



Board of Directors Meeting

Thursday, November 12, 2020 • 1:00 PM – 3:00 PM

Virtual Meeting via Teleconference

PUBLIC NOTICE:

Due to COVID-19 and in accordance with the Governor Inslee's proclamations 20-25.7 and 20-28.8, the SRTC office is closed to the public and no in-person meetings will be held until further notice.



Members of the public are invited to watch the meeting at:

<https://us02web.zoom.us/j/9394879626?pwd=ZFRmL2RJTkx4SGowV2YwOUdxMGVTZz09>

Meeting ID: 939 487 9626 | Passcode: 234239

Or listen by phone at: 1-253-215-8782

Meeting ID: 939 487 9626 | Passcode: 234239



Public comments can be submitted by email to contact.srtc@srtc.org or by phone to 509-343-6370. Deadline for submitting comments is 10:00 am on the day of the meeting.



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

Thursday, November 12, 2020 • 1:00 PM – 3:00 PM

AGENDA

1:00 1. Call to Order / Record of Attendance / Excused Absences

1:02 2. Public Comments

1:07 3. Executive Director's Report

ACTION

1:12 4. Consent Agenda
a) October 2020 Meeting Minutes Page 3
b) October 2020 Vouchers Page 10

1:13 5. Legislative Regional Priorities and Projects (*Chair Ben Wick*) Page 11

INFORMATION AND DISCUSSION

1:30 6. Draft CY 2021 Budget & Indirect Cost Plan (*Sabrina Minshall and Greg Griffin*) Page 15

1:50 7. WSDOT Investment Strategy Committee (*Sabrina Minshall*) Page 42

2:00 8. DATA Project Task 1a Findings (*Mike Ulrich and Joel Freedman, RSG*) Page 46

2:15 9. Board Member Comments

2:30 10. Adjournment

Attachments

- Draft 2020 Board Meeting Agendas Page 47
- Summaries of October Transportation Technical Committee & Transportation Advisory Committee Meetings Page 48
- WSDOT correspondence from October Board Action on Terms & Conditions of Tribal Membership Page 50

MEETING MINUTES

Spokane Regional Transportation Council
Board of Directors Meeting – Thursday October 8, 2020
Zoom Video Conference Meeting

1. Call to Order/Record of Attendance/Excused Absences - Chair Ben Wick brought the meeting to order at 1:01 pm.

Board Members Present:

Mayor Ben Wick	City of Spokane Valley (Chair)
Council Member Paul Schmidt	City of Cheney (Vice-Chair)
Council Member Sonny Weathers	City of Airway Heights
Mayor Shane Brickner	City of Liberty Lake
Council Member Lori Kinnear	City of Spokane
Larry Stone	Major Employer Rep.
Matt Ewers	Rail/Freight Rep.
Commissioner Al French	Spokane County
E. Susan Meyer	Spokane Transit Authority
Kennet Bertelsen	TAC Chair
Karl Otterstrom	TTC Chair
Kelly Fukai	WA St Transp. Commission
Council Member Micki Harnois	Town of Rockford, Small Cities & Towns Rep.

SRTC Staff Present:

Sabrina Minshall	Executive Director
Eve McMenamy	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
Stanley Schwartz	Legal Counsel

Board Alternates Present

Council President Breean Beggs, City of Spokane
Larry Larson, WSDOT-East. Region
Commissioner Josh Kerns, Spokane County

Guests Present

Laura McAloon, Legal Counsel for STA
Amber Lenhart, Spokane Regional Health Dist.
LeAnn Yamamoto, CommuteSmart NW
Donna DeBit
Paul Kropp
Anna Ragaza-Bourassa, WSDOT-East. Region
Katy Allen, City of Liberty Lake
Chad Coles, Spokane County
Melanie Rose, TAC Member
Char Kay, WSDOT-East. Region
Kevin Picanaco, City of Spokane
Brandi Colyar, Spokane County
Gabe Phillips, WSDOT
Sean Messner, HDR
Joe Tortorelli, Good Roads Association
Ron Valencia, Spokane County
Cary Driskell, Legal Counsel for City of Spokane Valley
Mark McClain, Legal Counsel for Spokane County

