

MEMORANDUM

Date: July 3, 2019
To: Members of the SRTC Board of Directors
From: Commissioner Al French, Chair
Subject: Meeting Notification and Transmittal of Meeting Agenda

Meeting Date: July 11, 2019
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 most 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: Thursday, July 11, 2019

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

ACTION

5. **Consent Agenda**
 - a) June 13, 2019 Meeting Minutes Page 2
 - b) June 2019 Vouchers Page 8
 - c) 2019-2022 Transportation Improvement Program (TIP) July Amendment Page 9
6. **Revision to SRTC Rules and Procedures** (*Sabrina Minshall*) Page 13

INFORMATION & DISCUSSION

7. **Advisory Services Policy** (*Chair French*) Page 23
8. **CY 2019 Budget Amendment** (*Sabrina Minshall*) Page 26
9. **2020 SRTC Member Dues** (*Sabrina Minshall*) Page 29
10. **CY 2019 Quarterly Budget Update** (*Sabrina Minshall*) Page 32
11. Board Member Comments
12. Adjournment

Attachments

- Future Board Meeting Agenda Worksheet Page 36
- Transportation Technical Committee Meeting Summary Page 39

MEETING MINUTES

Spokane Regional Transportation Council Board
Thursday, June 13, 2019
SRTC Office, 421 W Riverside Ave, Ste 504, Spokane WA

1. **Call to Order** –Chair Al French brought the meeting to order at 1:00 pm.

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

Board Members Present:

Al French, Spokane County Commissioner (Chair)	Steve Peterson, Mayor, City of Liberty Lake (Vice-Chair)
Dave Malet, Council Member, City of Airway Heights	Josh Kerns, Spokane County Commissioner
Paul Schmidt, Council Member, City of Cheney	E. Susan Meyer, Spokane Transit Authority
Arne Woodard, Council Member, City of Spokane Valley	Kennet Bertelsen, TAC Chair
Lori Kinnear, Council Member, City of Spokane	Sean Messner, TTC Chair
Larry Stone, Major Employer Representative	Joe Tortorelli, WA State Transportation Commission
Matt Ewers, Freight Representative	Mike Gribner, WSDOT-Eastern Region
Dee Cragun, Council Member, City of Deer Park, Small Towns Representative	

Board Members Not Present:

David Condon, Mayor, City of Spokane	Larry Krauter, Spokane Airports
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Board Alternates Present

Guests Present:

Kate Dinnision, Office of State Senator Andy Billig	Char Kay, WSDOT-Eastern Region
Adam Jackson, City of Spokane Valley	Lisa Corcoran, Spokane Airports
Katherine Miller, City of Spokane	Paul Kropp, Neighborhood Alliance

SRTC Staff Present:

Sabrina Minshall, Executive Director	Eve Nelson, Senior Transportation Planner
Shauna Harshman, Associate Transportation Planner	Greg Griffin, Administrative Services Manager

Chair French read the names of the following members who have requested an excused absence from this meeting: Larry Krauter

Mr. Stone made a motion to excuse the absence. Mr. Gribner seconded the motion, which passed unanimously.

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

4. **Executive Director’s Report** - Ms. Minshall reported on:

- An update on the Request for Qualifications on the Division Street Study and US195/I-90 Study. She said both RFQ’s were advertised in multiple media sources locally, regionally and nationally. The Division Study received one response and US195/I-90 Study received five. Responses are being scored by the project teams and consultant interviews will be held shortly. Authorization for award of contracts will come before the Board in August.
- The Washington State Office of Financial Management draft 2019 population figures have been released and will be finalized soon; these final population figures are one of the factors in SRTC dues calculations.

- SRTC staff is working with the Participant Statistical Area Program of the 2020 Census to review boundaries of census tracts and block groups in preparation for the census. She spoke about adjustments in Spokane Valley and the West Plains.
- SRTC had a booth at Felts Field Neighbor Day on June 8 and will be at Spokane Summer Parkways on June 20.
- The federal Transportation Management Area Certification Review of SRTC, which occurs once every three years, begins the end of August and the Board will be kept informed of the progress.
- Ms. Minshall announced that two member agencies have recently received grant awards and asked them to provide details. Ms. Meyer stated that STA received an allocation from Federal Transit Administration (FTA) for \$53.4 million for the Central City Line. She said there is more work to be done before the distribution of funds, but a contract between FTA and STA for a single year grant agreement is expected by November. Mr. Woodard described the new Consolidated Rail Infrastructure and Safety Improvements (CRISI) program from the US Dept of Transportation. He announced that Spokane Valley was awarded a CRISI grant of \$1.25 million, which will go towards right of way purchasing for the Pines/BSNF underpass project. He spoke about several funding strategies being evaluated by Spokane Valley and talked about several options for the project scope. Ms. Meyer reported that STA received \$600,000 from the Dept. of Ecology for replacement of two diesel buses with two electric buses.

ACTION ITEMS

5. Consent Agenda – (a) Minutes of the May 9, 2019 Board Meeting, (b) May 2019 Vouchers (c) 2019-2022 Transportation Improvement Program (TIP) June Amendment

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

Recap for May, 2019:		
Vouchers: V120906 to V120939		56,436.97
Salaries/Benefits Warrant Nos.	502521-502530; 507188-507198	68,860.69
Interfund, other expenses, and reimbursements processed directly by the City of Spokane		265.00
		125,562.66

6. SFY 2020-2021 Unified Planning Work Program (UPWP)

Mr. Griffin said the proposed UPWP will run from July 1, 2019 to June 30, 2021. On May 21, representatives from Federal Highway Administration (FHWA), FTA and WSDOT held an on-site review of the program with SRTC staff; only minor narrative changes and language revisions were suggested. Those changes, as well as two additional pages in the budget section, were included in the Board packet. On May 22 the Transportation Technical Committee unanimously recommended Board approval of the UPWP with the understanding that the suggested revisions from the on-site review would be included. Upon Board approval, the document is submitted to WSDOT, who in turn will submit it to FHWA and FTA. There were no questions or discussion.

Mr. Peterson made a motion to approve the SFY 2020-2021 UPWP. Ms. Cragun seconded the motion. All votes were in favor.

7. SRTC Mission, Vision and Agency Values

Chair French explained this was a continuation of the conversation started at the May 29 Board Retreat. He said discussion at the retreat resulted in a recommendation that the Board amend SRTC’s mission and vision statements and adopt agency values. He brought attention to the document in the packet containing the

statements and read them aloud. He explained that, if approved, these statements will be an amendment to the long-range transportation plan, Horizon 2040.

Mr. Stone pointed out the importance of Regional Leadership as a value and stated if these values are adopted, members are agreeing that this body works regionally, not just for individual interests and/or jurisdictions. He said this means that if a member steps out of a regional role, other members should call them out on it. Mr. Stone feels these statements mean that SRTC will truly be a regional organization.

Chair French called for public comment on the proposed mission, vision and values statements. There were no comments.

Mr. Peterson made a motion to approve adoption of the revised mission and vision statements for SRTC and adoption of new organizational values for SRTC. Ms. Meyer seconded the motion. All votes were in favor.

8. BUILD Grants – Letters of Support Request

Chair French announced there were two requests for letters of support for BUILD grant applications; one from Spokane Valley for the Pines Rd/BNSF Grade Separation Project and one from Spokane International Airport for the Transload Facility on the West Plains. Chair French noted that the applications are for different types of grants - different pools of funding - in the BUILD grant program. Therefore, the two applications are not competing against each other.

Mr. Peterson stated that taking regionalism into account, he recommended support of both projects because they both benefit the regional community.

Mr. Peterson made a motion for approval of SRTC to provide support letters for BUILD grant applications for the City of Spokane Valley and Spokane International Airport. Mr. Stone seconded the motion.

Mr. Woodard provided details about their application and where they are in the project development process.

Mr. Ewers spoke about the need for the grade separation at Pines Rd grade separation for safety reasons and emphasized the uniqueness of the Transload facility. He said it could potentially get many trucks off the road by having more freight move by rail. Mr. Ewers feels this is a great project and could change the way goods are transported in this region.

Mr. Stone explained how his company uses trucks to transport their products from Spokane to the west side of the state and stated the Transload facility will be a great improvement for regional exporters. He said it will improve air quality, congestion, and safety. Chair French provided additional background details about the Transload facility.

A vote was taken on the motion and it passed unanimously.

Mr. Peterson suggested that the support letters include members' comments.

9. Census 2020 Complete County Contribution

Ms. Minshall reviewed discussions on this topic at the March and May Board meetings. She described the two requested actions before the Board today: (1) Approval of a resolution for a voluntary collection of member contributions and (2) Approval of a Memorandum of Understanding (MOU) between SRTC and Innovia Foundation related to the Complete Count Coordinator position. She said there is language in the resolution

related to requests by member agencies who need to delay payment until 2020; those requests will need to be made to SRTC in writing, as SRTC will cover the payment out of cash reserves until such time as the member agency can reimburse SRTC.

