two Board positions:

One (1) person who represents a major employer, with preference for a provider of private sector transportation services within the region; and

One (1) person representing Rail/Freight as an ex-officio, or non-voting, member.

The Board appointed Lawrence Stone of Scafco Corporation to the major employer position and Matt Ewers of Inland Empire Distribution Systems to the Rail/Freight positions on May 9, 2013 and re-appointed them to an additional, full three-year term on November 12, 2015. Both Mr. Stone and Mr. Ewers have expressed interest in being considered for an additional term on the Board. The terms for both positions would be three years, from January 2019 through December 2021.

Public Involvement

None.

Policy Implications

Filling the two positions will satisfy the Board membership requirements included in SRTC's Interlocal Agreement.

Technical Implications

The Board could re-appoint Mr. Stone and Mr. Ewers to the Board or could initiate a process to recruit new members for the major employer and rail/freight positions.

Prior Committee Actions

None.

Requested Action

The appointment of Lawrence Stone to the major employer Board position with a term running through December 2021 and the appointment of Matt Ewers to the rail/freight position through December 2021.

MEMORANDUM

DATE: November 1, 2018

TO: Members of the SRTC Board of Directors

FROM: Jason Lien, Senior Transportation Planner

SUBJECT: Coordinated Public Transit-Human Services Transportation Plan Update

Summary

Spokane Regional Transportation Council, in cooperation with Spokane Transit Authority, has been working on an update to the Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP). The plan is required to be updated every four years and addresses public transportation in Spokane County with emphasis on programs that serve persons with disabilities, older adults, and individuals with lower incomes. The goal is to enhance transportation access, identify unmet needs, minimize duplication of services, and facilitate the most appropriate cost-effective transportation services with available resources. The plan was last updated in 2014, and this update complies with state and federal requirements for human services transportation coordination.

The CPT-HSTP review draft was completed in early September. Comments received since release of the review draft have been incorporated into the final draft posted on the SRTC website: <https://www.srtc.org/human-services-transportation-plan/>.

The plan is the guiding document for human services transportation project programming. For example, organizations participating in WSDOT's 2019-2021 Consolidated Grant Program must cite the need they are addressing in their local CPT-HSTP. WSDOT uses a single process (one application) to evaluate public transportation projects and distribute funds from both state and federal program sources. Locally developed projects participating in the WSDOT program are listed in Appendix A of the plan document. WSDOT requires the applicable Regional Transportation Planning Organization to rank the local projects submitted to the Consolidated Grant Program. The seven local projects were ranked by a committee of individuals representing human services transportation interests, and this ranking is also shown in Appendix A of the plan document (available at link above).

Public Involvement

Throughout the planning process, input has been gathered from service providers, employers, and the public to ascertain special transportation needs. In particular, the planning effort was focused on populations that depend on human services transportation—disabled, low-income, and elderly populations, as well as veterans, rural populations, and youth. This feedback is reflected in the plan document.

The CPT-HSTP draft has been available for public review since early September. A formal 10-day public review and comment period occurred with legal notice appearing on October

16, 2018 and concluding on October 26, 2018. Five comments were received during this time, all from local agencies suggesting minor corrections or additions to the document text. Documentation of public comment received is provided in Appendix C of the CPT-HSTP.

Policy Implications

Locally developed, coordinated public transit-human services transportation plans are a required element of the federal reauthorization program for surface transportation, known as FAST Act, and an eligibility requirement for FTA's Section 5310 funding (Enhanced Mobility for Seniors and Individuals with Disabilities). It is also a required element for WSDOT's Consolidated Grant Program.

Technical Implications

None.

Prior Committee Actions

This item was presented to the TAC and the TTC at their respective October 2018 meetings. Both committees recommended approval of the CPT-HSTP to the SRTC Board. An informational memo was provided in the October 11 SRTC Board packet.

Requested Action

Board approval of the 2018 Coordinated Public Transit-Human Services Transportation Plan.

MEMORANDUM

DATE: November 1, 2018

TO: Members of the SRTC Board of Directors

FROM: Anna Ragaza-Bourassa, Senior Transportation Planner

SUBJECT: Call for Projects – Program of Projects Approval

Summary

The SRTC Board is being requested to approve a “Program of Projects” to fund 21 projects with approximately \$29.5 million in the combined 2020-2023 regional allocations of the Surface Transportation Block Grant (STBG), Congestion Mitigation & Air Quality (CMAQ), STBG Set-Aside (formerly TAP) and Highway Infrastructure Program (HIP) funds. **Attachment One** includes the “Program of Projects”.

The SRTC Board approved a prioritized list of projects at the August 2018 Board meeting and provided input on the “Program of Projects” at the September and October Board meetings. At the January 2019 meeting, the selected projects will be added to the TIP and the Board will be asked to approve a contingency list of projects that would be available for future funds as they come available.

Background

At the September meeting the Board of Directors provided the following policy guidance to SRTC staff on the programming methodology: Develop a program of projects that maximizes the region’s transportation investments. There was discussion about how the approach would need to be flexible to accommodate all the programming nuances and responsive to the unique financial and project delivery situations surrounding each project.

After receiving policy guidance from the Board of Directors and input from the TTC and TAC, SRTC staff worked with applicants on technical requirements, phasing, timing, leveraging other funding sources, etc. to develop a final draft “Program of Projects” (**Attachment One**). The final draft “Program of Projects” includes all projects sorted by Board priority, funding eligibility, geography and includes the funding award amounts for those projects that are recommended for funding.

The draft “Program of Projects” was presented to the Board at the October meeting. The Board was asked to provide input and direct any changes to the draft. No changes were directed, and the comments were in support of the draft as presented.

TTC Recommendation & Input

The TTC unanimously recommended Board approval of the Programming of funds as presented with the following provisos:

- 1. Communicate the risk for partial funding of projects.***

2. Revise policies in the TIP Guidebook so that projects can be evaluated and programmed in a consistent manner before any funds are obligated.

The TTC reviewed the draft “Program of Projects” at their September meeting and two meetings in October. Some agencies shared ongoing concerns related to partially funding projects as it places a risk for a project sponsor to deliver a project if other funding sources are not secured.

To begin work on proviso #2 of TTC’s motion, SRTC staff conducted a preliminary review of the 2018 TIP Guidebook funding policies. The TIP Guidebook is updated yearly. Language in a few sections may need to be updated to reflect partial funding related to both project “phases” being funded in both design, right of way and construction, and as a geographical part of the project. Clarifications also may be needed regarding the difference between cost overruns on a project and seeking additional funds on subsequent “phases” of a project.

TAC Recommendation

The TAC unanimously recommended Board approval of the Program of Projects.

Remaining Call for Projects Schedule	
November 8	SRTC Board – approve “Program of Projects”
December 19	TTC – recommend January TIP amendment approval
January 13	SRTC Board – approval of January TIP amendment; approval of contingency list

Public Involvement

The call for projects process has been discussed at multiple committee and Board meetings, all open to the public. A 30-day public comment period on the prioritized list of projects ran from August 10 to September 9. Seven comments were received and provided to the Board in October. Once approved, the “Program of Projects” will go out for a public comment period in late December as part of the January TIP amendment 10-day public comment period.

Prior Board Actions

The SRTC Board of Director’s took the following principles of investment action at their March 8, 2018 meeting:

1. Funding of the following set-asides were approved by the Board:
 - *SRTC planning operations* – An additional \$50K in 2018 (\$250K total); additional \$150K in 2019 for a total of \$350K per year through 2023.
 - *SRTC data acquisition* - \$150K per year 2018-2023; additional \$100K in 2019.
 - *I-90/US 195 Study* - \$150K
 - *Division Street Corridor Study* - \$400K
 - *SRTMC Operations & Maintenance* - \$1,834,000
2. Hold \$3M each year of STBG funds in 2022 and 2023 for capital maintenance projects with project selection to occur in next call for projects (2020).
3. Allocate a minimum of 5% of the STBG (\$1.35M) and STBG Set-Aside funds (\$100K) for small town projects.

4. Require project sponsors to certify that they will use all project delivery tools available, including eminent domain to acquire right-of-way, if necessary, to meet project obligation schedules.

At the August 9, 2018 meeting the Board approved a prioritized list of projects, which can be found at the following link: <https://www.srtc.org/prioritized-list-of-transportation-projects/>

Policy Implications

Funding projects consistent with performance objectives in Horizon 2040 is important to meet federal requirements of MPO's and for long-range planning. Prioritizing based on quantitative criteria and vetted with local policy objectives ensures projects align with regional goals and values. Applying funding strategically and leveraging other funds helps the region to be competitive and encourages commitment to the projects by partner agencies.

Technical Implications

The prioritized list was used as the first step in the development of the draft "Program of Projects" for Board consideration. In addition to public comments, funding criteria, timing, phases, and availability of other funds were considered. The application process applied technical criteria that aligned with the Metropolitan Transportation Plan (Horizon 2040) and incorporated performance-based planning principles.

Requested Action

Approval of the Program of Projects as presented.

2018 SRTC Call for Projects - Program of Projects

Priority Rank	Project #	Project Name	Requested Amount	Recommended Award	Full (F) or Partial (P) funding	Source of Funding
1	SC-1	Bigelow Gulch Project 5	\$1,568,000	\$1,568,000	F	Rural STBG/HIP
2	COS-3	Thor-Freya Couplet	\$8,119,105	\$5,684,000	P	Urban STBG
3	SRHD-1	Safe Routes to School Walking School Bus	\$611,181	\$600,000	F	STBG Set-Aside
4	SV-1	Pines Grade Separation (RW only)	\$3,795,000	\$1,890,000	P	Urban STBG
5	COS-1	Riverside-Monroe to Wall	\$5,003,141	\$850,000	P	Urban STBG
6	SRHD-2	Walk Bike Bus Downtown Spokane	\$304,202	\$304,000	F	CMAQ
7	SC-12	Commute Trip Reduction	\$898,157	\$700,000 *	P	CMAQ
8	STA-1	Upgrade 6 diesel buses to electric	\$2,670,000	\$2,670,000	F	CMAQ
10	MW-1	Argonne Rd, Frederick to Liberty congestion relief	\$1,270,000	\$1,270,000	F	CMAQ
11	SC-2	Bigelow Gulch Project 6	\$4,085,000	\$2,814,000	P	Urban STBG/HIP
12	SV-2	Barker Corridor reconstruction & widening	\$6,331,800	\$2,050,000	P	Urban STBG
15	DP-1	Crawford & Colville Roundabout/N Colville reconstruction	\$1,943,514	\$1,944,000	F	Rural STBG
18	COS-7	Maple-Wellesley Intersection	\$761,822	\$762,000	F	CMAQ
21	SV-4	Pines and Mission intersection improvement	\$1,211,000	\$509,000	P	CMAQ
25	COS-5	Centennial Trail Summit Gap	\$2,532,198	\$2,532,000	F	CMAQ
26	SC-6	57th Avenue & Freya St Roundabout	\$728,300	\$728,000	F	CMAQ
27	COS-6	Ben Burr Crossing Improvements	\$746,099	\$746,000	F	STBG Set-Aside
29	COS-8	Driscoll-Alberta-Cochran Sidewalk Infill	\$1,060,452	\$530,000	P	STBG Set-Aside
34	SV-3	Sprague & Barker intersection improvement	\$1,159,979	\$349,000	P	CMAQ
37	CH-1	Washington St (Cheney)	\$730,691	\$731,000	F	Urban Small STBG/HIP
46	FF-2	First St Sidewalk Phase 2	\$272,034	\$315,000	F	Rural STBG Set Aside

* Recommended Award for the CTR project pending eligibility review

MEMORANDUM

DATE: November 1, 2018
TO: Members of the SRTC Board of Directors
FROM: Eve Nelson, Senior Transportation Planner
SUBJECT: Performance Measure Target Setting

Summary

Performance-based planning is a data-driven process to identify important transportation system measures and develop strategies and investments to lead to a desired outcome. For each performance measure, performance targets show the projected condition of how the system will perform in the future based on strategies and investments over the next four years.

This cyclical process is meant to demonstrate how transportation conditions can be impacted by transportation investments. States and MPOs will be given opportunities to re-adjust targets at two and four-year intervals. Per federal guidance, targets should be reasonable, based on analysis of trends and projections of future efforts. State DOTs and MPOs may establish constant or declining targets. Setting aspirational targets that are not data-driven, realistic, or achievable does not align with the performance management framework. Additionally, MPOs have little guidance on how to proceed with implementation throughout planning and programming and how compliance will be evaluated at our next federal certification.

What do MPO's have to do?

States were required to establish annual targets for the performance measures by May 20, 2018 as provided by 23 CFR 490.105(f)(3), see Performance Target Table. Following the States, MPOs have 180 days to establish 4-year targets by either:

- (i) Agreeing to plan and program projects so that they contribute toward the accomplishment of the relevant State DOT target for that performance measure; or
- (ii) Committing to a quantifiable target for that performance measure for their metropolitan planning area.

What will this mean for reporting?

In both cases of supporting the state targets or setting our own targets (i.e., expected conditions), SRTC will be required to incorporate targets and progress towards achieving targets in a new System Performance Report as part of Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP). This would include information on how SRTC is including performance-based planning throughout our planning and programming and how this is impacting performance target progress. There are no penalties to MPOs for not making significant progress towards targets.

Options for Setting Targets

At the October Board meeting the Board requested Staff provide two options for the Board to consider.