2. Public Comments – There were no public comments.

3. Executive Director’s Report – Ms. Minshall reported on:

- As part of its RTPO requirements, SRTC is currently reviewing Spokane County comprehensive plan amendments.
- The Freight Subject Matter Expert Team will be meeting for the fourth time next week; the focus will be the connection between freight and environmental justice and continuation of review of regional freight flows.
- The consultant hired to perform the financial forecast as part of the MTP update is wrapping up their forecasting work and information will be presented to the TTC and the Board in upcoming meetings.
- SRTC began implementing the land use methodology approved by the Board last month. Staff is working with jurisdictions to get information about pending development, which is factored into the forecast.
- Due to the pandemic, the timeline for completion of the U.S. Census has been pushed out, which will also delay when final numbers are released. This impacts SRTC as census numbers are used to calculate dues, the ILA, and transportation analysis zone forecasting.
- The US 195/I-90 future conditions report is under review by the study’s advisory team to be followed by stakeholder and public engagement. The Board and TTC will receive information as well.
- Announced that for personal reasons she is now a dual resident of Washington and Idaho and working virtually from both location. She said it is her intent to eventually pursue a full-time position in Boise and the Board Administrative Committee will discuss the timeline and details of the Executive Director recruitment process in November.

ACTION ITEMS

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

Mr. Schmidt made a motion to approve the Consent Agenda as presented; Ms. Fukai seconded. Motion passed unanimously.

5. 2021-2024 Transportation Improvement Program (TIP)– Ms. McMenemy provided an overview of a TIP and noted there are 69 projects in this program totaling \$714 million of investment spending in the upcoming four years. She presented a chart that showed the number of projects by type and the percentage of funding they represent. She described the public outreach for this program and the virtual public meeting held on 09/15/20, in which representatives from City of Spokane Valley, WSDOT and the City of Spokane spoke about high profile projects. There were no questions or discussion.

Ms. Meyer made a motion to approve the 2021-2024 TIP as presented and Mr. Schmidt seconded. All votes were in favor.

6. TIP Delivery & Project Readiness Policies – Ms. McMenemy explained why new policies for project delivery are being discussed. To ensure that the federal obligation target is met more consistently, a process to improve project delivery and strategies meet the target earlier began this spring; she presented a timeline of discussions highlighting the times this topic has been discussed by the TTC, stakeholders and the Board.

She provided details about TIP Guidebook policy change recommendations which were to (1) Increase flexibility to move projects into an earlier year of the TIP, (2) Conduct a biennial SRTC preservation call for projects and (3) De-federalize funding for flexibility. She also explained recommended updates to TIP practices (1) Phasing for larger projects, (2) Move the internal SRTC obligation target date to June 30 and (3) Require agencies to submit a Plan B for delivery options. There were no questions or discussion.

Ms. Meyer made a motion to approve the TIP Delivery & Project Readiness Policies as presented; Ms. Harnois seconded. Motion carried with all votes in favor.

Chair Wick said that Mr. Schwartz had not yet joined the call and asked if there was any objection to moving ahead to the information and discussion items and then coming back to Item #7. There were no objections.

INFORMATION & DISCUSSION ITEMS

8. Data Applications for Transportation Analysis (DATA) Project Update – Mr. Ulrich provided a history of the project and prior Board action to fund the design and implementation. He defined what planning tools SRTC currently uses and outlined reasons for needing improved data collection and analysis tools, which is the impetus behind the DATA project. He spoke about the multi-jurisdictional project team and public involvement to date. He presented the project's phasing plan and noted that a recommendation of potential analytic tools will come before the Board for consideration later in the year. There were no questions or discussion.

9. Legislative Regional Priority Projects – Chair Wick said this came out of discussions earlier in the year from the joint chambers of commerce about regional transportation priorities and how to prepare for a potential revenue package coming from the state legislature. He provided a background of creation of the project list and the groups involved. He noted that legislative leadership approached Greater Spokane Inc in mid-September and requested the priority list be sent to them within a week, which was done.

Chair Wick asked if the Board would like to consider endorsing the regional project priority list at a future meeting.

Ms. Fukai said the Board has a voice in this conversation and the voices are stronger when we stand together. She said the business sector has ideas of what is significant from an economic development standpoint and SRTC could assist in providing the community's viewpoint.