Ms. Minshall also noted that the MOU contains a provision that states if the entire amount of voluntary contributions requested in the resolution is not collected, the position for which Innovia is contracting will have reduced hours or duration. Ms. Minshall said that from a staffing perspective, she does not have an opinion on SRTC participation in this effort; the decision is entirely up to the Board. The resolution and MOU included in the packet are the two mechanisms which must be approved if the Board wishes SRTC to take on this role with Census 2020 Complete Count program.

Ms. Kinnear suggested that the Complete Count Coordinator provide updates to the Board quarterly. Ms. Meyer questioned if there was a budget for the position. Ms. Minshall replied that the Census 2020 Complete Count Committee did not provide a budget; however, there is a scope and summary of job duties and responsibilities included in the packet. Chair French said it is being presented a contract for service between SRTC and Innovia and the MOU outlines services to be provided in exchange for the member agency contributions. Ms. Meyer stated she would prefer to have a budget, but not hold up the process if the rest of the Board feels comfortable proceeding without one. Mr. Peterson said at the last meeting the Board expressed support for the collaboration with Innovia for the coordinator position.

The group discussed desired outcomes and the reasoning that improved community outreach will result in a more accurate census count and ultimately more federal funding for the community. Ms. Meyer questioned how success of the investment in this coordinator position will be determined. Chair French said that was a good question and suggested it may need to be articulated in more detail in the MOU before it is finalized.

Ms. Meyer made a motion to approve Resolution 19-02 regarding Voluntary Collection of Member Contributions to support Census 2020. Mr. Schmidt seconded the motion.

Mr. Schmidt commented that the position will support jurisdictions in a similar manner to a lobbyist. Mr. Peterson and Chair French agreed that it is a cost shift from a local jurisdiction working on census completion to having an agency working on behalf of all jurisdictions together.

A vote was taken and motion passed unanimously.

Mr. Peterson made a motion to approve a MOU for a Complete Count Coordinator Position between SRTC and Innovia Foundation related to the Complete Count Coordinator position, with the MOU to include quarterly reports and outcome reporting to the Board. Mr. Woodard seconded the motion. All votes were in favor.

Ms. Minshall said part of a planned SRTC budget amendment to be presented to the Board in August will include any amounts SRTC is contributing for agencies who need to defer their voluntary contributions until next year. She emphasized it is imperative that agencies notify SRTC as soon as possible and said that notification of the voluntary collection will be mailed out to agencies very soon. The group discussed the timing of payments to Innovia and the MOU should reflect a schedule of payments in both calendar year 2019 and 2020.

INFORMATION & DISCUSSION ITEMS

10. Transportation Improvement Program (TIP) Project Delivery Update

Ms. Nelson defined and explained the purpose of the TIP: a four-year program of transportation projects and its purpose is to demonstrate use of available resources to implement the long-range plan, Horizon 2040. One of the responsibilities of the TIP is meeting a project delivery, or obligation, target each year, which is set by WSDOT

and based on allocation of funding that comes through SRTC. The target for this fiscal year is \$10.07 million by August 1, 2019. She said 33% of the target has been met but agencies are on track to meet the target. She spoke about the multi-jurisdictional TIP Working Group that meets monthly to monitor the obligation status and she brought attention to the spreadsheet with all the projects scheduled for delivery and the dollar amounts and provided details about several projects. There were no questions or discussion.

11. Process and Timelines to Conduct 2020 Update for Interlocal Agreement

Chair French stated that the data obtained after completion of the 2020 Census will provide SRTC will updated population numbers so that the Interlocal Agreement (ILA), which governs the agency, can be re-evaluated to reflect changes in membership, voting or any other issues related to structure. He noted that when the ILA was updated in 2013 the process took about a year. He also emphasized that adoption of the ILA requires unanimous approval, so it takes a great deal of time and effort to ensure it has all member jurisdictions/agencies approval and clearly reflects the direction in which the Board wants SRTC to move.

He spoke about recently approved Washington House Bill 1584 which mandates a reasonable opportunity for voting membership on MPO policy boards for Tribes within the MPO boundary. He said there is potential of increasing membership to include representation for the Spokane Tribe and Kalispel Tribe. Chair French noted it will be a whole new element to include a sovereign nation within the ILA; it has previously been regional jurisdictions and agencies. He said the Board Administrative Committee has started a process of gathering information and determining what questions need to be answered to define the parameters of the ILA modification.

Chair French described some expected outcomes of the 2020 Census and how they will affect representation on the Board. Medical Lake will likely be over 5,000, which means it will no longer be classified as a small city and will then have its own seat. He also said that City of Spokane Valley will probably exceed 100,000, in which case they will have second voting position on the Board. He explained that the Board Administrative Committee is working to do as much of the due diligence as possible in preparation for the conversations which will occur after the results of the 2020 Census are released. There were no questions or discussion.

12. Board Member Comments

Mayor Peterson spoke about the Liberty Lake Farmers Market and the opening of Orchard Park this Saturday. Ms. Meyer stated that construction has begun on the two new transit centers at Spokane Community College and Spokane Falls Community College. She said a ribbon cutting ceremony will be held next week for the new Boone Street Garage. Ms. Kinnear announced that the Post Street Bridge is closed to traffic, but open for pedestrian and bicycles. She spoke about the new dog park at the west end of downtown and the new Spokane Youth Pass program. Mr. Woodard provided details about the Spokane Valley Farmers Market and Mr. Kerns spoke about the Fairwood Farmers Market.

13. Adjournment

There being no further business, the meeting adjourned at 2:01 pm.

Greg Griffin, Acting Recording Secretary



VOUCHERS PAID FOR THE MONTH OF JUNE 2019

Agenda Item 5b

As of July 11, 2019, the Spokane Regional Transportation Council approves the payment of the June 2019 vouchers included in the list in the amount of: \$ 130,002.91

Chair

Date	Voucher	Vendor	Description	Amount
5/28/19	V120940	Diamond Plaza LLC	Paulsen Center Suite 500/504 Rent for June 2019	6,967.34
	V120941	Washington Trust Bank	Office splys; staff regst; Edu Series airfare; Transp for trngs/conf; Conf Calls; Minor Eq	5,003.72
	V120942	Eve Nelson	EN Mileage reimburse for 4/30/19 to 5/23/19 (incl TIP wrk group - Ellensburg, WA)	211.93
	V120943	Amber Waldref	Transportation Reimbursement for Walkability Conf Decatur GA April 16-21 '19	65.92
	V120944	Julie Meyers-Lehman	Travel Reimbursement for WA Public Records Officer Trng in Lynnwood, WA	394.72
	V120945	AWC Employee Benefit	SRTC Staff additional Life Insurance Premiums from payroll deductions- June '19	186.60
	V120946	Verizon Wireless	IT Svcs: Wireless Svcs E.D. Phone & Public Outreach Tablets, 5/24/19-6/23/19	87.79
6/5/19	V120947	U.W. Professional & Cor	MU tuition/trng for Data Visualization	1,240.00
	V120948	WA State Dept of Retire	Employee and Employer Contributions: May 2019	14,792.62
	V120949	Intrinium	Managed IT Services - June 2019	2,127.58
	V120950	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2019-12	420.00
	V120951	April Gunderson	AG Per Diem for APA Regional Conference, Priest Lake ID, June 5-7, 2019	23.00
	V120952	David Fletcher	DF Per Diem for APA Regional Conference, Priest Lake ID, June 5-7, 2019	23.00
	V120953	Shauna Harshman	SH Per Diem for APA Regional Conference, Priest Lake ID, June 5-7, 2019	23.00
	V120954	Sabrina Minshall	SM Per Diem for APA Regional Conference, Priest Lake ID, June 5-7, 2019	23.00
	V120955	Shauna Harshman	SH Per Diem for Liberating Infrastructure Workshop, Olympia, June 23-25, 2019	150.00
	V120956	April Gunderson	AG Per Diem for Liberating Infrastructure Workshop, Olympia, June 23-25, 2019	150.00
	V120957	AWC Employee Benefit	July '19 Benefit Insurance Premiums	13,583.84
	V120958	Konica Minolta Business	Lease - Copier: June 2019; Usage May 2019	321.22
	V120959	Spokesman Review	Public Notice RFP N. Division & SR195/190; TIP amendment; Board retreat	522.36
	V120960	Visionary Communicatio	Fiber Services, June 2019	953.31
	V120961	Spokane County Treasu	ESRI Software Support - May 2019	763.42
	V120962	Rehn & Associates	Admin fee May '19	75.00
6/11/19	V120963	Integra	Telephone: Lines to 6/7/19 and Long Distance for April 2019	511.48
	V120964	APA - Inland Empire Sec	Edu Series speaker Andy Mortensen 1 night lodging @ APA Sectional Conf	85.00
	V120965	Greater Spokane Valley	Annual Membership Dues	479.00
	V120966	Sabrina Minshall	SM Reimburse coffee purchase for Edu Series Workshop - Land Use/Transportation	58.64
	V120967	Ryan Stewart	RS Reimburse per diem/prkg/metro TRB Conf Portland, OR	150.50
	V120968	Mike Ulrich	MU Reimburse per diem/hotel/metro/Uber TRB Conf Portland, OR	340.70
	V120969	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2019-13	420.00
	V120970	David Fletcher	DF Mileage Reimburse for 3-20-19 to 6-7-19	140.36
6/18/19	V120971	State Auditor's Office	CY 2018 Audit invoice #2	7,757.75
	V120972	Sabrina Minshall	SM Mileage Reimburse 4-18-19 to 6-19-19	173.77
	V120973	Standard Printworks	Maps for Neighbor Day Event	39.20
	V120974	Greater Spokane Incorp	Annual Membership Dues	750.00
6/20/19	V120975	Shauna Harshman	SH mileage reimburse 6-5-19	107.88
	V120976	Witherspoon Kelley Attn	Legal Services for May 2019 - Admin	1,551.00
	V120977	Mike Ulrich	MU mileage reimburse for 6/5/19 to 6/10/19	116.93
	V120978	Jason Lien	JL mileage reimburse for 5/19/19 to 6/10/19	25.69
	V120979	April Gunderson	AG mileage reimburse for 4/25/19 to 6/14/19	62.23
		Spokane, City of - Salaries/Benefit	Pay Periods Ending: 6/1/19 and 6/15/19	68,858.41
		Spokane, City of - Accounting	IF Accounting Services Q-3 2019	
		Spokane, City of - MIS	MIS charges for May 2019	265.00
TOTAL JUNE 2019				130,002.91