Option A) SRTC agrees to plan and program projects so that they **contribute toward the accomplishment of the State performance targets** set on May 20, 2018. See WSDOT Performance Target Table. (labeled as column A in the chart)

Option B) SRTC agrees to plan and program projects so that **they contribute toward the accomplishment of the State performance targets** set on May 20, 2018 **except in those areas in which the SRTC planning area is currently performing better than the Washington State baseline. In those areas** (labeled as the shaded numbers in column B in the chart below), **SRTC is recognizing higher-achieving performance targets.**

Performance Target Table

	Performance Measure	State Baseline	(A) State Target 4-year	SRTC Baseline	(B) SRTC portion of State Target 4-year
1	Percent person miles traveled on the interstate system that are reliable	73%	68%	91%	84%
2	Percent of person miles traveled in the non-interstate system that are reliable	77%	61%	83%	71%
3	Truck Travel Time Reliability (TTTR Index)	1.63	1.75	1.42	1.55
4	Carbon Monoxide (CO)	313.16	309.1	347.94	306.856
5	Particulate Matter less than 10 microns (PM10)	435.69	224	0.029	0.029
6	Percent of lane miles of interstate pavements on the NHS-good condition	32.5%	30%	53.3%	53%
7	Percent of lane miles of interstate pavements on the NHS-poor condition	3.6%	4%	0%	1%
8	Percent of lane miles of non-interstate pavements on the NHS-good condition	18%	18%	13.7%	13%
9	Percent of lane miles of non-interstate pavements on NHS-poor condition	5%	5%	4.7%	4%
10	Percent of NHS bridges in good condition	32.8%	30%	38.8%	38%
11	Percent of NHS bridges in poor condition	7.8%	10%	12.4%	10%

Shading indicates the SRTC region is performing at a higher level.

Board Recommendation Options

Option A:

With this option SRTC would continue to track and monitor our performance trends at a regional level. Most MPOs across the country are proceeding with this option. The reporting requirement would be to author a System Performance Report for the MTP and TIP on how SRTC plans and programs in relationship to the state goals.

Option B:

With this hybrid option, the reporting requirement would be to author a System Performance Report for the MTP and TIP explaining how SRTC plans and programs in relationship to the state and regional goals. This option supports the State targets AND indicates performance targets where the SRTC planning area is outperforming the state targets. It's important to note that the SRTC targets were quantified using WSDOT data and methods. These targets represent our proportion of the entire state planning area.

Considerations

A significant portion of the areas being reported on are funded through state-controlled expenditures, therefore not under SRTC's control. As the data becomes more robust, such as pavement management, it is unclear if old data will translate and communicate repeatable and reliable information. Currently, much of the information is limited to the National Highways System (NHS.) Tracking performance on pavement conditions beyond the NHS in a standardized way is a substantial challenge. The data does not include rural state highways and minor arterials which important to the region.

Public Involvement

Stakeholder workshops, surveys and meetings include members of the public have been ongoing since 2015 regarding performance measure development at the regional level.

Policy Implications

Establishing a performance management process intends to provide more objectivity in developing, implementing, and measuring the effectiveness of future transportation projects and programs. Federal requirements set clear expectations that our regional performance management system must link transportation performance to funding decisions and annually evaluate and report progress to inform the next performance cycle.

Technical Implications

SRTC must report our performance management process and targets in the in the next Metropolitan Transportation Plan (MTP). The MTP must include a systems performance report describing how current planning efforts, program investment priorities and policies contribute to regional and/or state performance targets. SRTC is also required to include similar discussion in the 2019-2022 Transportation Improvement Program (TIP).

Prior Committee Actions

The SRTC Board Approved Horizon 2040 and the safety performance targets on December 14, 2017 and agreed to Public Transit Asset Management (TAM) Targets on June 14, 2018. The Board discussed Performance Targets on September 13 and October 11. The TTC recommended the Board consider approving option one at the August 22 TTC meeting.

Requested Action

Approval of the WSDOT Performance Targets through Resolution 18-05, Option A or Option B. See **Attachments**.

RESOLUTION
of the
POLICY BOARD
of the

SPOKANE REGIONAL TRANSPORTATION COUNCIL OF WASHINGTON

Attachment
Agenda Item 9,
Option A

R-18-05 SRTC

**TO ESTABLISH REGIONAL PERFORMANCE TARGETS FOR PAVEMENT, BRIDGES, TRAVEL TIME,
FREIGHT RELIABILITY AND AIR QUALITY
FOR THE
SPOKANE METROPOLITAN PLANNING AREA**

WHEREAS, the 2012 federal transportation law, Moving Ahead for Progress in the 21st Century Act (MAP-21, P.L. 112-141) establish a performance management framework for state department of transportation, such as Washington State Department of Transportation (WSDOT); and metropolitan planning organizations, such as Spokane Regional Transportation Council (SRTC);

WHEREAS, per 23 CFR 450.206(c)(2), WSDOT had until May 20, 2018 to establish certain statewide performance targets associated with the performance management framework and met the target setting deadline for condition of pavements on the Interstate System and the rest of the National Highway System (excluding Interstates), condition of bridges on the National Highway System, travel time reliability on the National Highway System, freight movement on the Interstate System, traffic congestion and on-road mobile source emissions;

WHEREAS, SRTC has until November 16, 2018 to establish regional performance targets per 23 CFR 450.306(d)(3) related to the above performance targets, excluding traffic congestion and on-road mobile source emissions targets which do not apply to SCOG's metropolitan planning area;

WHEREAS, in establishing regional performance targets, SRTC has the option of either (1) agreeing to plan and program projects so that they contribute toward the accomplishment of WSDOT, or (2) committing to quantifiable targets for each performance measure in the metropolitan planning area, statewide targets per 23 CFR 490.105(f)(3);

WHEREAS, applicable performance measures to SRTC for condition of pavements are included in 23 CFR 490.307(a), condition of bridges in 23 CFR 490.407(c), travel time reliability for the National

RESOLUTION
of the
POLICY BOARD
of the

Attachment
Agenda Item 9,
Option B

SPOKANE REGIONAL TRANSPORTATION COUNCIL OF WASHINGTON

R-18-05 SRTC

**TO ESTABLISH REGIONAL PERFORMANCE TARGETS FOR PAVEMENT, BRIDGES, TRAVEL TIME,
FREIGHT RELIABILITY AND AIR QUALITY
FOR THE
SPOKANE METROPOLITAN PLANNING AREA**

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WHEREAS, in establishing regional performance targets, SRTC has the option of either (1) agreeing to plan and program projects so that they contribute toward the accomplishment of WSDOT, or (2) committing to quantifiable targets for each performance measure in the metropolitan planning area, statewide targets per 23 CFR 490.105(f)(3);

WHEREAS, applicable performance measures to SRTC for condition of pavements are included in 23 CFR 490.307(a), condition of bridges in 23 CFR 490.407(c), travel time reliability for the National

MEMORANDUM

DATE: November 1, 2018
 TO: Members of the SRTC Policy Board
 FROM: Sabrina Minshall, AICP Executive Director
 Greg Griffin, Administrative Services Manager
 SUBJECT: Draft Calendar Year (CY) 2019 Budget and CY 2019 Indirect Cost Plan

Budget Summary

Each year, SRTC develops an annual budget that outlines anticipated revenues and expenditures for the upcoming year. The draft CY 2019 Budget is provided as **Attachment One**. The Board's Administrative Committee reviewed the draft budget on October 11, 2018 and will again on November 8, 2018. A five-year budget projection (**Attachment Two**) is also included for reference.

The total estimated revenues for CY 2019 are summarized below:

FHWA PL (planning) Funds	\$724,204
FTA 5303 (planning) Funds	268,713
STBG Planning Funds	350,000
STBG Data & Study Funds (project specific)	600,000
RTPO State Planning Funds	167,152
Local Dues	218,132
<u>Other Local Study Funds (project specific)</u>	<u>\$200,000</u>
TOTAL ESTIMATED REVENUES	\$2,528,201

The total estimated expenditures by budget division for CY 2019 are summarized below:

Personnel	\$1,346,799
Contractual and Professional Services	911,100
Materials and Services	121,000
Travel, Training, and Staff/Board Development	65,025
<u>IT Operations</u>	<u>\$84,277</u>
TOTAL ESTIMATED EXPENDITURES	\$2,528,201

Budget highlights include the following:

- State and federal funds are projected to remain flat from CY2018. The budget also includes using additional federal planning funds that weren't spent in the prior year.

- Through the third quarter of 2018, SRTC's cash balance was \$503,540. The budget over a five-year period strives to maintain a three-month operating balance. No cash balance is used in the 2019 budget.
- Per previous Board action, the draft CY 2019 budget increases the current local dues structure 15%, based on an assessment of \$0.23 per capita.
- The overall budget increase for the agency is 33%; of that, 80% is attributed to additional funds budgeted to three efforts previously approved by the SRTC Board in the Call for Projects and 2019 Unified Plan and Work Program (UPWP). Unspent 2018 funds for these projects have been re-budgeted in 2019. Specific revenues are associated with both corridor projects.
 - Travel Model Data Acquisition and Tool Development
 - US195/I-90 Connections
 - Division Street Study
- The budget includes a 3.0% general wage increase for employees. These wage increases do not apply to the Executive Director, as that salary is set annually by the Board.
- Anticipated employer cost increases for employee benefits have been included in the draft budget. SRTC will be moving off Medical/Dental/Vision Insurance plans historically provided through the City of Spokane.
- Funds have been budgeted to begin a full update to the federally-required Metropolitan Transportation Plan (MTP.) While most work is anticipated to be done with in-house resources, the 2019 budget includes funding for a survey, mapping software and application development for public input, and a program for the document development.
- Other increases include contracting for website improvements and additional legal fees due to a proposed update to the employee manual and substantial legal involvement required in the procurement of the three major consultant efforts.
- Information Technology (IT) expenditures are budgeted to decrease 21% after completion of a comprehensive evaluation and stabilization process in 2018. The focus now will be on modernizing the network and hardware.

Indirect Cost Plan Summary

SRTC develops a plan to recover the overhead costs associated with operating the agency. This approach allows for the sharing of costs across all program areas, rather than charging out portions of costs directly (e.g., telephone and copier maintenance costs). This is called an Indirect Cost Plan, developed under Federal guidelines and approved by the Washington State Department of Transportation (WSDOT). At the end of the year, each plan must be reviewed for over- or under-recovery of indirect costs and adjustments made in the following plan. Since SRTC reports on a calendar year basis, the reviewed year used for the CY 2019 Indirect Cost Plan is CY 2017.

SRTC calculates its indirect rate only on direct staff costs. Typically, the Indirect Cost Plan is reviewed and approved by the SRTC Board late in the year for use during the following calendar year. As illustrated in Table 2, CY 2017 indirect costs were under-recovered by \$78,982. The CY 2019 Indirect Cost Plan rate will decrease to 60% based on direct salaries and wages. The SRTC Indirect Cost rate has averaged 62.6% since 2014.

Rates have been relatively stable in recent years:

2018 – 62%	2015 – 65%
2017 – 70%	2014 – 60%
2016 – 59%	

The new plan is based on the proposed Calendar year 2019 budget. Any changes to the 2019 budget will be reflected in the final version of the 2019 Indirect Cost Plan. The draft 2019 Indirect Cost Plan is attached with this memorandum as **Attachment Three**.

Policy Implications

The draft CY 2019 Budget was prepared in alignment with the Strategic Plan and Unified Planning Work Program (UPWP), adopted by the Board in December 2017 and June 14, 2018 respectively. The budget focuses available resources on core planning activities, delivery of system-based corridor studies, and initiation of the update of the MTP, as outlined in the Fiscal Year (FY) 2019 UPWP

Technical Implications

The 2014 Interlocal Agreement calls for the SRTC Board to provide a proposed work program and budget to the member agencies. A letter notifying the member agencies of our anticipated dues for CY 2018 was distributed on August 14, 2018. To date, no comments on the proposed dues have been received.

Prior Committee Actions

None.

Requested Action

For information and discussion.

Calendar Year 2019 Budget

November 8, 2018 DRAFT



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Spokane Regional Transportation Council

