

Date: July 2, 2020  
To: SRTC Board of Directors  
From: Mayor Ben Wick, Chair  
Subject: Meeting Notification and Transmittal of Meeting Agenda

Meeting Date: **July 9, 2020**

Time: **1:00 p.m**

Location: Zoom Video Conference

- The next SRTC Board meeting will be held as a ZOOM video conference. The agenda and log-in information are on page 2.
- SRTC is committed to nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964, and Civil Rights Restoration Act of 1987 (P.O. 100.259) and the Americans with Disabilities Act. Reasonable accommodations can be requested by contacting the SRTC office by telephone at (509) 343-6370 or by email at [contact.srtc@srtc.org](mailto:contact.srtc@srtc.org) at least 48 hours in advance.

## Board of Directors Meeting Agenda

Date:	Thursday, July 9, 2020	Time:	1:00 pm
Location:	Zoom Video Conference Meeting		
Log-in:	<a href="https://us02web.zoom.us/j/9394879626?pwd=ZFRmL2RJTkx4SGowV2YwOUdxMGVTZz09">https://us02web.zoom.us/j/9394879626?pwd=ZFRmL2RJTkx4SGowV2YwOUdxMGVTZz09</a>		
	Meeting ID: 939 487 9626   Password: 234239   Phone-in only 1-253-215-8782		

- |             |   |        |
|-------------|---|--------|
| 1:00        | 1. Call to Order  |        |
| 1:00 – 1:02 | 2. Roll Call / Record of Attendance / Excused Absences                          |        |
| 1:02 – 1:07 | 3. Public Comments*   |        |
| 1:07 – 1:12 | 4. Executive Directors Report ( <i>Sabrina Minshall</i> )                       |        |
| 1:12 – 1:27 | 5. Final Report: 2020 Spokane Census Complete Count ( <i>Alex Panagotacos</i> ) | Page 3 |

### ACTION ITEMS

- |             |   |         |
|-------------|---|---------|
| 1:27 – 1:28 | 6. <b>Consent Agenda</b>  |         |
|             | a) June 2020 Meeting Minutes  | Page 17 |
|             | b) June 2020 Vouchers   | Page 22 |
|             | c) 2020-2023 Transportation Improvement Program (TIP) July Amendment  | Page 23 |
| 1:28 – 1:33 | 7. <b>Authorize Executive Director to sign contract for Metropolitan Transportation Plan (MTP) Financial Forecast</b> ( <i>David Fletcher</i> ) | Page 26 |

### INFORMATION & DISCUSSION ITEMS

- |             |  |         |
|-------------|--|---------|
| 1:33 – 1:48 | 8. <b>Quarterly Budget Report</b> ( <i>Greg Griffin</i> )  | Page 34 |
| 1:48 – 2:08 | 9. <b>TIP Delivery and Project Readiness</b> ( <i>Eve McMenamy</i> )   | Page 37 |
| 2:08 – 2:28 | 10. <b>SRTC Forecasting Part 1: Growth Management Act and Regional Land Use</b> ( <i>Mike Ulrich and Dave Anderson, WA Dept. of Commerce</i> ) | n/a     |

### OTHER BUSINESS

- |             |   |         |
|-------------|---|---------|
| 2:28 – 2:48 | 11. <b>Seek Direction on Resolution 20-01: Bylaws for SRTC Board Administrative Committee</b> ( <i>Chair Ben Wick</i> ) | Page 42 |
| 2:48 – 2:58 | 12. Board Member Comments   |         |
| 3:00        | 13. Adjournment   |         |

- |              |   |         |
|--------------|---|---------|
| Attachments: | • Draft 2020 Board Meeting Agendas                        | Page 45 |
|              | • Transportation Technical Committee June Meeting Summary | Page 46 |
|              | • Transportation Advisory Committee June Meeting Summary  | Page 47 |

\* **Special Note:** Due to the nature of online meetings, all public comments must be submitted in advance and be received by SRTC no later than 9:00 am on July 9. Email comments to [contact.srtc@srtc.org](mailto:contact.srtc@srtc.org) or call 509.343.6370.

SRTC welcomes the public at all Board meetings. Because of security concerns with video conferencing, if you are a member of the public, we would appreciate you letting us know in advance, if possible, the email address or phone number with which you will be joining us.



## Spokane County Complete Count Committee

Update to SRTC  
Alex Panagotacos and Meg Lindsay  
Submitted 6-30-20 for July Meeting

Respond now: [my2020census.gov](https://my2020census.gov)

Learn more: [SpokaneCensus.org](https://SpokaneCensus.org)

**RESPONSE RATES:** As of today (6-30-20), Spokane County is 4<sup>th</sup> highest of Washington Counties for response rate at **70.4%**.

**Of the ten largest cities in the state, Spokane has the best response rate (71.5%).**

For reference, here are other pertinent response rates also as of today:

- National: **61.8%**
- Washington State: **67.2%**
- Highest Washington County: **Clark County at 71.3%**
- Spokane County: **70.4%**
- Lowest Washington County: **36.0%** response

You can see for yourself here: [2020census.gov/en/response-rates.html](https://2020census.gov/en/response-rates.html)

We have reached the 2010 self-response rate of 70.4%. Please note that we have reached the 2010 benchmark despite interruptions caused by COVID-19. The pandemic caused many of our planned events to be canceled and or modified. Additionally, this number was reached despite the fact that the count of update leave, transitory locations and folks experiencing homelessness has not occurred yet.

### UPDATED CENSUS BUREAU OPERATIONS TIMELINE

OPERATIONS SCHEDULE		
Operation	CURRENT SCHEDULE	Status
Self-Response Period	March 12 – Oct. 31	Underway
Field Operations Restart	May 11	Completed
Update Leave	May 11	Completed
Group Quarters (paper and e-response)	April 2 – Sept. 3	Underway
Group Quarters (in-person count)	July 1 – Sept. 3	Postponed
Non-Response Follow-Up	Aug. 11 - Oct. 31	Postponed
Transitory Locations	Sept. 3-28	Postponed
<b>NEW DATE</b> Counting the Homeless	Sept. 22-24	Postponed
Mobile Questionnaire Assistance	TBC	Under Review

Learn more: [www.spokanecensus.org](https://www.spokanecensus.org)

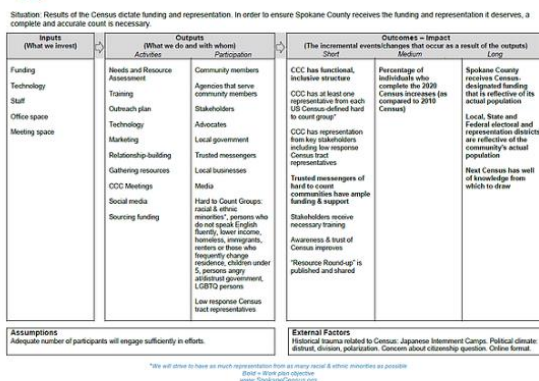


# Spokane County Complete Count Committee

## GOALS

Visit <https://www.spokanecensus.org/about-us> to view Logic Model and Work Plan.

Spokane County Complete Count Committee – Logic Model 9-10-19



Spokane County Complete Count Committee – Workplan 9-10-19

Objectives	Activities	Measure	Approximate Timeline
CCC has functional, inclusive structure	<ul style="list-style-type: none"> <li>Train committee members to have clear understanding of responsibilities</li> <li>Responsibilities include a commitment to equity and inclusion</li> <li>CCC has scheduled meetings through end of Census</li> <li>Create Outreach Plan</li> <li>CCC has representative from key areas (government, media, etc.) TBD</li> <li>CCC has at least one representative from each US Census-defined hard to count group and under-reporting tracts</li> <li>CCC has committees who are responsible for specific issues/topics</li> </ul>	<ul style="list-style-type: none"> <li>MOU</li> <li>CCC member job description</li> <li>CCC meeting calendar</li> <li>Outreach Plan</li> <li>CCC roster</li> <li>CCC member evaluations</li> </ul>	<ul style="list-style-type: none"> <li>Structure formalized by October 2019</li> <li>Outreach Plan October 2019 – ongoing</li> <li>Representations/verification benchmark November 2019 – ongoing</li> </ul>
Trusted messengers of hard to count communities have ample funding & support	<ul style="list-style-type: none"> <li>Assess needs</li> <li>Seek additional funds (grants, donors)</li> <li>Formulate funding process</li> <li>Rapidly identify funds</li> <li>Track results</li> </ul>	<ul style="list-style-type: none"> <li>Needs assessment</li> <li>Successful application, funds secured</li> <li>Outcome &amp; implementation evaluations</li> </ul>	<ul style="list-style-type: none"> <li>Assess needs July 2019 – ongoing</li> <li>Seek funds July 2019 – March 2020</li> <li>Formulate application process September 2019</li> <li>Reapply funds September 2019 – May 2020</li> </ul>
Percentage of individuals who complete the 2020 Census increases (as compared to 2010 Census)	<ul style="list-style-type: none"> <li>Form CCC</li> <li>Diversify CCC</li> <li>Create outreach plan</li> <li>Fund &amp; support trusted messengers in hard to count communities</li> <li>Collaborate with other groups working on Census outreach</li> </ul>	<ul style="list-style-type: none"> <li>Outreach plan</li> <li>2020 Census data</li> <li>2020 Census data</li> </ul>	<ul style="list-style-type: none"> <li>Initial data released April 2020</li> <li>Have response follow-up through August 2020</li> <li>Representations/verification ongoing, benchmark November 2019</li> </ul>
Spokane County receives Census-designated funding that is reflective of its actual population	<ul style="list-style-type: none"> <li>Form, structure, a diverse CCC</li> <li>Support &amp; fund trusted messengers</li> <li>Ensure thorough &amp; accurate count, improve response</li> </ul>	<ul style="list-style-type: none"> <li>2020 Census data</li> <li>Community stakeholder evaluation</li> <li>2020 Census data</li> <li>Community stakeholder evaluation</li> <li>Publication</li> </ul>	<ul style="list-style-type: none"> <li>CCC structure October 2019</li> <li>Support trusted messengers July – ongoing</li> <li>See timelines above</li> <li>Version 1 published November 2019, ongoing</li> </ul>
Local, State and Federal electoral and representation districts are reflective of the community's actual population	<ul style="list-style-type: none"> <li>See all activities listed in previous fields</li> </ul>		
Next Census has a well of knowledge from which to draw	<ul style="list-style-type: none"> <li>Create &amp; publish "Resource Round-up"</li> </ul>		

## Achieved:

- ✓ Complete Count Committee has functional, inclusive structure
- ✓ Trusted messengers of hard to count communities have ample funding & support
- ✓ Next Census has a well of knowledge from which to draw
- ✓ Percentage of individuals who complete the 2020 Census increases (as compared to 2010 Census)
  - As noted above, we have reached our 2010 benchmark and are slated to exceed that.

## Long-term goals which cannot yet be measured:

- Spokane County receives Census-designated funding that is reflective of its actual population
- Local, State and Federal electoral and representation districts are reflective of the community's actual population

## HIGHLIGHTED ACTIVITIES:

- Creation of and completion of Messaging Plan (see attached)
- Logic Model and Work Plan ([www.spokanecensus.org/about-us](https://www.spokanecensus.org/about-us))
- Formation of Complete Count Committee
- Sought, received and redeployed funds to community partners doing Census outreach
- Provided technical assistance to community partners
- Social media campaign
- Partner messaging kit
- Letters to the editor
- Large format (30ft. long) Get Counted Banners have been distributed around Spokane County.

Learn more: [www.spokanecensus.org](https://www.spokanecensus.org)



## Spokane County Complete Count Committee

- Utility bill inserts & direct mail postcard
- A drive-thru Census event maintained COVID-19 social distancing while still providing assistance to the community. We also distributed meals and hygiene kits. A variety of language interpreters were on site (including ASL).
- Customized local campaign-design and facilitation
- Targeted Audiences-Community leaders, City Councils, Chambers, Rotary, Church Leaders, Native Elders (use audience motivation as a tool)
- Billboards/Reader Boards
- Posters/flyers/ postcards in multiple languages
- PSA's
- Videos
- Zoom backgrounds
- And much more!

