

Date: August 7, 2020
To: SRTC Board of Directors
From: Mayor Ben Wick, Chair
Subject: Meeting Notification and Transmittal of Meeting Agenda

Meeting Date: **August 13, 2020**

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

Location: Zoom Video Conference

- The next SRTC Board meeting will be held on the Zoom video conferencing platform. 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 at least 48 hours in advance.

Board of Directors Meeting Agenda

Date:	Thursday, August 13, 2020	Time:	1:00 pm
Location:	Zoom Video Conference Meeting		
Log-in:	https://us02web.zoom.us/j/9394879626?pwd=ZFRmL2RJTkx4SGowV2YwOUdxMGVTZz09		
	Meeting ID: 939 487 9626 Password: 234239 Phone-in Option 1-253-215-89782		

- 1:00 1. Call to Order
- 1:00 2. Roll Call / Record of Attendance / Excused Absences
- 1:02 3. Public Comments
- 1:07 4. Executive Directors Report (*Sabrina Minshall*)
- 1:17 5. Report on SRTC 2019 Audit (*Matt Thompson, WA State Auditor's Office*) Page 3

ACTION

- 1:22 6. **Consent Agenda**
- a) July 2020 Meeting Minutes Page 24
- b) July 2020 Vouchers Page 29
- 1:24 7. **Approve Excused Absences for SRTC Board Member Representative from Spokane Airport Board for Remainder of 2020** (*Chair*) Page 30

INFORMATION & DISCUSSION

- 1:30 8. **SRTC Forecasting Part 2: Growth Management Act and Regional Land Use** (*Mike Ulrich*) Page 32
- 1:55 9. **2021 Member Dues** (*Sabrina Minshall*) Page 34
- 2:15 10. **Board Feedback on Transportation Advisory Committee (TAC) Work Plan** (*Kennet Bertelsen, TAC Chair*) Page 37
- 2:30 11. Board Member Comments
- 2:40 12. Adjournment

- Attachments:
- Draft 2020 Board Meeting Agendas Page 44
 - Transportation Advisory Committee July Meeting Summary Page 45
 - Transportation Technical Committee July Meeting Summary Page 46
 - Spokane Census Complete Count Committee – Final Budget Report 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 August 13. Email comments to 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.



Office of the Washington State Auditor

Pat McCarthy

Exit Conference: Spokane Regional Transportation Council

The Office of the Washington State Auditor's vision is increased trust in government. Our mission is to provide citizens with independence and transparent examinations of how state and local governments use public funds, and develop strategies that make government more efficient and effective.

The purpose of this meeting is to share the results of your audit and our draft reporting. We value and appreciate your participation.

Audit Reports

We will publish the following reports:

- Accountability audit for January 1, 2019 through December 31, 2019 - see draft report.
- Financial statement and federal grant compliance audits for January 1, 2019 through December 31, 2019 - see draft report.

Audit Highlights

We appreciate the Administrative Services Manager for promptly responding to our requests and providing all documentation required to complete the audit timely. We especially appreciate the Council's willingness to complete the audit during the unique circumstances that resulted from the COVID-19 pandemic.

Recommendations not included in the Audit Reports

Exit Items

We have provided exit recommendations for management's consideration. Exit items address control deficiencies or non-compliance with laws or regulation that have an insignificant or immaterial effect on the entity, or errors with an immaterial effect on the financial statements. Exit items are not referenced in the audit report.

Communications required by audit standards

In relation to our financial statement audit report, we would like to bring to your attention:

- There were no uncorrected misstatements in the audited financial statements.
- There were no material misstatements in the financial statements corrected by management during the audit.

Finalizing Your Audit

Report Publication

Audit reports are published on our website and distributed via e-mail in an electronic .pdf file. We also offer a subscription service that allows you to be notified by email when audit reports are released or posted to our website. You can sign up for this convenient service at: <https://portal.sao.wa.gov/SAOPortal/>

Management Representation Letter

We have included a copy of representations received from management.

Audit Cost

At the entrance conference, we estimated the cost of the audit to be \$14,100 and actual audit costs will approximate that amount.

Your Next Scheduled Audit

Your next audit is scheduled to be conducted in 2021 and will cover the following general areas:

- Accountability for Public Resources
- Financial Statement
- Federal Programs

The estimated cost for the next audit based on current rates is \$14,100 plus travel expenses. This preliminary estimate is provided as a budgeting tool and not a guarantee of final cost.

Working Together to Improve Government

Audit Survey

When your report is released you will receive an audit survey from us. We value your opinions on our audit services and hope you provide feedback.

Local Government Support Team

This team provides support services to local governments through technical assistance, comparative statistics, training, and tools to help prevent and detect a loss of public funds. Our website and client portal offers many resources, including a client Help Desk that answers auditing and accounting questions. Additionally this team assists with the online filing of your financial statements.

The Center for Government Innovation

The Center for Government Innovation of the Office of the Washington State Auditor is designed to offer services specifically to help you help the residents you serve at no additional cost to your government. What does this mean? We provide expert advice in areas like Lean, peer-to-peer networking and culture-building to help local governments find ways to be more efficient, effective and transparent. The Center can help you by providing assistance in financial management, cybersecurity and more. Check out our best practices and other resources that help local governments act on accounting standard changes, comply with regulations, and respond to recommendations in your audit. The Center understands that time is your most precious commodity as a public servant, and we are here to help you do more with the limited hours you have. If you are interested in learning how we can help you maximize your effect in government, call us at (564) 999-0818 or email us at Center@sao.wa.gov.

Questions?

Please contact us with any questions about information in this document or related audit reports.

Kelly Collins, CPA, Director of Local Audit, (564) 999-0807, Kelly.Collins@sao.wa.gov

Brandi Pritchard, CFE, Assistant Director of Local Audit, (360) 489-4591, Brandi.Pritchard@sao.wa.gov

Alisha Shaw, Program Manager, (509) 329-3702, Alisha.Shaw@sao.wa.gov

Matt Thompson, Assistant Audit Manager, (509) 329-3702, Matthew.Thompson@sao.wa.gov

Jeremy Loe, Audit Lead, (509) 329- 3702, Jeremy.Loe@sao.wa.gov

AUDIT RESULTS

Results in brief

This report describes the overall results and conclusions for the areas we examined. In those selected areas, Council operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

In keeping with general auditing practices, we do not examine every transaction, activity, policy, internal control, or area. As a result, no information is provided on the areas that were not examined.

About the audit

This report contains the results of our independent accountability audit of the Spokane Regional Transportation Council from January 1, 2019 through December 31, 2019.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

This audit was conducted under the authority of RCW 43.09.260, which requires the Office of the State Auditor to examine the financial affairs of all local governments. Our audit involved obtaining evidence about the Council's use of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters. The procedures performed were based on our assessment of risks in the areas we examined.

Based on our risk assessment for the year ended December 31, 2019, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. We examined the following areas during this audit period:

- Payroll – electronic funds transfers
- Compliance with census 2020 contract and interlocal agreement terms

RELATED REPORTS

Financial

Our opinion on the Council's financial statements and compliance with federal grant program requirements is provided in a separate report, which includes the Council's financial statements. That report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

Federal grant programs

We evaluated internal controls and tested compliance with the federal program requirements, as applicable, for the Council's major federal program, which is listed in the Schedule of Findings and Questioned Costs section of the separate financial statement and single audit report. That report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

Preliminary Draft - Please do not duplicate, distribute, or disclose.

INFORMATION ABOUT THE COUNCIL

The Spokane Regional Transportation Council (SRTC) is the federally designated Metropolitan Planning Organization (MPO) and state designated Regional Transportation Planning Organization (RTPO) for Spokane County. SRTC is formed by an interlocal agreement among the cities and towns of Spokane County, WSDOT, Spokane Transit, Spokane Airport Board, and Spokane County. The Council is responsible for the development and endorsement of the Metropolitan Transportation Plan, the Transportation Improvement Program and other regional transportation studies. This transportation planning process includes data collection and analysis, traffic projections, network evaluation, determining roadway and intersection requirements, and the conceptual development of regionally significant projects.