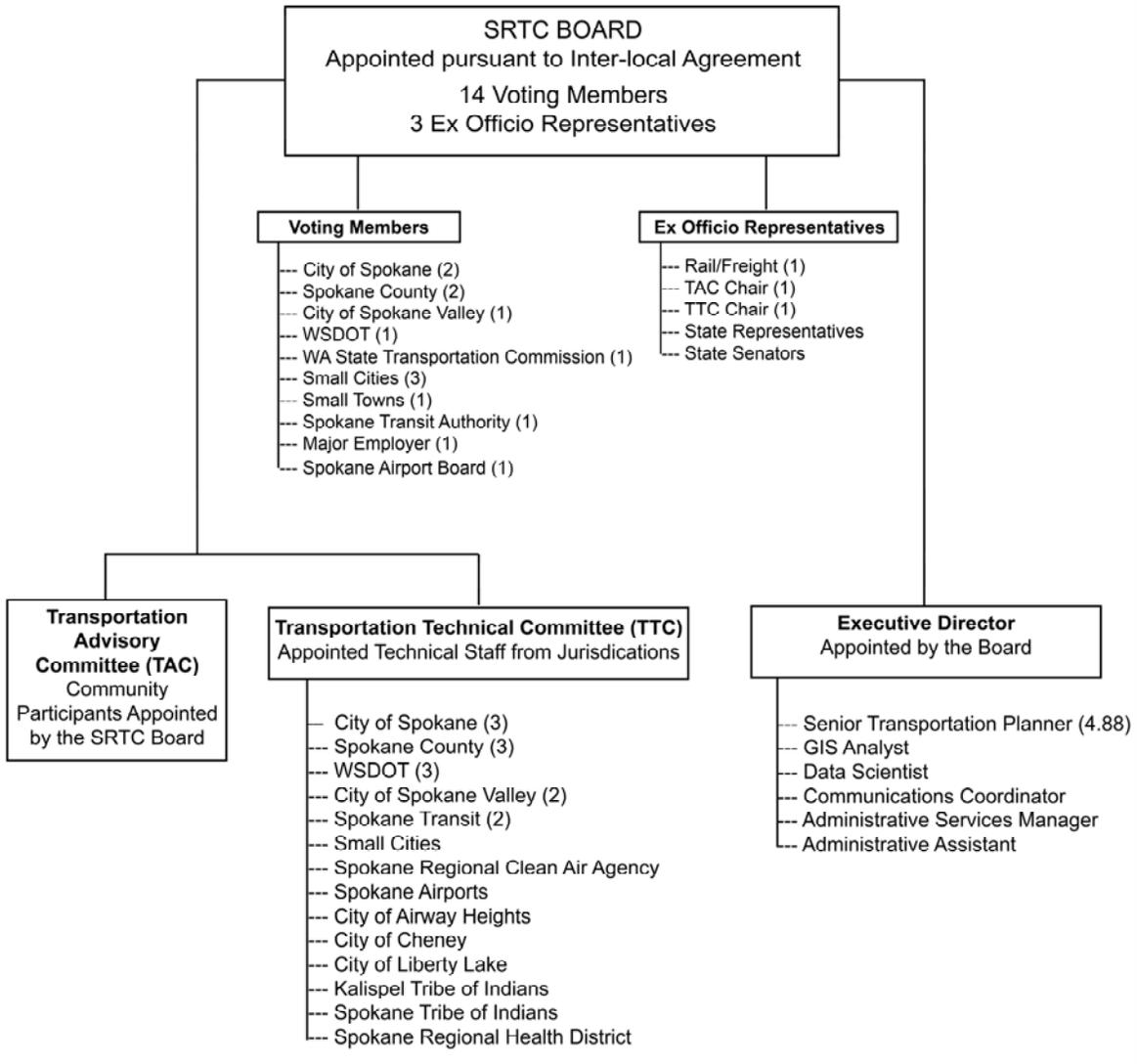
BOARD OF DIRECTORS - 2018

Al French (**Chair**)Spokane County Commissioner
Steve Peterson (**Vice-Chair**).....Mayor, City of Liberty Lake
Dave MaletCity of Airway Heights Council Member
Paul SchmidtCity of Cheney Heights Council Member
Lori KinnearCity of Spokane Council Member
Kate Burke.....City of Spokane Council Member
Arne WoodardCity of Spokane Valley Council Member
Lawrence StoneMajor Employer Representative
Dee CragunSmall Towns (under 5,000) Representative
Lawrence J. KrauterSpokane Airport Board
Josh KernsSpokane County Commissioner
E. Susan Meyer.....Spokane Transit Authority
Mike Gribner.....Washington State Department of Transportation
Joe Tortorelli.....Washington Transportation Commission
Matt EwersRail Representative (Ex Officio)
Kennet Bertelsen.....Transportation Advisory Committee Chair (Ex Officio)
Mike TedescoTransportation Technical Committee Chair (Ex Officio)

SRTC MEMBER JURISDICTIONS, AGENCIES, AND PARTICIPATING TRIBES

City of Airway Heights	Spokane County
City of Cheney	Spokane Transit Authority
City of Deer Park	Spokane Tribe of Indians
City of Liberty Lake	Town of Fairfield
City of Medical Lake	Town of Latah
City of Millwood	Town of Rockford
City of Spokane	Town of Spangle
City of Spokane Valley	Town of Waverly
Kalispel Tribe of Indians	Washington State Department of Transportation
Spokane Airports	Washington State Transportation Commission

Spokane Regional Transportation Council (SRTC) 2019 STRUCTURE



Updated November 2018

Table of Contents

Spokane Regional Transportation Council.....	i
Background.....	1
SRTC Organization.....	1
FY 2019 Unified Planning Work Program (UPWP)	1
CY 2019 Budget Summary	2
CY 2019 Budget Details	5
Revenues.....	3
Expenditures.....	4
Appendix A: SRTC CY 2019 Budget.....	9

List of Figures and Tables

Figure 1: Spokane Regional Transportation Council Structure.....	ii
Figure 2: CY 2019 Revenues	3
Figure 3: CY 2019 Expenditures	4
Table 1: FY 2019 UPWP Tasks and Subtasks.....	1
Table 2: CY 2019 Estimated Revenues	3
Table 3: CY 2019 Estimated Expenditures.....	4
Table 4: Summary of Budgeted Positions	5
Table 5: CY 2019 Local Dues.....	6

Background

The Spokane Regional Transportation Council (SRTC) is the lead agency for coordinating transportation planning activities in the Spokane region. SRTC is governed by a Board that includes local elected officials, transportation executives, and community and business representatives. Each year, the SRTC Board approves a Unified Planning Work Program (UPWP) that describes upcoming work activities and priorities. The FY 2019 UPWP (July 1, 2018 through June 30, 2019) is available on the SRTC website at <https://www.srtc.org/unified-planning-work-program/>.

This Calendar Year (CY) 2019 Budget outlines SRTC's anticipated revenues and expenditures for the upcoming year. A key objective of the CY 2019 Budget is to provide adequate resources to address core planning functions, as defined by federal and state requirements. Together, the UPWP and annual budget provide a comprehensive picture of SRTC's work activities and financial resources. Both documents are aligned with SRTC's mission statement:

To coordinate transportation planning in the Spokane Region by providing leadership, expertise, and a forum for collaboration

SRTC Organization

SRTC serves as the Metropolitan Planning Organization (MPO) for the region and is responsible for ensuring compliance with federal transportation planning requirements. Since the Spokane Metropolitan Planning Area is over 200,000 in population, SRTC is also designated as a Transportation Management Area (TMA), which involves additional responsibilities and discretion in allocating certain federal transportation funds within the urbanized area. Finally, SRTC serves as the state designated Regional Transportation Planning Organization (RTPO) for Spokane County. RTPOs are voluntary associations of local governments and were authorized as part of the 1990 Washington State Growth Management Act to ensure local and regional coordination of transportation plans.

SRTC is organized through an interlocal agreement as a voluntary association and joint board. As shown in Figure 1 on page ii, the agency is governed by a Board of Directors which receives policy input from a Transportation Advisory Committee (TAC) and technical input from a Transportation Technical Committee (TTC). The Policy Board includes 14 voting members and three ex officio, or non-voting, members. Also, pursuant to RCW 47.80.040, area members of the House of Representatives and the State Senate are considered ex officio, non-voting policy board members of SRTC.

FY 2019 Unified Planning Work Program (UPWP)

On June 14, 2018, the SRTC Board approved the Fiscal Year (FY) 2019 Unified Planning Work Program. The 2019 UPWP defines the projects and work activities that will be conducted by the agency during the period of July 1, 2018 through June 30, 2019, and also identifies whether each task is primarily an MPO (federal) or RTPO (state) activity. Table 1 identifies the work activities included in the FY 2019 UPWP.

TABLE 1: FY 2019 UPWP TASKS AND SUBTASKS		
Task	MPO	RTPO
1. Program Administration and Coordination		
1.1 Program Management and Support	✓	✓
1.2 Professional Development and Training	✓	
1.3 Coordination with State and Federal Legislators	✓	
2. Public and Stakeholder Participation and Coordination		
2.1 Public Coordination and Outreach	✓	✓
2.2 Board Member & Stakeholder Coordination	✓	✓
2.3 Title VI & Environmental Justice	✓	✓
2.4 Webpage and Social Media Management	✓	✓
3. Systems Analysis and Information Management		
3.1 Information Management and Mapping Services	✓	✓
3.2 Travel Demand Modeling	✓	
4. Metropolitan Transportation Plan (MTP) and General Long Range Planning		
4.1 General Long Range Transportation Planning	✓	✓
4.2 Active Transportation	✓	✓
4.3 Transit/Coordinated Public Transportation-Human Services Transportation Plan	✓	✓
4.4 Freight	✓	✓
4.5 Performance Measures	✓	✓
5. Transportation Improvement Program		
5.1 TIP Development and Maintenance	✓	✓
5.2 Air Quality and Transportation Conformity	✓	✓
5.3 Coordinate and track projects needing funding	✓	✓
6. Congestion Management Process (CMP)	✓	
7. Planning Consultation and Studies		
7.1 I-90/US 195 Systems Study	✓	
7.2 Division Street Reimagined	✓	
7.3 General WSDOT	✓	
8. RTPO Planning Functions		✓
9. Unfunded Planning Activities	✓	✓

CY 2019 Budget Summary

SRTC prepares and adopts a proposed budget for each calendar year and submits anticipated dues to the legislative bodies of each member agency. For the CY 2019 Budget, this information was submitted by letter to each member agency on August 14, 2018. The annual budget may be amended by vote of the Board, provided such amendment does not require additional budget appropriation, or by joint approval of the Board and participating members where such amendment does require additional member agency budget appropriation.

Financial Management Practices

SRTC prepares a budget for financial planning purposes. It is used only as a planning tool with no legal requirement to amend the budget as factors change throughout the year. However, significant budget changes, including changes that alter the approved Unified Planning Work Program, are presented for review and approval by the Policy Board.

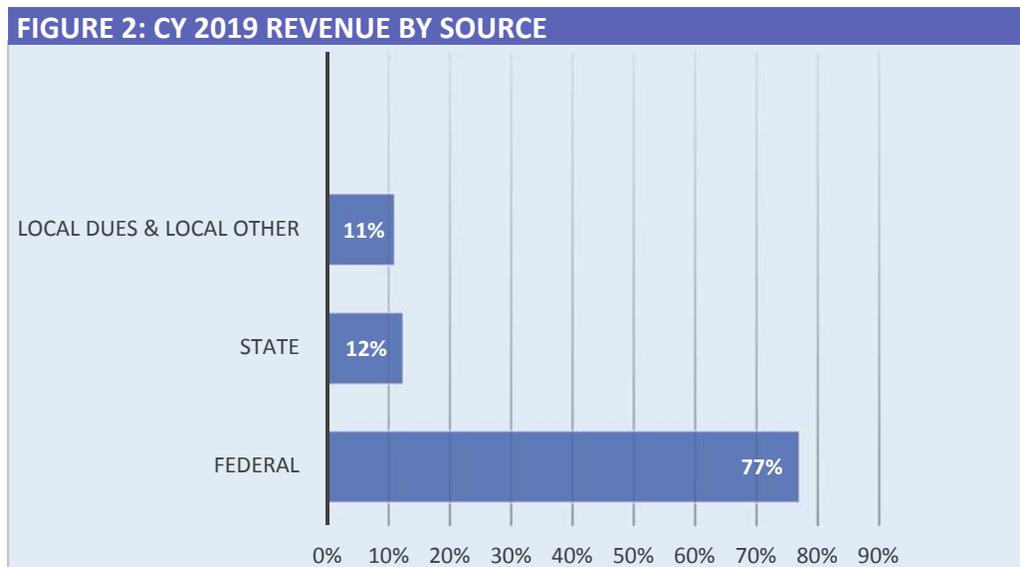
SRTC reports financial activity in accordance with the Cash Basis Budgeting, Accounting and Reporting System (BARS) manual prescribed by the State Auditor’s Office under the authority of Washington State law, Chapter 43.09 RCW. Financial transactions are recognized on a cash basis of accounting. SRTC’s basic financial statements include the financial position and results of operations. It accounts for all financial resources except those required or elected to be accounted for in another fund.

SRTC has one governmental fund (General Fund). The fund has a set of single-entry accounts that comprises its cash, investments, revenues, and expenditures, as appropriate. It is SRTC’s policy to deposit all cash with the City of Spokane Treasurer.

CY 2019 Revenue Estimates

The CY 2019 estimate for revenues is \$2,528,201 (Table 2). As shown in Figure 2 below, 77% of the revenues included in the CY 2019 Budget are provided by federal sources. State planning and local dues and other local funds account for 23% of the revenues.

TABLE 2: CY 2019 ESTIMATED REVENUES	
FHWA PL Funds	\$ 724,204
FTA 5303 Funds	268,713
STBG Planning Funds	350,000
STBG Data & Study Funds	600,000
RTPO State Planning Funds	167,152
Other Local Study Funds	200,000
Local Dues	218,132
TOTAL ESTIMATED REVENUES	\$ 2,528,201



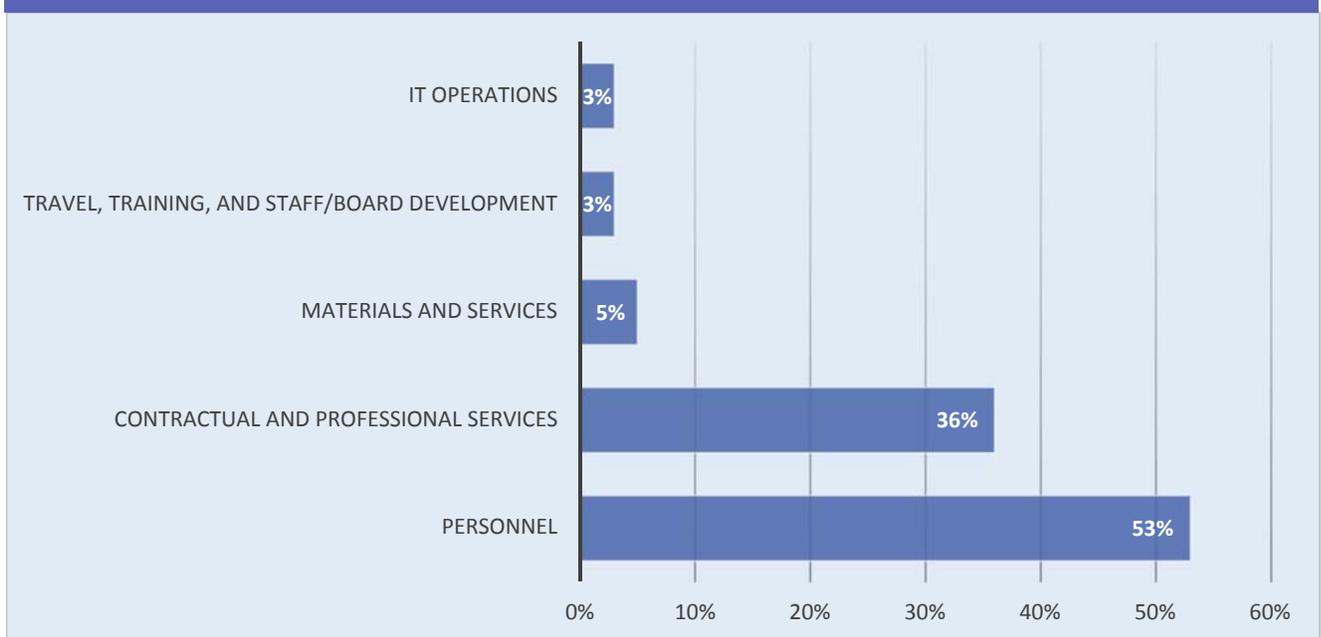
CY 2019 Expenditure Estimates

The CY 2019 estimate for expenditures is balanced to estimated revenues at \$2,528,201. Budget expenditures are divided into the following five divisions: 1) Personnel; 2) Contractual and Professional Services; 3) Materials and Services; 4) Training and Memberships; and 5) IT Operations.