Mr. French noted that existing Connecting Washington projects should be listed as the region's primary priorities; funding for other projects would be a bonus but Connecting Washington projects must come first and foremost.

Mr. French questioned the source of the data supporting the list. He stated it may be just a wish list of projects which have not received robust analysis. He suggested narrowing down the list to projects that have been vetted. Mr. Larson agreed; he said it helps a funding request to be able to tell a story that is backed up with data.

Mr. French, Mr. Larson and Ms. Meyer remarked that Connecting Washington projects should be listed and have highest priority for funding.

Chair Wick said the suggested edits will be made to the list and asked if there was objection to bringing this item back for Board action next month. There were no objections.

ACTION ITEM

7. Resolution 20-03: Declaring Intent to Add New Voting Members and Providing for Other Administrative Matters Related Thereto – Chair Wick noted that Mr. Schwartz had joined the meeting and asked him to provide a background to this topic. Mr. Schwartz spoke about RCW 47.80.50(2) and the multiple discussions earlier this week between himself and attorneys representing STA, Spokane County and City of Spokane Valley regarding the differing interpretations of implementation of the statute as a result of ambiguities in the ILA. He reiterated that the result of non-compliance with the legislation is potential loss of RTPO funding, which is approximately \$300,000 per biennium. He said the course of action outlined in his memo of 10/6/20 is the most conservative and has the least amount of risk for non-compliance with the requirements of the legislation.

Mr. Schwartz said the law requires that RTPOs offer federally recognized Tribes within the planning area voting membership "every two years or when the composition of the board...is modified in an ILA" The attorneys' collective opinion is that resignation of Spokane Airports (SIA) from SRTC effective 12/31/20 is a modification of the ILA and therefore the offer of membership must occur before that date.

Mr. French read from the ILA Section 13: Amendments and New Members which states "*This Agreement may be amended by unanimous consent of the Member's governing bodies, except WSDOT may take action through its Secretary. Upon majority consent of the voting Members, new members may join the Council upon written acceptance of the terms of this Agreement*".

Mr. French questioned the opinion that withdrawal of SIA constitutes a modification of the ILA. He said adjustment of the current weighted voting formula is the only thing that must happen right now as the result of SIA withdrawal. He agrees that the opinion that amending or changing the ILA must come from the signatory members, not from the Board member representatives of the signatory members. He suggested that member agencies be contacted to discuss the terms of new SRTC membership and other provisions in the ILA.

Ms. Harnois said, as the Small Cities & Towns representative, she is not sure that the jurisdictions she represents will be in favor of sharing their vote with an additional two member agencies.

The group discussed the two sentences from Section 13 of the ILA.

Mr. Schwartz pointed out the addition of new members is controlled by the voting members and stressed the importance of advancing the matter as soon as possible. He recommends that the Board consider the suggested motion.

Mr. Beggs said if the first step is to send a letter to member jurisdictions and they do not respond then we are in the same dilemma. He suggested adding a deadline date to any proposed motion. Mr. French disagreed the addition of a deadline.

Ms. Kinnear asked for clarification on the schedule of action. Mr. Schwartz said if a motion is approved by the Board today, then SRTC will send a letter to member agencies asking for their approval of membership extension; once the responses are returned, the offer of membership would be extended to the Tribes.

Several members suggesting sending membership offers to the Tribes now and the details could be worked out later. Mr. French questioned how an offer of membership can be made without knowing the membership terms; any offer must include terms or they won't know what they are accepting.

Mr. Schmidt sought clarification about the process; he asked if the Board approves the motion today that would direct the Executive Director to send a letter to all members and assuming majority approval, then in November or December the Board would take on a discussion about terms of new membership? Or does a discussion of terms go back to all agencies? He said he is hearing that the legal counsel is recommending the suggested motion as having the least risk for non-compliance with state law, but he is unclear if discussions of the membership terms is a Board decision or signatory agency decision.

Mr. Schwartz the Board will need to hold discussions to identify and agree upon new membership terms, since response of signatory members is just to offer membership to new members with terms to be negotiated. He reiterated that terms of SRTC membership were not discussed by the attorneys.