**RESOURCES:** The following resources may be off use to you.

- **The assistance area of our website** contains information on phone lines, pdf language guides and local support: [spokanecensus.org/assistance](https://spokanecensus.org/assistance)
- **Partner messaging package** is updated regularly.
  - It includes sample social media posts, newsletter templates and more!
  - View/download content: [www.spokanecensus.org/partner-messaging](https://www.spokanecensus.org/partner-messaging)
  - Alternately/in addition, like share the content we post:
    - [facebook.com/spokanecensus2020](https://facebook.com/spokanecensus2020)
    - [instagram.com/spokanecensus](https://instagram.com/spokanecensus)

**BUDGET:** See attached for budget. For questions about the budget, please contact Lauren Autrey at [lautrey@innovia.org](mailto:lautrey@innovia.org).

Respectfully submitted,

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Learn more: [www.spokanecensus.org](https://www.spokanecensus.org)



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# Spokane County Complete Count Committee

## MEDIA COMMUNICATIONS PLAN 2020 CENSUS

*Updated 6-30-20*

### Introduction

The following is a plan to guide Spokane County Complete Count Census outreach work as we enter the Awareness Phase of 2020 efforts (beginning January 2020). Special thanks to Mary Joan Hahn of Gonzaga for her assistance with this plan.

The Steering Committee agreed that anyone on the Steering Committee should feel empowered to speak to the media about Census and will keep each other in the loop about such communication with media by informing Committee Coordinator of any such occurrences. Committee Coordinator is free to speak with the media as is allowed by supervisor and CEO of Innovia Foundation. Note: Census Bureau staff will be speaking with media as well. Committee Coordinator will work with Bureau staff to streamline processes and reduce duplication.

The following are tasks that will be carried out by the Committee Coordinator. She may call upon Steering Committee members and Innovia staff as needed for assistance.

### Website

Create website to refer media contacts (and others). Include basic info about Census, structure of Complete Count Committee, resources, events, etc.

Deadline	Progress
10-1-19	Completed. <a href="http://www.spokanecensus.org">www.spokanecensus.org</a>

### Resource Round-up

Collect, organize and share resources for Census outreach.

Deadline	Progress
10-1-19	Completed. <a href="https://www.spokanecensus.org/resources">https://www.spokanecensus.org/resources</a>

### Print & Digital Ads

Create print/digital ads to educate public and advertise events and services.

Deadline	Progress
1-1-20	Completed. Various ads created and distributed. Will continue to develop ads as needed.

Expand WA Nonprofits posters to include Marshallese, Russian and Native folks.

Deadline	Progress
1-1-20	Completed. <del>Working with Thinking Cap to design. Photographer lined up. Models nearly all secured. Thinking Cap is working on translation services. Will forward preliminary designs to focus groups for input.</del>

Learn more: [www.spokanecensus.org](http://www.spokanecensus.org)





## Spokane County Complete Count Committee

Create billboard campaign.

Deadline	Progress
3-1-20	<p>Completed.</p> <p>3 digital boards and 8 static boards (plus one in Reardon paid for by Empire Health). 4 designs. See attached for designs.</p> <p>Thinking Cap created designs and facilitated media buys. 2-day photography shoot of local people.</p> <p>2-14-20: Digital billboards running.</p> <p>2-17-20: Added Native American design to digital board rotation.</p> <p>2-17-20: Static billboard art submitted. Should be up within 1 week and will run 8 weeks.</p> <p>Billboard locations chosen based on number of possible impressions (premium boards) and/or location in hard to count communities.</p> <ul style="list-style-type: none"> <li>• SULLIVAN EL S/O MISSION NF (Type: Digital, 2 Designs: Graphic &amp; Native)</li> <li>• ARGONNE EL S/O MONTGOMERY NF (Digital, 2 Designs: Graphic &amp; Native)</li> <li>• SPRAGUE SL 125' E/O EVERGREEN WF (Digital, 2 Designs: Graphic &amp; Native)</li> <li>• MONROE W/L S/O CLEVELAND SF (Static, Design: Hands)</li> <li>• MISSION N/L 161' E/O RUBY WF (Static, Design: Hands)</li> <li>• MARKET E/L 50' N/O LIBERTY SF (Static, Design: Hands)</li> <li>• SULLIVAN WL 1.1 MI N/O I-90 NF (Static, Design: Hands)</li> <li>• FRANCIS NL E/O PITTSBURG (Static, Design: Hands)</li> <li>• DIVISION E/L 100' N/O BUCKEYE NF (Static, Design: Native)</li> <li>• HWY 32 (BROADWAY) N/L 120' E/O OAK ST WF (Static, Design: Native Empire Health paid)</li> <li>• HAMILTON W/L 50' N/O MARIETTA NF (Static, Design: Native Empire Health paid)</li> <li>• PINES W/L 125' N/O MAIN (Static, Design: Native-Empire Health paid)</li> </ul>

### Radio and TV

Collaborate with local media outlets to create PSA's, and motivational media.

Deadline	Progress
3-1-20	<p>Completed.</p> <p>Worked with Community Minded Enterprises on Native video. Sought input from Tribal subcommittee. Script edited and approved by Tribal subcommittee. Created one video describing importance, one explaining how to fill out the census and several individual testimonials from community leaders.</p> <p>Worked with Thin Air for radio programming.</p> <p>Taping of KSPS PSA complete. Three PSA's created and 1 round table discussion. View all here:</p> <p><a href="https://www.youtube.com/channel/UCefei9gYrYJg4l4vP2br7hA?view_as=subscriber">https://www.youtube.com/channel/UCefei9gYrYJg4l4vP2br7hA?view_as=subscriber</a></p> <p><del>Working with KSPS on PSA's. They have draft script. Need to review. Connected with them 1-27 about need for Spokane area specific needs. Need to secure models...at least 5. Cannot wear any green and no brands/ads on clothing. Couples are ok.</del></p>

Learn more: [www.spokanecensus.org](http://www.spokanecensus.org)





## Spokane County Complete Count Committee

### Public Forums

Hold four informational public forums throughout County featuring Census 101 training and panel discussion.

Deadline	Progress
4-1-20	Partially Complete. COVID-19 prevented two of the public forums from occurring. In total, we held two live public forums and one studio taping (KSPS PBS). 12-11-19 Spokane Valley Public Forum held. Shelly O'Quinn as moderator, Sen. Mike Padden provided opening remarks, Census 101 training by Alex Panagotacos, panel featuring Todd Woodard (Spokane Airport) and Linda Lauch (American Indian Community Center). 2-6-20 Spokane Public Forum held at Shadle Park High School. Live-stream video by KSPS PBS. Moderator: Shelly O'Quinn, Census 101: Alex Panagotacos, panel: Albert Tripp, Todd Mielke, Fernanda Mazcot, Jennyfer Mesa, Licett Figueroa (Census Bureau), Steven Herevia, Linda Lauch, Emma Noyes. <del>Next 2 forums slated for March in Airway Heights and Deer Park.</del>

### Develop Media Lists

- Daily print
- Daily broadcast (radio & tv)
- Weekly/monthly news outlets print
- Specialty publications

Include

- Contact information – email, newsroom phone, web site
- Targeted reporters at each outlet

Deadline	Progress
1-1-20	Completed. List stored on Innovia SharePoint.

### Develop Media Packets

Provide a digital and/or print folder with as much information as you think will be valuable to the local outlets

- Background
- Schedule, key dates and deadlines
- Contacts – who media should call with questions to expect real time answers
- Key messages – reasons why everyone needs to complete the census
- Fact sheets
- Maps
- Q&A

Deadline	Progress
1-1-20	Completed.

Learn more: [www.spokanecensus.org](http://www.spokanecensus.org)



## Spokane County Complete Count Committee

### Deskside Briefings

Schedule appointments with all main media outlets. Visit with news directors, assignment editors, producers, reporters, etc. regarding the upcoming Census. This is a briefing to go over key elements of the program; not expectation of an interview to generate news coverage. Be prepared to share ideas of what they can do to encourage viewers to complete their census. Provide PSAs (produced by Census Bureau, KSPS and Community Minded Enterprises). Use as an opportunity to develop rapport with specific editors and reporters.

Deadline	Progress
2-6-20	Complete. Met with KREM, Black Lens, Fig Tree, NC Monthly, Russian publication and more.

### Kick-Off Event

February 6 Public Forum will be opportunity to formally 'launch' the Census locally to say "we're underway" to the community. Media can use this as a jumping off point for coverage.

Deadline	Progress
1-1-20	Complete. Occured 2-6-20. Ads have been secured in Black Lens, North Columbia Monthly, Fig Tree, Inlander (classified) and Spokesman (classified). Facebook event created. Plan to boost event. Flyers distributed widely. Event also listed on SpokaneCensus.org.

### Guest Editorials/Letters to Editor

Develop a series of guest editorials by recognized names (i.e. Complete Count organizers; Innovia leaders; previous office-holders; respected community leaders). Fashion each one with slightly different slant or approach. Target specific writers with specific publications. Submit on an ongoing basis throughout the campaign.

Deadline	Progress
2-1-20	Complete. Several letters to the editor appeared in various publications including Spokesman, Black Lens and others. Letters published from a variety of Complete Count Committee Members.

Learn more: [www.spokanecensus.org](http://www.spokanecensus.org)



## Spokane County Complete Count Committee

### Social Media

Create Facebook and Instagram pages for Spokane Census. Post content regularly.

Deadline	Progress
1-1-20	Completed, ongoing.

Create social media packages for other organizations to use. Include images and sample text. Provide suggested timing for posts.

Deadline	Progress
2-1-20	Completed. Updated several times and shared widely.

### Plan for crises

Outline what can go wrong and other potential problem situations; develop push-button responses or designate individuals who will speak with reporters should problems occur. This includes everything from tough questions (are you gathering citizenship information?) to realistic problems the Census may experience (technical failures with online completion; scams; a census taker being attacked; etc.)

Deadline	Progress
12-1-19	Ongoing. Formed steering committee, strategize with Innovia staff, had media messaging meeting with Mary Joan Hahn.

### Prepare to measure coverage reach

- Track stories in all media and log them
- Track engagement/feedback/responses to media stories

Deadline	Progress
7-1-20	Completed, ongoing.

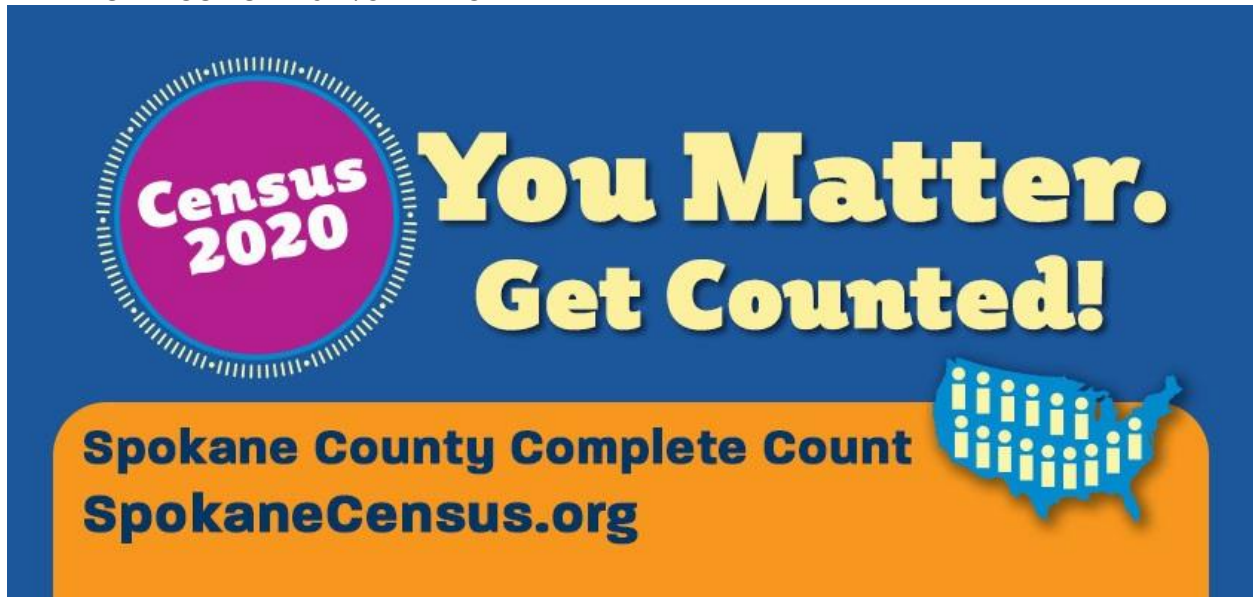


## Spokane County Complete Count Committee

### MEDIA COMMUNICATIONS PLAN-MATERIALS CREATED

#### Digital billboard 1

- SULLIVAN EL S/O MISSION NF
- ARGONNE EL S/O MONTGOMERY NF
- SPRAGUE SL 125' E/O EVERGREEN WF



#### Digital billboard 2

- SULLIVAN EL S/O MISSION NF
- ARGONNE EL S/O MONTGOMERY NF
- SPRAGUE SL 125' E/O EVERGREEN WF



Learn more: [www.spokanecensus.org](http://www.spokanecensus.org)