Table 3 provides a breakdown of expenses by these categories. Figure 3 illustrates that the personnel expenditures account for 53% of the total agency budget. The next largest category of expenditures is Contractual and Professional Services at 36%; followed by Materials & Services at 5%; Training and Memberships at 3%, and IT Operations at 3%.

TABLE 3: CY 2019 ESTIMATED EXPENDITURES	
Personnel	\$ 1,346,799
Contractual and Professional Services	911,100
Materials and Services	121,000
Training and Memberships	65,025
IT Operations	84,277
TOTAL ESTIMATED EXPENDITURES	\$ 2,528,201

FIGURE 3: CY 2019 EXPENDITURES BY BUDGET DIVISION



The CY 2019 budget increases slightly to 10.88 Full Time Equivalent (FTE) positions from 10.78 FTE in the CY 2018 Budget. Table 4 provides a summary of the budgeted positions for CY 2018 and CY 2019.

TABLE 4: SUMMARY OF BUDGETED POSITIONS		
Position	CY 2018	CY 2019
Executive Director	1.00	1.00
Administrative Services Manager	1.00	1.00
Administrative Assistant	1.00	1.00
GIS Analyst	1.00	1.00
Data Modeler/Analyst	1.00	1.00
Communications Coordinator	1.00	1.00
Senior Transportation Planner	4.78	4.88
TOTALS	10.78	10.88

CY 2019 Budget Details

Appendix A presents the budget details for the CY 2019 Budget. Following is an explanation of some of the revenue and expenditure items contained in Appendix A.

Revenues

FHWA PL (Federal Public Law Funds)

SRTC's allocation of PL funds holds steady at \$638,732 in CY 2019. The anticipated revenues for this budget include the 2019 allocation plus \$85,472 in unspent PL funds from 2018.

FTA (Federal Section 5303 Funds)

SRTC's allocation of FTA funds includes \$58,511 in unspent FTA Section 5303 funds from 2018.

STBG (Federal Discretionary Funds-Metropolitan Planning)

SRTC's current 2019-2021 Transportation Improvement Program (TIP) includes \$350,000 in Surface Transportation Program (STBG Planning) funds for Metropolitan Transportation Planning.

Other Grants, Studies and Projects

Projects for Travel Model Development and Data Acquisition, US 195/I-90 Connections and Division Street Study are anticipated to be funded with revenues from STBG and other local/state revenue sources. Included are \$300,000 in 2018 funds being re-budgeted in 2019.

RTPO (State Planning Funds)

The State of Washington provides \$2.2 million annually to RTPOs to conduct transportation planning in support of the State's Growth Management Act. For large MPO's such as SRTC, this funding has been used to supplement the overall planning program in fulfillment of the Growth Management Act, and to support transportation planning activities in the non-urbanized areas of Spokane County. SRTC's allocation of RTPO funds is anticipated to increase to \$155,152 in CY 2019. The remaining budgeted funds are unspent 2018 funds.

Local Dues

SRTC previously used a local dues structure based on a \$0.20 per capita assessment for cities and towns. In 2018 the SRTC Board of Directors approved a 15% increase in dues, with Jurisdiction dues increasing to **\$0.23 per capita**. The dues structure also calls for Spokane County to pay dues at the City of Spokane assessment. Table 5 provides an overview of dues for each member in CY 2018 and CY 2019. The dues for SRTC members in CY 2019 are \$218,132.

TABLE 5: CY 2018 LOCAL DUES				
Jurisdiction	Population (2018 OFM Estimate)	% of 2018 Population (Estimate)	CY 2018 Dues	CY 2019 Dues
Airway Heights	9,085	1.79%	1,692	2,090
Cheney	12,200	2.40%	2,376	2,806
Deer Park	4,240	0.83%	821	975
Fairfield	620	0.12%	124	143
Latah	195	0.04%	39	45
Liberty Lake	10,390	2.05%	1,982	2,390
Medical Lake	4,990	0.98%	998	1,148
Rockford	480	0.09%	96	110
Spangle	275	0.05%	55	63
Spokane	220,110	43.33%	43,460	50,623
Spokane Valley	95,810	18.86%	18,978	22,036
Waverly	125	0.02%	23	29
Spokane County	147,650	29.07%	43,460	50,623
Jurisdiction Subtotal	507,950	100%	114,462	133,492
Spokane Airports	Flat Rate	n/a	15,000	17,250
Spokane Transit Authority	Flat Rate	n/a	38,600	44,390
WSDOT-Eastern Region	Flat Rate	n/a	20,000	23,000
Special Subdistrict Subtotal			73,600	84,640
			TOTAL DUES	218,132

Expenditures

Personnel

- **Salaries:** This budget includes a 3.0% General Wage Increase for SRTC staff. The Executive Director's salary is established annually by the Board as part of an annual evaluation process.
- **FICA:** The Federal Insurance Contributions Act tax includes employer contributions for Social Security and Medicare.
- **WA State Retirement System:** SRTC provides the employer match for its employees as members of the Washington State Retirement System. Contribution rates are set by the State Legislature and may be adjusted as needed, usually at the beginning of the State's Biennium. In July 2018, the employer contribution rate increased to 12.83%. SRTC is forecasting a slight increase to 12.95% for the WA State 2021 biennium starting July 1, 2019.

- Insurance Benefits: SRTC has historically had access to medical and dental insurance plans through the City of Spokane. Beginning January 1, 2019 SRTC will begin procuring benefits through the Association of Washington Cities (AWC). Overall, the cost of insurance benefits is expected to increase by approximately 20% in 2019. Industrial Insurance is also included in this category.
- Anticipated expenses for employee separation/retirement accrued leave payouts; as well as potential unemployment claim costs have also been included in this section of the budget.

Contractual and Professional Services

- Legal Services: Anticipated expenses for legal services.
- Miscellaneous Professional Services: Municipal Transportation Plan (MTP) update, website update, translation services, fire extinguisher service.
- Consultant Services for Travel Model Update & Data, Division Street Study and US 195/I-90 Projects.

Materials and Services

- Operating Supplies: General office supplies.
- Minor Furniture/Equipment: Includes replacement of older office chairs & furniture as necessary.
- Telephone: Telephone lines, long distance, conference calling, cell service for Executive Director, telephone system software upgrades, and telephone system repairs.
- Advertising: Expenses for legal notices related to items such as public meetings, plan comment periods, and Transportation Improvement Program (TIP) amendments.
- Rent – Office Space: SRTC leases Suites 500 & 504 at the Paulsen Center. The amount for rent in the 2019 budget includes utility's and CAM charges.
- Lease – Copier: This includes the copier lease expense as well as the copier usage charges.
- IF Charges: IF stands for Interfund. The City of Spokane is SRTC's financial agent; therefore any charges from the City need to be charged to this type of account.
 - IF–Accounting: City of Spokane charges for accounting management (shared costs for payroll, voucher processing issuance of payroll checks and direct deposits).
 - IF–MIS: City of Spokane Management Information System charges for document management (employees, shared costs of payroll data storage, and budget data).
 - IF–Reprographics: City of Spokane charges for items copied or printed through the City's Reprographics Department. Charges are based on actual use.

Travel, Training, and Staff/Board Development

Because of the specialized and technical nature of the services provided, this category is to ensure adequate resources for travel, as well as resources for needed technical training related to travel demand modeling, air quality modeling, geographic information systems, transportation planning, information technology, financial management, updates and changes to employment law, and public involvement. Regular travel is also necessary for coordination with other organizations.

Information Technology (IT) Operations

- IT Management Services
- Software: Software purchases and software maintenance: support for the VISUM model, ESRI Software for GIS, backup system replacement software, and firewall maintenance. Software purchases include Presentation software, MS Office and Planner/Data software.
- Hardware – New and Replacement: Replacement of network equipment and workstation replacement.
- Hardware – Repairs, Maintenance, and Upgrades: Repair supplies and equipment repair.
- Online Services: Internet service, metro Ethernet connection, website hosting, spam filtering, domain names, Internet access for tablets.

Appendix SRTC CY 2019 Draft Budget (10/24/18)

	CY 2018 Approved	FY 2019 Proposed	
REVENUES			
1. SRTC Cash Balance			
2. FHWA PL (Federal Public Law Funds)	730,845	724,204	
3. FTA (Federal Section 5303 Funds)	291,000	268,713	
4. STBG Planning Funds	250,000	350,000	
5. STBG Data & Study Project Funds	250,000	600,000	
6. RTPPO (State Planning Funds)	140,438	167,152	
7. Local Dues	188,062	218,132	
8. Other Local Study Project Funds	50,000	200,000	
TOTAL REVENUES	1,900,345	2,528,201	A
EXPENDITURES			
Personnel			
10 Salaries	879,513	920,354	
11 Accrued Leave Payouts	35,200	16,662	
12 FICA	68,446	71,758	
13 WA State Retirement System	108,369	122,079	
14 Insurance	179,349	215,946	
Total Personnel	1,270,877	1,346,799	B
Contractual and Professional Services			
15 Legal Services	15,000	25,000	
16 Consultants & Professional Svcs	5,600	23,100	
17 MTP Update	-	53,000	
18 Consultant Services & Model Development	200,000	300,000	
19 Consultant Services & I90/US 195 Systems Study	100,000	300,000	
20 Consultant Services & Division St Study	-	200,000	
21 State Audit Charges	9,785	10,000	
Total Contractual and Professional Services	330,385	911,100	C
Materials and Services			
22 Publications	500	500	
23 Postage	225	225	
24 Operating Supplies	1,500	1,500	
25 Minor Furniture	2,200	1,500	
26 Telephone	8,585	8,585	
27 Advertising	2,090	2,590	
28 Rent - Office Space	75,455	77,800	
29 Rent - Meeting Rooms	400	400	
30 Lease - Copier (and usage charges)	4,300	4,300	
31 Property and Liability Insurance	10,700	10,700	
32 Printing	1,000	2,000	
33 Interfund Charges City of Spokane (Acctg/MIS/Reprographics)	12,500	10,900	
Total Materials and Services	119,455	121,000	D
Training and Memberships			
34 Mileage & Parking	3,600	3,800	
35 Travel / Training	45,000	38,500	
36 Educational Speaker Series	16,000	15,000	
37 Dues, Subscriptions, and Memberships	7,875	7,725	
Total Travel, Training, and Staff Development	72,475	65,025	E
IT Operations			
38 IT Professional Services	50,000	37,000	
39 Software	26,000	26,365	
40 Hardware - New, Replacement, Repairs & Maintenance	18,625	8,000	
41 Online Services	12,528	12,912	
Total IT Services	107,153	84,277	F
TOTAL EXPENDITURES	1,900,345	2,528,201	G

Draft 5 Year Budget (10-24-18)

CALENDAR YEAR BUDGETS		CY 2018	CY 2019	CY 2020	CY 2021	CY 2022	CY 2023	5 Year Total
	Start Cash Reserve	423,883	450,000	450,000	450,000	450,000	450,000	
A.	Other Grant (requires 13.5% local match)	250,000	600,000	400,000	250,000	150,000	150,000	
B.	FHWA PL Funds	638,732	638,732	638,732	638,732	638,732	638,732	
	FHWA PL Funds potential increases							
C.	FTA 5303 Funds	201,000	210,202	210,202	210,202	210,202	210,202	
D.	FHWA PL Funds (Carry over prior year)	92,113	85,472	65,842	8,736			
E.	FTA 5303 Funds (Carry over prior year)	90,000	58,511	56,662	8,827			
	STBG Fed Discretion Funds (Carry over)							
F.	STBG Fed Discretionary Funds (planning)	250,000	350,000	350,000	350,000	350,000	350,000	
G.	RTPO State Planning Funds	140,438	167,152	166,243	155,152	155,152	155,152	
H.	Local Dues	188,062	218,132	249,602	281,836	285,338	288,992	
	Net Local Dues from 15 % Increases							
I.	Other Local Funds - Studies	50,000	200,000	150,000				
J.	Local Match at least 13.5%	19%	18%	22%	23%	25%	25%	
K.	TOTAL REVENUES	1,900,345	2,528,201	2,287,283	1,903,484	1,789,424	1,793,078	10,301,471
L.	Wages	879,513	920,354	974,621	990,735	1,004,396	1,020,200	
M.	Accrued Leave Payouts	35,200	16,662					
N.	Payroll Taxes	68,446	71,758	74,559	75,791	76,836	78,045	
O.	Retirement Benefit	108,369	122,079	131,574	136,226	140,615	142,828	
P.	Benefits	179,349	215,946	231,344	240,078	249,161	258,607	
Q.	Personnel	1,270,877	1,346,799	1,412,097	1,442,829	1,471,009	1,499,681	
R.	Contractual and Professional Services	5,000	22,500	5,000	5,000	5,000	5,000	
S.	MTP Update		53,000	34,000	14,000			
T.	Projects - Travel Model Data Acquisition	150,000	300,000	250,000	150,000	150,000	150,000	
U.	Division	-	200,000	200,000	100,000	-	-	
V.	Projects - I90 / 195 Connections	150,000	300,000	100,000	-	-	-	
W.	General Agency Operations	152,715	164,325	149,325	152,312	155,358	158,465	
X.	Agency and Staff Development	48,600	42,300	42,860	43,427	44,004	44,589	
Y.	Education Series	16,000	15,000	15,000	15,000	15,000	15,000	
Z.	IT Equipment & Services	107,153	84,277	79,001	79,736	80,482	81,239	
AA.	TOTAL Expenses	1,900,345	2,528,201	2,287,283	2,002,304	1,920,852	1,953,974	10,692,614
AB.	BALANCE (budgeted)	-	-	0	(98,820)	(131,428)	(160,896)	(391,144)
AC.	Ending Cash Balance (estimated)	450,000	450,000	450,000	450,000	450,000	450,000	
AD.	Prior Federal Fiscal Year (ending 9/30) funds (Est.)							
AD.	(PL & FTA) remaining as End CY - PL	160,000	74,578	8,736	-	-	-	
AE.	FTA	124,000	65,489	8,827	-	-	-	
AF.	STBG	-	-	-	-	-	-	
AG.	TOTAL	284,000	140,067	17,563	-	-	-	