Mr. Schmidt asked if the approval of adding new members is done by passed a majority or if it must be unanimous. Mr. Schwartz referred back to Section 13 that says new members can be approved by a majority consent of voting members; amending the ILA has to occur with regards to *how* the new members are added and then first sentence of Section 13 becomes operative. He stated that whatever amendment is made to the ILA will be returned to the members' governing bodies for ratification. He said in the short term the offer can be made now then terms will have to be negotiated; he noted this may be a good time to evaluate how the conversation about terms will occur. The recommended action is seeking approval from member agencies to give SRTC the authority to being the process.

Ms. Meyer asked if the new members accept the invitation, are they accepting the terms of the current ILA? If that is the case, then the ILA does not have to be amended prior to offering membership to the Tribes. She suggested that modifications of the ILA that would identify the new members voting structure and participation do not have to be made right now. The Tribes can accept the invitation under the current ILA, which does not identify their role, and then work can begin on a new ILA which will identify their role. Mr. Schwartz agreed that new members have to accept to the terms of the existing ILA, but noted they must be offered *voting* membership according to the statute and the definition what that looks like must be addressed. Mr. Schwartz said he realizes this is confusing, but the statute does not provide clear guidance.

Mr. Brickner left the meeting at 2:30 pm.

Mr. French said the Tribes have only trust lands in the planning area, not tribal lands with residents, therefore giving them each a vote on this body while all the cities and towns in Spokane County with populations under 5,000 (Cites of Millwood, Deer Park, Medical Lake and Towns of Fairfield, Spangle, Waverly, Latah and Rockford) must share a single vote is unfair to those cities and towns. He said we need to discuss how to treat all members equitably; the current ILA does not have a category for the Tribes and so that must be created in a new ILA. He stressed the importance of detailing terms of membership prior to offering it. Mr. French stated that while the negotiators for the ILA *can* be members of SRTC Board, but they don't *have* to be; they can be other members of the legislative body that come together to negotiate the agreement.

Chair Wick commented that if it is taking a team of attorneys holding multiple conversations to interpret the existing ILA, that may be a clear indication that it needs to be updated. He feels that jurisdictions have appointed Board members to act as their representatives to SRTC and while he agrees with sending this out to jurisdictions for approval, he would like to add some definition to the membership terms first. He said he is also hearing

reluctance to adding two dedicated seats on the Board, so perhaps it could be a shared position, but either way the role should be identified first with new members accepting that role until the new ILA is negotiated.

Mr. Schwartz said this is the very first time there has been Board discussion this specific about the operation of the statute and the issues are very significant for a number of reasons; he suggested convening a special meeting of the Board within the next two weeks to define what the offer will be so the jurisdictions have something more specific to vote on rather than just simply giving the authority to SRTC to craft an offer. He said the offer must include terms of membership and voting structure, and he again emphasized that the legislation does not offer any guidance. He said if the Board is willing, this is a good opportunity for a workshop to discuss this one particular topic.

Mr. Beggs read a potential action which he had written in the chat box *"I move that the Board, by affirmative vote of a majority of those present, direct the Executive Director to send letters requesting that the Member jurisdictions of the signatories of the ILA, through their governing bodies, take action pursuant to RCW 47.80.050(2) no later than November 30th to inform the Executive Director whether or not the Member jurisdiction consents to offer membership on the SRTC to the Spokane and Kalispel Tribes membership pursuant to Section 13 of the current ILA."* He noted this takes everyone's points into consideration but does not attempt to discuss the terms of membership or a new ILA and would reach to the goal of being in compliance with the legislation.

Mr. French asked for clarification of Mr. Beggs proposal. Mr. Beggs said he suggested that we ask SRTC member agencies whether they agree to make the offer and then terms of offer will need to be outlined. But pursuant to Section 13 and the statute, we first to have to decide if an offer will be made at this time. He has no objection to Board members discussing terms of membership.

Mr. French replied that the legislation is not an option of offering membership to the Tribes or not, so asking member agencies if they agree has no merit. He said the question on the table is who determines membership will be added and how it will be done, which he feels is ultimately will be the decision of ILA signatories. Therefore, he feels the signatories should convene to discuss who will represent them and then additional meetings to discuss membership, however it is unlikely that can all happen before 12/31/20.