Recap for June, 2019:	
Vouchers: V120940 to V120979	60,879.50
Salaries/Benefits Warrant Nos. 511943-511953; 514410-514420	68,858.41
Interfund, other expenses, and reimbursements processed directly by the City of Spokane	265.00
	130,002.91

MEMORANDUM

DATE: July 3, 2019

TO: Members of the SRTC Policy Board

FROM: Eve Nelson, Senior Transportation Planner

SUBJECT: 2019-2022 Transportation Improvement Program (TIP) July Amendment

Requested Action

SRTC Board approval of the July amendment to the 2019-2022 TIP, as shown in **Attachment One**.

Summary

Two member agencies have requested an amendment to the 2019-2022 TIP (see **Attachment One**).

- **City of Spokane: Spokane Street Preservation-North** Change from grind & overlay to chipseal on Nevada St segment and extent segment receiving treatment by 1.2 miles
- **WSDOT-East: I-90 Barker to Harvard** Add right of way phrase of \$50,000 and update total cost to reflect new phase. All funding through Connecting WA funds.
- **WSDOT-East: SR 290/Spokane River E Trent BR-Replace Bridge** Construction phase cost increased by \$2,228,000. Current estimates are showing an additional need over the previous budget.
- **WSDOT-East: US 395/NSC Spokane River to Columbia-Shared Use Path** The Children of the Sun Trail from Spokane River north to Columbia Ave will be delivered as an independent project in order to deliver earlier than planned.

TIP Overview

The TIP is a programming document that identifies specific projects and programs to be implemented during the upcoming four years. Any project with federal funds from the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA), as well as any regionally significant projects, must be included in the TIP. After a TIP has been incorporated into the Washington State TIP (STIP), project changes can be requested by local agencies. Minor changes can be made administratively by SRTC staff. Significant changes must be made through the amendment process, which requires a 10-day public comment period and action by the SRTC Board of Directors.

Public Involvement

Pursuant to SRTC's Public Participation Plan, this amendment was published for a 10-day public review and comment period from June 19, 2019 through June 28, 2019, 2019 at 4:00 p.m. Notice of the amendment was published in the Spokesman Review and posted on the SRTC website (www.srtc.org) June 19, 2019. Two public comments were received during the

public comment period and can be found in **Attachment Two**. These comments have been noted and passed along to the City of Spokane and WSDOT.

Policy Implications

The TIP serves as an important tool in implementing the goals, policies, and strategies identified in Horizon 2040, SRTC's long-range plan. As such, any projects included in the TIP, including projects added through monthly amendments, must be consistent with Horizon 2040. Consistency with Horizon 2040 includes a demonstration of financial constraint and conformity with regional air quality plans. The July amendment has been reviewed by SRTC staff for compliance with federal and state requirements and consistency with Horizon 2040.

Technical Implications

TIP amendments must be approved by the SRTC Board in order to be incorporated into the Washington State TIP (STIP). Projects receiving federal funds must be in both the TIP and the STIP to access those funds.

Pending approval by the SRTC Board, the July amendment will be incorporated into the STIP on or around August 16, 2019.

Prior Committee Actions

At their June 26, 2019 meeting the SRTC Transportation Technical Committee unanimously voted to recommend Board approval of the July amendment to the 2019-2022 TIP.

Agency	Project Title Amendment Description	Funding Adjustment		Amendment	
				New Project	Existing Project
City of Spokane	Spokane Street Preservation- North Change treatment from grind & overlay to chipseal on Nevada St. segment and extend segment getting treatment by 1.2 miles	No change			✓
WSDOT-EAST	I-90 Barker to Harvard Add a right of way (RW) phase of \$50,000 to the project and update total cost to reflect new phase. All funding through Connecting Washington (CWA) funds	CWA	\$4,550,000		✓
		Total	\$4,550,000		
WSDOT-EAST	SR 290/Spokane River E Trent BR- Replace Bridge The Construction phase for this project has increased by \$2,228,000. Current estimates are showing an additional need over the previous budget.	NHPP	\$5,380,940		✓
		Local	\$15,354,060		
		Total	\$20,735,000		
WSDOT-EAST	US 395/NSC Spokane River to Columbia - Shared Use Path WSDOT has chosen to deliver the Children of the Sun Trail, from the Spokane River north to Columbia Ave, as an independent project in order to deliver it earlier than the original plan.				✓
		CWA	\$16,078,500		
		Total	\$16,078,500		

CWA=Connecting Washington Funding

NHPP=National Highway Performance Program Funding

Name: Charles Hansen

Date Received: 06-19-2019

Method Received: SRTC Facebook page

Project:

- City of Spokane: Spokane Street Preservation-North
- WSDOT-East: US 395/NSC Spokane River to Columbia-Shared Use Path

Comment: I did not think Nevada needed to be redone so quickly when many other streets are in such poor shape and need the grind and overlay now.

Interesting that they want to do the Children of the Sun path to the river ahead of the freeway.

SRTC Response: Thank you for the comments, Charles! I will be sure they get passed along to the Technical Committee and to the Board.

Agency Response: None needed.

MEMORANDUM

DATE: July 3, 2019
TO: Members of the SRTC Board of Directors
FROM: Sabrina C. Minshall, AICP, Executive Director
SUBJECT: Revision to SRTC Rules and Procedures

Requested Action

Approval of Revisions to SRTC Rules and Procedures as shown on the Attachment.

Summary

The purpose of this action is to formalize revisions to the SRTC Rules and Procedures as directed by the SRTC Board of Directors in December 2018 and February 2019. Formalizing the changes into the *Rules and Procedures* document provides a record of formal Board interpretation for how SRTC operates and is a foundation for the future Interlocal Agreement and Rules and Procedures document anticipated in early 2021.

Two revisions are provided in the **Attachment**.

1) In December of 2018, the SRTC Board voted unanimously approved a motion of the interpretation of the ILA in which **a new appointment for a Board member (or replacement of an existing appointee) would be for the then-existing term, or tenure of the office, whichever first occurs.**

The interpretation clarified intent for Board vacancies that if an appointed Board member only serves one year, for whatever reason, then the replacement appointment by that governmental body will be for the remaining two years. The Board discussed the main goal is continuity in Board representation. Board members discussed the importance of continuity for elected officials, as they are the only members eligible to hold the Chair and Vice-Chair positions.

2) In February of this year the SRTC Board voted 10-4 to clarify intent that that **Alternates for SRTC Board Members who are Elected Officials must also be Elected Officials.**

This revision to the Rules and Procedures clarifies the intent for the SRTC Interlocal Agreement Sections 5 (a) through 5 (i) regarding Board appointments for cities and counties, and that Board alternates must be in the same capacity as the primary Board member, elected official for elected official.