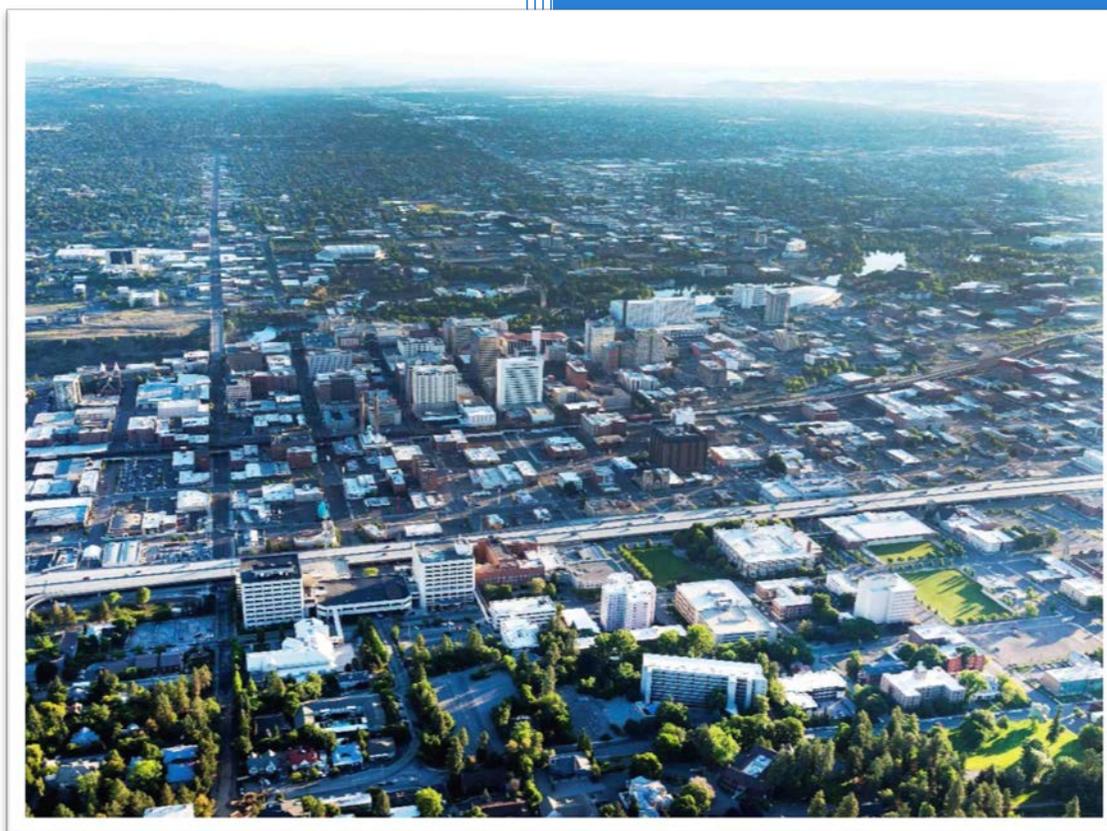
Assumptions:

- | | |
|---|--|
| <ul style="list-style-type: none"> L. Current staffing levels maintained L. 3% wage adj '19; 2% adj 2020-2023 P. Health Insurance up 4% annually B,C, FTA & RTPO & PL funds level | <ul style="list-style-type: none"> X. Materials / Services up 2% annually Z. Board Member Training & Conferences at 5 K annually H. Member dues increase 15% in 2019, 2020, 2021; only population increase all years |
|---|--|



Calendar Year 2019 Indirect Cost Plan

November 8, 2018 DRAFT



421 W Riverside Ave Suite 500
Spokane WA 99201
509.343.6370
www.srtc.org

INDIRECT COST PROPOSAL CERTIFICATION STATEMENT

This is to certify that I have reviewed the Indirect Cost proposal submitted herewith and to the best of my knowledge and belief:

All costs included in this proposal, 12/13/18, to establish billing or final indirect costs rate for January – December 2019 are allowable in accordance with the requirements of the Federal awards to which they apply and the provisions of 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards. Unallowable costs have been adjusted for in allocating costs as indicated in the Indirect Cost proposal.

All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Spokane Regional Transportation Council

Sabrina C. Minshall, Executive Director
Spokane Regional Transportation Council

Date

Purpose

This document serves as the Calendar Year (CY) 2019 Indirect Cost Allocation Plan for the Spokane Regional Transportation Council (SRTC) and was prepared in accordance with the policies and procedures contained in 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards. The 2019 Indirect Cost Plan will be effective for the months of January through December 2019.

Methodology

A consistent approach has been followed in the treatment of direct or indirect costs; in no case have costs charged as direct costs to programs been included as indirect costs. Actual expenditure information used to prepare the plan was obtained from financial statements. SRTC has not made any significant changes to its accounting system or to the accounting treatment of any expense category for CY 2019. The expenses will continue to be allocated between direct and indirect costs as described in the approved CY 2019 Indirect Cost Plan. The CY 2019 indirect rate calculation is based on the approved 2019 budget. Based on this amount, the new indirect cost rate will be 60% of total direct salaries and wages. This proposal is for a fixed rate, with any over/under cost recovery amount adjusted for in a following year.

For CY 2019, SRTC will continue to make use of the City of Spokane's Financial Management System (FMS). FMS reports each work element as a unique function code. The City's general ledger provides the capability of tracking overall expenses by calendar year and fiscal year, enabling an overall audit by either period. Salaries for hours worked, fringe benefits, and direct costs for each work element will be recorded in the appropriate function code.

The non-worked hours paid (vacation, holiday, sick leave, jury duty) and benefits will be prorated among the work elements. To accomplish the proration of the non-worked salary and benefits, these amounts will be accumulated in an independent function code number. At the end of each month, the non-worked salary and fringe benefit totals in this function code will be prorated to the Unified Planning Work Program (UPWP) work elements based on the amount of each employee's time in each work element. This will be done through a spreadsheet program from which actual billings will be prepared.

The proposed indirect cost percentage rate is of the "fixed rate with carry-over" type. Any over/under recovery for a specific year is carried forward to a following calendar year to be used as an adjustment to the following year's rate.

Expenses that are directly identifiable to a specific work element within SRTC are classified as "direct costs" and charged to the specific work elements to which they relate. Expenses that are not directly identifiable to a specific work element are classified as "indirect costs" and are recovered as a fixed percentage rate of total salaries and wages.

Development of the CY 2019 Indirect Rate

The CY 2019 indirect cost is based on a calculated total of indirect costs of \$485,197 and a direct salary base of \$811,706, yielding an indirect cost rate of 60%. This information is documented in the Appendix in **Table 1: Total Proposed Indirect Costs for CY 2019**. Table 1 also demonstrates that

unallowable costs associated with SRTC staff interaction with state and federal officials are not included in the calculated indirect cost rate.

$$\$485,197 / \$811,706 = 60\%$$

CY 2017 shows an under-recovery amount of \$78,982. This information is documented in the Appendix in **Table 2: CY 2017 Indirect Cost Recovery Analysis Worksheet**.

SRTC will use this indirect cost rate of 60% for the January - December 2019 billings, as reflective of anticipated expenditures.

Indirect Cost Rate Assumptions

In reviewing the operations of SRTC, part or all of the time of two employees was determined to be of an indirect support nature rather than a direct salary cost:

- Admin Services Manager – 100%
- Administrative Assistant – 100%

Estimates of the time spent on these activities were made and the salary and fringe benefit costs involved were calculated from the approved CY 2019 budget. Based on the line items of expense in the CY 2019 budget the following classifications of costs as direct or indirect were developed:

DIRECT	INDIRECT
Advertising	Advertising
Capital Outlay/Office Furniture/Equipment	Computer Hardware
Computer Hardware	Contractual Professional Services
Contractual Professional Services	Dues, Subscriptions, Memberships
Direct Fringe Benefit Expenses	Indirect Fringe Benefit Expenses
Direct Salary Expenses	Indirect Salary Expenses
Dues, Subscriptions, Memberships	Interfund Reprographics
Interfund Professional Services	Interfund Services*
Inter-governmental/other WA counties	Lease of Equipment
Lease of Equipment	Online IT Services
Online IT Services	Operating Supplies
Operating Supplies	Permits/Fees
Permits/Fees	Postage
Postage	Printing
Printing	Property/Liability Insurance
Publications	Publications
Registration/Schooling	Registration/Schooling
Rentals – Land/Buildings/Facilities	Rentals – Land/Buildings/Facilities
Software	Software
Software/Equipment Maintenance	Software/Equipment Maintenance
Telephone	State Audit Charges
Travel	Telephone
	Termination Sick Leave/Vacation Pay
	Travel
	Unemployment

* Prorated share of City of Spokane Departmental costs. These expenses are distributed by a standardized formula to all organizations using City services. The remaining interfund items are charged at standard rates to all users based on the amount of the service or products used or purchased.

Capital Expenditures were classified as allowed or not allowed, without prior approval from the grantor agencies, using the 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards. These line items will be funded entirely from additional local funds in CY 2018 unless prior approval is sought for specific equipment acquisitions.

Inconsistently Treated Costs

Line items such as Software, Operating Supplies, Equipment Maintenance, and Advertising are treated on a case-by-case basis within this proposal. The items will be purchased either for a specific contract or project or for general use. Expenditures will be specifically coded to show for what they will be used. SRTC proposes to treat those purchases that are made directly for a specific work element within the UPWP as a direct cost, while those purchases for general purpose programs are an indirect cost.

Salary and fringe benefit expenses are also treated as both a direct and an indirect cost, depending on the nature of the activity incurring the cost. A separate payroll cost accounting code and budget will be established to record actual employee time worked in the indirect cost activities to provide support for the indirect cost amounts and to avoid treating any specific salary expense as both a direct and an indirect charge. The related fringe benefit expenses for the indirect salary charges are also accounted for separately.

All other costs in this proposal are treated consistently as direct or indirect costs for all grants. The indirect cost rate will be used in billing all federal and state grants and contracts executed by SRTC.

APPENDIX

Table 1:	CY 2019 Indirect Cost Proposal Worksheet
Table 2:	CY 2017 Indirect Cost Recovery Analysis Worksheet
Table 3:	Schedule of Federal Funds Expenditures for Calendar Year 2017
Table 4:	Certificate of Indirect Costs
	SRTC Organizational Chart

TABLE 1

SPOKANE REGIONAL TRANSPORTATION COUNCIL
CY 2019 INDIRECT COST PROPOSAL WORKSHEET

CY 2019 BUDGET:

Type	Description	Cost Type [1]	INDIRECT	UNALLOWABLE	TRANSP.	TOTAL	Costs Classified:		TOTAL
			6760-87100 44414	6760-87100 44415	6770-8716_ and grants 444__		Direct to All Activ.	Indirect to All Activ.	
Salaries and Fringe Benefits:									
	Salaries and Wages	D/I	125,310	2,518	809,188	937,016	811,706	125,310	937,016
	Fringe Benefits	D/I	68,235	5,387	336,161	409,783	341,548	68,235	409,783
	Total Salaries/Fringe Bene.		193,545	7,905	1,145,349	1,346,799	1,153,254	193,545	1,346,799
Other Expenditures:									
Contractual/Professional Services:									
	Legal Services	I	25,000			25,000	0	25,000	25,000
	Consultant Services	D/I	5,000	7,500	863,000	875,500	870,500	5,000	875,500
	State Audit Charges	I	10,000			10,000	0	10,000	10,000
	Misc. Prof Services	D/I	100		500	600	500	100	600
Materials and Services									
	Publications	D/I			500	500	500	0	500
	Postage	D/I	225			225	0	225	225
	Operating Supplies	D/I	1,300		200	1,500	200	1,300	1,500
	Minor Equipment	D		1,500		1,500	1,500	0	1,500
	Telephone	D/I	7,980		605	8,585	605	7,980	8,585
	Advertising	D/I	100		2,490	2,590	2,490	100	2,590
	Rent - Office	I	77,800			77,800	0	77,800	77,800
	Rent - Mtg Rooms	D/I	300		100	400	100	300	400
	Lease - Copier	D/I	4,300			4,300	0	4,300	4,300
	Prop/Liability Ins.	I	10,700			10,700	0	10,700	10,700
	Printing	D/I	1,000		1,000	2,000	1,000	1,000	2,000
	Unemployment	I	0			0	0	0	0
	IF Charges	D/I	10,900			10,900	0	10,900	10,900
Travel, Training, and Staff Development									
	Mileage & Parking	D/I	200		3,600	3,800	3,600	200	3,800
	Travel/Training	D/I	1,500	1,000	43,500	46,000	44,500	1,500	46,000
	Registration	D/I		200	7,300	7,500	7,500	0	7,500
	Dues, Subs., Memberships	D/I		7,725		7,725	7,725	0	7,725
IT Operations									
	IT Management	D/I	37,000			37,000	0	37,000	37,000
	Software	D/I	2,880		23,485	26,365	23,485	2,880	26,365
	Hardware-New and Replacement	D	1,000	1,000	3,000	5,000	4,000	1,000	5,000
	Hardware-Repairs, Maint, Upgrad	D/I	3,000			3,000	0	3,000	3,000
	Online Services	D/I	12,385		527	12,912	527	12,385	12,912
	Total Other Expenditures		212,670	18,925	949,807	1,181,402	968,732	212,670	1,181,402
	TOTAL		406,215	26,830	2,095,156	2,528,201	2,121,986	406,215	2,528,201