Mr. French said he would be supportive of that course of action because SRTC does not have the authority to define membership terms; it would be a waste of time for SRTC to craft membership terms which could be rejected by the member agencies. It must be the ILA signatories making that determination, otherwise it is destined for failure.

Mr. Beggs said he was trying to determine if we extend the offer before 12/31/20, which provides us the maximum protection from non-compliance, or do we wait until the deadline of 08/01/21. He feels we should ask member agencies if they want to extend membership by 12/31/20 or not.

Mr. Weathers stating he is seeing this as segmented based on counsel's recommendation that there be a workshop to better define the terms. He said that instead of waiting until next month to send a letter requesting jurisdictions consider offering membership to the Tribes, he suggested the Board pass a motion today with the understanding that workshop will take place very soon, so that by the time that member jurisdictions are discussing it, the terms are in place.

Mr. French said any motion of that nature has no weight of authority; it's only the members of the ILA that can make that offer.

Mr. Wick asked if the Board wanted to put a recommendation to our individual member agencies to very narrowly extend invitations with very narrowly defined terms to the Tribes before the end of the year or does the Board have more conversations to put together what those terms would be to be included in the recommendation to the members?

Mr. Schmidt said in the original packet there was a draft resolution which spelled out membership terms; he asked if the Board agreed to these terms and then sent a copy of the resolution out to signatory members, per the second sentence of section 13, the members would know exactly what terms are being offered.

Mr. Wick replied that the resolution in the packet was from a prior recommendation by legal counsel saying this could be done by an action of the Board, but the subsequent conversation by the attorneys determined that a better option would be to send it to member agencies to approval. The supplemental memo (dated 10/6/20) from legal counsel recommended the Board action with slightly more vague language. He asked Mr. Schmidt if he is suggesting that inclusion of the specifics from the draft resolution be included in the Board recommendation; Mr. Schmidt affirmed.

Mr. French made a motion that the Board, by affirming a vote of a majority of those present, direct the Executive Director to send letters requesting the members of the signatories of the ILA to their governing bodies to convene and define the terms and conditions of a membership offer to be made to the Spokane Tribe and the Kalispel Tribe of Indians. Mr. Weathers seconded the motion.

Ms. Kinnear asked for clarification that this motion is what was recommended by legal counsel and will withstand any legal challenge. She said Mr. French has just stated we will be making an offer without any terms and she feels this is very confusing. She would like to know from Mr. Schwartz that this will withstand legal challenge.

Chair Wick pointed out that Mr. French's motion was based on legal counsel's recommendation, but with the addition of the wording "*requesting the members of the signatories of the ILA to their governing bodies to convene and define the terms and conditions of a membership*".

Ms. Kinnear said that her question to Mr. Schwartz still stands; would the addition of that wording withstand legal challenge and does it make sense. Mr. Schwartz said he feels the motion is reasonable and the additional language suggested by Mr. French comports with the statute.

Mr. Beggs asked Mr. Schwartz if there should the inclusion of a completion date of on or before 12/31. Mr. Schwartz that could be helpful; before the end of the year or 12/15 or something similar, in terms of passing the motion to the governing body members, based on the discussions of the group of attorneys. He doesn't see any harm in adding deadline.

Mr. Beggs made a motion to amend Mr. French's motion to add the words "no later than 12/15/2020" after the last sentence. Ms. Kinnear seconded the motion.

Chair Wick said the motion was to convene a group to define the terms and conditions of membership and this adds a response date; he asked once this group defines what the membership conditions will be, then it will go to all member agencies for ratification before the offer is extended? Mr. Schwartz replied he thinks that would have to be the process.

Mr. French restated that this body has no authority to tell the ILA signatories to do anything in a prescribed period of time. The inclusion of a deadline would be meaningless because SRTC does not define to ILA signatories how or what to do. He doesn't want to build an expectation that something is going to happen by a certain date when SRTC does not have the authority to enforce it.

Mr. Kinnear said the conversation is very confusing; there have been conflicting statements made and she is not ready to vote until things are clearer.

Mr. Schwartz stated he felt Mr. French's motion is clear. The question becomes what happens when the terms and conditions are developed by the committee. He interprets Mr. French's motion to say that the identified terms and conditions then go back to the governing bodies again for ratification. Mr. French affirmed that was his intent.