## Spokane County Complete Count Committee

### Static billboard 1

- MONROE W/L S/O CLEVELAND SF
- MISSION N/L 161' E/O RUBY WF
- MARKET E/L 50' N/O LIBERTY SF
- SULLIVAN WL 1.1 MI N/O I-90 NF
- FRANCIS NL E/O PITTSBURG



### Static billboard 2

- DIVISION E/L 100' N/O BUCKEYE NF
- HWY 32 (BROADWAY) N/L 120' E/O OAK ST WF (Empire Health paid)
- HAMILTON W/L 50' N/O MARIETTA NF (Empire Health paid)
- PINES W/L 125' N/O MAIN (Empire Health paid)



Learn more: [www.spokanecensus.org](http://www.spokanecensus.org)



# Spokane County Complete Count Committee

[www.SpokaneCensus.org](http://www.SpokaneCensus.org)

SPokane COUNTY COMPLETE COUNT COMMITTEE

LANGUAGES

Home

Census 101

Forms

Resources

Calendar

Links

CENSUS 2020

You Matter. Got Counted.

Shape your future  
START HERE >

United States®  
Census  
2020

SO MUCH TO GAIN...OR LOSE

Census 2020 will determine how billions of federal funds are distributed, the number of seats we have in Congress, where critical infrastructure is provided and much more. Spokane County Complete Count is working to make sure we have a thorough and accurate count. You can make a difference too! Learn more below.

WHAT IS THE 2020 CENSUS - FINAL

WHY SHOULD I CARE ABOUT THE 2020 CENSUS

IS MY 2020 CENSUS INFORMATION SAFE

Welcome to the 2020 Census

- Understand the importance of the 2020 Census
- Know how to get the census information you need
- Know how to get the census information you need
- Know how to get the census information you need

Shape your future  
START HERE >

Respond Online

Respond to the Census via the internet

Get Help Completing the Census

Find a local assistance center or call a toll-free number

Census 101

Learn more about Census 2020

FAQ

Answer the common questions

American Indian & Alaska Natives

Learn more about the census for American Indian & Alaska Natives

Missionary Passage

Learn more about the census for Missionary Passage

Counts

Learn more about the census for Counts

Contact the Coordinator

Contact the Spokane County Complete Count Coordinator, Marjorie Pappas

Subscribe Form

Submit

Shape your future  
START HERE >

United States®  
Census  
2020

Spokane County Complete Count website was updated by the Washington Department of Commerce, Census Bureau for US Census 2020.

Learn more: [www.spokanecensus.org](http://www.spokanecensus.org)



# Spokane County Complete Count Committee

## Resource Round-up

[www.SpokaneCensus.org/Resources](http://www.SpokaneCensus.org/Resources)

### RESOURCE ROUND-UP

Below is a table that lists several applicable resources.

Sorting is performed one category at a time. If you need help, [Contact Alex](#).

Sort by Source ▼

Sort by Type ▼

Sort by Language ▼

Sort by Category ▼

Title	Description	Source	Link	Language	Category
(Español)	Censo.				
#DisabilityCounts2020 Parte 2 (Español)	Las Personas Sordas y Discapacitadas Tienen Mucho Que Firmar y Decir Sobre el Censo.	Rooted in Rights	<a href="#">Video</a>	Spanish	Disability
#DisabilityCounts2020 Parte 3 (Español)	Las Personas Sordas y Discapacitadas Tienen Mucho Que Firmar y Decir Sobre el Censo.	Rooted in Rights	<a href="#">Video</a>	Spanish	Disability
#DisabilityCounts2020 Video Part 1 (ASL)	Deaf and Disabled Folks Have a Lot to Sign and Say About the 2020 Census.	Rooted in Rights	<a href="#">Video</a>	ASL	Disability
#DisabilityCounts2020 Video Part 1 (English)	Deaf and Disabled Folks Have a Lot to Sign and Say About the 2020 Census.	Rooted in Rights	<a href="#">Video</a>	English	Disability

Learn more: [www.spokanecensus.org](http://www.spokanecensus.org)



Innovia Foundation  
Census 2020 Budget  
As of May 31, 2020

	Total	As of 10/10/2019	As of 2/10/2020	As of 3/10/2020	As of 3/31/2020	As of 5/8/2020	As of 5/31/2020	As of 6/30/2020
Salary/Wage	\$ 54,900	\$ 10,888	\$ 28,464	\$ 32,587	\$ 35,117	\$ 40,088	\$ 40,673	\$ 41,873
Payroll Taxes	4,667	878	2,356	2,690	2,894	3,333	3,379	3,427
	<u>59,567</u>	<u>11,766</u>	<u>30,820</u>	<u>35,277</u>	<u>38,011</u>	<u>43,420</u>	<u>44,052</u>	<u>45,300</u>
Medical	8,450	1,782	4,285	4,943	4,943	6,258	6,258	5,601
403(b)	5,130	442	1,495	1,744	1,896	2,194	2,229	2,301
Parking	1,050	225	450	550	600	700	700	700
Cell Phone	1,050	225	450	550	588	702	740	816
Other	110	28	28	28	28	28	28	28
	<u>15,790</u>	<u>2,702</u>	<u>6,708</u>	<u>7,815</u>	<u>8,055</u>	<u>9,882</u>	<u>9,955</u>	<u>9,446</u>
Payroll Fees	168	48	96	108	108	132	132	144
Equipment	2,000	1,837	1,837	1,837	1,837	1,837	1,837	1,837
Mileage	4,200	29	29	29	29	29	29	29
	<u>6,368</u>	<u>1,914</u>	<u>1,962</u>	<u>1,974</u>	<u>1,974</u>	<u>1,998</u>	<u>1,998</u>	<u>2,010</u>
Program Expenses	<u>40,000</u>	<u>334</u>	<u>2,310</u>	<u>24,860</u>	<u>28,038</u>	<u>32,394</u>	<u>34,403</u>	<u>35,528</u>
	<u>\$ 121,725</u>	<u>\$ 16,715</u>	<u>\$ 41,800</u>	<u>\$ 69,926</u>	<u>\$ 76,078</u>	<u>\$ 87,694</u>	<u>\$ 90,408</u>	<u>\$ 92,284</u>
Contributions:								
City/County	\$ 61,199							
Transportation Agencies	38,801							
Innovia Foundation*	21,725							
	<u>\$ 121,725</u>	<u>\$ 73,705</u>	<u>\$ 73,705</u>	<u>\$ 73,705</u>	<u>\$ 98,516</u>	<u>\$ 99,042</u>	<u>\$ 99,042</u>	<u>\$ 100,000</u>

\*Amounts for general office overhead and program support not included in this figure (i.e. Office rent, supplies and other Innovia staff time to support effort).

## MEETING MINUTES

Spokane Regional Transportation Council  
Board of Directors Meeting – Thursday June 11, 2020  
Zoom Video Conference Meeting

**1. Call to Order** – Chair Ben Wick brought the meeting to order at 1:02 pm.

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

***Board Members Present:***

Mayor Ben Wick, <i>Chair</i>	City of Spokane Valley
Council Member Paul Schmidt, <i>Vice Chair</i>	City of Cheney
Council Member Sonny Weathers	City of Airway Heights
Council Member Lori Kinnear	City of Spokane
Larry Stone	Major Employer Rep.
Matt Ewers	Rail/Freight Rep.
Larry Krauter	Spokane Airports
Commissioner Al French	Spokane County
Commissioner Mary Kuney	Spokane County
E. Susan Meyer	Spokane Transit Authority
Kennet Bertelsen	TAC Chair
Karl Otterstrom	TTC Chair
Council Member Micki Harnois	Town of Rockford,
	Small Cities/Towns Rep.
Mike Gribner	WSDOT-East. Region

***Board Members Not Present:***

Council Member Kate Burke	City of Spokane
Mayor Shane Brickner	City of Liberty Lake

***Board Alternates Present***

***Guests Present***

Sean Messner	HDR
Mark Haberman	TAC
Rhonda Young	TAC
Brandon Blankenagel	KPFF
Paul Kropp	
Adam Jackson	City of Spokane Valley
Alex Paganotacos	2020 Census
	Complete Count Cmte
Meg Lindsay	Innovia Foundation
Brandi Colyar	Spokane County
Char Kay	WSDOT-East. Region
LeAnn Yamamoto	CommuteSmartNW
Chad Coles	Spokane County

***SRTC Staff Present:***

Sabrina Minshall	Executive Director
Ryan Stewart	Principal Transportation Planner
Jason Lien	Principal Transportation Planner
Mike Ulrich	Principal Transportation Planner
Eve McMenamy	Principal Transportation Planner
David Fletcher	Assoc. Transportation Planner III
Michael Redlinger	Assoc. Transportation Planner II
Kylee Jones	Assoc. Transportation Planner II
Julie Meyers-Lehman	Administrative-Executive Coordinator
Greg Griffin	Administrative Services Manager

**Chair Wick said Kate Burke had requested an excused absence for today's meeting.**

***Mr. Schmidt made a motion to excuse the absence and Mr. Kinnear seconded. All votes were in favor.***

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

**4. Executive Director's Report** – Ms. Minshall reported on:

- The audit process is still in progress and should be completed by the next Board meeting.
- A good number of proposals for the Metropolitan Transportation Plan Financial Forecast were received and are being evaluated. Approval by the Board for the Executive Director to sign the contract with the top ranked firm will be on the July Board agenda.
- SRTC is holding discussions with EWU regarding a proposal to have planning students and faculty assist with the processing of agency Geographic Information Systems (GIS) data
- SRTC held a member agency workshop to discuss improved process for project delivery and discussion of how the region can be better prepared for grant opportunities. Currently 55% of the federal obligation

target has been met. The first deadline for federal obligation is July 31 and historically many projects come in the last two months. SRTC staff is still concerned about meeting obligation targets.

- Last month the Board approved SRTC to act as a fiscal agent for an additional grant for 2020 Census outreach. SRTC, on behalf of the Spokane County Census Complete Count Committee received \$22,000 and Ms. Paganotacos will provide more details.

**5. Special Report: 2020 Spokane Census Complete Count** – Ms. Paganotacos reported that Spokane County is just about to surpass the 2010 response rate; currently at 69.5% which is wonderful considering the obstacles faced as a result of the COVID situation. She said on Saturday, June 20 there will be a Census Drive-Through event to assist residents who have not responded to the census yet. There will be multi-lingual staff on hand, internet access, and devices available for people to submit their responses. She introduced Meg Lindsay, Director of Educational Programs at Innovia Foundation, who will be taking over census coordination for Ms. Paganotacos. Ms. Lindsay said the additional grant money recently received is going to distribute 90,000 post cards and utility bill inserts in low-response rate areas. A final Spokane Census Complete Count report will be presented at the July Board meeting.

## **ACTION ITEMS**

**6. Consent Agenda (a) May 2020 Meeting Minutes (b) May 2020 Vouchers** – Chair Wick called for any discussion of the consent agenda. There was none.