Adjustment for (Over)/Under Recovery of Indirect Costs in CY 2016-CY 2017 (from Table 2) will be made in the CY 2019 IDC Plan

78,982

Total Indirect Costs To Be Recovered in CY 2019

485,197

Proposed Indirect Cost Allocation Rates for CY 2019

60%

487,024

Expenditure Types Codes are:

I = Indirect Cost Pool Charges D = Direct Charges D/I - Direct Charges and Indirect Cost Pool

CY 2017 INDIRECT COST RECOVERY ANALYSIS WORKSHEET

Type	Description	Cost Type	Cost										TOTAL	Costs Classified:		
			87100	87100	87167	87168	98724	98767	98768	98766	98774	98799		Direct to All Activ.	Indirect to All Activ.	TOTAL
Salaries and Benefits:			44414	44415	44401-44429	44401-44429	44429	44402-44428	44402-44428	44402-44428	44402	44404				
51000	Salaries/Wages	D/I	212,689.15	0.00	212,699.96	302,129.59	0.00	92,535.59					820,054.29	607,365.14	212,689.15	820,054.29
52000	Fringe Benefits	D/I	82,408.44	0.00	75,322.71	115,336.48	0.00	35,824.67			3.43		308,895.73	226,487.29	82,408.44	308,895.73
	Total Sal/Fringe Bene.		295,097.59	0.00	288,022.67	417,466.07	0.00	128,360.26	0.00	0.00	0.00	3.43	1,128,950.02	833,852.43	295,097.59	1,128,950.02
Other Expenditures:																
51620	Move Staff	D/I		4,732.00									4,732.00	4,732.00	0.00	4,732.00
53102	Publications	D/I	127.95										127.95	0.00	127.95	127.95
53103	Postage	D/I	255.20										255.20	0.00	255.20	255.20
53104	Software	D/I	4,002.88										4,002.88	0.00	4,002.88	4,002.88
53201	Operating Supplies	D/I	1,586.77	3,313.97	99.16	3,182.38							8,182.28	6,595.51	1,586.77	8,182.28
53502	Minor Equipment	D	363.84	22,640.98									23,004.82	22,640.98	363.84	23,004.82
54101	Prof. Services	D/I	32,929.12		5,625.00	22.70							38,576.82	5,647.70	32,929.12	38,576.82
54105	Legal Services	I	12,017.60										12,017.60	0.00	12,017.60	12,017.60
54120	State Audit Charges	I	8,259.37										8,259.37	0.00	8,259.37	8,259.37
54201	Contactual Services	D/I			600.00	7,641.26							8,241.26	8,241.26	0.00	8,241.26
54301	Telephone	D/I	18,711.23										18,711.23	0.00	18,711.23	18,711.23
54401	Travel/Mileage	D/I	5,169.88	2,196.86	3,068.25	11,027.19							21,462.18	16,292.30	5,169.88	21,462.18
54451	Advertising	D/I	1,190.28		355.52	723.36							2,269.16	1,078.88	1,190.28	2,269.16
54501	Rentals/Leases	D/I	71,535.27										71,535.27	0.00	71,535.27	71,535.27
54601	Prop/Liability Ins.	I	10,427.00										10,427.00	0.00	10,427.00	10,427.00
54803	Equip. Maint.	D/I	1,036.11										1,036.11	0.00	1,036.11	1,036.11
54820	Software Maintenance	D/I	1,511.80		7,183.50	4,123.44							12,818.74	11,306.94	1,511.80	12,818.74
54902	Registration	D/I	1,321.57	150.14	740.00	3,875.00							6,086.71	4,765.14	1,321.57	6,086.71
54904	Dues,Subs.,Memberships	D/I		7,179.75									7,179.75	7,179.75	0.00	7,179.75
54908	Permits/Fees	D/I											0.00	0.00	0.00	0.00
54909	Printing	D/I	320.70			27.67							348.37	27.67	320.70	348.37
55120	IG Services - General	D											0.00	0.00	0.00	0.00
59100	IF Charges	D/I	11,767.32										11,767.32	0.00	11,767.32	11,767.32
	Total Other Expenditures		182,533.89	40,213.70	17,671.43	30,623.00	0.00	0.00	0.00	0.00	0.00		271,042.02	88,508.13	182,533.89	271,042.02
	TOTAL		477,631.48	40,213.70	305,694.10	448,089.07	0.00	128,360.26	0.00	0.00	0.00	3.43	1,399,992.04	922,360.56	477,631.48	1,399,992.04

TOTAL INDIRECT EXPENDITURES

477,631.48

Indirect Costs charged to SRTC Projects:CY 2017 approved indirect cost rate - 70%

		2017		
		1st Half	2nd Half	
	RECOVERED:			
44402	TS Reg. Transp. Plan Update	38,692.67	41,268.51	79,961.18
44404	Congestion Management Process	1,898.59	6,712.90	8,611.49
44405	TS Program Mgmt/Administration	33,094.61	60,666.75	93,761.36
44423	Public/Stakeholder Participation & Education	25,480.58	26,846.65	52,327.23
44424	Systems Analysis & Information Management	18,323.36	28,339.08	46,662.44
44426	Transportation Improvement Plan	7,766.72	30,088.60	37,855.32
44428	Planning Consultation & Studies	2,043.81	9,765.97	11,809.78
44429	RTPO Planning Functions	11,319.81	4,716.18	16,035.99
44415	Transportation Coordination	-	-	0.00
98724-44429	HSTP Grant	-	-	0.00
98767-44402/26/28	MTP Update - FY 2017	67,172.23	10,958.61	78,130.84
98768-44402/26/28	MTP Update - FY 2018	-	-	0.00
98710-43412	Reimbursable	-	-	0.00
98799-44404	Transportation Operations Center	-	-	0.00
				<u>0.00</u>
		<u>205,792.38</u>	<u>219,363.25</u>	
			TOTAL INDIRECT COSTS RECOVERED FROM PROJECTS	<u>425,155.63</u>

Amount Under-Recovered in CY 2017 (52,475.85)

Amount Under-Recovered in CY 2016 (26,506.22)

Amount to be Adjusted in CY 2019 - Under-Recovered (78,982.07)

Expenditure Types Codes are:

I = Indirect Cost Pool Charges D = Direct Charges D/I = Direct Charges and Indirect Cost Pool

L = Locally funded items only (no federal funds)

Table 3 for Indirect Cost Plan

Schedule of Federal Funds Expenditures for Calendar Year 2017

The purpose of this table is to show the amount of Federal Funds we received. WSDOT questioned the IDC audit charges a few years back, so now we have to include this information.

Per the Uniform Administrative Requirements (SuperCircular) 200.425 Audit Services (a) A reasonably proportionate share of the costs of audits required by, and performed in accordance with, the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507), as implemented by requirements of the Part, are allowable. However, the following audit costs are unallowable.

2: Any costs of auditing a non-Federal entity that is exempted from having an audit conducted under the Single Audit Act and Subpart F-Audit Requirements of this Part because its expenditures under Federal awards are less than \$750,000 during the non-Federal entity's fiscal year.

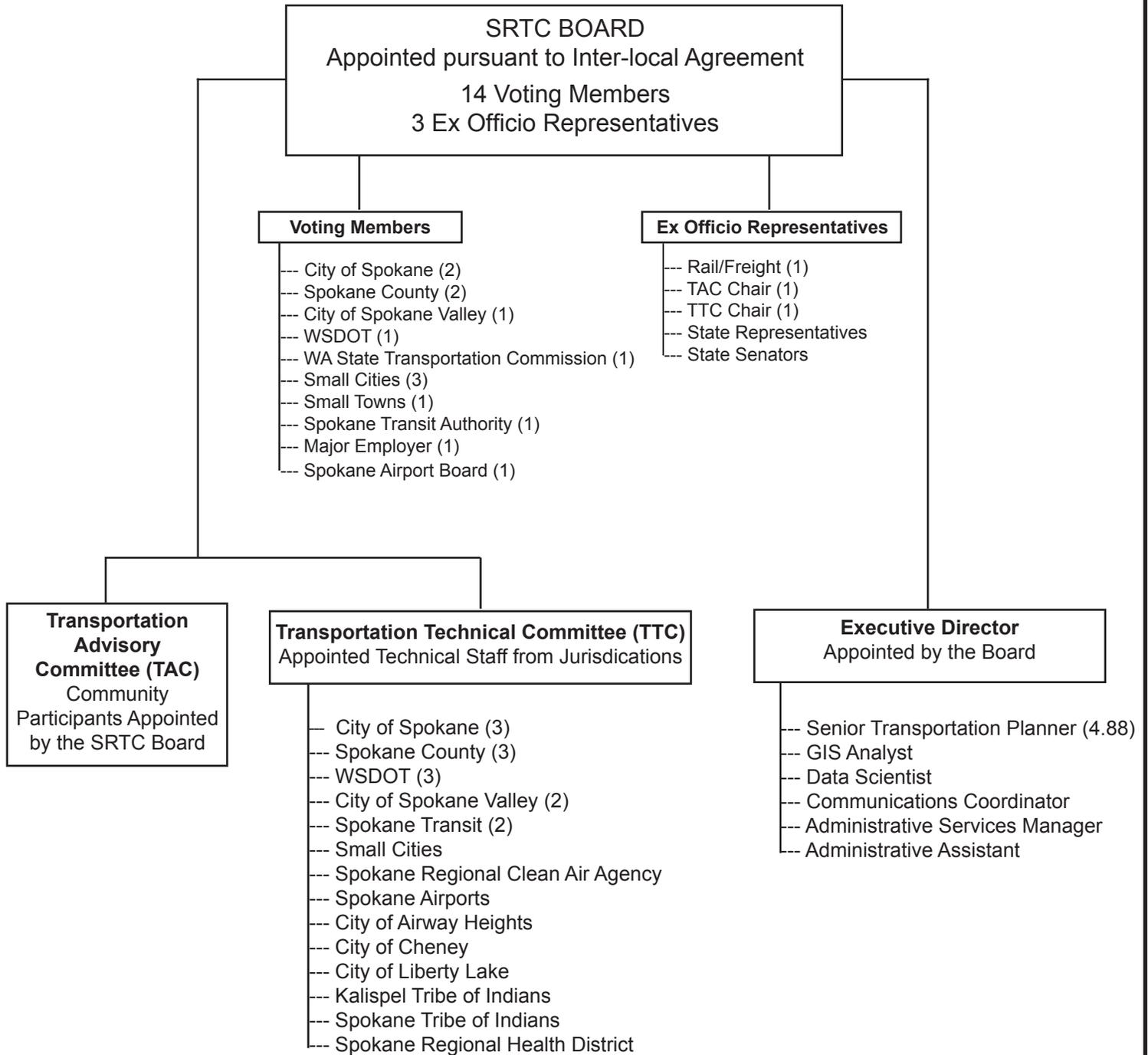
Pull this information from the Budget Control Worksheets: Jan - June and July - Dec. (otherwise known as F172h and F181h)

Item	1st Half CY 2017		2nd Half CY 2017		Consolidated PL/FTA Funds	1st Half	2nd Half	1st Half	STP(U) Funds	Total Fed Funds
	PL	FTA	PL	FTA		98767 STP	98767 STP	98774 STP		
Federal Revenue	223,162	90,083	417,452	133,747	864,444	139,061	26,842	-	165,903	1,030,348
Required Local Match	30,127	12,161	56,356	17,537	116,181	18,773	3,624	-	22,397	138,578
Additional Local	4,702	1,898	8,795	3,337	18,732	42,348	566	-	42,913	61,646
Total	257,991	104,142	482,604	154,621	999,357	200,182	31,032	-	231,214	1,230,571
Total Salaries	117,837	48,483	220,727	70,256	457,304	95,960	15,655	-	111,615	568,919
Total Benefits	44,911	17,273	84,441	27,219	173,844	37,050	4,418	-	41,468	215,311
Total Other	12,757	4,447	22,927	7,967	48,097	-	-	-	-	48,097
Total IDC's	82,486	33,938	154,509	49,179	320,113	67,172	10,959	-	78,131	398,243
Total	257,991	104,142	482,604	154,621	999,357	200,182	31,032	-	231,214	1,230,571

below is the direct charges (total amount less local match, usually at 13.5%)

Direct Salaries/Wages	395,568	395,568	96,547	492,115
Direct Fr. Benefits	150,375	150,375	35,869	186,244
Other Direct Expend	41,604	41,604	-	41,604
Indirect Cost Plan	276,897	276,897	67,583	344,480
Total Fed. Revenues		864,444	199,999	1,064,443

Spokane Regional Transportation Council (SRTC) 2019 STRUCTURE



SRTC BOARD AGENDA WORKSHEET							
	<u>TITLE / DESCRIPTION</u>	<u>POLICY IMPLICATIONS/ REQUIREMENTS</u>	<u>AGENDA TYPE</u>	<u>TIME</u>	<u>PRESENTER</u>	<u>PROPOSED AGENDA</u>	<u>TTC AND/OR TAC AGENDA</u>
•	Public Comment	Meets WA Code and various grant requirements	Regular	-	N/A	Monthly	N/A
•	Executive Directors Report	Keep Board up to date of issues from the month	Regular	10	Sabrina	Monthly	N/A
•	Approve Minutes from most recent Board Meeting	Meets WA Code and various grant requirements.	Consent Agenda	-	N/A	Monthly	N/A
•	Approve Vouchers	Required	Consent Agenda	-	N/A	Monthly	N/A
•	Approve TIP Amendment	Required	Consent Agenda	-	Anna	Monthly	Monthly
•	Receive Future Meeting Agenda Worksheet	Aid in communication for future board topics	Attachment	n/a		Monthly	N/A
•	Receive Inactive Project List from WSDOT	Ensure Board is aware of projects with delays in spending	Attachment	n/a	N/A	As Available	N/A
•	Discussion on TTC/TAC Committee (s)	Required by bylaws	Info & Disc	15	Chair	December	N/A
•	Land use/travel model strategy	Update on data strategy and schedule	Info & Disc	20	Mike/Ryan	December	November
•	FY2019 Budget / Indirect Cost Plan FY 2019	Final draft	Action	15	Sabrina/ Greg	December	N/A
•	Executive Director's Review	Feedback and review	Executive Session/ then Action	30	Chair	December	N/A
•	Freight Mobility Draft Scope	First Touch	Info & Disc	30	Mike	February	January
•	2019 education series	Discuss education series	Info & Disc	15	Sabrina/ Staci	February	January
•	Input into multi-year action plan/check in on strategic plan	Continued discussion on organizational work and action planning	Info & Disc	60 (workshop)	Sabrina	February	N/A
•	TTC/TAC Committee(s)	Required by Bylaws	Action	20	Chair	February	N/A
•	Quarterly Budget Update	For 4 th quarter 2018	Info & Disc	10	Greg	Jan/Feb	N/A

MEETING MINUTES

Spokane Regional Transportation Council Transportation Advisory Committee
August 27, 2018
421 W Riverside Ave Suite 504, Spokane, Washington

1. **Call to Order** - Chair Kennet Bertelsen brought the meeting to order at 3:00 pm.