The SRTC Board of Directors consists of 14 voting members and three non-voting members who administer and provide oversight to the Council. Participating entities appoint Board Members to the Council for three-year terms. The Council appoints an Executive Director to oversee the Council’s daily operations as well as its 11 full-time employees. The majority of the Council’s funding comes from federal grants, state and local assistance, and interlocal agreements with area cities and other local governments. The Council’s annual revenue fluctuates heavily from year-to-year due to the nature of its projects and associated grant funding. In fiscal year 2019, the Council operated on an annual budget of approximately \$1.9 million.

Contact information related to this report	
Address:	Spokane Regional Transportation Council 421 W. Riverside Avenue Suite 500 Spokane, WA 99201
Contact:	Greg Griffin, Administrative Services Manager
Telephone:	(509) 343-6370
Website:	www.srtc.org

Information current as of report publish date.

Audit history

You can find current and past audit reports for the Spokane Regional Transportation Council at <http://portal.sao.wa.gov/ReportSearch>.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Spokane Regional Transportation Council January 1, 2019 through December 31, 2019

SECTION I – SUMMARY OF AUDITOR’S RESULTS

The results of our audit of the Spokane Regional Transportation Council are summarized below in accordance with Title 2 *U.S. Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Financial Statements

We issued an unmodified opinion on the fair presentation of the Council’s financial statements in accordance with its regulatory basis of accounting. Separately, we issued an adverse opinion on the fair presentation with regard to accounting principles generally accepted in the United States of America (GAAP) because the financial statements are prepared using a basis of accounting other than GAAP.

Internal Control over Financial Reporting:

- *Significant Deficiencies:* We reported no deficiencies in the design or operation of internal control over financial reporting that we consider to be significant deficiencies.
- *Material Weaknesses:* We identified no deficiencies that we consider to be material weaknesses.

We noted no instances of noncompliance that were material to the financial statements of the Council.

Federal Awards

Internal Control over Major Programs:

- *Significant Deficiencies:* We reported no deficiencies in the design or operation of internal control over major federal programs that we consider to be significant deficiencies.
- *Material Weaknesses:* We identified no deficiencies that we consider to be material weaknesses.

Preliminary Draft - Please do not duplicate, distribute, or disclose.

We issued an unmodified opinion on the Council’s compliance with requirements applicable to its major federal program.

We reported no findings that are required to be disclosed in accordance with 2 CFR 200.516(a).

Identification of Major Federal Programs

The following program was selected as a major program in our audit of compliance in accordance with the Uniform Guidance.

<u>CFDA No.</u>	<u>Program or Cluster Title</u>
20.205	Highway Planning and Construction Cluster – Highway Planning and Construction

The dollar threshold used to distinguish between Type A and Type B programs, as prescribed by the Uniform Guidance, was \$750,000.

The Council did not qualify as a low-risk auditee under the Uniform Guidance.

SECTION II – FINANCIAL STATEMENT FINDINGS

None reported.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None reported.



**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

**Spokane Regional Transportation Council
January 1, 2019 through December 31, 2019**

Board of Directors
Spokane Regional Transportation Council
Spokane, Washington

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Spokane Regional Transportation Council, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Council’s financial statements, and have issued our report thereon dated June 11, 2020.

We issued an unmodified opinion on the fair presentation of the Council’s financial statements in accordance with its regulatory basis of accounting. We issued an adverse opinion on the fair presentation with regard to accounting principles generally accepted in the United States of America (GAAP) because the financial statements are prepared by the Council using accounting practices prescribed by state law and the State Auditor’s *Budgeting, Accounting and Reporting System* (BARS) manual described in Note 1, which is a basis of accounting other than GAAP. The effects on the financial statements of the variances between the basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

As discussed in Note 6 to the financial statements, in February 2020, a state of emergency was declared that could have a negative financial effect on the Council.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the Council's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control. Accordingly, we do not express an opinion on the effectiveness of the Council's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Council's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

COMPLIANCE AND OTHER MATTERS

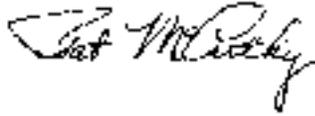
As part of obtaining reasonable assurance about whether the Council's financial statements are free from material misstatement, we performed tests of the Council's compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the

Council’s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Council’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.



Pat McCarthy
State Auditor
Olympia, WA

June 11, 2020

INDEPENDENT AUDITOR’S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH THE UNIFORM GUIDANCE

**Spokane Regional Transportation Council
January 1, 2019 through December 31, 2019**

Board of Directors
Spokane Regional Transportation Council
Spokane, Washington

REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM

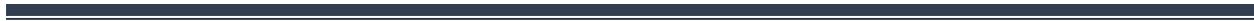
We have audited the compliance of the Spokane Regional Transportation Council, with the types of compliance requirements described in the U.S. *Office of Management and Budget (OMB) Compliance Supplement* that could have a direct and material effect on each of the Council’s major federal programs for the year ended December 31, 2019. The Council’s major federal programs are identified in the accompanying Schedule of Findings and Questioned Costs.

Management’s Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor’s Responsibility

Our responsibility is to express an opinion on compliance for each of the Council’s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 *U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements



referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Council’s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination on the Council’s compliance.

Opinion on Each Major Federal Program

In our opinion, the Council complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2019.

REPORT ON INTERNAL CONTROL OVER COMPLIANCE

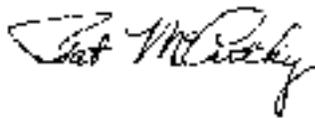
Management of the Council is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Council’s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program in order to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Council’s internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Purpose of this Report

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.



Pat McCarthy
State Auditor
Olympia, WA

June 11, 2020

INDEPENDENT AUDITOR'S REPORT ON FINANCIAL STATEMENTS

Spokane Regional Transportation Council January 1, 2019 through December 31, 2019

Board of Directors
Spokane Regional Transportation Council
Spokane, Washington

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the Spokane Regional Transportation Council, for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Council's financial statements, as listed on page 16.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of state law and the *Budgeting, Accounting and Reporting System* (BARS) manual prescribed by the State Auditor described in Note 1. This includes determining that the basis of accounting is acceptable for the presentation of the financial statements in the circumstances. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control

relevant to the Council’s preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council’s internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Unmodified Opinion on Regulatory Basis of Accounting (BARS Manual)

As described in Note 1, the Spokane Regional Transportation Council has prepared these financial statements to meet the financial reporting requirements of state law using accounting practices prescribed by the State Auditor’s *Budgeting, Accounting and Reporting System* (BARS) manual. Those accounting practices differ from accounting principles generally accepted in the United States of America (GAAP). The differences in these accounting practices are also described in Note 1.

In our opinion, the financial statements referred to above present fairly, in all material respects, the cash and investments of the Spokane Regional Transportation Council, and its changes in cash and investments, for the year ended December 31, 2019, on the basis of accounting described in Note 1.

Basis for Adverse Opinion on U.S. GAAP

Auditing standards issued by the American Institute of Certified Public Accountants (AICPA) require auditors to formally acknowledge when governments do not prepare their financial statements, intended for general use, in accordance with GAAP. The effects on the financial statements of the variances between GAAP and the accounting practices the Council used, as described in Note 1, although not reasonably determinable, are presumed to be material. As a result, we are required to issue an adverse opinion on whether the financial statements are presented fairly, in all material respects, in accordance with GAAP.

Adverse Opinion on U.S. GAAP

The financial statements referred to above were not intended to, and in our opinion they do not, present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Spokane Regional Transportation Council, as of December 31, 2019, or the changes in financial position or cash flows thereof for the year then

ended, due to the significance of the matter discussed in the above “Basis for Adverse Opinion on U.S. GAAP” paragraph.

Matters of Emphasis

As discussed in Note 6 to the financial statements, in February 2020, a state of emergency was declared that could have a negative financial effect on the Council. Our opinion is not modified with respect to this matter.