***Mr. Krauter made a motion to approve the Consent Agenda as presented; Ms. Harnois seconded. Motion passed unanimously.***

**7. Resolution 20-01: Bylaws for SRTC Board Administrative Committee (BAC)** – Chair Wick noted the Board discussed the BAC duties and purpose at the March meeting and the draft bylaws are a written summary of that conversation.

Mr. Schmidt commented that he is in favor of the resolution as it makes a formal committee of a formerly ad-hoc group. He reminded the group that the BAC does not act on behalf of the Board; it is an advisory group to assist the Executive Director in agency operations. He commented that increased transparency of the BAC will be another benefit of the resolution. Chair Wick pointed out that while BAC meetings and agendas will be made public, it is not the intent for the BAC to receive public comments.

Mr. Krauter stated that he is disappointed that the proposed membership has not left room for a private-sector seat. He noted that Mr. Stone, with many years of experience as a CEO and business owner, provided invaluable advice during his tenure on the BAC. Mr. Krauter has concerns about the diversity element of the group's membership and suggested that consideration be given to the addition of a member from the private sector, as they have a lot to offer. He commented that making BAC meeting agendas public may not be a good idea, as there is a need for some level of protection in order for frank conversations to take place; some matters need to be private and there are times that discussion topics are brought up during a meeting. Making the agendas public will limit the group's flexibility.

Mr. French joined the meeting at 1:21 pm.

***Mr. Stone made a motion to table this item for 60 days. Mr. French seconded the motion.***

Mr. Stone said he is concerned about major agencies no longer being represented on the committee; those representatives could give the Executive Director experienced support on personnel or administrative issues. He said the new BAC membership is not ideal for the type of assistance the BAC provides to the Executive Director. He noted that the previous Executive Director selected members who were best able to help deal with agency operational issues, not policy issues.

Chair Wick questioned if the group was requesting an additional review of the BAC's duties. He brought up the proposed bylaws and read the sections referring to duties and responsibilities.

Mr. French said the BAC was designed to assist the Executive Director in agency operations and personnel issues. He said in the past there were only two elected officials on the BAC and he feels there are too many elected officials as members now. He stated that membership should be based on skill set, not position. He feels there should be spots for private-sector and other agency representatives. He noted that agency policies are set by the Board, not the BAC and said it should not be assumed that elected officials have business operations skills.

Mr. Schmidt stated again that he feels committee transparency is important and publishing meeting agendas would not be an issue or hinder the group's conversations. He would prefer the BAC to operate out in the open, not holding backroom type discussions. He said the Board hired a professional Executive Director to run the agency and that person can either do the job or they can't; a committee should not be acting as a replacement Executive Director or making their decisions for them. He does not agree that elected officials are not qualified to serve on this committee. He emphasized his support for Resolution 20-01.

Chair Wick asked if any other Board members had comments to share on the topic.

Mr. Krauter noted that Roberts Rules of Order do not allow for discussion following a motion to table an item and he called the question.

***A roll call vote was taken on the motion to table the item for 60 days. The motion passed with 8 votes in favor and 3 votes against.***

Mr. Krauter said he would appreciate the inclusion of Mr. French, Mr. Gribner, Ms. Meyer and Mr. Stone in any further discussions about BAC restructuring, as they can provide input for a workable outcome.

**8. Comprehensive Plan Certification: City of Airway Heights** – Mr. Stewart read the requested action and explained why SRTC is responsible for certifying the transportation elements of local comprehensive plans. He outlined the elements required for certification and the RCW requirements. Mr. Stewart thanked the CAWH staff and consultants working on the plan update; he noted the city's plan references a Transportation Circulation Plan, approved by the city council in 2018. He noted that while there are some discrepancies between the Circulation Plan and the Comprehensive plan, planned street improvements are sufficient to address the city's future transportation needs.

Mr. Stewart said that SRTC staff will continue to provide assistance with all agencies working on transportation issues in the West Plains area and CAWH has committed update their comprehensive plan and circulation plan within two years, to be consistent with the next MTP update.

***Mr. Stone made a motion to certify the transportation related provisions for the City of Airway Heights Comprehensive Plan update. Mr. Krauter seconded the motion. All votes were in favor.***

## **INFORMATION & DISCUSSION ITEMS**

**9. Electrification Grant Update** – Ms. Jones re-capped the Department of Commerce Electrification of Transportation Systems (ETS) Grant to date. This grant would be used to fund electric vehicle charging throughout Spokane County to be used for personal vehicles, buses, and fleet vehicles. The application was submitted on June 1, 2020 and notification of award is scheduled for December. She said this project focuses on installing stations in historically underserved neighborhoods, libraries, community centers, etc and next steps in the process will concentrate on micro-mobility (scooters, e-bikes). Ms. Jones said the Spokane Regional Transportation Electrification Application team hopes that the ETS project will create the

critical mass needed for market transportation to electric vehicles in our region. She thanked the project team and project partners.

**10. Land Use Introduction** – Ms. Minshall announced the item will be an interactive online poll to determine members’ depth of understanding about transportation and land use in order to have the most productive in-depth conversations about land use forecasting over the next few months. She described the reasons that land use discussions by the MPO Board are important. She stated that transportation planning historically gravitates towards identifying a list of projects and then distributing funding, primarily because that is more visible and tangible. However, the much broader discussion is the 20-year regional outlook, which is not just the “what” of building projects, but the “how” and the “why”.

Ms. Minshall explained the upcoming deep dive discussions on land use assumptions will explore not only how the region grows, but why it is growing in terms of both employment and population and the infrastructure needed to support the growth. She described the importance of the Board’s decisions impacting the Metropolitan Transportation Plan (MTP)

Mr. Ulrich introduced the poll, described different methodologies of land use and population forecasting, and explained how population and employment growth rates are not always correlated. The group responded to five questions.

1. What should be SRTC’s primary consideration in forecasting land use for the planning period
2. Should a quantitative analysis of available capacity for future development be a consideration when forecasting the location of future growth
3. Should employment growth be directly tied to population growth or should independent sector-based forecasts be used to inform region-wide employment growth
4. A multiple-choice question about growth forecasting
5. What demographic and economic trends should we consider when forecasting population and employment growth.

Mr. Ulrich said that land use and population forecasting will be brought back to the Board in July for in-depth review and discussion.

**11. US 195/I-90 Study Update** – Mr. Stewart described the study, which was launched in 2019, as a multimodal effort to address safety, operations, access and infrastructure issues along the US 195 corridor near the I-90 interchange. He noted it is a multi-agency study and listed the partners of the Study Advisory Team. The study approach has four elements; existing conditions, future conditions, systems analysis and strategies.

Mr. Stewart reported that the existing conditions analysis is complete and has been posted to the Study’s website. He explained that data for trip patterns, origin-destination paths were obtained from passive location-based data from cell phone apps and vehicles GPS devices; he presented a map of collisions along the corridor, which are mostly clustered around access points. These safety issues will be considered when evaluating solutions. The next major task for the study is a market-based land use analysis. He presented the study schedule, which is expected to wrap up in March 2021, and noted that all past studies of this corridor will be evaluated when developing future scenarios.

**12. Division Connects: Project Update** – Mr. Lien said the Board was last briefed on this study in March and explained the project is a multimodal study incorporating the implementation of bus rapid transit and forecasting how Division St will operate after completion of the North Spokane Corridor. He presented the study’s timeline, outlined the project team members, and described the study area which will be evaluated in five segments, which each have different footprints.

Mr. Lien announced the State of the Corridor report was complete and posted on the study’s website and presented an overview of the key findings, which were:

- Vehicle trips show strong commute peaks, transit ridership is spread throughout the day
- Average of 50,000+ vehicle trips/day

- The corridor is a T2 Freight route
- Consistently high transit ridership
- Collisions most often occur at intersections
- Fairly complete sidewalk network
- Bicycle network on parallel routes

He said a community survey about the Division St corridor is currently active and so far has received 230 responses. He presented respondents' demographic data and responses to a few of the survey questions.

Mr. Stone stated that he strongly objects to surveys because they are only responded to by people who are motivated to do so. He questioned how much funding is being spent on this study; Ms. Minshall replied that SRTC and STA both put \$500,000 towards the study. It was clarified that the funding includes a local, non-federal, contribution from WSDOT. Mr. Stone suggested that the survey results should not be posted on the study's website; he feels it is very unprofessional and he is very disappointed this was a part of the study. Ms. Minshall relayed that it is common practice for MPO and other public agency studies to have a public survey component, understanding that survey respondents are self-selected. Ms. Minshall also indicated the survey is still open and not finalized. She said the project team is doing other types of public outreach as well. For example, Mr. Lien spoke at the Spokane Neighborhood Council last week. She noted that conducting a statistically significant survey is very expensive, but could be added to the project scope if the Board directed.

Mr. Ewers asked how far in the future is the study evaluating; before or after completion of the NSC. Mr. Lien replied some future changes are contingent upon the NSC opening but other enhancements need not wait until then. Mr. Ewers emphasized that Division St is a freight corridor and for safety reasons, it is not a good idea to add pedestrian or bicycle facilities along that route because freight and non-motorized traffic don't mix. Mr. Lien noted that the team is also evaluating parallel routes to Division St for bicycle travel.

### **13. Board Member Comments**

- Mr. Bertelsen gave an update on the Transportation Advisory Committee process. Their next two meetings will focus on the creation of a work plan and deliverables, which should be finalized and ready for Board input by the end of July.
- Chair Wick commented that several Board members and the Executive Director are taking part in the State Freight Advisory Committee.
- Ms. Harnois asked if anyone knew the next time the Joint Transportation Commission would be meeting. No one had that information.

**14. Adjournment** - There being no further business, the meeting adjourned at 2:57 pm.

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Julie Meyers-Lehman, Clerk of the Board

**VOUCHERS PAID FOR THE MONTH OF JUNE 2020**

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
5/28/20	V121285	PTV America Inc	PTV Software Maintenance 6/1/20 to 5/31/20	11,996.03
	V121290	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for June 2020	7,055.11
	V121291	WA State Dept of Retirement	Employee and Employer Contributions: May 2020	13,730.68
	V121292	Pacific Office Automation	Copier lease May 2020 - April/May usage	7.33
	V121293	Intrinium	Managed IT Services - Mnthly May - O365 upgrade	1,935.00
	V121294	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2020-12	495.00
6/16/20	V121295	Fehr & Peers	US-195/I-90 Study for 2/29/20 - 3/27/20 Phases 1, 2, 3, & 4	37,485.83
	V121296	Verizon Wireless	IT Svcs: Wireless Svcs E.D. Phone & Public Outreach Tablets, 4/24-5/23/20	115.82
	V121297	Fehr & Peers	US-195/I-90 Study for 3/28/20 - 4/24/20 Phases 1, 2 & 3	15,421.87
	V121298	Spokesman Review	Advertising RFP for MTP Financial Forecast	204.65
	V121299	West Plains Chamber of Comm	Annual membership dues 2020/21	345.00
	V121300	Spokane County Treasurer	ESRI Software Support - May 2020	753.02
	V121301	Visionary Communications, Inc.	Fiber Services, June 2020	984.24
	V121302	Allstream	Telephone: Lines to 7/7/20 and Long Distance for May 2020	584.70
	V121303	Parametrix	Division St Corridor Study 4/5/20 - 5/2/20	27,120.57
	V121304	Rehn & Associates	Admin fee May '20	75.00
	V121305	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2020-13	495.00
	V121306	AWC Employee Benefit Trust	July '20 Benefit Insurance Premiums	10,350.10
	V121307	Deer Park Chamber Commerce	Annual membership dues 2020/21	100.00
	V121308	Witherspoon Kelley Attnys	Legal Services for April 2020 - Admin	2,091.50
	V121309	WA State Auditor's Office	CY 2019 Audit - inv#4	9,330.75
	V121310	Pacific Office Automation	Copier lease Feb (tax) 2020	11.68
	V121311	Innovia	Transfer Census 2020 complete count funds collected to Innovia	958.00
6/24/20	V121312	Resource Systems Group Inc	Tasks1.1/1.3 April/May 2020 work	12,058.92
	V121313	Pacific Office Automation	Copier lease May 2020	142.91
	V121314	Fehr & Peers	US-195/I-90 Study for 4/25/20 - 5/29/20 Phases 1, 2, 3, 4, 5	45,549.38
Reimbursement(s): PTV Software Maintenance (City Spokane, KMPO, Spokane Valley)				(8,232.44)
Salaries/Benefits: Pay Periods Ending: 5/30/20 and 6/13/20				68,780.72
6/30/20	Spokane County Treasury: Monthly SCIP fee - JUNE 2020			27.00

**TOTAL APRIL 2020 259,973.37**

**Recap for June 2020:**

Vouchers: V121285, V121290-V121314	191,165.65
Salaries/Benefits Pay Periods Ending: 5/30/20 and 6/13/20	68,780.72
Spokane County Treasury Monthly SCIP fee - JUNE 2020	27.00
	<b>259,973.37</b>

As of 7/9/20, the Spokane Regional Transportation Council Board of Directors approves the payment of the June 2020 vouchers included in the list in the amount of: **\$ 259,973.37**

Chair



To: SRTC Board of Directors

July 2, 2020

From: Eve McMenamy, Principal Transportation Planner

Topic: **2020-2023 Transportation Improvement Program (TIP) July Amendment**

**Requested Action**

SRTC Board approval of the July amendment to the 2020-2023 TIP, as shown in the **Attachment**.