Spokane Regional Transportation Council Rules of Procedure

Through Interlocal Agreement local governments and other interested parties established the Council to perform the functions of a Metropolitan Planning Organization and a Regional Transportation Planning Organization.

These Rules of Procedure are adopted pursuant to the Interlocal Agreement and are intended to govern the meetings and business of the Council's governing body, known as the "Board." For decisions on points of order, the Board shall refer to the most recent edition of Roberts Rules of Order.

Capitalized terms shall have the meaning set forth in the Interlocal Agreement, unless otherwise defined in these rules of procedure.

1. GENERAL RULES

1.1 Meetings to Be Public: All meetings of the Board shall be open to the public with the exception of executive sessions as defined in RCW Chapter 42.30.

1.2 Quorum: A majority of Board members (excluding ex officio members) shall constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance may adjourn to a later time, but no adjournment shall be for a longer period than until the next regular meeting.

1.3 Attendance, Excused Absences: A Board member shall forfeit their appointment by accruing, during a calendar year, three (3) unexcused absences from regular meetings of the Board.

If attendance is not possible, Board members should contact the Chair prior to the meeting and state the reason for the inability to attend the meeting. If the member is unable to contact the Chair, the member should contact the Executive Director. The Chair shall inform the Board of the member's absence, state the reason for such absence and inquire if there is a motion to excuse the member.

Upon passage of such motion, the absent member shall be considered excused and the appropriate notation will be made in the minutes. If the motion is not passed, the minutes will reflect that the absence is unexcused.

1.3.1 Alternate Board Member. An alternate Board member may serve in the absence of the designated representative. ~~The alternate member shall be~~ If the designated representative is an elected official, the alternate must also be an elected official from that agency's governing body. For non-elected officials, the alternate shall be a manager or senior official from the appointing agency.

~~an elected or appointed official of the Board members entity serving in the same capacity as the designated representative.~~

1.3.2 New Board Member. When an agency appoints a new Board member due to a resignation or early termination of the designated representative, the appointee shall serve the remainder of the departing Board member's term or appointee's tenure in office, whichever first occurs. SRTC shall maintain a record of the term being served by Board members, designees and appointees to the Board.

1.4 **Attendance of Staff:** The Executive Director shall attend all meetings of the Board unless excused by the Chair. SRTC Staff shall attend Board meetings at the request of the Chair or Executive Director.

1.5 **Journal of Proceedings:** A journal of all proceedings (minutes) of the Board shall be kept by the Administrative Secretary. The approved minutes shall constitute the official record of the Board.

2. TYPES OF MEETINGS

2.1 **Regular Board Meetings:** The Board shall meet regularly on the second Thursday of each month beginning at 1:00 p.m. and ending at 3:00 p.m., with a one (1) hour extension upon a duly adopted motion of the Board. The location of the meetings shall be the SRTC offices located at 221 West First Avenue, Suite 310, Spokane, Washington (the Intermodel Facility), unless specified otherwise by a majority vote of the Board.

2.2 **Special Meetings:** Special meetings may be called by the Chair or a majority of Board members. The Administrative Secretary shall prepare a notice of the special meeting stating the time, place and business to be transacted. The Administrative Secretary shall notify each member of the Board, either by telephone, fax, e-mail or otherwise of the special meeting. The Administrative Secretary shall give at least 24 hours notice of the special meeting to each local newspaper of general circulation and to each local radio and/or television station which has filed with the Administrative Secretary a written request to be notified of special meetings. No subjects other than those specified in the notice shall be considered.

Special meetings may be called without the notice required in this section, to deal with emergencies involving injury or damage to persons or property or the likelihood of such injury or damage if the notice requirements would be impractical or increase the likelihood of such injury or damage.

- 2.3 **Continued And Adjourned Sessions:** Any meeting of the Board may be continued or adjourned from day to day, or for more than one day, but no adjournment shall be for a longer period than until the next regular meeting.
- 2.4 **Study Sessions or Workshops:** The Board may meet in study sessions or workshops (open to the public). The purpose is to review and discuss current or proposed programs or projects including the receipt of information from Staff or others. Final Board action shall not occur at a study session or workshop.
- 2.5 **Executive Sessions:** The Board may hold an executive session during a regular or special meeting. Before convening in executive session the Chair shall publicly announce the purpose for excluding the public from the meeting and the time when the executive session will be concluded. The announced time limit for executive sessions may be extended by announcement from the Chair.

Board members, Chair and all participants must keep confidential all oral and written information provided during executive sessions. Confidentiality also includes information provided to Board members outside of executive sessions when the information is considered exempt from disclosure under the Code of Ethics for Municipal Officers.

3. SELECTING THE CHAIR AND VICE CHAIR

- 3.1 **Nomination:** The Chair will be selected by the voting Board members. Board members may each nominate one person for Chair. Nominations require a second. Each Board member shall be given the opportunity to submit a nomination for Chair. After all nominations are made, the Chair will call for a vote on the nominations in the order they were made. Voting will be by a recorded vote as determined by the Chair. As soon as one nominee receives a majority vote of present Board members, that Board member will be declared the Chair. No votes will be taken on the remaining nominees. The same process shall be followed for the Vice Chair.
- 3.1.1 **Term.** The term for Chair may not exceed two (2) years from the date of election. If no term is stated, the term for the Chair or Vice Chair shall be for one (1) year.
- 3.2 **Vice Chair Succession.** The Vice Chair is the presumptive incoming Chair.
- 3.3 **Removal of Chair:** The Chair may be removed from office upon a majority vote of the Board members.

4. CHAIR AND DUTIES

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4.1 **Chair**: The Chair presides at all meetings of the Board. In the absence of the Chair, the Vice Chair shall preside. In the absence of the Chair and Vice Chair, the Board shall elect a temporary Chair.

4.1.1 Only Board members who are elected officials may serve as the Chair or Vice Chair. To be eligible for the Chair position, the Board member shall have served on the Board for at least one (1) year.

4.2 **Call to Order**: The meetings of the Board shall be called to order by the Chair. In the absence of both the Chair and Vice Chair, the meeting shall be called to order by the Administrative Secretary for the election of a temporary Chair.

4.3 **Points of Order**: The Chair with the assistance of the Board Attorney shall determine all points of order, subject to the right of any member to appeal to the Board.

4.4 **Questions to Be Stated**: Prior to a vote, the Chair shall state the motion, call the question and announce the result.

4.5 **Presiding Officer - Powers**: The Chair may move, second, debate and vote subject only to such limitations of debate as are by these rules imposed on all members, and shall not be deprived of any of the rights and privileges of a Board member by reason of acting as the Chair.

5. BOARD ORDER OF BUSINESS AND AGENDA

5.1 **Order of Business**: The order of business for all regular meetings shall be set forth on the agenda, which may be revised at a regular meeting.

5.1.1 Except for the Consent Agenda and, unless waived by the Board, matters requiring action should generally have appeared on a preceding agenda.

6. VOTING AND MOTIONS

6.1 **Voting**: Votes during Board meetings shall be taken by voice. At the request of the Chair or any Board member a roll call vote shall be recorded by the Administrative Secretary.

6.1.1 A majority (more than half of those present) is required to approve an action. A tie vote results in no action.

- 6.2 **Motions**: No motion shall be considered or debated until duly seconded. Thereafter, the motion shall be recorded and, if desired by any Board member, it shall be read by the Administrative Secretary before it is discussed.
- 6.3 **Disqualification**: Any Board member who is disqualified from voting on a matter shall not participate in the discussion. The Board member shall state the reason for the disqualification.
- 6.4 **Motions to Reconsider**: A motion to reconsider must be made by a person who voted with the majority on the principal question and must be made at the same or succeeding regular meeting.
- 6.5 **Motion to Amend**: A motion to amend a pending motion may be accepted by the Maker unless there is an objection from a voting Board member. Upon objection, the motion to amend shall be treated as a separate question to include a second and vote of the Board.

7. PUBLIC PARTICIPATION

- 7.1 **Meeting Participation**: The public is welcome at all Board meetings and is encouraged to attend and participate. Recognition of a speaker by the Chair is a prerequisite for an orderly and effective meeting. It is expected that all speakers will deliver their comments in a courteous and efficient manner and will speak only to the subject under consideration.
- 7.2 **Subjects Not on The Current Agenda**: Under agenda item "Public Comments" persons may address any item they wish to discuss with the Board. They shall first obtain recognition by the Chair, state their name, address and subject of their comments. The Chair shall then allow the comments, subject to a three (3) minute limitation per speaker, or other limitations as the Chair or Board may deem necessary. Following such comments, if action is required or has been requested, the Chair may place the matter on the current agenda or a future agenda or refer the matter to staff or a Board Committee for action or investigation and a report at a future meeting.
- 7.3 **Subjects on the Current Agenda**: Any member of the public who wishes to address the Board on an item on the current agenda shall make such request to the Chair.