Other Matters

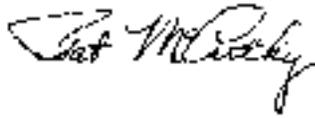
Supplementary and Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements taken as a whole. The Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by Title 2 *U.S. Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). The Schedule of Liabilities is presented for purposes of additional analysis, as required by the prescribed BARS manual. These schedules are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we have also issued our report dated June 11, 2020 on our consideration of the Council’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral

part of an audit performed in accordance with *Government Auditing Standards* in considering the Council's internal control over financial reporting and compliance.



Pat McCarthy

State Auditor

Olympia, WA

June 11, 2020

Office of the Washington State Auditor
316 W Boone Ave, Ste 680
Spokane, WA 99201

June 11, 2020

To the Office of the Washington State Auditor:

We are providing this letter in connection with your audit of Spokane Regional Transportation Council for the period from January 1, 2019 through December 31, 2019. Representations are in relation to matters existing during or subsequent to the audit period up to the date of this letter.

Certain representations in this letter are described as being limited to matters that are significant or material. Information is considered significant or material if it is probable that it would change or influence the judgment of a reasonable person.

We confirm, to the best of our knowledge and belief, having made appropriate inquiries to be able to provide our representations, the following representations made to you during your audit. If we subsequently discover information that would change our representations related to this period, we will notify you in a timely manner.

General Representations:

1. We have provided you with unrestricted access to people you wished to speak with and made available all relevant and requested information of which we are aware, including:
 - a. Financial records and related data.
 - b. Minutes of the meetings of the governing body or summaries of actions of recent meetings for which minutes have not yet been prepared.
 - c. Other internal or external audits, examinations, investigations or studies that might concern the objectives of the audit and the corrective action taken to address significant findings and recommendations.
 - d. Communications from regulatory agencies, government representatives or others concerning possible material noncompliance, deficiencies in internal control or other matters that might concern the objectives of the audit.
 - e. Related party relationships and transactions.
 - f. Results of our internal assessment of business risks and risks related to financial reporting, compliance and fraud.
2. We acknowledge our responsibility for compliance with requirements related to confidentiality of certain information, and have notified you whenever records or data containing information subject to any confidentiality requirements were made available.
3. We acknowledge our responsibility for compliance with applicable laws, regulations, contracts and grant agreements.
4. We have identified and disclosed all laws, regulations, contracts and grant agreements that could have a direct and material effect on the determination of financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
5. We have complied with all material aspects of laws, regulations, contracts and grant agreements.
6. We acknowledge our responsibility for establishing and maintaining effective internal controls over compliance with applicable laws and regulations and safeguarding of public resources, including controls to prevent and detect fraud.

7. We have established adequate procedures and controls to provide reasonable assurance of safeguarding public resources and compliance with applicable laws and regulations.
8. We have no knowledge of any loss of public funds or assets or other illegal activity, or any allegations of fraud or suspected fraud involving management or employees.
9. In accordance with RCW 43.09.200, all transactions have been properly recorded in the financial records.

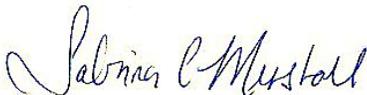
Additional representations related to the financial statements:

10. We acknowledge our responsibility for fair presentation of the financial statements and believe financial statements are fairly presented in accordance with the Budgeting, Accounting and Reporting Standards Manual (BARS Manual), which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.
11. We acknowledge our responsibility for establishing and maintaining effective internal control over financial reporting.
12. The financial statements properly classify all funds and activities.
13. Revenues are appropriately classified by fund and account in accordance with the BARS Manual.
14. Expenses are appropriately classified by fund and account, and allocations have been made on a reasonable basis.
15. Ending cash and investments are properly classified as reserved and unreserved.
16. Significant assumptions we used in making accounting estimates are reasonable.
17. The following have been properly classified, reported and disclosed in the financial statements, as applicable:
 - a. Interfund, internal, and intra-entity activity and balances.
 - b. Related-party transactions, including sales, purchases, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
 - c. Joint ventures and other related organizations.
 - d. Guarantees under which the government is contingently liable.
 - e. All events occurring subsequent to the fiscal year end through the date of this letter that would require adjustment to, or disclosure in, the financial statements.
 - f. Effects of all known actual or possible litigation, claims, assessments, violations of laws, regulations, contracts or grant agreements and other loss contingencies.
18. We have accurately disclosed to you all known actual or possible pending or threatened litigation, claims or assessments whose effects should be considered when preparing the financial statements. We have also accurately disclosed to you the nature and extent of our consultation with outside attorneys concerning litigation, claims and assessments.
19. We acknowledge our responsibility to include all necessary and applicable disclosures required by the BARS Manual, including:
 - a. Description of the basis of accounting, summary of significant accounting policies and how this differs from Generally Accepted Accounting Principles (GAAP).
 - b. Disclosures similar to those required by GAAP to the extent they are applicable to items reported in the financial statements.
 - c. Any additional disclosures beyond those specifically required by the BARS Manual that may be necessary for the statements to be fairly presented.
20. We acknowledge our responsibility for reporting supplementary information including the Schedule of Liabilities and the Schedule of Expenditures of Federal Awards in accordance with applicable requirements and believe supplementary information is fairly presented, in both form and content in accordance with those requirements.

21. We have disclosed to you all significant changes to the methods of measurement and presentation of supplementary information, reasons for any changes and all significant assumptions or interpretations underlying the measurement or presentation.
22. We believe there are no uncorrected misstatements that would be material individually and in the aggregate to the financial statements taken as a whole.
23. We acknowledge our responsibility not to publish any document containing the audit report with any change in the financial statements, supplementary and other information referenced in the auditor's report. We will contact the auditor if we have any needs for publishing the audit report with different content included.

Additional representations related to expenditures under federal grant programs:

24. We acknowledge our responsibility for complying, and have complied, with the requirements of 2 CFR § 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.
25. With regards to your audit of federal grant programs, we have made available all relevant and requested information of which we are aware, including:
 - a. All federal awards and related grant agreements (including amendments, if any), contracts with pass-through entities, service organizations and vendors, and correspondence.
 - b. All communications from federal awarding agencies, vendors, service organizations or pass-through entities concerning possible noncompliance.
 - c. All information regarding corrective actions taken and management decisions or follow-up work performed by federal or pass-through agencies on any findings reported in the past.
 - d. All documentation related to the compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
 - e. Interpretations or other support for any situations where compliance with requirements might be questionable or unclear.
26. We have identified and complied with all direct and material compliance requirements of federal awards.
27. Management is responsible for establishing effective internal control and has maintained sufficient control over federal programs to provide reasonable assurance that awards are managed in compliance with laws, regulations, contracts or grant agreements that could have a material effect on each of our federal awards.
28. Federal program financial reports and claims for advances and reimbursements are supported by the accounting records from which the basic financial statements have been prepared, and are prepared on a basis consistent with the Schedule of Expenditures of Federal Awards.
29. Copies of federal program reports provided to you are true copies of the reports submitted, or electronically transmitted, to federal agencies or pass-through agencies, as applicable.
30. We are responsible for, and will accurately prepare, the auditee section of the Data Collection Form as required by the Uniform Guidance.



Sabrina C. Minshall, AICP
Executive Director, Spokane Regional Transportation Council



Greg Griffin
Administrative Services Manager, Spokane Regional Transportation Council

MEETING MINUTES

Spokane Regional Transportation Council
Board of Directors Meeting – Thursday July 9, 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
Mayor Shane Brickner	City of Liberty Lake
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
Kelly Fukai	WA St Transp. Commission

Board Members Not Present:

Council Member Lori Kinnear	City of Spokane
Council Member Kate Burke	City of Spokane

SRTC Staff Present:

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

Board Alternates Present

n/a

Guests Present

Dave Anderson	WA Dept of Commerce
Joe Tortorelli	
Paul Kropp	
Alex Paganotacos	
Meg Lindsay	Innovia Foundation
Mark Haberman	TAC Member
Adam Jackson	City of Spokane Valley
Sean Messner	HDR
Brandon Blankenagel	KPFF Engineers
Molly Sanchez	Innovia Foundation
LeAnn Yamamoto	CommuteSmart NW
Anna Ragaza-Bourassa	WSDOT-East. Region
Char Kay	WSDOT-East. Region
Greg Figg	WSDOT-East. Region
Brandi Colyar	Spokane County
Hannalee Allers	City of Spokane
Todd Coleman	S3R3 Solutions

Chair Wick welcomed new Washington State Transportation Commissioner and SRTC Board member Ms. Kelly Fukai to the group. He then reported that Lori Kinnear and Kate Burke requested excused absences for today's meeting.