**Key Points**

One member agency has requested an amendment to the 2020-2023 TIP. The project is listed below, see **Attachment** for more details.

- **WSDOT:** I-90 Port of Entry Weigh Station Scale Pit Repairs

**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 17, 2020 through June 26, 2020 at 4:00 p.m. Notice of the amendment will be published in the Spokesman Review and posted on the SRTC website ([www.srtc.org](http://www.srtc.org)) June 17, 2020. No public comments were received about the proposed TIP amendment.

**Supporting Information/ 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.

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 September 15, 2020.

**Prior Committee Actions**

At their June 24 meeting, the Transportation Technical Committee unanimously recommended Board approval of this amendment.

**More Information**

- For detailed information contact Eve McMenemy at (509) 343-6370 or [evemc@srtc.org](mailto:evemc@srtc.org)

**SRTC 2020-2023 Transportation Improvement Program**  
**July Amendment (20-07)**

Agency	Project Title Amendment Description	Funding Adjustment		Amendment	
				New Project	Existing Project
WSDOT	<b>I-90 Port of Entry weigh</b>				
	<b>Station Scale Pit Repairs</b>	Previous NHPP	\$426,496		✓
	Add new NHPP funding to	New NHPP	\$308,504		
	replace the two scale pits	Local	\$15,000		
	rather than just repair.		\$750,000		

NHPP=National Highway Performance Program

To: SRTC Board of Directors

July 2, 2020

From: David Fletcher, Associate Transportation Planner III

**Topic: Consultant Contract for Metropolitan Transportation Plan (MTP) Financial Forecast**

**Requested Action:**

Authorize Executive Director to execute contract for consultant services with Berk Consulting to complete MTP Financial Forecast for amount not to exceed \$39,750.

**Key Points:**

- Federal regulations require the MTP to be fiscally constrained. This means that it must demonstrate its projects can be implemented with committed, available, or reasonably available revenues.
- The MTP Financial Forecast will project reasonably available revenues. This includes reviewing historical revenues, identifying potential revenue sources, and developing future revenue assumptions.
- The results of the Financial Forecast will be used, in conjunction with a transportation needs analysis, to develop the MTP's fiscally constrained project list.
- The transportation needs analysis will be prepared by SRTC staff, with assistance from a subject matter expert (SME) team consisting of local agency staff.
- Consultant assistance for the MTP Financial Forecast was solicited through the RFP process consistent with SRTC procurement process.
- Five submittals were received by the published due date and deemed to be responsive.
- Members of the Financial Forecast SME Team reviewed and ranked the submittals.
- Berk Consulting was the highest-ranking qualified firm.
- Execution of Agreement with Berk Consulting will enable consultant work to proceed.
- Consultant work will not exceed the amount of \$39,750 and the forecast is scheduled to be complete within ten (10) weeks of notice to proceed.
- The consultant's proposed work plan is attached.
- Project is highlighted in SRTC's 2020–2021 Unified Planning Work Program (UPWP).
- Funding for this project is available in SRTC's SFY2020 budget and will be funded with federal funds administered through our PL agreement with WSDOT HQ planning office.

**Board/Committee Discussions:**

The MTP Financial Forecast is identified as a work task in SRTC's 2020–2021 UPWP. The

Transportation Technical Committee (TTC) was briefed on the scope of work at their May 27, 2020 meeting and approved a motion to establish a SME team to inform and guide the effort. Financial Forecast SME members are:

<b><i>Agency</i></b>	<b><i>Team Member</i></b>
City of Airway Heights	Heather Trautman
City of Deer Park	Roger Krieger
City of Liberty Lake	Katy Allen
City of Spokane	Katherine Miller
City of Spokane Valley	John Hohman
Spokane County	Chad Coles
Spokane Transit Authority	Tammy Johnston
WSDOT — Eastern Region	Mary Jensen

### **Public Involvement:**

The MTP Financial Forecast is part of SRTC's MTP update, which will utilize public education and engagement to validate that its various elements align with and implement the community vision.

### **Supporting Information/Implications:**

SRTC released a Request for Proposal (RFP) on May 15, 2020. Proposals were received from five consultant teams. Based on evaluation criteria, described in the RFP, the agency staff that participated in the selection committee recommended selecting the Berk Consulting team.

### **More Information:**

- See Attachment: MTP Financial Forecast — Draft Scope/Fee
- For detailed information contact David Fletcher at [dfletcher@srtc.org](mailto:dfletcher@srtc.org) or (509)343-6370.

# Proposed Work Plan

## Project Understanding

The Spokane Regional Transportation Council (SRTC) leads transportation planning for the Spokane County area. SRTC serves as a Metropolitan Planning Organization (MPO) at the federal level and a Regional Transportation Planning Organization (RTPO) at the state level.

In 2013, the SRTC adopted its Horizon 2040 long-range transportation plan, known as a Metropolitan Transportation Plan (MTP). This MTP presents a long-term vision to meet the Spokane region's transportation needs through 2040. The federal government requires an update to the MTP every four years, and its most recent update was approved in 2017.

The SRTC now seeks consulting support to develop a financial forecast as part of a larger effort to update the MTP. Forecasted revenues will be integrated with anticipated transportation investment needs as identified by SRTC staff and regional stakeholders. Expected revenues will be used to prioritize investments and generate the MTP's fiscally constrained project list for the next planning period. It is important that the selected consultant's work addresses uncertainty generated by the current public health crisis and associated economic impacts, and that revenue forecasts developed through this contract be designed to be handed off to SRTC staff for subsequent use.

## Approach

For this financial forecast update, we will inventory potential revenue sources, review historical revenues, develop financial assumptions, and forecast available revenues. Each task will result in a memo that builds on previous memos to maximize efficiencies. At the end of Task 4, we will deliver one consolidated final memo describing potential revenue sources and eligible investment categories.

## Task 1. Inventory Potential Revenue Sources

First, we will identify and inventory all federal, state, and local transportation revenue sources potentially available to the SRTC region through the planning horizon.

- **Federal sources** include programs and funds authorized under the Fixing America's Surface Transportation (FAST) Act, which authorized \$305 billion from 2016 through 2020. FAST Act funds are allocated through programs including the Highway Trust Fund, National Highway Performance Program, Surface Transportation Block Grant, Transportation Alternatives, Congestion Mitigation and Air Quality Improvement Program, and Highway Safety Improvement Program.
- **State sources** include direct motor vehicle fuel tax distributions as well as grants from the Transportation Improvement Board, County Road Administration Board, and Freight Mobility Strategic Investment Board. Other state resources include the Construction Loan Program, Regional Mobility Grant, Consolidated Public Transportation Grant, and the 2015 Connecting Washington funding package.
- **Local funds** include general funds, restricted funds, and special property taxes. Common local sources used for transportation include the county road fund levy and real estate excise tax. Other potential local sources, such as local improvement districts, road improvement districts, impact fees, a transportation benefit district vehicle registration fee, local option motor vehicle fuel tax, or commercial parking tax, will be evaluated for effectiveness based on local conditions and identified as requiring community support where appropriate.

We will identify eligible transportation project types for each potential revenue source. This will enable SRTC staff and regional stakeholders to prioritize transportation investments and develop a fiscally constrained project list.

**Assumptions:** We will identify revenue sources that have historically been used and/or are legislatively authorized for use; we will not identify potential new sources that are not currently authorized.

**Deliverable:** Memo detailing potential revenue sources and eligible transportation project types for each revenue source. This will be folded into the final Task 4 deliverable.



## Task 2. Review Historical Transportation Revenues

In Task 2, we will evaluate the region's historical transportation revenues and investment priorities. We will analyze historical revenues generated by each source and spending trends by project type.

**Assumptions:** Work will be done in collaboration with SRTC Staff. We assume that SRTC will provide historical transportation revenues by source and expenditures by project type for the past 10 years and that any analysis and worksheets used in prior versions of the MTP will be shared. We also assume that SRTC can provide updated MPO/RTPO regional assumptions and forecasts. Given the timeline and resources available for this project, we assume minimal reconciliation of the data will be needed.

**Deliverable:** Memo and data tables detailing the region's historical transportation revenues and spending by funding source and project type. This memo will build on the Task 1 memo and be integrated into the final Task 4 deliverable.

We are familiar with and frequently use the data sources used in the original MTP, including:

- Transportation Resource Manual (Joint Transportation Committee)
- Transportation Revenue Forecast Council (Office of Financial Management)
- Financial Intelligence Tool (formerly Local Government Financial Reporting System, from the State Auditor's Office)
- WSDOT County Roads and City Streets Revenues and Expenditures

We will also consult the Spokane Transit Authority, WSDOT Eastern Region revenue and expenditure forecasts, and MPO assumptions and forecasts as provided by SRTC.

## Task 3: Develop Core Financial Forecast Assumptions

In Task 3, we will develop a set of financial assumptions for each revenue source, based on analysis from Tasks 1 and 2 and input from SRTC staff. These assumptions will detail the growth rates and future funding assumptions for funding programs and sources identified in Task 1. We will use these financial assumptions to forecast future revenues in the final task.

**Assumptions:** In collaboration with SRTC staff, we will evaluate assumptions used in the prior MTP update and determine where adjustments should be made.

**Deliverable:** Memo listing the core financial assumptions and detailing the basis for selection. This memo will build on the Task 1 and 2 memos and will be further developed in the next task to serve as our final deliverable.