8. PREPARATION OF AGENDA

- 8.1 **Staff Duties**: The Administrative Secretary, under the direction of the Chair and Executive Director, will prepare the agenda for each Board meeting setting forth a

brief description of each item to be considered by the Board. The agenda prior to submission to the Board shall be reviewed by the Chair.

8.2 Agenda Items: An item to be considered by the Board at a regular meeting may be placed on the agenda by the Chair, voting Board member or the Executive Director.

8.3 Timing of Preparation: The agenda will be put in final form by 4:00 p.m. Monday prior to the following Thursday meeting. Nothing contained herein shall prevent the Chair, Board members or the Executive Director from adding a matter to the agenda of a regular meeting.

9. COMMITTEES

9.1 Standing Committees: The Board establishes the following advisory committees:

9.1.1 Transportation Advisory Committee (TAC). The Transportation Advisory Committee provides comments, recommendations and reports on plans, programs and activities conducted by SRTC. The TAC shall draft and may amend its Committee Charter, which shall be reviewed and approved by the Board.

9.1.2 Transportation Technical Committee (TTC). The Transportation Technical Committee is comprised of professional staff from various local and state agencies. The TTC reviews projects, SRTC work programs and consultant contracts, and offers comments, expertise and recommendations to the Board.

9.2 Other Committees: The Board may establish subcommittees as necessary.

10. SUSPENSION AND AMENDMENT OF RULES

10.1 Suspension of These Rules: Any provision of these rules may be temporarily suspended by a vote of a majority of the Board.

10.2 Amendment of These Rules: These rules may be amended or new rules adopted by a seventy-five percent (75%) positive vote of all voting members of the Board, provided that the proposed amendments or new rules shall have been introduced into the record at a prior Board meeting.

ADOPTED this ~~12~~, __ day of ~~May~~ _____, 201~~9~~⁴ at a duly convened meeting of the Board of the Spokane Regional Transportation Council.

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{S0306506; 2 }

By: _____
~~Gary Schimmels~~ Al French, Chair

Attest:

~~Donna Lively~~ Julie Meyers-Lehman, Administrative
Secretary of the Board

~~Notice is hereby given by the Chair of the Spokane Regional Transportation Council Board, pursuant to RCW 42.30, that the Spokane Regional Transportation Council Board will hold its regular monthly meeting at 1:00 pm or as soon as possible thereafter, on Thursday, _____ at SRTC, Intermodal Center (Amtrak Greyhound Station), 221 W. First Avenue, Suite 310, Spokane, WA 99201.~~

AGENDA

- ~~1. Brown Bag Session – Optional _____ 12 Noon~~
- ~~2. Call to Order Regular Session. (To commence immediately following the Brown Bag Session)~~
- ~~2. Roll Call/Record of Attendance.~~
- ~~3. Public Comments.~~
- ~~4. Consent Agenda.
Consists of items considered routine which are approved as a group. Any member of the Board may ask that an item be removed from the Consent Agenda to be considered separately.~~
 - ~~a)~~
 - ~~b)~~
 - ~~c)~~
- ~~5. Administrative Items.~~
 - ~~a)~~
 - ~~b)~~
 - ~~c)~~
- ~~6. Executive Session –~~
- ~~7. Committee Reports, Recommendations & Updates (via memo).~~
 - ~~a) Transportation Technical Committee –~~
 - ~~b) Transportation Advisory Committee –~~
 - ~~c)~~
 - ~~d)~~
 - ~~e)~~
- ~~8. New Business.~~
- ~~9. Executive Director's Report~~
- ~~10. SRTC Board Member Comments~~
- ~~11. Adjournment~~

{S0306506; 2 }

SPOKANE REGIONAL
TRANSPORTATION COUNCIL
RULES OF PROCEDURE

Adopted May 12, 2011

{S0306506; 2 }

MEMORANDUM

DATE: July 3, 2019

TO: Members of the SRTC Board of Directors

FROM: Sabrina Minshall, AICP Executive Director

SUBJECT: SRTC Advisory Services Policy

Requested Action

This item is presented for information and discussion.

Summary

The purpose of this agenda item is for the SRTC Board is to provide additional guidance on the development of an **SRTC Advisory Services Policy**, first discussed by the Board in February 2019. The role of Metropolitan Planning Organizations (MPO) in grant assistance to members and in assistance securing outside funding for regional priority projects vary widely across the country; from having a full-time staff and consultant contracts dedicated to project development, grant research, writing and advocacy for members to only providing letters of concurrence with the Regional Plan when requested by member agencies.

As SRTC continues to evolve, the role of the agency in meeting the goal of securing more outside funding for regional transportation projects, including sideboards and expectations for these types of activities will require Board discussion and ultimate direction. Once direction is provided, the policy will be revised and brought back to the Board for formal adoption. The policy and information regarding SRTC 's role in these activities will then be sent to all member agencies to ensure transparency and equitable access to assistance.

Guidance is specifically requested regarding SRTC's role in activities such as research of funding opportunities for regional priority projects, distribution of funding opportunities, project development prior to grant submission, writing or review of grant proposals, and advocacy of regional projects to other funding agencies once submitted.

History

As part of the 2019 TIP Guidebook update and adoption at their February 2019 meeting, the Board reviewed the work being done by the SRTC Transportation Technical Committee (TTC) on a project advocacy policy. The Board discussed the intent of partially funding of projects and agreed the purpose of an advocacy policy would be to give the Executive Director and SRTC staff sideboards for assisting member agencies and helping the region be more competitive with funding. The Board examined concurrence with regional plans, existing

project prioritization and the ways in which the Board could prioritize projects in the future if necessary. Board members also discussed formal and informal communication with funding agencies, provided language suggestions and feedback on the draft policy, and then referred the advocacy policy back to staff for further language revisions and additional input from the Board Administrative Committee.

In March 2019 SRTC staff presented the revised policy, as edited by the Board Administrative Committee, to the TTC. The TTC had two additional questions/suggestions for the Board to discuss and incorporate into the policy as appropriate.

1. Must services from SRTC related to grants or other funding pursuits be requested or initiated from the member agencies/jurisdictions or should they be proactive on the part of SRTC?
2. In the case of project prioritization by SRTC (for projects that have not gone through the call for projects, or those which are being submitted to outside agencies for funding), the TTC would like an opportunity to review the projects and make a recommendation to the Board prior to Board action.

The TTC's questions and the draft Policy were reviewed again by the Board Administrative Committee on June 11; the Committee referred it back to the Board for further discussion and direction before it is finalized for action.

Draft SRTC Advisory Services Policy (July 2019)

The Spokane region aspires to work collectively to receive more funding for priority transportation projects by being more competitive in state and national solicitations. Spokane Regional Transportation Council (SRTC) grants on a small percentage of the overall funding and the Council desires to leverage these funds to achieve the Region's goals.

The SRTC Executive Director and staff may advise member agencies of funding applications for federal and state programs outside the purview of the SRTC Board. Such advisory services may include but are not limited to letters expressing concurrence with regional plans, policies or programs, assistance on applications, and communications on behalf of members to other funding agencies. SRTC assistance must be for projects consistent with the Metropolitan Transportation Plan (MTP). SRTC work will be unbiased, and prioritization of projects, if requested will be conducted by the SRTC Board of Directors.

MEMORANDUM

DATE: July 3, 2019

TO: Members of the SRTC Board of Directors

FROM: Sabrina C. Minshall, AICP, Executive Director

SUBJECT: Calendar Year (CY) 2019 Budget Amendment

Requested Action

This item is presented for information and discussion.

Summary

This is the first touch for the Board regarding a proposed CY 2019 budget amendment. A variety of externalities occurred in the first half of 2019 creating unanticipated changes to expenditures in a few 2019 budget categories. The overall budget will not be spent as quickly as staff expected and some projects will need to be re-budgeted into FY2020.

Amending the budget now provides increased transparency related to expected expenditures and outcomes and allows other needed minor administrative changes to be kept current. The anticipated changes have been discussed with the Board Administrative Committee. Exact figures related to several of the requested adjustments will not be finalized until early August; however, a summary of the changes anticipated to be included in the August amendment are below. The 2019 budget overall is expected to show increased revenues of \$156,884, a decrease in 2019 consultant study expenses of \$250,000, and an increase in other expenses of \$36,200. The net change being an overall decrease of expenses \$213,800.