2. **Roll Call**

Committee Members Present

Fred Beaulac	John Dietzman	Donald Moore	Tom Trulove
Kennet Bertelsen	Greg Francis	Rosemarie Schmidt	Margaret Watson
Justin Botejue	Carlie Hoffman	Jim Simon (via phone)	

Committee Members Not Present

Greg Szabo Robert Race Sr

Guests

Cameryn Flynn	SNAP	Paul Kropp	Citizen
Amber Johnson	SNAP		

Staff

Staci Lehman	Communications Coordinator	Anna Ragaza-Bourassa	Senior Transportation Planner
Eve Nelson	Senior Transportation Planner	Tristan De Alwis	Data Scientist
Jason Lien	Senior Transportation Planner	Julie Meyers-Lehman	Administrative Assistant

3. **Public Comments** - There were no public comments.

4. **TAC Chair Report on SRTC Board of Directors Meeting**

Chair Bertelsen provided a summary of the most recent Board meeting. Highlights included election of a new Vice Chair (Mayor Steve Peterson from City of Liberty Lake), extension of Commissioner French’s term as Chair through 2019, a 15% increase in dues, discussion of the prioritized list of projects.

5. **Approval of July 23, 2018 Meeting Minutes**

Mr. Francis made a motion to approve the minutes as presented; Ms. Watson seconded. Motion carried.

6a. **Ride to Care & Other Transportation Programs**

Ms. Flynn from Spokane Neighborhood Action Programs (SNAP) outlined the transportation programs used to serve the community. She provided details about the Ride to Care program which has been operating for 19 months in the City of Spokane and City of Spokane Valley; she said it has saved approximately \$77,000 in transportation costs for non-emergent medical transportation. She said SNAP hopes to expand the program to all of Spokane County by the end of 2019.

6b. **Performance Measures Update**

Ms. Nelson described the purpose of performance management, the target setting framework team, and the performance management cycle. She reported that the Board already adopted Safety and Transit targets, but for the remaining target areas (Pavement & Bridge Condition, Congestion Measures & Air Quality Measures) SRTC has the choice to set quantitative regional targets or adopt the WSDOT statewide targets.

She said Target Setting Working Group made up of TTC members from five different agencies and SRTC staff has met twice for in-depth evaluation of the options. Ms. Nelson said the working group advised that the TTC recommend support of the WSDOT targets and she outlined their reasons. Ms. Nelson provided information about bridge performance targets and the locations of regional NHS bridges classified as in poor condition. She also described pavement performance targets and showed a map of regional NHS roadways in poor condition. Ms. Nelson spoke about travel time reliability indexes for trucks/freight and person-miles and presented details about statewide emission reduction targets. She said the Board will be presented with this information over the next few months and they will be asked to adopt targets in November.

6c. 2019 Education Series Topics

Ms. Lehman recapped the Education Series events held so far this year and described two upcoming events. She called for input on topics or speakers for next year. Suggestions included emergency evacuation plans for people with no personal vehicles, autonomous vehicles, ride sharing and work zone safety.

6d. 2019-2022 Transportation Improvement Program (TIP) Overview

Ms. Ragaza-Bourassa said there were approximately the same number of projects as in the 2018-2021 TIP and the public comment period opens on August 31. She noted that the projects from the 2018 Call for Projects are not in the draft 2019 TIP; those projects are scheduled to be incorporated into the TIP in the January 2019 TIP Amendment. There were no questions or comments.

6e. Call for Projects: Programming

Mr. Lien described how the recommended project priority lists from the TTC and TAC were synthesized into one hybrid list; the Board was presented with all three lists on August 9 and ultimately approved the hybrid list. He spoke about the movement of projects up and down the priority list as a result of the synthesizing.

Ms. Ragaza-Bourassa said that the first step of the process is prioritization was the second is project programming. She brought attention to the draft programming funding eligibility spreadsheet at each place, explained that different projects are eligible for different funding sources. She said the programming process was just beginning; staff has asked project sponsors to provide additional information about project phasing, leveraging additional funding sources, etc.

She said the input sought from the TAC today whether or not it is better to fully fund fewer projects or partially fund more projects. The group discussed additional funding source strategies, project delivery, review of project cost estimates by WSDOT Local Programs, and the Highway Infrastructure Program.

The group consensus was that partial funding could be advantageous but would not want to see it done at the expense of complete project delivery. Ms. Ragaza-Bourassa said any additional comments or input could be emailed to her.

7. TAC Member Comments/Roundtable

Chair Bertelsen added to the August 9 Board meeting summary, noting that there had been discussion about the requests from the Spokane Tribe and Kalispel Tribe for membership on the SRTC Board.

Mr. Simon reported that the City of Spokane and Gonzaga University are both launching bike share programs.

8. Staff Report

Ms. Ragaza-Bourassa said the region met the federal obligation target.

9. Adjournment

There being no further business, the meeting adjourned at 4:06 pm.

Julie Meyers-Lehman
Recording Secretary

Spokane Regional Transportation Council
Transportation Advisory Committee (TAC) Meeting
October 22, 2018 3:00pm
421 W Riverside Ave Suite 504, Spokane, Washington

TAC Chair Report on SRTC Board of Directors Meeting - The TAC Chair provided highlights of the October 11 Board meeting to the group.

Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP):

Staff presented details about the plan and the update. The TAC unanimously recommended Board approval of the CPT-HSTP Plan update.

Call for Project: Program of Projects Recommendation

The group reviewed a Program of Projects spreadsheet, discussed each project, the amount asked and the amount proposed to be given. They unanimously recommended Board approval of the Program of Projects.

Bikeshare (and Scooter!) Pilot Program in the City of Spokane

City of Spokane staff presented a summary of the results of the first 47 days of the Bikeshare pilot program, a collaboration between the City of Spokane and Lime.

MEETING MINUTES

Spokane Regional Transportation Council Transportation Technical Committee
September 19, 2018
421 W Riverside Ave Suite 504, Spokane, Washington

1. Call to Order

Mr. Mike Tedesco, Chair, called the meeting to order at 1:35 p.m.

2. Roll Call

Committee Members Present

Mike Tedesco	Spokane Tribe of Indians	Gloria Mantz	City of Spokane Valley
Sean Messner	Spokane County	Mike Basinger	City of Spokane Valley
Mark Bergam	City of Airway Heights	April Westby	Spokane Regional Clean Air
Todd Ableman	City of Cheney	Heleen Dewey	Spokane Regional Health Dist
Roger Krieger	City of Deer Park	Gordon Howell	Spokane Transit Authority
Louis Meuler	City of Spokane	Karl Otterstrom	Spokane Transit Authority
Inga Note	City of Spokane	Darrell McCallum	WSDOT-Eastern Region
Brandon Blankenagel	City of Spokane	Larry Larson	WSDOT-Eastern Region

Committee Alternates Present

Keith Martin	WSDOT-Eastern Region
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Guests

Adam Jackson	City of Spokane Valley	Char Kay	WSDOT-Eastern Region
Paul Kropp	Citizen	Katherine Miller	City of Spokane

Staff

Anna Ragaza-Bourassa	Senior Transportation Planner	Eve Nelson	Senior Transportation Planner
Sabrina Minshall	Executive Director	Jason Lien	Senior Transportation Planner
Mike Ulrich	Senior Transportation Planner	Julie Meyers-Lehman	Administrative Assistant
Staci Lehman	Communications Coordinator		

Chair Tedesco noted that a revised agenda was emailed to the TTC yesterday and is at each person's place.

Mr. Martin made a motion to accept the revised agenda. Mr. Messner seconded, and the motion passed unanimously.

3. Approval of August 22, 2018 Minutes

Mr. Otterstrom made a motion to approve the August 22, 2018 minutes as presented. Mr. Martin seconded the motion, which passed unanimously.

4. Public Comments - There were no public comments

5. Technical Member Comments

Ms. Dewey spoke about the Walking School Bus program launched at three elementary schools.

Ms. Colyar noted that the bridge on Bigelow Gulch was now open.

Mr. Otterstrom spoke about the West Plains Transit Center grand opening, sidewalk projects in Cheney and provided status of Small Starts program funding in the Legislature.

Mr. Bergam said crews are laying down base on the Phase II Project and City of Airway Heights is getting a bike counter for the bike path on the north side of Highway 2.

Mr. Krieger stated that the WSDOT roundabouts on US 395 are done and Deer Park citizens seem to be happy with the results.

Mr. Blankenagel spoke about the City of Spokane's Bike Share pilot program that began September 4.

Mr. Basinger announced that Valleyfest is this weekend.

6. 2018-2021 Transportation Improvement Program (TIP) October Amendment

Ms. Ragaza-Bourassa described the three projects in the amendment; two WSDOT projects to be deleted out of the four-year window and adding TIGER funds to City of Spokane Valley Barker Road/BNSF Grade Separation project. There were no questions or comments.

Mr. Larson made a motion to recommend Board approval of the October Amendment as presented; the motion was seconded and carried unanimously.

7. 2019-2022 TIP Recommendation

Ms. Ragaza-Bourassa provided an overview of the Transportation Improvement Program (TIP) and explained how it fits into the regional transportation planning process. She reported that the new draft TIP contains 98 projects, including seven new ones, and totals \$818M over a four-year window and \$1.1B over a six-year window. She presented a graphic that outlined the 98 projects by type and spoke about several changes that will be made to the final version based on project obligations that have occurred since the draft document went out for public comment. Ms. Ragaza-Bourassa reviewed the various determinations required for the TIP and described the public involvement process. She explained that the Board will be asked to approve the 2019-2022 TIP at their October meeting. There were no questions or comments.

Mr. McCallum made a motion to recommend Board approval of the 2019-2022 TIP; Ms. Colyar seconded. The motion passed unanimously.

8a. North Spokane Corridor / Children of the Sun Placemaking Process

Mr. Meuler presented the public NSC placemaking website which features a prototype in-depth story map which also documents the entire process of public engagement. He spoke about the maps on the site and deliverables scheduled for placement of the trail. He spoke about the public involvement process, community input charrettes, and design of the transition areas.

Ms. Kay spoke about how the process developed data-driven outcomes, described the partnership with EWU for collecting and organizing public comments, and how visual and graphic elements of the website and outreach materials help to tell the message in an easily understandable way. She spoke about the collaboration team made up of 30 – 40 volunteers and staff and the success the project has experienced due to the community truly engaging. The group discussed placemaking and place-keeping, multi-use facilities, public/private partnerships and funding mechanisms.

8b. Performance Measures Target Setting

Chair Tedesco noted that significant discussion had occurred on this topic at the last Board meeting, which was somewhat unexpected. A workgroup of TTC members reviewed the issue and made a recommendation to accept State targets; however, the Board could not come to agreement about accepting the recommendation and requested that staff gather additional information.

Ms. Nelson stated it is federally required that the Board decide whether SRTC will support the State targets or develop their own. She provided names of the technical work group members and described their tasks. She said the group concluded that there was insufficient data for staff to create targets and also noted that most MPOs are supporting State targets. Ms. Nelson presented the information that was given to the Board about regional performance management targets for conditions in Pavement & Bridge, Congestion, and Air Quality and said direction from the Board was to populate the SRTC portion of State 4-year targets.

She has been in touch with WSDOT regarding data on pavement and bridge condition targets and she would like the Target Setting Working Group to reconvene, along with agency pavement specialists, to re-evaluate pavement condition targets. She said the new information will be presented to the Board and TTC in October.

Ms. Nelson said staff has been told that at this time there are no funding implications if regional targets are higher or lower than those of the State, but it is possible that could change in the future. The group discussed performance management, funding, and opportunities to update projected performance targets.

8c. 2019-2022 TIP: New Projects Programming

Ms. Ragaza-Bourassa spoke about the programming policy guidance given to staff by the Board at their last meeting, which was to *“Develop a program of projects that maximizes the region’s transportation investments”*. She presented the call for projects timeline and said staff is requesting TTC input about the draft program. The Board will receive the draft program in October and the committees will be making a formal recommendation in October as well.

The group discussed the program of projects and methodology at length. Questions and comments were:

- Were data points and funding rationale shared or discussed with agencies outside the TIP Working Group?
- Were project assumptions made with or without input from project sponsors?
- Conversation about the rationale in requiring differing percentages of matching funds
- Concern about inconsistent policy or practice of applying funds to projects
- If an agency/jurisdictions agreed to partial funding, where is that decision documented?
- Why was the Riverside project included in the last six months of evaluation only to be notified now that it is ineligible?
- Based on the notes, it is difficult to understand a consistent rationale outside of the scoring criteria

Ms. Minshall responded that the Board held conversations about full funding, leveraging funding, first-in/last-in, etc. and came to the conclusion that they desired staff to come back with a program along with a rationale of how it was achieved. She said this is a strategy conversation, staff used their judgement, and it was not consistent by intent.