## Task 4: Forecast Available Revenue

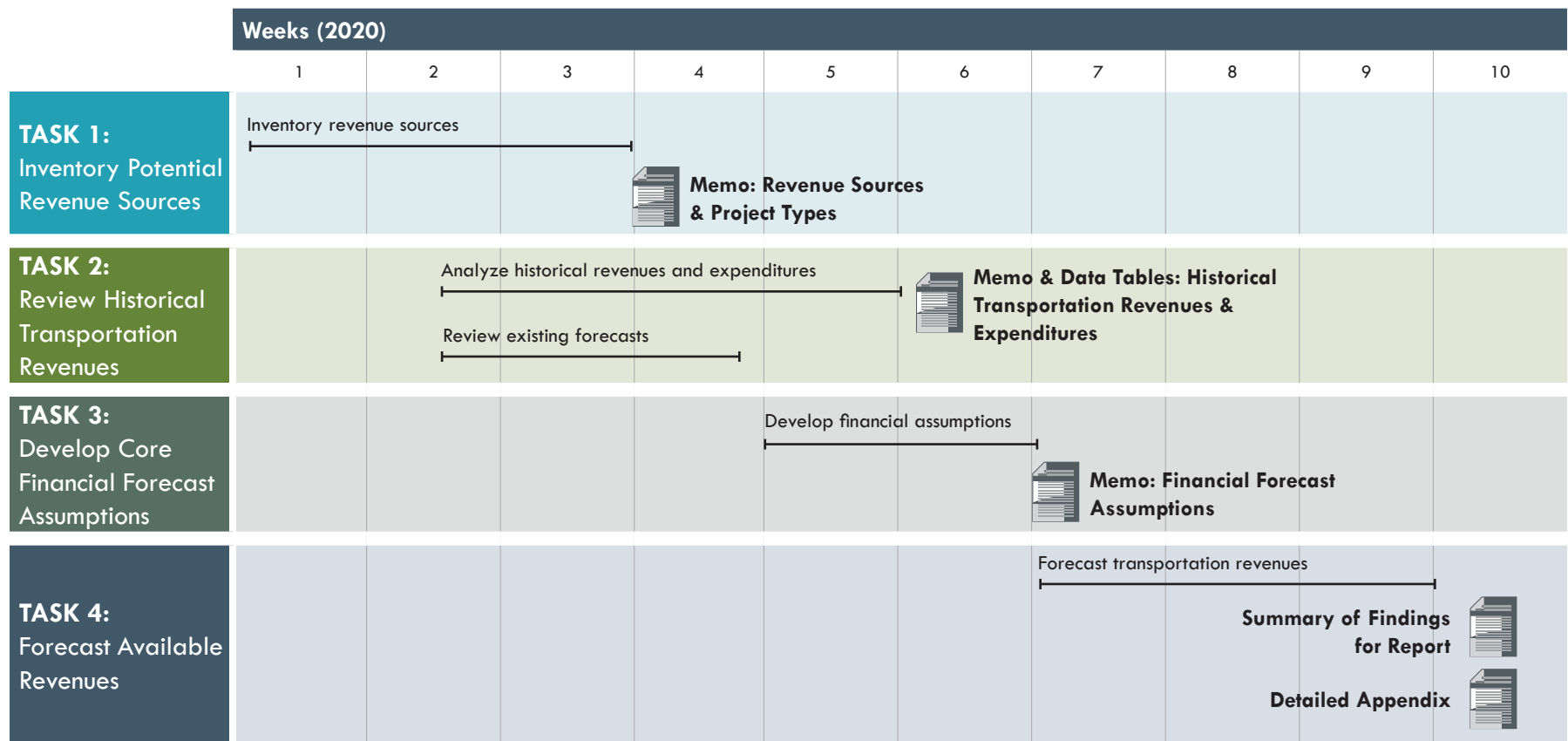
Using the assumptions developed in Task 3, we will forecast transportation revenues by source through 2045. We will produce these revenue forecasts in an Excel workbook designed to hand off to SRTC staff at the conclusion of our work. We will use a shared screen session to review the material with SRTC staff and ensure they are familiar enough with the workings of the model to make modifications as desired in subsequent phases of planning.

**Assumptions:** We assume that SRTC will share earlier versions of financial forecasts so that we can align categorizations and summary formats with prior versions of the MTP.

**Deliverable:** In addition to the Excel workbook, we will provide a written document summarizing our findings and data tables listing expected revenues by funding source. We will provide high-level summary and summary charts that may be incorporated into the report body, as well as a more detailed appendix listing all revenue sources, core assumptions, and summary tables, similar to Appendix C of the current planning document.

# Project Schedule

We understand that this project is tied to a broader effort to update the MTP and must be completed efficiently to inform subsequent phases that will rely on revenue forecasts generated. We have outlined a 10-week schedule below and anticipate collaborating with SRTC staff to establish a final workplan and timeline that meets the region's needs.



## Detailed Cost Estimate

	Project Manager	Lead Analyst	Analyst	Strategic Advisor	Total Hours and Estimated Cost by Task
<b>Task 0: Project Management</b>					
Remote kick-off call	2	2	2	2	
Ongoing project coordination	4	-	-	-	
Subtotal	6	2	2	2	12 \$1,810
<b>Task 1: Inventory Potential Revenue Sources</b>					
Identify federal, state, local transportation revenue sources	4	2	8	-	
Identify eligible transportation project types for each revenue source	4	4	12	4	
Draft memo	8	4	8	2	
Subtotal	16	10	28	6	60 \$8,860
<b>Task 2: Review Historical Transportation Revenues</b>					
Evaluate historical transportation revenue and investment priorities	8	4	12	4	
Analyze revenues by source and spending trends by project type	4	4	12	2	
Draft memo (builds on Task 1)	8	4	12	2	
Subtotal	20	12	36	8	76 \$11,220
<b>Task 3: Develop Core Financial Forecast Assumptions</b>					
Develop financial forecast assumptions	4	2	8	2	
Draft memo (builds on Task 1 & 2)	4	2	8	-	
Subtotal	8	4	16	2	30 \$4,380
<b>Task 4: Forecast Available Revenue</b>					
Forecast transportation revenues by source	12	8	20	2	
Draft summary memo (compiles Task 1, 2, 3, & 4)	12	4	20	2	
Final summary memo	4	2	4	2	
Subtotal	28	14	44	6	92 \$13,480
Total Estimated Hours	78	42	126	24	270
Cost (Hours*Rate)	\$11,310	\$6,720	\$17,640	\$4,080	\$39,750

Estimated Project Total \$39,750

To: SRTC Board of Directors

July 2, 2020

From: Greg Griffin, Administrative Services Manager

**Topic: CY 2020 Quarterly Budget Update (Quarter 2: Apr, May, Jun)**

**Requested Action**

For information and discussion

**Key Points**

- 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.
- SRTC staff reports quarterly to the Board of Directors on revenue and expenditures for the preceding quarter and year to date.
- SRTC began 2020 with an unrestricted cash balance of \$521,011. These funds are for our local match, indirect and grant ineligible expenses, as well as cash operations reserve. SRTC ended second quarter with an unrestricted cash balance of \$517,707. This equals approximately 4 months of operating funds.
  - Restricted cash balance at the onset of calendar year 2020 was \$349,649. These funds are local contributions by WSDOT and the city of Spokane for designated studies. These studies are underway and SRTC ended second quarter 2020 with a restricted cash balance of \$317,111.
- The revenues portion of the budget includes funds received in Calendar Year (CY) 2020 that were for CY 2019 expenditures. Revenues shown in the second quarter of 2020 do not include \$179,491 in grant reimbursement funds from May 2020 activity that should have been received in June 2020. It is expected that these funds will be deposited in July. Next quarter's budget report will reflect these grant reimbursements.
- The attached spreadsheet provides a summary for the Second Quarter of CY 2020 budget, actual 2020 revenues and expenditures, and a column for prior (2019) year to date revenues and expenses has been added for comparative purposes.

The following is a summary of revenues and expenditures by major budget categories:

**Revenues:**

Through the Second Quarter (50% of Calendar Year) of CY 2020 (January – June), SRTC collected 39% of budgeted revenues for the year. 100% of Census 2020 "Complete Count" contributions from SRTC member agencies have been collected and forwarded to Innovia.

**Expenditures:**

Through the Second Quarter of CY 2020, SRTC spent 36% of total budgeted expenditures.

- *Personnel Expenditures*: Total personnel expenditures were \$593,537 through Second Quarter, or 44% of the CY 2020 budget amount. SRTC had one employee leave employment in early April. SRTC has been maintaining 10FTE since this time. If current expenditure trends in the personnel category (including benefits, insurance, retirement etc, are maintained, we are projecting an estimated \$60,000 savings by year end.
- *Contractual and Professional Services*: Total services expenditures were \$377,632 year-to-date, or 29% of the total budget amount. Due to contractual and professional services schedules, we anticipate this budget category to be close to the budgeted amount by year end, or slightly behind due to schedule changes due to COVID. Any underspending will need to be re-budgeted into 2021.
- *Materials and Services*: Total materials and services expenditures were \$41,749 year to date, or 34% of the total budget amount. If current expenditure trends in this category are maintained, we are projecting an estimated \$10,000 savings by year end.
- *Travel/Training/Staff Development (includes Education Speaker Series, Subscriptions and Memberships)*: Total expenditures were \$17,886 thru second Quarter, or 22% of the total budgeted amount. If current expenditure trends in this category are maintained, we are projecting an estimated \$30,000 savings by year end.
- *IT Operations*: Total expenditures were \$40,199 thru Second Quarter, or 40% of the total budgeted amount. We expect this category will be fully expended by the end of the calendar year, if not slightly over budget.

### **Public Involvement**

The original CY 2020 Budget was approved by the Board of Directors on December 12, 2019. Each quarter this report is provided to the Board.

### **Supporting Information/Policy Implications:**

SRTC operates within the total Board approved budget for CY 2020. During the COVID-19 crisis, expenditures have been closely monitored and savings opportunities have been embraced at all levels of the organization.

At this time, if expenditure levels are maintained, including 10 FTE employees through the end of the calendar year, potential budget savings are estimated to be up to approximately \$100,000. The revenue portion of the budget also will show a reduction as we operate primarily on a reimbursement basis, however this revenue will be available to us in 2021 when expenditures are made. No budget changes are needed at this time.

### **Prior Committee Actions:**

On December 12, 2019 the SRTC Board approved the CY 2020 Budget.

### **More Information:**

- Attachment: Second Quarter 2020 Budget Summary
- For more detailed information contact Greg Griffin at (509) 343-6370 or [ggriffin@srtc.org](mailto:ggriffin@srtc.org)

**SRTC CY 2020, Report through June 30, 2020**

	CY 2020 Approved	CY 2020					Prior Year-to-Date	CY 2020 % of Budget
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year-to-Date		
<b>REVENUES</b>								
<b>SRTC Cash Balance 12/31/19</b>						<b>870,660</b>		
Designated Local Funds carried over from 2019	350,000							
FHWA PL (Federal Public Law Funds)	759,836	278,574	193,554			472,128	459,978	62%
FTA (Federal Section 5303 Funds)	278,622	85,311	1,028			86,339	101,440	31%
STBG Planning Funds	350,000	31,287	-			31,287	39,118	9%
STBG Data & Study Project Funds	635,000	15,100	39,821			54,921	1,542	9%
RTPO (State Planning Funds)	150,763	47,790	20,315			68,105	107,011	45%
Local Dues	249,847	249,798	-			249,798	218,088	100%
Grants - Other & Census 2020 dues	26,295	25,769	526			26,295	6,884	100%
Other Local Study Project Funds (STA 2020 Division Study)	175,000	414	35,968			36,382	350,000	21%
Spokane County Treasury Interest		5,324	4,581			9,905	-	
<b>TOTAL REVENUES (Received in 2020)</b>	<b>2,975,363</b>	<b>739,368</b>	<b>295,792</b>	<b>-</b>	<b>-</b>	<b>1,035,160</b>	<b>1,284,061</b>	<b>39%</b>
<b>EXPENDITURES</b>								
<b>Personnel</b>								
Salaries	973,711	231,831	192,157			423,988	364,198	44%
Accrued Leave Payouts (includes unemployment)	-	-	2,711			2,711	30,560	
FICA	71,429	17,967	15,227			33,194	30,133	46%
WA State Retirement System	120,449	27,112	27,338			54,450	45,740	45%
Insurance	186,845	46,955	32,238			79,193	90,201	42%
<b>Total Personnel</b>	<b>1,352,434</b>	<b>323,864</b>	<b>269,672</b>	<b>-</b>	<b>-</b>	<b>593,537</b>	<b>560,832</b>	<b>44%</b>
<b>Contractual and Professional Services</b>								
Legal Services	27,000	2,609	5,076			7,685	13,063	28%
Consultants & Professional Svcs	45,508	2,775	4,396			7,170	669	16%
Prof. Svcs. Census 2020 'Complete Count'	26,295	24,811	1,484			26,295	-	100%
MTP Update	45,000	3,042	75			3,117	-	7%
Consultant Svcs & Model Development	460,000	885	24,528			25,413	-	6%
Consultant Svcs & I90/US 195 Systems Study	300,000	60,290	137,898			198,188	980	66%
Consultant & Division St Study	400,000	17,520	80,877			98,397	1,206	25%
State Audit Charges	12,995	-	11,367			11,367	9,174	87%
<b>Total Contractual and Professional Services</b>	<b>1,316,798</b>	<b>111,932</b>	<b>265,700</b>	<b>-</b>	<b>-</b>	<b>377,632</b>	<b>25,092</b>	<b>29%</b>
<b>Materials and Services</b>								
Publications	500	56	30			86	219	17%
Postage	250	110	60			170	126	68%
Operating Supplies	6,700	340	823			1,164	824	17%
Minor Furniture	750	637	-			637	1,663	85%
Telephone	8,585	1,837	1,888			3,725	3,552	43%
Advertising	2,920	263	475			738	1,465	25%
Rent - Office Space	82,400	12,999	20,354			33,353	33,437	40%
Rent - Meeting Rooms	500	100	-			100	477	20%
Lease - Copier	4,300	576	637			1,213	1,699	28%
Property and Liability Insurance	10,700	184	-			184	-	2%
Printing	2,000	-	-			-	190	0%
IF Charges	4,000	73	305			378	4,442	9%
<b>Total Materials and Services</b>	<b>123,605</b>	<b>17,176</b>	<b>24,573</b>	<b>-</b>	<b>-</b>	<b>41,749</b>	<b>48,094</b>	<b>34%</b>
<b>Travel, Training, and Staff Development</b>								
Mileage & Parking	4,800	515	298			813	2,976	17%
Travel / Training (Staff)	49,500	9,442	(59)			9,383	32,528	19%
Educational Speaker Series	15,000	-	-			-	5,251	0%
Board/Staff Retreats, Facilitators, Food	1,200	680	862			1,542	-	128%
Dues, Subscriptions, and Memberships	11,525	3,286	2,862			6,148	4,883	53%
<b>Total Travel, Training, and Staff Development</b>	<b>82,025</b>	<b>13,923</b>	<b>3,963</b>	<b>-</b>	<b>-</b>	<b>17,886</b>	<b>45,638</b>	<b>22%</b>
<b>IT Operations</b>								
IT Professional Svcs	32,700	6,170	5,924			12,093	14,510	37%
Software	40,188	6,691	10,095			16,786	10,185	42%
Hardware - New and Replacement; Repairs/Maint.	14,700	4,547	500			5,047	1,118	34%
Online Services	12,913	3,098	3,174			6,272	5,960	49%
<b>Total IT Services</b>	<b>100,501</b>	<b>20,505</b>	<b>19,694</b>	<b>-</b>	<b>-</b>	<b>40,199</b>	<b>31,773</b>	<b>40%</b>
<b>TOTAL EXPENDITURES (Paid in 2020)</b>	<b>2,975,363</b>	<b>487,399</b>	<b>583,603</b>	<b>-</b>	<b>-</b>	<b>1,071,002</b>	<b>711,429</b>	<b>36%</b>
<b>CASH BALANCE 6/30/20</b>						<b>834,818</b>	<b>1,057,609</b>	