Mr. Schmidt made a motion to excuse the absences. All votes were in favor.

3. Public Comments – There were no public comments.

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

- The topics discussed at the recent Washington State Transportation Commission (WTSC) symposium; she moderated a panel discussion in the second half of the meeting. Topics included transportation revenue forecasting, response/recovery for transportation to the COVID pandemic, and others. She said many of the discussions were focused on the urbanized Puget Sound region, but she was able bring up questions pertaining to eastern Washington and rural areas. WTSC is holding follow up sessions will be held next week.

- She is participating in the WSDOT Freight Stakeholders and WSDOT Investment Strategy workgroups as a representative of state Metropolitan Planning Organizations (MPOs) and will keep the Board updated both groups' work. She provided an overview of both groups' purpose and objectives. Ms. Minshall also noted that the SRTC Freight Subject Matter Expert recently held its second meeting for the SRTC freight strategy as part of the MTP update and staff will make sure the strategy is consistent with statewide freight strategies.
- On July 14 at 1:00 pm SRTC will host a Project Briefing for New Board Members meeting; this will be information about current SRTC projects (US 195/I-90 Study, DivisionConnects study, DATA Project, TIP, Call for Projects, etc.) in more detail than can be covered at a Board meeting. All members are welcome.

5. Final Report: 2020 Spokane Census Complete Count – Ms. Paganotacos noted the official end date for her position with the Spokane Census Complete Count (SCCC) was June 30, but she wanted to present a final report before the Board. She reported that the federal census has been extended until October, the final SCCC budget will be filed the end of this month, and as of today Spokane County has a 70.6% response rate, exceeding the 2010 response rate of 70.4%, making it the fourth most response rate in the state. She said of the 10 largest cities in Washington, Spokane has the best response rate, in spite of the many challenges going on right now. The SCCC has met all of their stated goals that are able to be measured right now. There were no questions or discussion.

ACTION ITEMS

6. Consent Agenda (a) June 2020 Meeting Minutes (b) June 2020 Vouchers (c) 2020-2023 Transportation Improvement Program June Amendment – Chair Wick called for any discussion of the consent agenda. There was none.

Mr. Stone made a motion to approve the Consent Agenda as presented; Mr. Schmidt seconded. All votes were in favor.

7. Authorize Executive Director to Sign Contract for Metropolitan Transportation Plan (MTP) Financial Forecast – Mr. Fletcher explained the MTP Financial Forecast is part of the 2020 budget and the 2020-2021 Unified Planning Work Program. He said the MTP must be fiscally constrained and a reasonable forecast of expected revenues is a key component. He noted the MTP Financial Assessment has two parts (1) the Financial Forecast and (2) the Needs Analysis. He said a consultant will be complete the financial forecast, which is identifying potential federal, state and local revenue sources, while staff will perform the needs analysis.

SRTC sent out an RFP earlier this year and Berk Consulting has been selected. Mr. Fletcher noted that SRTC has assembled a subject matter expert team made of representatives from eight member agencies to assist with the Needs Analysis. Mr. Fletcher highlighted the MTP financial assessment process and explained the financial forecast work plan will consist of four parts (1) inventory potential revenue sources (2) review historical transportation revenues (3) develop core financial forecast assumptions (4) forecast available revenues. He presented the anticipated project timeline and read the requested action.

Mr. Stone expressed his disappointment that the selected consultant firm is not local; he is concerned that the fact that they are based in Seattle will lead them to recommend solutions not suitable for the Spokane area. Mr. Fletcher said five firms submitted bids and none were from eastern Washington or Idaho. Mr. Stone suggested that perhaps staff should review how RFP's are being written in order to better attract local consulting firms.

Chair Wick commented that the consultants will be working only on the financial forecast portion; SRTC staff, in conjunction with the subject matter expert team, will conduct the needs analysis. Mr. Schmidt suggested that for future RFPs maybe scoring weight could be appointed to bids from local consulting firms.

Mr. Schmidt made a motion to authorize Executive Director to execute contract for consultant services with Berk Consulting to complete MTP Financial Forecast for amount not to exceed \$39,750. Ms. Meyer seconded the motion.

Ms. Meyer noted that local sales tax as a funding source for transit was omitted in the documentation. Mr. Fletcher responded that was an oversight.

Mr. Krauter stated that he agreed with Mr. Stone's concerns; however, he is familiar with Berk Consulting and personally thinks very highly of them. He said he supports the motion but emphasized that staff should make it very clear to Berk the Board's concerns about maintaining focus on the needs and solutions for the Spokane area.

A vote was taken and motion passed unanimously.

INFORMATION & DISCUSSION ITEMS

8. Quarterly Budget Report – Mr. Griffin noted this was the update for second quarter, April to June, which represents 50% of the budget year. He said overall the budget is in line with expectations and any variances are due to timing of revenue/expenses. He explained that other than member dues, all other revenues are received on a reimbursement basis. At the start of 2020 SRTC had unrestricted cash balance of \$521,000 and as of June 30 there was \$517,000; this cash balance allows the agency to have four to five months of operating expenses in reserve. Mr. Griffin said restricted local cash funds for the US 195/I-90 Study and the Division Street Corridor Study started the year at just under \$350,000 and had \$317,000 as of June 30. He spoke about projected expenditures for the second half of the budget year. He noted a reduction in full time employees in April from eleven to ten; refilling that position is being held off for now to conserve funds. There were no questions or discussion.

9. TIP Delivery and Project Readiness – Ms. McMenemy said the focus of today's discussion will be about strategies to deliver projects prior to the July 31 federal obligation deadline and also how to better prepare more projects for outside funding opportunities. She will be presenting a survey to poll Board members of. The responses to the poll (which was just a survey to gauge opinions, not voting) will provide input to staff to craft alternative delivery strategies; these will be discussed by TTC and the TIP Working Group and ultimately be brought back before the Board for additional discussion and possible action in October.

Ms. McMenemy provided a background of the requirements of SRTC to meet federal funding obligation targets, which are established by WSDOT and change slightly each year but are generally between \$10M - \$13M. If the target is reached by July 31 it increases the chance for the region to receive additional funding and conversely, if all the funds are not obligated by September 30, there is a possibility of losing the unspent funds.

She said last month we were at 40% of the target, but thanks for Spokane County advancing phases of the Bigelow Gulch project and City of Spokane Valley advancing the Wilbur Sidewalk projects, we are now at 88% and anticipate exceeding the target by \$2.37. She described how many projects are in the TIP, the different types of funds it contains and the four-year programming timeline.

Ms. McMenemy discussed eight potential programming strategies (short, medium and long-term) She restated that the draft strategies and the Board's responses will be brought to the TTC and TIP Working Group for further technical evaluation and this topic will be brought before the Board again this fall. She then launched the on-line poll, which were answered anonymously, presenting eight possible strategies and asking Board members generally supported or did not support them.

10. SRTC Forecasting Part 1: Growth Management Act and Regional Land Use – Mr. Ulrich said this is the first of a three-part series about forecasting and its relationship with regional transportation plan update; additional conversations will be held at future Board meetings. Traditionally this process is very technical and the TTC evaluates the forecast and makes a recommendation to the Board; for this MTP update a subject matter

expert team has convened and will do an in-depth evaluation of the land use forecasts and report their findings to the TTC for additional review. He spoke about the next steps in the process and update schedule.

Mr. Anderson said he will be covering basics of Washington land use framework including GMA, SEPA and how MPO planning work is connected to individual comp plans and how B members can be savvy users of this information. He spoke about the reasons why land use plans are necessary, public values about the planning process, emphasis of Washington law at the comprehensive plan level and at the permit level.