Ms. Ragaza-Bourassa explained that because the Riverside project is regionally significant it must be incorporated into the MTP by amendment before it can be eligible; which is the reason it was not recommended for funding at this time. The group discussed the Riverside project specifics.

Discussion continued. Points raised were:

- This funding strategy is problematic in that “slicing and dicing” changes the effectiveness for the region and would probably change the scoring technique that was used to prioritize projects
- Funding phases rather than entire projects jeopardizes delivery

- Partial funding that results in dialing back project scope is a flaw in the process
- If the MTP amendment issued for the Riverside project is the reason it is not being recommended for funding, that should have been made clear to City of Spokane at the beginning of the call for projects process; not brought up at the last minute
- Staff and the TTC went through a great deal of time and effort to create a priority list which is now not being utilized
- Differing interpretations of the programming strategy guidance requested by the Board
- Concern that the Board did not discuss the risk that partial funding of projects could have on meeting the federal obligation target

Ms. Minshall said that the Board understands that jurisdictions accepting partial funding are committing to either funding the other portion locally or that this is seed money and will be finding other funding sources. Many Board members feel that projects should be leveraging SRTC funds. Ms. Minshall spoke about partial funding strategies.

Discussion continued. Points raised were:

- Future calls for projects should have a cap if there will be a requirement to match funds so it is clear from the beginning
- It may not be accurate to assume that the draft program represents the Board's guidance; reiterated that the Board guidance could be interpreted alternatively. Did not hear the Board say not to fund in a method other than from top priority down
- Segmenting projects results in under-funding, risks obligation authority targets, and changes the scoring methodology

Ms. Minshall said there are many ways that a project list can be programmed and staff looked at many of them. She said the draft list assumes that all agencies that receive funding will be able to deliver projects; most of the projects that have been segmented and phased were already phased in their project applications. She stated that the Board very clearly said they weren't interested in funding from the top down but wanted the program to be strategic, so if there are specific strategic examples now is the time to provide that feedback.

Mr. Blankenagel distributed a programming recommendation spreadsheet he created which he said reflects fully funding from the top down and provided details about the methodology. He said his recommendation is to avoid the risk of failing to meet federal obligation authority by segmenting projects and negating the prioritization that came out of the application process.

Discussion continued. Points raised were:

- Minutes from the last TTC meeting reflect many of the same concerns being raised today
- Several members stated they would like to see documentation of agencies/jurisdictions' discussions or agreement to accept partial funding
- Recommendation that partial funding agreements should be done in writing with authorization from the executive level
- Suggestion to offer several programming lists to the Board which differ by the degree of risk for delivery
- The draft list before the TTC today is not the same list that was presented to the TIP working group three days ago and a request for information about conversations with agencies that resulted in the changes.
- Project sponsors generally already know at the time of application about other funding opportunities and therefore are already leveraging funds
- There is no one method that will work for all projects; reviewing on a case by case basis and looking at delivery risk is key.
- Suggestion that members take the list back to discuss with their staff and review the plan from a strategic perspective

Ms. Minshall spoke about the changes that occurred as a result of conversations with Spokane County and Ms. Mantz addressed the Barker Corridor project. Ms. Minshall stated that the list created by staff and the one created

by Mr. Blankenagel only differ on four projects and she noted that staff held discussions with both those agencies. She said the changes were not done in isolation.

Discussion continued. Points raised were:

- Would like to see the decision-making rationale in writing; the process should be transparent
- Would like further discussion about Riverside project
- What would happen if the TTC recommends that the Board not approve the list

Ms. Minshall said documentation of the conversations will be provided and agreed to further review of the Riverside project. The group and staff agreed that the TTC will convene again prior to the October 11 Board meeting, ideally the first week of October, to continue this discussion.

8d. Coordinated Public Transit-Human Services Transportation Plan Update

Mr. Lien explained the Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP), which focuses on coordinating transportation services for those with special transportation needs such as the elderly, disabled, low income or rural populations. He described the planning area and coordination partners.

Mr. Lien listed the plan objectives:

- Identify transportation service needs
- Create strategies to meet those needs
- Optimize use of limited resources

He spoke about the public outreach events and feedback received from the community. He said Consolidated Grant applications were due September 14 and the CPT-HSTP plan update to go to the Board and committees in October for review and to the Board in November for adoption. There were no questions or comments.

9. Agency Update

Ms. Ragaza-Bourassa provided details about the last speaker for the 2018 SRTC Education Series and an open house later today for the 2019-2022 TIP.

10. Future Agenda Items

There were no suggestions for future agenda items, but it was requested that future meetings adjourn on time.

11. Adjournment

There being no further business, the meeting adjourned at 3:54 pm.

Julie Meyers-Lehman
Recording Secretary

MEETING MINUTES

Spokane Regional Transportation Council Transportation Technical Committee
October 10, 2018 Special Meeting
421 W Riverside Ave Suite 504, Spokane, Washington

1. Call to Order

Mr. Mike Tedesco, Chair, called the meeting to order at 9:04 a.m.

2. Roll Call

Committee Members Present

Mike Tedesco	Spokane Tribe of Indians	Brandon Blankenagel	City of Spokane
Sean Messner	Spokane County	Heleen Dewey	Spokane Regional Health Dist
Brandi Colyar	Spokane County	Gordon Howell	Spokane Transit Authority
Barry Greene	Spokane County	Mike Tressider	Spokane Transit Authority
Mark Bergam	City of Airway Heights	Larry Larson	WSDOT- Eastern Region
Todd Ableman	City of Cheney	Louis Mueller	City of Spokane
Roger Krieger	City of Deer Park		

Committee Alternates Present

Char Kay	WSDOT-Eastern Region	Adam Jackson	City of Spokane Valley
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Guests

Paul Kropp	Citizen	Katherine Miller	City of Spokane
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Staff

Anna Ragaza-Bourassa	Senior Transportation Planner	Eve Nelson	Senior Transportation Planner
Sabrina Minshall	Executive Director	Jason Lien	Senior Transportation Planner
Mike Ulrich	Senior Transportation Planner	Staci Lehman	Communications Coord.

4. Public Comments - There were no public comments

5. Information & Discussion

(a) Review the Draft Program of Projects in light of any new information received (eligibility on CTR, plan for Riverside project) since 09/19/18 meeting

Anna Ragaza-Bourassa said there was no update on the eligibility of the CTR program which is why a draft number is still included on the spreadsheet at this point, but a meeting is scheduled for this afternoon to discuss the issue.

There are also still questions about the eligibility of the Riverside project. Executive Director Sabrina Minshall said, based on the language in the long-range transportation plan, Horizon 2040, it is staff's assumption that the project is not regionally significant. The Board could take action to say otherwise though. Ms. Minshall said it will not be on the agenda to be discussed. The issue with this project is a difference in language between Horizon 2040 and the TIP guide book.

(b) Review methodology documentation & all documentation received from project sponsors

Ms. Minshall said Riverside was included as tentative on the sheets handed out to TTC members.

As for the CTR program, she said she is working with WSDOT headquarters on the eligibility issue. Directly funding operations after the first grant award isn't allowed by the Congestion Mitigation Air Quality program. Ms. Minshall said there is a fine line between incentives, operations and staffing. The amount of staffing in CTR's application is hard to tie to implementation of one project. She said she thinks the request for \$700,000 is higher than what CTR will receive.

Ms. Minshall said the two handouts went out in the Board packet on Friday, with notes added from email or verbal conversations with TTC members about the program of projects process. She said there hasn't been much change in the spreadsheets since the last TTC meeting, but she documented what has changed. She said staff has also been looking at ways to spread out the funding distribution over three or four years. After the Board approves the program of projects, staff will talk to project sponsors about funding of project phases by advancing or swapping around projects to help with delivery of all projects.

Ms. Minshall pointed out changes made to the program. Project #5, Riverside- Monroe to Wall was listed as tentative until the regional significance question is answered. By adding in \$850,000 for this project, that amount had to be taken from somewhere else in the program.

The funding amount for Phase 6 of the Bigelow Gulch project was reduced by \$268,000 but will completely fund the design and right-of-way phases. The Thor-Freya project was reduced by \$405,000 leaving it at 75% of the amount requested. And the Walk Bike Bus program had CMAQ as the funding source instead of STBG Set Aside. It is correct on the color-coded sheet though.

Ms. Minshall pointed out that the bottom of page 2 and top of page 3 summarizes the methodology used and projects included. There are 21 projects in the program, including Riverside. Twelve are fully funded, nine have SRTC funding with match money, three have money from other sources, and eight are partially funded. Of the requested, 13 received full funding while eight did not.

(c) Outline any concerns that differ from those expressed at the 09/19/18 meeting

Mr. Adam Jackson said he provided comments on the Sprague/Barker intersection project but the sheet doesn't reflect that. He said Spokane Valley prefers funding early in the program for the design phase.

Ms. Char Kay asked how the 21st Avenue and Craig Road project emerged as a priority but wasn't included on the list of projects recommended for funding. Ms. Minshall said it was only eligible for STBG Urban funding and there wasn't enough of those funds to cover it. Ms. Kay asked, if a project is not on the recommended list, should an explanation of why be included?

Mr. Louis Mueller asked about the benefits of partially funding projects. Ms. Minshall said other funding agencies are more interested in projects that already have some phases funded as very few agencies now can completely fund projects on their own. She also said it makes us more competitive with other parts of the state. She said it is being done throughout the state like this and that FMSIB, TIB, and Washington State want to see projects have multiple funding sources in order to leverage more money into the region in general and ensure sponsoring agencies have a personal stake in their projects.

Mr. Brandon Blankenagel asked how SRTC plans to justify that a full project isn't being delivered despite the full project being ranked and scored in the application process. Ms. Minshall said she will talk to the Board about that but SRTC is still committed to funding all phases of a project over time. Those that aren't fully funded will have to reapply for the next call for projects. Mr. Blankenagel asked what happens if a project doesn't score as well in the future? Ms. Minshall said

this process has been used in the past with projects that were partially funded.

Mr. Messner asked if, in the federal view, partially funding a project and not delivering on application is a risk for the region? Ms. Minshall said it will be on a case by case basis. Mr. Mueller asked if, by partially funding projects, the pool of projects will shrink in the future as other funding sources become hard to find. Ms. Minshall said there is a need to figure out how to grow the funding "pie." Mr. Meuller said transparency to the public is his concern.

11. Adjournment

There being no further business, the meeting adjourned at 10:05 a.m.

Staci Lehman
Recording Secretary

MEETING SUMMARY

Spokane Regional Transportation Council
Transportation Technical Committee (TTC) Meeting – October 24, 2018 1:30pm
421 W Riverside Ave Suite 504, Spokane, Washington

2018 Call for Projects: Program of Projects Recommendation - The City of Spokane sent a list of 8 questions to SRTC about partial project programming. Staff responded to the questions in a document which was distributed to all members (see below – questions in black, responses in blue). The group reviewed the questions/answers and discussed at length.

- TIP Guidebook project funding policies do not align with partially funding projects. TIP Guidebook is updated every year. We will be looking at any section that needs to be updated to align with Board funding decision.
- Do matching funds must be available at the time of obligation? All matching funds must be demonstrated to be available to achieve obligation. The sources of the funds also must be shown in the TIP to be programmed.
- Will it be an SRTC Board decision on which projects SRTC advocates for with other funding agencies when there is competition amongst SRTC member's projects? Will this project advocacy follow priority ranking? The Board has discussed supporting projects and assisting project sponsors with pursuing alternative funding sources.
- If partially funded projects will be allowed to reapply to SRTC in future Calls for Projects? Unless the Board decides differently at the next call, as in the past, projects can continue to apply for additional funds. It was explicitly discussed at the Board meeting that projects may not compete as well over time or receive additional SRTC funds in the future if regional priorities shift, as a new MTP will be in process or completed prior to the next call.
- Will partially funded projects go onto the contingency list? Yes, partially funded projects will be on the contingency list. However, we also discussed at the Board that the contingency list will not be a top down list in order of priority ranking as extra funds should also be applied strategically.
- Is a project sponsor allowed to reduce the project scope with a partial funding award? No. The scope is defined in the project application. The projects will be entered into the TIP as approved by the Board and as documented in their award letters.
- Is partial funding being awarded to the full original project or only a portion of the project or a phase? How does this impact the scoring if a project sponsor decides to reapply for the unfunded phase of the project? This is unique to each project and how the project was applied for. These decisions are documented, both in the spreadsheets that has the rationale and funding recommendation that went to the Board. Flexibility on funding of phases by SRTC will be required and was explicitly discussed at the Board as another funding source may be available for only a certain phase, or timing may require SRTC funds to move to another phase, that is not currently anticipated. Currently funds can move between phases in line with existing policies.
- Is there written documentation of the decisions being made regarding funding of each project? The documentation was provided to the Board of the decisions regarding funding. Project award letters will be distributed to the agencies with the terms of the award and will require acceptance and signature by the authorized signatory.

The TTC unanimously recommended Board approval of the New Project Programming with the following provisos:

- 1. Communication to the Board about the risks of partially funding projects.**
- 2. Revise policies in the TIP Guidebook so that all projects can be evaluated and programming in a consistent manner before any funds are obligated.**

Coordinated Public Transportation-Human Services Transportation Plan Update – Staff provided information about the CPT-HSTP Plan update. The TTC unanimously recommended Board approval of the CPT-HSTP Plan update.

Travel Demand Model/Land Use Model Discussion – Staff spoke about the use, purpose and history of the Travel Demand Model (TDM) and how travel surveys are necessary for adjusting key components of the TDM. Staff also reported on the evaluation and recommendations of regional land use projections done in August by Dr. Michael Clay, Director of Urban Planning at Brigham Young University. He said Dr. Clay and other members of his consulting team will return to Spokane in November to facilitate meetings with stakeholders to obtain input in the integrated land use model and/or TDM improvements. Mr. Ulrich spoke about the next steps and future meetings.

City of Spokane Bikeshare (and Scooter) Pilot Program -Due to lack of time, this agenda item will be presented at the November meeting.