To: SRTC Board of Directors

July 2, 2020

From: Eve McMenamy, Principal Transportation Planner

**Topic: Transportation Improvement Program (TIP) Delivery & Project Readiness**

**Requested Action**

This is for information and discussion.

**Key Points:**

- SRTC is required to meet federal funding obligation targets within our Transportation Improvement Program (TIP). The estimated FFY 2020 funding obligation target for all federal funding sources administered by SRTC is \$11.37 million.
- **As of July 1, 2020, SRTC is at 88% of our obligation target.** The FFY 2020 obligations are at approximately \$10.93M. De-obligations are at \$0.97M, with a net obligation of \$9.96M.
- With current information submitted to SRTC from member agencies, **SRTC is expecting to exceed our target. This is primarily due to Spokane County advancing right of way funding for Bigelow Gulch projects and Spokane Valley advancing funding for their Wilbur Sidewalk project.** The obligation target tracking table and can be found in **Attachment 1**.
- If SRTC meets our obligation target by July 31, 2020, SRTC will be in position to potentially receive additional federal funds. Conversely, if we don't reach our target by September 30, 2020, we are in jeopardy of losing the portion of underdelivered funds through sanctions by WSDOT.
- WSDOT's Local Agency Federal Obligation Authority (OA) Policy establishes the obligation targets for each Metropolitan Planning Organization (MPO), Regional Transportation Planning Organization (RTPO), and County lead agency.
- The policy only applies to three funding sources that the SRTC Board is responsible for in terms of project identification, prioritization, and selection: Surface Transportation Block Grant Program (STBG), Congestion Mitigation Air Quality (CMAQ), and STBG Set-Aside.
- SRTC convened a collaborative workshop May 28, 2020 to generate new strategies for Board consideration to ensure obligation targets are met. The workshop also focused on how to improve project readiness, so the region is better prepared with potential shovel-ready projects for incoming grant opportunities.

- Strategies will be vetted through the Board and TTC over the next few months. If new policies are suggested, they will become part of the 2021 TIP Guidebook recommendation which will be presented to the Board in September for discussion and in October for approval.

**Public Involvement:**

This topic was presented as an information item at the May 14 SRTC Board of Director's meeting. This is the second meeting on this topic this year.

**Supporting Information/Implications:**

In the last two years the region has delivered over 40% of the TIP obligation target in late June and July to meet the July 31 deadline. This does not allow the agencies adequate time to react and replace projects that may encounter delays or implement a plan "B." At the May Board meeting we presented our intention to investigate TIP policies and practices to improve project delivery and readiness.

SRTC conducted a workshop with member agencies on May 28 to discuss project delivery barriers and to brainstorm strategies for consideration for use at SRTC. The attendees also strategized how to improve project readiness to better compete for funding opportunities. **Attachment 2** is a summary of strategies developed at the workshop. The strategies will be presented at the July 9 meeting so Board members can provide Staff direction of which areas there is support to continue working on the details with the TTC.

**More Information:**

- Attachment 1: Obligation Target Tracking Table
- Attachment 2: Strategies for TIP Policies & Practices to Improve Project Delivery & Readiness
- For detailed information contact Eve McMenemy at [evemc@srtc.org](mailto:evemc@srtc.org) or at (509)343-6370.

<b>Obligation Tracking towards \$11.37M Target-updated July 1, 2020</b>				
Project Title	Agency	Phase	Obligation Amt	Month Anticipated
Previously obligated projects -Net	Various		\$ 9,956,604	
Highway 2 Shared Use Path Gap Project	Airway Heights	CN	\$0	Sept
Crawford & Colville Roundabout/N Colville Reconstruction	Deer Park	CN	\$1,788,000	July
Argonne Road, Empire to Liberty Congestion Relief	Millwood	RW	\$83,473	July
Ben Burr Crossings at 2nd Ave and 3rd Ave	Spokane	CN	\$99,363	June
Thor and Freya Couplet from Hartson to Sprague	Spokane	RW	\$41,500	June
Wellesley-Maple Intersection	Spokane	RW	\$0	RW not needed
Separated Spokane River Centennial Trail-Carlson Rd	Spokane Co.	RW	\$0	July
Separated Spokane River Centennial Trail-Carlson Rd	Spokane Co.	CN	\$0	Sept
2018-2020 Safe Routes to Schools	SRHD	PL	\$148,711	July
Five Mile Park and Ride Mobility Hub	STA	PL	\$200,000	July
Bigelow Project 2*	Spokane Co.	RW	\$1,424,855	July
Wilbur Sidewalk*	Spokane Valley	PE	\$51,900	July
Projected Obligations			\$13,744,243	

\*Projects advanced since May Board meeting

## Strategies for TIP Policies and Practices to Improve Project Delivery & Readiness

Strategies to Improve Project Delivery		Description
1	Increase flexibility to move projects into an earlier year of the TIP	Adjust SRTC TIP policy to allow any project to deliver in the 4-year TIP window without a TIP modification. Current SRTC policy only allows projects to deliver one year ahead without modification. The State policy allows projects in the first four years of the TIP to deliver without modification. This would improve delivery by one month or more.
2	Decrease flexibility for switching project delivery to later years	Hold project delivery accountable to year designated in the TIP program. Require SRTC Board or Executive Director approval to delay a project. Current policy is you have one year grace period and a second delay requires Board approval.
3	De-federalize funding for flexibility	Allow projects within the same jurisdiction to switch out federal funding source. Swap federal funds with local funds if a jurisdiction has a smaller project that could use all local to fund. Local match levels must be maintained and the larger project will like have a greater than needed local match.
4	Program balance the TIP	Evaluate programming to include a mixture of Planning, Preliminary Engineering (PE), Right of Way(ROW) and Construction (CN) phases of projects. More diversity in project phases may provide more flexibility when projects are delayed.
5	Conduct a biennial SRTC <u>Preservation</u> Call for Projects	Have a preservation call for projects every two years. Preservation projects are generally less complicated and can be more easily delivered than improvement projects that need ROW. This will keep an active list of quickly deliverable projects.
6	Phasing for larger projects	For larger projects program a one year gap between PE and ROW and a two year gap between ROW and CN. ROW process is complicated and the phase that most often causes delays.
7	Move internal SRTC obligation target date	Phase in an earlier internal delivery target so the region can react and deliver other projects before the July 31st target date. Current policy is to deliver by July 31st to position ourselves for additional funding. In 2022 move delivery to June 1st and then to March 1st in 2023.
8	Require agencies to submit a Plan B for delivery options	If a jurisdiction has multiple projects in the TIP request a strategy if first year projects do not deliver, what projects will deliver instead. The Plan B should be presetned at the March Board meeting to allow time to notify the Board for agenices to obligate and deliver.

<b>Strategies to Improve Project Readiness</b>		<b>Description</b>
9	Professional/Consultant services for project development	Consider furthering early planning/project development that could be funded in a non-traditional way to get projects closer to shovel-ready and grant ready.
10	Incentivize early planning/project development	Incentivize projects that have design complete for funding at SRTC. This could be built into the scoring for the SRTC Call for Projects.
11	Professional/Consultant services for ROW	Fund ROW professional services for member agencies for projects to achieve "readiness" for other funding sources. This would include a mix of project types and locations.
12	Professional/Consultant services for grant writing	During the SRTC workshop 50% of agencies reported lack of resources to prepare grants, consider how to offer assistance through SRTC Staff or funding a part-time or consultant position.
13	Award and over program preliminary development	Strategically fund a few extra preliminary development projects in year 5 and 6 in the TIP. This would come with risk that funds may have to be repaid if they hit the 10 year mark without receiving construction funds
14	Preservation block grant program	Consider a block grant style allocation for preservation where we have fixed percentage, or range, which goes to each agency. Agency decides which regional projects to preserve.

<b>Strategies to Reduce Statewide Delays</b>		<b>Description</b>
15	Improve consistency of State reviews	Improve the consistency of reviews of the LAG manual and approvals which cause delays.
16	Vest projects from rule changes	Reduce the complexity of paperwork at the WSDOT Local Program level. Don't update the LAG manual and forms every year, maybe every other year. The goal posts change for agencies mid-project.
17	Improve education between WSDOT and local agencies	Create educational opportunities between WSDOT and local agencies so WSDOT fully understand the impacts of their policy changes to project delivery at the local agencies.
18	Streamline temporary easement process	Troubleshoot temporary construction easements which can actually slow the ROW phase.
19	Add TIP Amendment cycles in Nov & Dec	STIP amendment process are too long, taking 2 to 3 months for a change. Add a November and December TIP amendment into the statewide schedule. Collaborate with the state on how to streamline.
20	Reduce ROW regulation changes	Work with WSDOT Local Programs to find solutions to delays due to ever-changing ROW regulations
21	Decrease SEPA process delays	Collaborate with the State regarding the complexity of the SEPA process.
22	Allow TIP placeholders for projects to prevent delays	Discuss placeholders for projects in the STIP. For projects that have a multi-year execution, the project should remain in the STIP until completion. Also preliminary development projects could move more easily into the STIP from year 5 and 6.
23	Annual LAG manual training	Conduct an annual course on LAG manual training and updates to reduce delays.
24	Consolidate multi-year programs	Discuss with WSDOT why multi-year programs, like Commute Trip Reduction must obligate annually instead of obligating at one time for a three year period.
25	Expand Certification Acceptance (CA)	Discuss the possibility of smaller qualified local agencies becoming their own CA to reduce coordination delays. CA agencies are approved by WSDOT and are delegated some authority to carry out certain activities in conformance with federal aid requirements.