He spoke about the consistency requirements of the GMA and the transportation elements of jurisdictional comprehensive plans, the comp plan update cycle and how that incorporates into the Metropolitan Transportation Plan, Mr. Anderson described the differences between forecasting and modeling and the definition of land capacity. There were no questions or discussion.

OTHER BUSINESS

11. Seek Direction on Resolution 20-01: Bylaws for SRTC Board Administrative Committee (BAC)– Chair Wick reminded the group that this item was tabled at the last meeting and noted this discussion will be to get feedback and input from the Board on this topic. He said the BAC has been an ad-hoc committee for at least a decade, so the thought was that it was time to move it to a formal standing committee structure. He highlighted the duties of the group, which were outlined in the draft resolution, and said they are primarily to provide administrative guidance to the Executive Director and to review items to make recommendations to the Board. He emphasized that the BAC is not a decision-making body.

Mr. French said he has been on this committee for many years and provided a historical perspective to its formation and past practice. He stated that there should not be too many elected officials on the committee; having the private sector representative and non-elected executives on the BAC is essential to provide a good perspective for agency operations. He said the Board should make the decisions about how the BAC operates.

Chair Wick asked what changes in the resolution the Board would like to see.

Ms. Fukai asked what prompted the shift to formalize the BAC and what was not working about the group. She said that she agreed with Mr. French that it should not be a policy making body. Chair Wick said there was a feeling in the past that the BAC was driving the Board, so in order to provide guidance and clearly stated duties, a resolution was drafted to clarify the purpose. He said the goal was to ensure that the BAC would not operate as a type of executive committee or policy driving body.

Mr. Schmidt said an ad-hoc committee meets for a single purpose for a limited amount of time, which is not how this group has been operating; it meets regularly and discusses a variety of topics. He commented that a more formal standing committee helps to alleviate the workload of the whole Board for routine administrative matters; this saves time and brings context to issues. He said that a written structure of the committee lends transparency to this group and its work.

Ms. Harnois said she reviewed the group's duties and agrees with having them do the Executive Director's performance review but does not want them to get heavily involved in staff personnel issues. Mr. French gave some examples of ways that the BAC has assisted with agency administration in the past and said they are not involved in staff level issues at all.

Mr. Weathers commented that he recalled the prior discussions focused on committee membership, not the duties of the committee.

Mr. Krauter feels there should be a change in the membership structure. He questioned what people felt what was wrong with the BAC the way it was operating previously. He said the BAC had been very successful in the past in assisting with smoothing out agency operations when the prior Executive Director came on board, for

ensuring Executive Director performance, etc. He stated that someone needs to speak up and say what it is exactly about the committee that needed to be fixed and to clarify the comments about transparency.

Mr. French stated that the current member composition feels more like a policy committee. He feels it should consist of the Chair and Vice-Chair, the other agency executive directors, and the private sector representative.

Ms. Harnois commented that the resolution lists out the Chair, Vice-Chair and Past Chair, and that should be the limit of elected officials for that group.

Mr. Schmidt said he did not think there was anything wrong with the way the group functioned or operated; the group has done an excellent job guiding the Executive Director. The resolution was just to formalize the BAC into a standing committee because it is not an ad-hoc committee.

Mr. Krauter said the questions that need to be answered before this issue can go any further are (1) What is the purpose behind this change? (2) What wasn't working? (3) What things about the committee operation needs to be changed and why? He said unless these questions are answered it does not appear the committee can continue at all.

Chair Wick said at the March 2020 meeting the Board unanimously approved the BAC committee membership at an ad-hoc level. The proposed resolution is just to formalize it to be a standing committee. Mr. Krauter said the reason the item was tabled last month is that people became concerned when they saw the proposed change in structure, yet no concerns have been articulated openly. Mr. Krauter stated he is not interested in moving the topic forward until members come forth and speak about what their concerns are. Members discussed the pros and cons of distributing BAC meeting agendas and reporting on BAC meetings to the Board.

Chair Wick had to end the discussion due to meeting time running out.

12. Board Member Comments

- Ms. Fukai said she is glad to join the Board and to be here today. She hopes to bring a perspective from the WA State Transportation Commission to this group and forward information to the Board about about what WSTC is working on statewide.

13. Adjournment - There being no further business, the meeting adjourned at 3:04 pm.

Julie Meyers-Lehman, Clerk of the Board

VOUCHERS PAID FOR THE MONTH OF JULY 2020

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
6/30/20	V121315	Greater Spokane Inc	Member dues 2020/21	772.50
	V121316	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for July 2020	7,025.68
7/8/20	V121317	WA State Dept of Retirement	Employee and Employer Contributions: June 2020	14,526.05
	V121318	Pacific Office Automation	Copier lease June 2020 usage	1.55
	V121319	Intrinium	Managed IT Services - Mnthly July	1,935.00
	V121320	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2020-14	495.00
	V121321	Washington Trust Bank	Office splys; staff reg trngs; Project Mgmt software; printer	713.49
	V121322	Verizon Wireless	IT Svcs: Wireless Svcs E.D. Phone & Public Outreach Tablets, 5/24-6/23/20	110.03
	V121323	Innovia	Census Education 'Complete Count' mailers	21,020.87
	V121324	Spokesman Review	Advertising TIP amendment public notice	77.36
	V121325	Intrinium	On site server work	10.50
	V121326	Spokane County Treasurer	ESRI Software Support - June 2020	753.02
	V121327	Visionary Communications, Inc.	Fiber Services, July 2020	953.31
7/17/20	V121328	Allstream	Telephone: Lines to 8/7/20 and Long Distance for June 2020	581.40
	V121329	Associated Industries	2020 Q3 membership	377.00
	V121330	Rehn & Associates	Admin fee June '20	75.00
	V121331	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2020-15	495.00
7/24/20	V121332	AWC Employee Benefit Trust	August '20 Benefit Insurance Premiums	10,350.10
	V121333	Parametrix	Division St Corridor Study 5/3/20 - 5/30/20	12,250.53
	V121334	Pacific Office Automation	Copier lease June 2020	142.91
	V121335	Resource Systems Group Inc	Tasks1.1/1.3/1.4 June 2020 D.A.T.A. work	13,358.67
	V121336	WA State Auditor's Office	CY 2019 Audit - inv#4	9,330.75
	V121337	Witherspoon Kelley Attnys	Legal Services for April 2020 - Admin	2,091.50
	V121338	American Planning Assoc	MU APA dues 2020/21	575.00
	V121339	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2020-16	495.00
	V121340	Fehr & Peers	US-195/I-90 Study for 5/30/20 - 6/26/20 Phases 2, 3 & 4	22,238.00
	V121341	Dell	MU XPS15 & dock	2,458.49
	V121342	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for August 2020	7,639.55
	V121343	Washington Trust Bank	Office splys; staff reg trngs; Project Mgmt software; printer	525.91
		Salaries/Benefits Pay Periods Ending: 6/27/20, 7/11/20 and 7/25/20		102,818.17
7/31/20		Spokane County Treasury	Monthly SCIP fee - July 2020	24.50
TOTAL JULY 2020				234,221.84

Recap for July 2020:			
		Vouchers: V121315-V121343	131,379.17
		Salaries/Benefits Pay Periods Ending: 6/27/20, 7/11/20 and 7/25/20	102,818.17
		Spokane County Treasury Monthly SCIP fee - July 2020	24.50
			234,221.84

As of 8/13/20, the Spokane Regional Transportation Council Board of Directors approves the payment of the July 2020 vouchers included in the list in the amount of **\$ 234,221.84**

Chair

To: SRTC Board of Directors

August 7, 2020

From: Mayor Ben Wick, Chair

Topic: Approve Excused Absences for SRTC Board Member Representative from Spokane Airport Board for Remainder of 2020

Requested Action:

Approval of excused absences for Spokane Airports from Board meetings for the remainder of 2020.