- Revenues for “Grants-Other” adjusted to the actual amount that was not in 2019 budget = \$6,884 for the Walkability Institute grant. Revenues for “Other Local Study Funds” increased by \$150,000 to reflect actual amounts received from WSDOT and City of Spokane for Consultant Studies. These amounts were originally budgeted in 2018 but received in 2019. These Other Local Study funds will have an unspent portion carried forward and *designated* to corresponding studies into 2020.
 - Procurement process for corridor studies and the data acquisition and technical tools effort took longer than anticipated, resulting in a reduced expectation for expenditures in 2019. The award of consultant contracts for Division and the 195/190 studies will be on the August Board agenda, and the Data Acquisition and Technical Tools effort is expected to be awarded in September or October. At time of awards, the spending plans will be finalized, so the numbers below are still estimates at this time.

- Division Street Corridor study: Budgeted for \$125,000, no change anticipated.
- 195/I90 Corridor study- Budgeted for \$175,000, new expected estimate \$125,000.
- Data Acquisition and Technical Tools Effort- Budgeted for \$300,000, new expected estimate for 2019- \$100,000.
- Personnel related costs- increase of \$27,500
 - Salary and benefits for the third Assistant or Associate Planner position was budgeted to begin in January of 2020. As part of a successful hiring process, this position was able to be brought on board in April of this year, eliminating the need and costs of a second hiring process. This adjustment figure for Personnel related costs includes adjustments to actual insurance figures for new staff and other approved changes in 2019.
- Addition of \$9,500 for unemployment. The IT Manager position was replaced with an IT Services vendor starting in 2018. Funds were budgeted in 2018 for a potential unemployment claim. During the 2019 budget process it appeared there would not be any claim filed, so no funds were budgeted in 2019. However, in January of 2019 correspondence from WA State Unemployment Office was received indicating that a claim was opened in December of 2018. Through the first half of 2019 no unemployment wage claim has been filed with the State, and the claim will expire at the end of 2019. The most that could still be claimed in the last half of 2019 is therefore \$9,500, which should be budgeted to be conservative.
- Training budget to be increased by \$6,900, as the Board approved the support of a Leadership Certificate program for the Executive Director through Gonzaga University.
- Travel Training line item to be increased by \$8,300 for the actual expenses pertaining to receipt and expenditure of a grant for a team of six from the region to attend the CDC Walkability Institute in Decatur, GA. Most of this increase is covered by the grant received for the training in the amount of \$6,884. The additional \$1,416 was absorbed by the SRTC training budget. The entire expense for the team will show in the SRTC training budget.
- The MTP line item is reduced to \$25,000. The work on the MTP update will still include consultant assistance for the update of land use allocations for population and employment, but a public survey and mapping software and application development will be delayed into 2020 when a full scope for the MTP update has been completed.
- Legal services line item to be increased by \$9,500. Additional costs are anticipated to be needed for an updated SRTC employee/agency manual, and legal services to begin updating the Interlocal Agreement.
- Mileage/Parking line item to be increased \$1,000. Mileage reimbursements have been higher than anticipated.
- State Audit Charges line item to increase \$1,500. Audit estimated to be higher than budgeted amount.

Policy Implications

The addition of revenue for the Division and SR195-190 studies, combined with the reduction in the anticipated expenditures in 2019 will result in designated funds for these studies to be carried forward into 2020 and 2021. The budget will thus be unbalanced for 2019 with more revenues than expenses.

Technical Implications

Once this budget amendment is approved, the changes will be implemented in SRTC's accounting system and financial reports.

MEMORANDUM

DATE: July 3, 2019

TO: Members of the SRTC Board of Directors

FROM: Greg Griffin, Administrative Services Manager

SUBJECT: Calendar Year (CY) 2020 Budget and Proposed Member Dues

Requested Action

This item is presented to the Board for information and discussion. A Board decision on 2020 dues is required at the August meeting.

Summary

Each year, SRTC develops an annual budget outlining anticipated revenues and expenditures for the upcoming year. The schedule for preparing the Calendar Year (CY) 2020 Budget is:

Calendar Year 2019 Budget Schedule	
July 11, 2019	Presentation of options for proposed member dues
August 8, 2019	Board decision on CY 2019 dues
October 10, 2019	Board Administrative Committee budget workshop
October 10, 2019	Board - first review of CY 2020 Budget and five-year projections
November 7, 2019	Board- second review CY2020 Budget
December 12, 2019	Board action on the CY 2020 Budget

Preliminary budget includes the following:

- Washington State's Office of Financial Management's (OFM's) April 1, 2019 population estimates are used to calculate dues. Please see **Attachment** for member dues estimates.
- The SRTC Interlocal Agreement (ILA) contains an allowance for up to a 15% increase in local dues without a year's notice to members. The draft CY 2020 Budget proposes to increase local dues by 15%, based on the standard assessment of \$0.26 per capita.
 - A Board decision will be needed as to whether to apply the 15% increase to all members or exclude special members.

- With a 15% increase to all members, the total dues increase for CY 2020 would be \$31,715 (14.5%) over the CY 2019 dues.
- Based on the 2019 population estimates released by OFM, without the 15% increase allowed by the SRTC ILA, the total dues for CY 2020 will increase by \$1,421.
- SRTC's budget is disproportionately funded by federal and state grants. In Fiscal Year 2019, only 14% of our revenue is from membership dues. Board discussions over the past few years have been to seek a better balance of funding sources.
- Staffing levels, position classifications, and anticipated work requirements will be reviewed in detail in the coming months. Activities in the CY2020 budget follow the adopted SRTC Strategic Plan and the adopted FY 2020-2021 UPWP.
- Employer contribution costs for medical insurance and participation in the state retirement system will be evaluated in the coming months. Benefit costs are anticipated to increase moderately.

Public Involvement

This is the first time the CY 2020 Budget has been discussed in a public meeting.

Policy Implications

A draft CY 2020 Budget will be prepared within the framework of the Board's priorities for the agency. The budget focuses available resources on core planning activities, as outlined in the adopted Fiscal Year (FY) 2020-21 Unified Planning Work Program (UPWP).

Technical Implications

The annual budget establishes revenue and expenditure estimates for SRTC. The budget categories are used to track actual revenues and expenditures during the year. Quarterly reports are provided to the Board to report on financial matters in relation to the approved budget. The 2013 Interlocal Agreement calls for the SRTC Board to provide a proposed work program and total budget to the member agencies by September 30 of the preceding year. Approval or rejection of such budget by each member shall be submitted to SRTC by November 1 of each year.

Prior Committee Actions

This is the first time the Board has discussed the CY 2020 Budget. SRTC Committees do not have direct input into the CY2020 budget but are substantially involved in the development of the Unified Planning Work Program which is the foundational document used to produce the budget. The SRTC Strategic Plan was adopted by the Board of Directors in December of 2017 and is also a foundation of the annual budget.

Projected Dues w/ 2019 Population update (2020 dues shown w/ both no 15% increase and w/ 15% increase)

Agency	April 1, 2018 OFM Population Estimate	2019 Dues	April 1, 2019 OFM Population Estimate ²	% of Total Population	2020 Dues @ .23 per cap (no 15% increase)	2020 Dues @ .26 (15% inc.) per cap ³	2021 Dues @ .30 (15% inc.) per cap ³	@ .23/capita \$\$ amount of increase over 2019	15% increase (.26/cap) = \$\$ amount of increase over 2019
Airway Heights	9,085	\$ 2,090	9,545	1.85%	\$ 2,195	\$ 2,482	\$ 2,878	\$ 106	\$ 392
Cheney	12,200	2,806	12,410	2.41%	2,854	3,227	3,742	48	421
Deer Park	4,240	975	4,390	0.85%	1,010	1,141	1,324	35	166
Fairfield	620	143	625	0.12%	144	163	188	1	20
Latah	195	45	195	0.04%	45	51	59	-	6
Liberty Lake	10,390	2,390	11,000	2.13%	2,530	2,860	3,317	140	470
Medical Lake	4,990	1,148	5,005	0.97%	1,151	1,301	1,509	3	154
Millwood	1,790	412	1,795	0.35%	413	467	541	1	55
Rockford	480	110	485	0.09%	112	126	146	1	16
Spangle	275	63	280	0.05%	64	73	84	1	10
Spokane	220,100	50,623	222,000	43.09%	51,060	57,720	66,933	437	7,097
Spokane County (Unincorp) ¹	147,650	50,623	150,670	29.24%	51,060	57,720	66,933	437	7,097
Spokane Valley	95,810	22,036	96,720	18.77%	22,246	25,147	29,161	209	3,111
Waverly	125	29	130	0.03%	30	34	39	1	5
City and County Subtotal	507,950	\$ 133,492	515,250	100%	\$ 134,913	\$ 152,511	\$ 176,854	\$ 1,421	\$ 19,019
Spokane International Airport		\$ 17,250			\$ 17,250	\$ 19,838	\$ 22,813	\$ -	\$ 2,588
Spokane Transit		44,390			44,390	51,049	58,706	-	6,658
WSDOT		23,000			23,000	26,450	30,418	-	3,450
Transportation Agency Subtotal		\$ 84,640			\$ 84,640	\$ 97,336	\$ 111,936	\$ -	\$ 12,696
GRAND TOTAL		\$ 218,132			\$ 219,553	\$ 249,847	\$ 288,790	\$ 1,421	\$ 31,715

¹The SRTC Board policy is for Spokane County dues to match the City of Spokane dues each year.