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To: SRTC Board of Directors July 2, 2020

FROM: Mayor Ben Wick, Chair of SRTC Board of Directors

Topic: **Discussion Only: Seeking Direction on Resolution 20-01: Bylaws for SRTC Board Administrative Committee**

**Requested Action:**

Board discussion to provide direction for desired revisions to Resolution 20-01 prior to removal from the table in August.

**Key Points**

- At the March 2020 SRTC Board meeting, the Board voted unanimously to formalize the SRTC Administrative committee with membership consisting of one Board member each of from the following: Spokane County, Small/Mid-Sized City, City of Spokane, City of Spokane Valley and WSDOT. A subsequent motion and unanimous vote amended the WSDOT position to be a large organization/CEO position and that it be a rotating seat between WSDOT, Spokane Airports and Spokane Transit depending members' availability to attend.
- SRTC Administrative Committee reviewed proposed Resolution 20-01 at their May 29, 2020 meeting and recommended Board's approval.
- The proposed resolution formalized the membership, function, terms and relationship of the Committee to the Board of Directors.
- The Administrative committee was originally formed in 2012 (under a different name) but was not created by resolution or bylaws. Historically, it has been more of an ad-hoc group to provide input to the SRTC Executive Director and provide Board policy guidance as needed.
- The number of BAC members should be kept below a quorum.
- With an 8-3 vote, the Resolution was tabled for 60 days at the June Board meeting, with requests for further discussion related to membership and process of meeting notices and agendas.

**Board/Committee Discussions:**

The Board discussed this topic at their March 12, 2020 meeting. The Board Administrative Committee discussed the proposed resolution at their April 22, 2020 and May 29, 2020 meetings. The SRTC Board discussed Resolution 20-01 at the June Board meeting where it was tabled for 60 days.

**More Information:**

- Attachment 1: Draft Resolution 20-01

**SPOKANE REGIONAL TRANSPORTATION COUNCIL**

**RESOLUTION 20-01**

**A RESOLUTION OF THE SPOKANE REGIONAL TRANSPORTATION COUNCIL  
ESTABLISHING THE DUTIES AND ORGANIZATION OF THE SRTC  
ADMINISTRATIVE COMMITTEE AND PROVIDING FOR  
OTHER MATTERS RELATED THERETO**

WHEREAS, the Spokane Regional Transportation Council ("SRTC") has established administrative offices and retained employees for the purpose of providing transportation planning as required by state and federal law;

WHEREAS, the SRTC Board finds it reasonable and necessary to establish an Administrative Committee which consists of SRTC Board Members who are appointed/elected to provide administrative guidance to the Executive Director and facilitate matters presented to the Board; and

WHEREAS, the Administrative Committee acts in an advisory capacity pursuant to an established agenda which shall be made available to the public and SRTC Board.

NOW, THEREFORE, it is hereby resolved by the SRTC Board as follows:

1. Duties. The duties of the Administrative Committee are to:
  - (a) Provide administrative guidance to the Executive Director;
  - (b) Review and make recommendations to the SRTC Board which includes but is not limited to the Executive Director's performance review, employee compensation structure, employment policies and procedures, the annual budget and indirect cost plan, as well as transportation programs, policies, projects and issues; and
  - (c) Perform other duties as assigned by the SRTC Board.

When the administrative committee is engaging in deliberations, discussions, review and evaluation, the considered matter may be subject to the Open Public Meetings Act. See RCW 42.30.020. The Administrative Committee, unless agreed otherwise, will not receive or solicit public comment or testimony.

2. Composition. The administrative committee shall be led by the SRTC Board Chair / Vice Chair, not contain a quorum of SRTC Board members, but at a minimum be comprised of the SRTC Board Chair, Vice Chair, Immediate Past Chair, and two other members of the board providing representation from the following categories:

- (a) A Spokane County Commissioner;
- (b) A Mayor or member of the Spokane City Council;



- (c) A Mayor or member of the Spokane Valley City Council;
- (d) A Chief Executive Officer from either the Washington State Department of Transportation (Eastern Region), Spokane Transit Authority, or Spokane Airport Authority; and
- (e) A Mayor or a City Council member from another city.

3. Election/Appointment and Terms.

Members of the Administrative Committee shall be nominated by the Chair and be confirmed by the SRTC Board through a majority vote.

The terms of committee members shall follow the term of the Chair. Upon a resignation or early termination of a member, a new member shall be appointed by the SRTC Board.

4. Meetings. The schedule of meetings shall be determined by the Chair in consultation with the Executive Director.

5. Agenda. The Executive Director, following consultation with the Chair, shall develop an agenda for each administrative committee meeting. The agenda shall be posted on the SRTC website and delivered to the SRTC Board in the monthly board packet.

6. This Resolution shall be effective upon adoption.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
SRTC Board Chair

ATTEST

\_\_\_\_\_  
Clerk of the Board

# 2020 DRAFT BOARD AGENDAS

## Action

## Information & Discussion

AUG	TIP Amendment	Performance Based Planning 201
		DATA Project Update
		2021 Member Dues
		Land Use MTP
		Feedback on TAC Work Plan
SEP	TIP Amendment	2021-2024 Draft TIP
	Set 2021 Member Dues	DATA Project Task 1a Findings
	Land use assumptions acceptance	TIP Delivery & Project Readiness Policies
		DivisionConnects
OCT	TIP Amendment	
	2021-2024 TIP	Freight Planning Update
	TIP Delivery & Project Readiness Policies	Quarterly Budget Report
		Financial Forecast Findings
		195/I90 Update
NOV	Approve Data Project Phase 1 Rec.	Employee Handbook Compensation Plan Structure
	DivisionConnects - Appr. of Transit LPA	
	Financial Forecast acceptance	2021 Budget/ICP 1st touch
		Preservation Call for Projects
		Quarterly Budget Report
DEC	2021 Budget /ICP Adoption	Compensation Plan Structure
	Preservation Call for projects	
	Compensation Plan Structure	

## MEETING SUMMARY

### Spokane Regional Transportation Council Transportation Technical Committee (TTC) Meeting June 24, 2020 1:30 pm – Zoom Video Conference

#### ***Action Items***

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- **2020-2023 Transportation Improvement Program July Amendment** – The proposed amendment contains one project; WSDOT's I-90 Port of Entry Weight Station Pit Repair. The motion to recommend Board approval of the TIP amendment passed unanimously.

#### ***Information and Discussion Items***

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- **Metropolitan Transportation Plan Priority Networks** – Mr. Lien explained that in preparation for the upcoming update to the Metropolitan Transportation Plan (MTP) staff is reviewing priority networks of the transportation system to determine what the networks should offer and how they can be better defined and tied to performance metrics. He elaborated on the purpose of priority networks and provided details about the federal requirements for transportation facilities. The group was asked to respond via an online poll to the question “What are important outcomes for regional network planning?”

Mr. Lien then outlined bicycle network criteria and implementation. A second poll asked the group if they felt the criteria was appropriate for defining a regional bikeway network. There was some discussion about clarifying language in some criteria items. Mr. Lien briefly described the other modal networks which will be evaluated: transit, roadway, and freight. He noted that the TTC will be reviewing the priority networks as the MTP update process moves along and he provided a timeline.

- **US 195 / I-90 Study Update** –Mr. Stewart reported that this study, which began in 2019, is a multimodal effort to address safety, operations, access and infrastructure issues along the US 195 corridor near the I-90 interchange and is a multi-jurisdictional effort. The study approach has four elements; existing conditions, future conditions, systems analysis and strategies.

Mr. Stewart reported that two major milestones have been reached so far: (1) Establishing five goals and evaluation criteria, each of which has performance measures assigned to them and (2) Completion of the existing conditions analysis; which is posted to the study website. He presented maps of AM peak origin/destination maps and explained that data was obtained from passive location-based data (cell phone apps, GPS devices, etc). He showed a map marking collisions along the corridor, which are mostly clustered around access points and noted that safety issues will be considered when evaluating solutions. The next major task for the study is a market-based land use analysis, which should be wrapped up in the next few weeks. He presented the study schedule, which is expected to wrap up in March 2021, and noted that all past studies of this corridor will be evaluated when developing future scenarios.

- **Electrification Grant Update** – Ms. Jones summarized the work done to date on the Department of Commerce Electrification of Transportation Systems (ETS) Grant, which is a collaborative effort with Avista. She explained that, if awarded, the grant would be used to fund electric vehicle charging throughout Spokane County for personal/workplace/fleet vehicles and electric buses. The goal is to create the critical mass need to move a significant portion of vehicles to electric power.

She said this project focuses on installing charging stations in historically underserved neighborhoods where people will be able to connect to, libraries, community centers, etc. She explained that next steps in the process will concentrate on micro-mobility (scooters, e-bikes). She thanked the project team and project partners. Notification of award will be in December 2020.

## MEETING SUMMARY

### **Spokane Regional Transportation Council Transportation Advisory Committee (TAC) Meeting June 22, 2020 3:00 pm – Zoom Video Conference**

#### ***Action Items***

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- Approval of May meeting minutes and approval of revised agenda (rearranging order of items) passed unanimously.

#### ***Information and Discussion Items***

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- **Identify: Development of TAC Work Plan** – Ms. Herzog explained the members will be breaking into small groups to discuss the homework members submitted ahead of time, which consisted of their selections of proposed TAC engagement areas. The small groups were to spend 30-40 minutes discussing their individual choices then come to an agreement of a top five topics for their group. After the entire group reconvened, each small group listed their top five and briefly described the reasons those particular topics were selected.

- **Overview of the Transportation Project Development Process** – Ms. Minshall provided a high-level introduction of how a member agencies'/jurisdictions' projects that receive funding through SRTC move from inception to construction. The group discussed the public outreach process by jurisdictions and by SRTC.

- **Deliberate: Large Group Discussion (a) Group discusses and decides top 5 to create draft TAC work plan (b) Polling exercise as a group to select overall top 5 (c) Discuss incorporation of Selected Engagement Areas into TAC Work Plan** – Each of the small group topic area lists were combined into an online ranking poll; the members voted on their preferred prioritization. While the group discussed combining several topic areas into one as they were very interrelated and requested add wording to other topic areas for clarity, preliminary first draft list is as follows:

The group then discussed at length what the next steps in the process would look like; Ms. Minshall stated the how and why of the workplan is the difficult task facing the TAC now and staff is open to all suggestions. While there was considerable discussion, no conclusions were reached.


- **Deliberate: Large Group Discussion (a) Discussion of next steps and assignments to incorporate top 5 engagement areas into the work plan, prepare the work plan and scheduling (b) How will the TAC engage the SRTC Board (c) Future meeting prep** – The meeting ran out of time and this item will be covered at the next meeting.

Responses to TAC Homework Assignment for 06/22/2020 Meeting

	Topic #	Barnes Chris	Bertelsen Kennet	Callary Raychel	Coleman Todd	Hall Liz	Hoffman Carlie	Richardson Dave	Rose Melanie	Schrock Jonathan	Sprague Kieran	Weldon Janet	Young Rhonda	Total Votes
Linkages w/economic development	1													5
Adequate maintenance & preservation	17													5
Financial crisis for transportation funding; options moving forward	18													5
Housing & transportation connection	13													4
Freight plan & investment	14													4
Increased engagement for business & the public	5													4
Trains blocking roadways/at-grade crossings	7													4
Completing the North Spokane Corridor	21													3
Completion & connection of Centnnial Trail & other trails	22													3
Low bridge access/impact on freight/solutions	6													2
Adequate transit in outlying areas	3													2
Transportation networks of all types & how they are used	16													2
Placemaking as part of transportation	11													1
Sidewalk locations	12													1
Intersection design & signage	15													1
Individual mobility (e-scooters)	4													1
Accessible design of roadways and pedestrian areas	9													1
Lessons learned from COVID	2													1
Bus stop features	10													0
Standards for bike lanes (use/design)	8													0
Argonne corridor	19													0
US 195 corridors	20													0

Other/Write-ins

Active Transportation and livability														
Safety and creating a safety culture														
Keeping trees trimmed to above 14 ft for response vehicles														
Hwy 195 @ Meadowlane														

 **Poll locked.** Responses not accepted.

## TAC Work Plan Focus Areas