Key Points:

- The Spokane Airport Board submitted membership termination notice on July 22, 2020 and requested that SRTC waive their meeting attendance for the balance of this calendar year. (Letter Attached)

Board/Committee Discussions:

The SRTC Board has not had any previous discussions on this item

Public Involvement:

None.

Supporting Information/Implications:

The SRTC 2013 Interlocal Agreement includes the following provision related to this item:

Section 14: Termination of Membership

The Cities, County, STA, SAB, WSDOT, WSTC or Other Member of the Council may terminate membership in the Council by giving written notice to the Council prior to August 1 of any year for the following year.

The SRTC Rules of Procedure (updated in 2015) includes the following provision related to this item:

Section 1.3 Attendance, Excused Absences:

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

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

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



Spokane International Airport
BUSINESS PARK AND FELTS FIELD

9000 West Airport Drive, Suite 204
Spokane, Washington 99224
(509) 455-6455
spokaneairports.net

July 22, 2020

Mayor Ben Wick
Chairman
Spokane Regional Transportation Council
421 W Riverside Ave #500
Spokane, WA 99201

Re: Notice of Termination of Membership

Dear Mayor Wick:

Pursuant to Section 14 of the Interlocal Agreement (ILA), the Spokane Airport Board provides notice terminating its membership in the Spokane Regional Transportation Council (SRTC). While the Termination of Membership section of the ILA requires notice by August 1st for the next fiscal year, primarily for the purpose of the annual budget, the intent of the Airport Board is to terminate its participation effective immediately.

Accordingly, the Airport Board respectfully requests SRTC to waive Section 1.3 of the Rules of Procedure regarding meeting attendance for the balance of this calendar year and to accordingly revise Table 1 of the ILA pertaining to SRTC Board Majority Vote and Weighted Vote Calculations.

Sincerely,

A handwritten signature in blue ink that reads "Lawrence J. Krauter". The signature is written in a cursive style and is positioned above a horizontal line.

Lawrence J. Krauter
Chief Executive Officer

cc: Sabrina Minshall
Stanley Schwartz

To: SRTC Board of Directors

August 7, 2020

From: Mike Ulrich, AICP, Principal Transportation Planner

Topic: SRTC Forecasting: Growth Management Act and Regional Land Use (Part 2)

Requested Action:

For information and discussion. SRTC Board will be asked to accept the land use forecast at a later meeting.

Key Points:

- The land use forecast serves as a critical planning product for the agency and is used in a variety of analyses including, but not limited to, a federally required input into the Metropolitan Transportation Plan. In many ways, the horizon year (2045) land use forecast helps guide regional transportation policy and investment.
- SRTC forecasts land use across twelve land use categories: single family housing units, multi-family housing units, eight employment related categories, hotel rooms, and higher education commuter students.
- In previous forecasts, SRTC has used a jurisdiction's historic growth to calculate future growth. Then, staff at local jurisdictions applied a qualitative analysis to determine where that growth would occur within each jurisdiction.
- For this update, SRTC staff has developed a methodology which includes several critical changes from previous updates.
- Although similar to the state required population allocation exercise completed by Spokane County every eight years, this process is focused more specifically on forecasting where, *and what kind of growth*, is likely to occur based on a variety of factors.
- The two most important differences between Spokane County's forecast and SRTC's forecast are respective geographies and planning time frame.
- Spokane County is responsible for forecasting population only at the jurisdictional geography primarily for the purpose of ensuring Urban Growth Areas are adequately sized.
- SRTC is responsible to forecast population **and employment** at the much smaller Transportation Analysis Zone (TAZ) geography.
- The most recent Spokane County forecast relied on a 20-year planning period with a horizon year of 2037. SRTC, by federal requirement for this update, is responsible for forecasting to a horizon year of 2045.

Board/Committee Previous Discussions:

At their February 2020 meeting, the Transportation Technical Committee unanimously voted to stand up a subject matter expert (SME) team to inform this process. The SME Team membership is as follows:

City of Airway Heights	Heather Trautman	
City of Deer Park	Roger Krieger	
City of Liberty Lake	Lisa Key	
City of Spokane	Tirrell Black	Louis Meuler
City of Spokane Valley	Mike Basinger	
Spokane County	Steve Davenport	
Spokane Transit Authority	Mike Tresidder	
WSDOT - Eastern Region	Greg Figg	Charlene Kay
Avista	Grant Forsyth	
Leland Consulting Group	Ted Kamp	
Eastern Washington University	Brian Kennedy	

The team met on March 19, March 26, and April 2. A draft methodology was presented to the SME team for consideration. Staff facilitated discussion and solicited feedback from the SME team regarding the draft methodology. Using the feedback provided, staff has completed a final draft of the forecasting methodology which will be presented to the TTC at their August meeting.

The SRTC Board received an informational briefing in July from SRTC Staff and Washington State Department of Commerce staff on the Washington State Growth Management Act, and land use forecasting.

Public Involvement:

As land use forecasting is a very technical exercise, historically, the public has not had any direct involvement with the land use forecast. There will be a public involvement component of the Metropolitan Transportation Plan update, which provides opportunity for input on the results of the technical components.

Supporting Information/Implications

Currently, SRTC updates its land use forecast every four years. SRTC stakeholders have identified the need to improve the region's analytic tools, especially the travel demand model. The changes to the methodology are meant to advance the goal of improved analysis tools. The DATA Project will continue these advances into future Metropolitan Transportation Plan updates. One anticipated outcome of the DATA project will be more robust land use forecast analysis capabilities.

More Information:

- For detailed information contact: Mike Ulrich at (509) 343-6384 or mulrich@src.org.

To: SRTC Board of Directors

August 7, 2020

From: Sabrina C. Minshall, AICP, Executive Director and
Greg Griffin, Administrative Services Manager

Topic: CY 2021 SRTC Member Dues

Requested Action:

For information and discussion. This topic will be brought before the Board for action in September.

Key Points:

- Per the 2013 SRTC Interlocal Agreement, SRTC member dues are set using a per capita rate and based on population estimates released by the Washington State Office of Financial Management, excepting SIA, STA, and WSDOT, whose dues are a fixed, non-population-based amount.
- Membership dues over the past ten years have ranged between 10.2 % to 14.2% of the SRTC budget. Membership dues (local funds) are an imperative part of the budget as they serve as required match for federal grant funds as well as for the funding source for a small portion of the budget that are not grant eligible expenditures.
- SRTC has also used membership dues to sustain an operating reserve, as federal and state grants funds operate on a reimbursement basis. Due to past SRTC Board decisions to gradually increase membership dues, combined with sound financial budgeting and management practices, SRTC estimates that it will have an unrestricted operating reserve of approximately \$540,000, or four to five months of operations to begin the 2021 budget year. With any reduction of membership dues, this operating reserve will be reduced if the budget is not also substantially reduced.
- Considering how the economic environment has been impacted by the COVID-19 pandemic, it is not recommended to exercise year three of the three-year plan to increase dues by 15% per year that began in 2019. The following chart illustrates two scenarios; revenues from member dues at the CY2020 level of .26 per capita with only the small population-based increase, and alternatively, a *temporary* reduction of dues in 2021 by 25% from 2020 level. Both 2021 dues scenarios do not include Spokane International Airport, as SRTC received notice of their termination of membership effective 1/1/2021.
- SRTC began CY 2020 with 11 full-time employees (FTE), which is reflected in the Unified Planning and Work Program. SRTC is currently operating at 10 FTE and anticipates continuing to do so through 2021 as a consequence of the economic impacts brought about by the pandemic. This reduction to 10FTE can be used to also preserve the operating reserve if the Board decides to temporarily reduce membership dues. The continuation of the 10 FTE level will result in a delay of some work products and deliverables across agency operations.

- Staffing levels and work deliverables will be evaluated in March 2021 as the next Unified Plan and Work Program (UPWP) is prepared.

Prior Board and Committee Discussions:

- At the July 2018 meeting the Board discussed a proposed schedule to increase dues 15% per year for three years (CY 2019 – 2021)
- In August 2018, the Board approved (by a vote of 11-1) to approve 15% member dues increase for CY 2019.
- At the September 2019, meeting the Board voted unanimously approved a 15% increase in member dues for CY 2020.
- The Board Administrative Committee discussed the CY 2021 dues at their August 6, 2020 meeting. No formal recommendations or decisions were made.