²Based on the State of Washington's Office of Financial Management's April 1, 2019 population figures. ³

Increase from population change and 15% per capita increase

Population increase estimated .5% annually 2021 thru 2023

Note: 15% inc from 23 cents rounded downwards to 26 center (.2645)

MEMORANDUM

DATE: July 3, 2019

TO: Members of the SRTC Board of Directors

FROM: Greg Griffin, Administrative Services Manager

SUBJECT: CY 2019 Quarterly Budget Update (Quarter 2: April through June)

Requested Action

This item is presented for information and discussion.

Summary

Each year, SRTC develops an annual budget outlining the anticipated revenues and expenditures for the upcoming year. SRTC reports on a cash basis, which provides a snapshot in time of the agency's revenues and expenditures. The Revenues portion includes funds received in Calendar Year (CY) 2019 that were for CY 2018 expenditures. The attached spreadsheet provides a summary for the First Quarter of CY 2019 budget, actual 2019 revenues and expenditures, and a column for prior (2018) year to date revenues and expenses. The SRTC operating reserve is currently enough to fund operations at five to six months. This reserve level is one to two months more than the average reserve for this time of year compared to the prior three-year average. The increase results from the timing of the STBG funded MTP 2019 grant which uses local dues exclusively as the matching funds. As the calendar year progresses this reserve will decrease as local dues are increasingly used as matching funds.

The following is a summary of specific issues related to revenues and expenditures. If expenditures are not generally comparable with the percentage of year elapsed (in this case 50%) a brief explanation of the differential is provided below.

Revenues:

Through the Second Quarter (50% of Calendar Year) of CY 2019 (January – June), SRTC collected 61% of anticipated revenues for the year. “Other Local Study Funds” and “Grants-Other” are \$156,884 higher than budgeted, resulting in the higher than anticipated revenue figure. All but one SRTC member paid their 2019 dues.

Expenditures:

Through the Second Quarter of CY 2019 (January – June), SRTC spent 34% of total anticipated expenditures.

- **Personnel Expenditures:** Total personnel expenditures were \$560,832 through Second Quarter, or 50% of the CY 2019 budget amount.

- Contractual and Professional Services: Total services expenditures were \$25,091 year-to-date, or 3% of the total budget amount. Consultant Study's for Data, Division, and SR195-I90 will increase that figure thru the remainder of 2019. Budget amendment for this category will be proposed in August.
- Materials and Services: Total materials and services expenditures were \$48,093 year to date, or 39% of the total budget amount. Agency insurance will be paid in Q3 and increase this figure. The Office Space lease is also under budget by one month as the rent for January was paid in December of 2018.
- Travel, Training, and Staff Development: Total expenditures were \$45,638 thru Second Quarter, or 70% of the total budgeted amount. "Travel/Training (Staff)" includes the cost of the SRTC Walkability team training in Georgia which was not in the original budget. The Board will be asked to amend the budget in August for the Walkability Training. Activities during the Second Quarter included:
 1. *Executive Director*: MPO Director's and MPO/RTPO/WSDOT Coordination mtg in Wenatchee, WA; APA Chapter Conf., Priest Lake, ID; APA National Conf in San Francisco, CA; GSI Washington DC Fly-in; Spokane Valley Chamber Transportation Cmte; UPWP Review mtg; State Legislative Joint Transportation Cmte mtg; EduSeries- Innovative Land Use & Transportation Approaches; SRTC Board Retreat;
 2. *Senior Planners*: APA Chapter Conf., Priest Lake, ID; APA National Conf in San Francisco, CA; Walkability Training, Decatur, GA; SRTMC Operating Board mtg; Active Transportation Group mtg; EduSeries- Innovative Land Use & Transportation Approaches; Transportation Research Board Conf, Portland, OR; Community Transportation Summit; US 195/I-90 Study Steering Committee Project Team; MAP-21 Safety Tech Team mtg; Millwood Comp Plan Review; UPWP Review mtg; *Webinars*: TMIP ARC Session II; PM 10 Hot Spot Analysis; Pavement Management Qtrly;
 3. *Associate Planners*: APA Chapter Conf., Priest Lake, ID; SRTMC Operating Board mtg; AMPO Planning Tools & Training Symposium, Minneapolis, MN; Active Transportation Group mtg; EduSeries- Innovative Land Use & Transportation Approaches; Spokane Valley Chamber Transportation Cmte; State Legislative Joint Transportation Cmte mtg; UPWP Review mtg; Spokane in Motion Bike Charette; WSDOT Liberating Structures Immersion Workshop, Olympia, WA; SRTC Board Retreat; *Webinars*: StreetLight Introduction; Environmental Justice/Title VI; WA Automated Vehicle Infrastructure & System Subcmte Mtg; Pavement Management Qtrly; MAP-21 Safety Team;
 4. *Assistant Planner*: APA Chapter Conf., Priest Lake, ID; EduSeries- Innovative Land Use & Transportation Approaches; UPWP Review mtg; WTS Freight/Trucking seminar; WSDOT Liberating Structures Immersion Workshop, Olympia, WA;
 5. *Administrative Assistant*: Transit Information Workshop & CommuteFinder NW Orientation; WA St Public Records Officers training, Lynnwood, WA; SRTC Board Retreat;
 6. *Administrative Svcs Mgr*: INSHRM Health Conference; AWC Trust Insurance Update mtg; UPWP Review mtg.
- IT Operations: Total expenditures were \$31,774 thru Quarter Two, or 38% of the total budgeted amount. Remaining hardware upgrades will take place in the last half of the year.

Policy Implications

SRTC operated within the Board approved budget for CY 2019. All major revenue and expenditure categories are anticipated to finish in line with adopted budget.

Technical Implications

The quarterly budget update provides a summary of revenues by source and expenditures by program area. No budget changes to accommodate unanticipated expenditures are needed at this time. The SRTC Board will be asked to amend the CY 2019 budget at the regular monthly meeting in August to address additional revenues, potential unemployment claim, higher than anticipated audit cost, updates to Consultant Study timelines; and additional authorized training expenses, meeting expense & postage.

SRTC CY 2019, Report through June 30, 2019

	CY 2019 Approved	CY 2019					Prior Year-to-Date	CY 2019 % of Budget
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year-to-Date		
REVENUES								
SRTC Cash Balance 12/31/18						484,978		
FHWA PL (Federal Public Law Funds)	585,726	244,524	215,454			459,978	428,430	79%
FTA (Federal Section 5303 Funds)	205,000	57,699	43,740			101,440	131,153	49%
STBG Planning Funds	350,000	-	39,118			39,118	36,829	11%
STBG Data & Study Funds	400,000	-	1,542			1,542	-	0%
RTPO (State Planning Funds)	155,152	55,074	51,937			107,011	49,578	69%
Local Dues	218,132	218,088	-			218,088	188,023	100%
Grants - Other	-	6,884	-			6,884	-	0%
Other Local Study Funds	200,000	-	350,000			350,000	-	0%
TOTAL REVENUES (Received in 2019)	2,114,010	582,269	701,791	-	-	1,284,060	834,013	61%
EXPENDITURES								
Personnel								
Salaries	761,753	176,925	187,274			364,198	393,091	48%
Accrued Leave Payouts (includes unemployment)	32,300	30,560	-			30,560	19,793	95%
FICA	59,827	15,830	14,303			30,133	30,841	50%
WA State Retirement System	97,138	20,481	25,259			45,740	50,403	47%
Insurance	172,590	50,190	40,010			90,201	84,028	52%
Total Personnel	1,123,608	293,986	266,846	-	-	560,832	578,156	50%
Contractual and Professional Services								
Legal Services	25,000	7,516	5,547			13,063	7,386	52%
Consultants & Professional Svcs	30,600	332	337			669	-	2%
MTP Update	53,000	-	-			-	-	0%
Consultant Svcs & Model Development	300,000	-	-			-	12,600	0%
Consultant Svcs & I90/US 195 Systems Study	175,000	-	980			980	-	1%
Consultant & Division St Study	125,000	-	1,206			1,206	-	1%
State Audit Charges	10,000	-	9,174			9,174	419	92%
Total Contractual and Professional Services	718,600	7,848	17,243	-	-	25,091	20,405	3%
Materials and Services								
Publications	500	135	84			219	63	44%
Postage	225	100	26			126	110	56%
Operating Supplies	1,500	297	527			824	1,433	55%
Minor Furniture	1,500	758	905			1,663	642	111%
Telephone	8,585	1,796	1,756			3,552	3,348	41%
Advertising	4,090	1,228	237			1,465	2,997	36%
Rent - Office Space	77,800	13,130	20,307			33,437	38,714	43%
Rent - Meeting Rooms	400	-	477			477	-	119%
Lease - Copier	4,300	799	899			1,699	1,704	40%
Property and Liability Insurance	10,700	-	-			-	-	0%
Printing	2,000	125	65			190	1,194	10%
IF Charges	10,900	1,840	2,602			4,442	4,959	41%
Total Materials and Services	122,500	20,208	27,885	-	-	48,093	55,164	39%
Travel, Training, and Staff Development								
Mileage & Parking	3,800	307	2,669			2,976	1,668	78%
Travel / Training (Staff)	38,500	15,396	17,131			32,528	11,731	84%
Educational Speaker Series	15,000	-	5,251			5,251	9,432	35%
Dues, Subscriptions, and Memberships	7,725	3,079	1,804			4,883	3,901	63%
Total Travel, Training, and Staff Development	65,025	18,783	26,856	-	-	45,638	26,732	70%
IT Operations								
IT Professional Svcs	37,000	6,742	7,768			14,510	16,111	39%
Software	26,365	7,719	2,466			10,185	12,581	39%
Hardware - New and Replacement; Repairs/Maint.	8,000	1,034	84			1,118	8,183	14%
Online Services	12,912	2,980	2,980			5,960	5,960	46%
Total IT Services	84,277	18,475	13,299	-	-	31,774	42,835	38%
TOTAL EXPENDITURES (Paid in 2019)	2,114,010	359,299	352,129	-	-	711,428	723,292	34%
CASH BALANCE 6/30/19						1,057,609	534,603	