- 2021 Member Dues Scenarios (see **Attachment**)

		Dues	Amount
1.	Column G	At same level (.26/capita) & updated population figures	\$231,406
2.	Column H	75% of 2020 level	\$172,507

More Information:

- For detailed information contact: Sabrina Minshall at sminshall@src.org or Greg Griffin at ggriffin@src.org or call (509) 343-6370.

A	B	C	D	E	F	G	H	I	J
Agency	April 1, 2019 OFM Population Estimate	2020 Dues	April 1, 2020 OFM Population Estimate ²	Population % increase from 2019	Population % of Total	2021 Dues @ .26 per cap (Pop inc only)	2021 Dues at 75% of 2020 Level (temporary)	@ .26/capita = \$\$ amount of change from 2020	@75% of 2020 dues = \$\$ amount of decrease from 2020
Airway Heights	9,085	\$ 2,482	10,010	10.18%	1.92%	\$ 2,603	1,861	\$ 121	\$ (621)
Cheney	12,200	3,227	12,640	3.61%	2.42%	3,286	2,420	60	(807)
Deer Park	4,240	1,141	4,485	5.78%	0.86%	1,166	856	25	(285)
Fairfield	620	163	635	2.42%	0.12%	165	122	3	(41)
Latah	195	51	195	0.00%	0.04%	51	38	-	(13)
Liberty Lake	10,390	2,860	11,500	10.68%	2.20%	2,990	2,145	130	(715)
Medical Lake	4,990	1,301	5,040	1.00%	0.96%	1,310	976	9	(325)
Millwood	1,790	467	1,840	2.79%	0.35%	478	350	12	(117)
Rockford	480	126	495	3.13%	0.09%	129	95	3	(31)
Spangle	275	73	285	3.64%	0.05%	74	55	1	(18)
Spokane	220,100	57,720	223,600	1.59%	42.79%	58,136	43,290	416	(14,430)
Spok County (Unincorp) ¹	147,650	57,720	154,250	4.47%	29.52%	58,136	43,290	416	(14,430)
Spokane Valley	95,810	25,147	97,490	1.75%	18.65%	25,347	18,860	200	(6,287)
Waverly	125	34	135	8.00%	0.03%	35	25	1	(9)
City and County Subtotal	507,950	\$ 152,511	522,600	2.88%	100%	153,907	114,383	\$ 1,397	\$ (38,128)
Spokane Interntnl Airport		19,838				-	-	(19,838)	(19,838)
Spokane Transit		51,049				51,049	38,286	-	(12,763)
WSDOT		26,450				26,450	19,838	-	(6,612)
Transportation Agency Subtotal		\$ 97,336				77,499	58,124	\$ (19,838)	\$ (39,212)
GRAND TOTAL		\$ 249,847				\$ 231,406	\$ 172,507	\$ (18,441)	\$ (77,340)

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

² Based on the State of Washington's Office of Financial Management's April 1, 2020 estimated population figures.

To: SRTC Board of Directors

August 7, 2020

From: Kennet Bertelsen, Transportation Advisory Committee (TAC) Chair

Topic: Board Feedback on TAC Work Plan

Requested Action:

For discussion and feedback.

Key Points:

- The TAC has convened monthly since April 2020. At the July 2020 meeting, the TAC worked culminated in a draft work plan for Board review and feedback. (**see Attachment 1**)
- Upon Board feedback, the TAC intends to finalize the work plan at their August meeting and begin work on the identified efforts.

Board/Committee Discussions:

At the May 14 meeting, the Board was presented with an update of the TAC work plan creation process and asked to provide feedback. Other than general approval with the development process, the Board did not have comment or suggestions.

Public Involvement:

The TAC Work Plan has been discussed at the past two TAC meetings, which were open to the public.

Supporting Information/Implications

Draft TAC work plan can be found in the **Attachment 1**. TAC membership list is **Attachment 2**.

More Information:

- See Attachment: Draft 2020-2021 TAC Work Plan
- For detailed information contact: Sabrina Minshall, SRTC Executive Director at (509)343-6370 or sminshall@src.org.

Transportation Advisory Committee

DRAFT WORK PLAN

Spokane Regional Transportation Council
July 2020

Introduction

Overview and Intent

The SRTC Transportation Advisory Committee (TAC) was originally established over a decade ago and its purpose is to bring topical and contextual policy recommendations to SRTC staff, the Transportation Technical Committee and the Board of Directors. Members represent users of the transportation system and community and industry areas by providing those perspectives to regional transportation planning.

TAC meetings were deferred from October 2018 to April 2020 while a SRTC Board of Directors subcommittee reevaluated the TAC form, function, and membership. The TAC reconvened with two existing members and eleven new members.

Over the course of four meetings, the TAC has collaboratively formulated a community contract, meeting model and a draft work plan.

Below are four focus areas in which TAC members believe that their contributions will have the most impact in supporting the Board and benefiting the region. The tasks are not prioritized and are not listed in order of importance.

Focus Area 1: Increased engagement of businesses and the public for transportation decisions and education. Heightened interagency communication.

Proposed activities for this work area include:

- Review and make recommendations for outreach (public and stakeholders) for SRTC efforts (in compliance with PPP). How can each individual TAC member be a part of this? Can messaging your organization positively help SRTC? What concerns do your constituents have?
- Utilize TAC members to reach out within networks to invite participation, including social media
- Propose social media policy and parameters for TAC outreach
- Consider “billboard/outdoor media” more signage or other information distribution, different ways to reach the public and evaluate cost/benefit
- Consider civic and other speakers bureau as outreach technique and make recommendations
- Outreach to businesses impacted by transportation projects; partner for communication (websites, newsletters, etc.)
- Ensure equity considerations with broadband issues, technical capacities for agencies, and meeting synopsis options. (all options of SRTC operations)
- Consider Title VI and equity in planning, early and often

What are the deliverables?

- Review of the SRTC Public Participation Plan (PPP) with specific examples of how it could benefit TAC member organizations or businesses for changes prior to Board adoption of PPP update in 12/2021
- Include neighborhood and chamber networks within the PPP plan as appropriate
- Recommendations of best practices and applicability for public and stakeholder outreach within the context of COVID-19 recommendations and virtual meetings (or any other crisis, other than in person)
- Create an intentional event outreach plan that includes chambers of commerce, public and civic events

Focus Area 2: Livability, Active Transportation, Equity, and Accessible Design for Roadways and Transportation

Proposed activities for this work area include

- Develop briefing papers: What lessons can we learn from the health crisis that can be applied to non-single occupancy vehicle forms of transportation investments?
- What design considerations should be in place in projects?
- Is there regional design standard? If not, should there be? Provide assessment of review and examples. Current City of Spokane standards, NACTO standards/recommendations
- How can transportation be important in providing access to economic opportunity for those who can't or chose not to drive?
- Recommend investment level
- Recommend performance metric for investment
- Active transportation during and after COVID 19: What are the metrics, bike/ped increase, roads closed to traffic for more public space, downtown parking, curbside cafes. What are the next steps? What do we want Spokane County future to look like?

What are the deliverables?

- Recommended regional policies for the MTP
- Engagement of the public and stakeholders on the focus area
- Recommendation of Investment levels or investment considerations
- Detailed descriptions of the content issues, or interrelatedness of an issue to transportation (white paper concept)
- Project or program ideas, especially pilots
- Recommendations for measurements, objectives and metrics for success. A justifiable set of metrics that can be used in project prioritization and shared with elected officials.
- Look at what other cities are doing to address similar problems – research, collaboration
- Identify local groups working toward accessible transportation and synthesize information into a resource document
- Research and document and share accessibility issues among groups, address common themes
- Things that are affecting large groups of people may have simple solutions that developers and planners may not be aware of – barrier survey
- Ask community members and stakeholders what kind of community/neighborhood/environment they aspire to have and what barriers they experience that is stopping them from achieving their goals – don't ask questions about transportation, ask about community aspirations

Focus Area 3: Linkages between Economic Development and Transportation

Proposed activities for this work area include:

- Providing a non-technical perspective on what is regionally significant
- Identify the relationships between industry/business and transportation policies of governmental agencies
- Review best practices from other regions
- Make recommendations on how best to communicate this topic to the public and stakeholders
- Study steps needed to form justifiable ranking criteria for projects
- Investigation of methods to increase roadway capacity without adding more lanes or roads

What are the deliverables?

- Creation of a briefing paper outlining connections between transportation and regional economic development
- Develop regional metrics for the economic impact of transportation investments
- Identification of stakeholders/partners, such as public development authorities, business districts, Chambers of Commerce

Focus Area 4: Financial Crisis for Transportation: Options Moving Forward

Proposed activities for this work area include:

- Emphasizing adequate maintenance and preservation
- Review the two parts of the MTP Financial Assessment as they are completed
- Discuss the method to quantify or measure the impact of maintenance and preservation. Identify any lack in current prioritization. Evaluate true or perceived needs over the next 20 years and/or with deferred maintenance.
- Research financial options for additional revenue and evaluate what could be brought before the Board
- Identify potential public-private partnerships; discuss benefits, challenges, opportunities.

What are the deliverables?

- Recommendations for investment levels (Part II of the MTP Financial Forecast) in the situations where revenues do not meet projected expenditures
- Develop and assist in implementing a public survey (in between Phase I and Phase II of the MTP Financial Forecast) to gauge sense of priorities to due a gap in needs and revenue
- Recommend public education campaign about the important of maintenance and preservation

2020-2021 Transportation Advisory Committee Members

	Name	Employer	Position	Contextual Areas															System Use				Geographic Areas											
				Emergency Management	Schools (Higher Ed/K-12)	Homebuilders/Construction	Developers	Realtors	Economic Development	Freight	Utilities	Health Care Industry	Military	Business	Civic	Tourism	Neighborhood	Social Services/Underserved	Agriculture	Populations with Disabilities	Bike/Ped/Trails	Active Transportation	Single Occupancy Vehicle	Transit Users	TDM/No Commuter/Telework	City of Spokane	City of Spokane Valley	North Spokane County	Spokane County	Liberty Lake	Cheney	Airway Heights	Lives in ID/Works in Spo.	
1	Barnes, Christopher	Spokane County Dept of Emergency Mgt.	Program Specialist	X																	X	X	X			X								
2	Bertelsen, Kennet	Morrison-Maierle, Inc	Senior Civil Engineer							X			X								X	X			X									
3	Callary, Raychel	Lilac Services for the Blind	Certified Orientation & Mobility Specialist													X	X				X	X			X									
4	Coleman, Todd	West Plains Airport Area PDA	Executive Director				X	X				X										X				X								
5	Haberman, Mark	Aging & Long Term Care of Eastern WA	Planning & Resource Director							X					X						X		X										X	
6	Hall, Liz	Peninsula Truck Lines	Sales						X													X			X									
7	Hoffman, Carlie	Spokane County Library District	Library Services Manager									X			X	X					X	X	X		X									
8	Richardson, Dave	Northeast Community Center	Executive Director												X	X						X			X	X								
9	Rose, Melanie	Avista	Regional Business Manager							X	X											X			X									
10	Schrock, Jonathan	Hope Baptist Church	Lead Pastor	X							X	X		X	X							X	X											
11	Sprague, Kieran					X																X	X		X									
12	Weldon, Janet	Winderemere Services Mountain West	VP of Relocation					X														X			X									
13	Young, Rhonda	Gonzaga University	Professor of Civil Engineering		X																	X	X	X		X								

2020 DRAFT BOARD AGENDAS

Action

Information & Discussion

Action		Information & Discussion
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 Update
OCT	TIP Amendment	Freight Planning Update
	2021-2024 TIP	Quarterly Budget Report
	TIP Delivery & Project Readiness Policies	Financial Forecast Findings
		US 195/I-90 Study Update
NOV	Approve Data Project Phase 1 Rec.	2021 Budget/Indirect Cost Plan
	DivisionConnects - Appr. of Transit LPA	Preservation Call for Projects
	Financial Forecast acceptance	Quarterly Budget Report
		Employee Handbook/Compensation Plan Structure
DEC	2021 Budget/Indirect Cost Plan	
	Preservation Call for projects	
	Employee Handbook/Compensation Plan Structure	

MEETING SUMMARY

Spokane Regional Transportation Council Transportation Advisory Committee (TAC) Meeting July 27, 2020 3:00 pm – Zoom Video Conference

Action Items

- Approval of June meeting minutes passed unanimously.

Information and Discussion Items

- **Creation of TAC Work Plan** – The group reviewed examples of deliverable for the top work plan topic areas that came from the survey at the last TAC meeting. The group narrowed the list of six topic areas to three, with a fourth topic to be absorbed into the other three organically.

Members chose which of the three topic areas they were most interested in and the meeting broke into small groups for discussion of the “why” statements, revising/defining deliverables and describing how the TAC could work on the item to help the Board.

The entire group reconvened to elaborate what had been discussed in the small groups.

After discussion, the group decided that all the notes/comments would be compiled into a draft TAC Work Plan document by staff, distributed to all members for editing, and forwarded to the Board (either in the August Board Packet, by email from the TAC Chair or both).

MEETING SUMMARY

Spokane Regional Transportation Council Transportation Technical Committee (TTC) Meeting July 22, 2020 1:30 pm – Zoom Video Conference

Action Items

- None

Information and Discussion Items

• **TIP Delivery & Project Readiness** – Ms. McMenemy spoke about the TIP and federal funding obligation targets and the importance of starting to deliver TIP projects earlier and with more confidence as well as preparing more projects for funding opportunities. This discussion of possible strategies will provide feedback to staff with direction to fine tune proposed strategies for improvement. She presented a steps and timeline to improve delivery and readiness noting that SRTC held a workshop on May 28 and the Board was presented with eight proposed strategies at their last meeting and were polled on their interest in each strategy.

Mr. Jackson read through each of the eight strategies and highlighted some of the pros and cons listed by different agencies. Some comments included:

- Questioning whether the Program Balance strategy took into consideration the funding of corridor studies
- Several members commented on the Moving the internal SRTC obligation date to March 1 strategy. They felt it would create serious difficulties and stress for jurisdictions. The TIP Working Group monitors delivery adequately already. Several members commented that they could support backing it up one month, but a 5-month change is too severe and would unnecessarily create problems for project delivery.
- Local Programs and SRTC is getting better at mastering the Obligation Authority process all the time; there has been significant improvement even within the past few years, so backing up the deadline to March may not be necessary, especially if some of the other strategies are implemented.

Mr. Otterstrom the comments from this discussion will be forwarded to the TIP Working Group as they evaluate the project delivery improvement strategies further. They will make recommendations and this topic will be brought back before the TTC, who will in turn make a recommendation to the Board.

• **DivisionConnects Update** –Mr. Lien provided information on how the project has progressed since the last update to the TTC in March 2020. He addressed:

- Current and future conditions of Division
- Draft multi-modal and transit framework
- Peak travel times for SOV and transit ridership
- Existing cross-sections on Division and how it differs by segment
- Potential future options for the different segments
- Upcoming public outreach and project schedule

• **DATA (DATA Applications for Transportation Analysis) Project Update** – Mr. Ulrich spoke about the project origin and evolution and explained why SRTC launched this project. He spoke about:

- Project budget
- Importance of applying data and not just acquiring data
- Consultant selection and project phasing
- Timeline from project inception to completion
- Members of the Project Team and the Consultant Team
- Current analytic tools used by SRTC
- Potential future analytic tools and alternative future conditions

Innovia Foundation
 Census 2020 Budget
 As of June 30, 2020 - Updated 7/17/2020

	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	\$ 47,783
Payroll Taxes	4,667	878	2,356	2,690	2,894	3,333	3,379	3,719
	<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>51,502</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	2,488
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>9,633</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>36,855</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>\$ 100,000</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).