<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	-	Eve	Monthly	Monthly
Receive Future Meeting Agenda Worksheet	Communication for future board topics	Attachment	n/a	N/A	Monthly	N/A
Set dues for 2020	For 2020 Calendar year budget	Action	5	Greg Griffin	August	N/a
US 195/I-90 Study – Contract Award	Authorize Exec. Director to sign contract	Action	10	Ryan Stewart	August	n/a
Division Street Study Contract Award	Authorize Exec. Director to sign contract	Action	10	Jason Lien	August	n/a
CY2019 Budget Revision	Amendment for Studies after consultant agreements and Division Street/ STA \$ in budget/ update financials and timing for consultant efforts. Amendment for operational line items changes as needed.	Action	10	Sabrina Minshall	August	N/A
Board TAC Work Group report	Discussion of work group conclusions, revisions and next steps	Information	20	TAC Chair/Work Group Members	August	n/a
Receive FY2019 State Audit report	Necessary for state and federal compliance	Information	10	State Auditors/Greg Griffin	August	N/A
Board retreat follow up	Follow up as identified from Board retreat- linkage from values to actions to priority areas/projects	Information	30	Board Chair/ Exec. Director	August	N/A
Presentation on Walkability Institute	SRTC received grant for team to attend Walkability Institute in Georgia	Information	20	Walkability Institute Team	September	August

<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>
	in April; Team will report to Board re: experiences and next steps					
SRTMC Regional ITS Plan	Federally required for ITS Planning/Coordination with MTP	Information	15	Becky Spangle	September	August
Board retreat follow up	Priority Project Strategy	Information	30	Board Chair/Executive Director	September	n/a
Data Tools and Modeling Contract Award	Authorize Exec. Dir. to sign contract	Action	10	Mike Ulrich	September	n/a
SRTC Compensation Plan	Agency Operations	Information	15	Sabrina Minshall	September	n/a
2020-2023 TIP Overview & Funding Requests	Federally required	Information	15	Eve Nelson	September	August
SRTC Employee Manual	Agency Operations	Information	20	Sabrina Minshall	October	n/a
Board Retreat Follow up	Priority Project Strategy	Action	30	Board Chair/Executive Director	October	n/a
Freight Plan Draft Scope	First briefing to Board	Information	20	David Fletcher	October	September
Quarterly Budget update	For 3Q. 2019	Information	5	Greg Griffin	October	N/a
2020-2023 TIP Overview \$ Funding Requests	Federally required	Action	15	Eve Nelson	October	September
CY2020 Budget Revision 1 / IDR	Calendar Year budget / IDR	Information	20	Greg Griffin	November	N/a
SRTC Employee Manual	Agency Operations	Action	10	Sabrina Minshall	November	n/a
CY2020 Budget / Indirect Cost Rate	Calendar Year budget / IDR	Action	15	Greg Griffin	December	n/a
Not yet scheduled						

<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>
SRTC Outreach presentation			20	Sabrina Minshall		
Land Use allocation briefing			30	Mike Ulrich		
Members Comprehensive Plan Certifications- Spokane County, Millwood, Medical Lake, Small cities			TBD	Mike Ulrich		
MTP due Dec 2021- Scope and Charter			20	Sabrina Minshall		
Financial Assessment for MTP			TBD	TBD		
Definition of Regionally Significant facilities for MTP			TBD	TBD		
Public Survey discussion			TBD	TBD		

MEETING SUMMARY

Spokane Regional Transportation Council Transportation Technical Committee (TTC) Meeting June 26, 2019 1:30pm

Chair Report on SRTC Board of Directors Meeting – Chair Messner provided highlights from the Board Retreat and said regionalism was a primary focus. Copies of the recent surveys completed by the Board and TTC were distributed to all. He said the results of the survey were discussed at the retreat and he said it was evident that some Board members acknowledge the contributions of the TTC in assisting Board decision making, while other members feel the TTC's work is too technical to be of use with policy creation. He commented that TTC members may need to coordinate more closely with their respective Board members, and the TAC, so that all SRTC partners can come together as a regional entity. He said the TTC needs to try to figure out a way of getting technical information to the Board and understand what it is that they are looking for from the TTC, because it doesn't appear to be completely clear. He is hoping to explore this with SRTC staff to ensure that the committee is meeting the needs of the Policy Board. He announced that going forward he will end TTC meetings with a request for any issue or topic that members would like him to bring up at the following Board meeting. He spoke about the items approved and discussed at the June 13 Board meeting.

2019-2022 Transportation Improvement Program July Amendment – Ms. Nelson briefly discussed the four projects included in the amendment and read the two public comments received. Motion to recommend Board approval of the amendment passed unanimously.

Rules & Requirements for RTPO Land Use – SRTC Board General Counsel Stanley Schwartz provided a background on the Growth Management Act of 1991 (GMA), which was the legislation that created RTPOs. He said there are 13 recognized goals of the GMA and four are directly related to transportation: urban growth, transportation, economic development and public facilities and services. The three pillars of the GMA framework are land, people and infrastructure, and the purpose of the GMA is to balance those three things.

Mr. Schwartz explained that the transportation element of the comprehensive plan requirements must be consistent with the land use plan, must contain LOS standards and he spoke about concurrency requirements. He described the term "concurrent with the development" as it pertains to transportation improvements or strategies in land development and outlined the options available if a facility is deemed deficient.

He outlined the duties of RTPOs (and SRTC) as defined in RCW 47.80.023, one of which is to: "Prepare a regional transportation plan consistent with the countywide planning policies, county and city comprehensive plans and the state transportation plan". A question was raised about where Tribes plans fit into this. Mr. Schwartz replied that although he is somewhat familiar with Tribal transportation coordination at the federal and state level, RTPO coordination is unclear at this point in time.

Mr. Schwartz described the difference between concurrency and consistency. He explained how RTPOs certify jurisdictions' comprehensive plans, noted that the SRTC Board approved the "SRTC Plan Review and Certification Process Instruction Manual" in 2015, and drew attention to the Certification Process Summary.

SRTC Board Vision & Values – Ms. Minshall distributed a document with prior mission and vision statements from the Horizon 2040 Guiding Principles. She discussed the development of the updated mission and vision statements and new agency values at the Board retreat. She emphasized the change in verb of the mission statement from coordinate to develop. Chair Messner noted that the word "regional" could really be put in front of each of the values and he is interested to see the definition of each of the values.

Federal Fiscal Year 2019 Project Delivery Update and TIP Working Group Update – Ms. Nelson said the funding obligation target is \$10.07 million for all funding sources administered by SRTC and as of today 50% of the target has been met. She said the region is on schedule to exceed the target by \$28,000 if all projects deliver. The group discussed a recent project de-obligation and details about several projects that will be delivering very shortly.

Agency Update – Mr. Fletcher spoke about the upcoming Education Series event "What is TSMO" on July 10 and July 11 which is a joint effort of SRTC and SRTMC. Ms. Minshall stated that SRTC would distribute the presentations from today's Joint Transportation Committee meeting to the TTC and Board.