Chair Wick said that while he hears Mr. French's comments about SRTC lacking the authority to set a deadline, he feels it is the opinion of legal counsel that we risk the loss of RTPO funding if this is not complete by the end of the year. However, it is very unlikely that all signatory agency members will be able to convene, discuss and ratify all this by the end of the year. He said an option could be to include a deadline in the recommendation or another option is to include a statement from legal counsel regarding the risk to lose funding from the State of

Washington if the process is not complete by the end of the year. Mr. Schwartz restated that the best course of action is to get this done as rapidly as possible.

Mr. Schmidt asked to clarify that the motion is not speaking about convening the SRTC Board, but all 17 member jurisdictions/agencies to discuss membership terms/conditions. Chair Wick confirmed that was correct. Mr. Schmidt said it will not be possible to get 17 governing bodies together to discuss this before the end of the year; he stated that these discussions have been very confusing.

Mr. Larson said in conversations with Mr. Gribner in preparation for this topic, no mention was made of a 12/31/20 deadline for this to be completed. He said legislation specifies a deadline of 8/1/21 and commented that of course he is not an attorney and not trying to override the opinion of legal counsel, but he is unaware of any risk of losing funding if the membership offer is not done by December. He said 8/1/21 is the deadline being monitored by WSDOT and agrees that meeting a December deadline with the suggested course of action is highly unlikely.

Mr. Beggs commented that the 12/15/20 deadline is not for the ILA update; it just means that we will meet our obligation under our legal counsel's interpretation of the law that an offer be extended. He said the offer doesn't have to have any details or say when they would actually join and so I just think it's better safe than sorry. The motion as stated by Mr. French gets all the ILA signatory members and preserves all those rights and just adding Dec 15 for the invitation by a majority of the Board follows the second sentence of Section 13 without obligating us to anything beyond that. It's just an attempt to follow our lawyer's advice and meet the concerns raised by Mr. French.

A vote was taken on Mr. Beggs' motion to amend. There were 3 votes in favor and 9 votes against. Motion did not pass.

Mr. Stone called the question on the original motion. Chair Wick called for additional discussion on there was none.

A vote was taken on Mr. French's motion; There were 10 votes in favor and 2 votes against. Motion carried.

12. Board Member Comments - There were no comments.

13. Adjournment - There being no further business, the meeting adjourned at 3:17 pm.

Julie Meyers-Lehman, Clerk of the Board



VOUCHERS PAID FOR THE MONTH OF OCTOBER 2020

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
9/29/20	V121393	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for October 2020	7,500.49
	V121394	Washington Trust Bank	Postage; Project Mgmt & Adobe software; Trng Reg's; Mobile phone	1,156.92
	V121395	WA State Dept of Retirement	Employee and Employer Contributions: Sept 2020	14,813.67
10/6/20	V121396	Resource Systems Group Inc	Tasks1.1/1.2/1.3 August 2020 D.A.T.A. work	11,414.99
	V121397	EWU	Freight GIS Study	9,343.13
	V121398	Intrinium	Managed IT Services - Mnthly Oct	1,935.00
	V121399	Verizon Wireless	IT Svcs: Wireless Svcs E.D. Phone & Public Outreach Tablets, 8/24-9/23/20	99.00
	V121400	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2020-21	495.00
	V121401	Pacific Office Automation	Copier lease August 2020	142.91
	V121402	Pacific Office Automation	Copier Usage August 2020	3.32
	V121403	BERK Consulting	MTP Financial Forecast: Tasks 0, 2, 3, 4	17,278.75
	V121404	Allstream	Telephone: Lines to 10/7/20 and Long Distance for Sept 2020	519.02
	V121405	Visionary Communications, Inc.	Fiber Services, Sept 2020	953.31
	V121406	Associated Industries	2020 Q4 membership dues	377.00
	V121407	Rehn & Associates	Admin fee Sept '20	75.00
10/20/20	V121408	Parametrix	Division St Corridor Study 8/02/20 - 8/29/20	9,027.45
	V121409	Spokane County Treasurer	ESRI Software Support - Sept 2020	753.02
	V121410	AWC Employee Benefit Trust	November '20 Benefit Insurance Premiums	10,350.10
	V121411	Leland Consulting LLC	MTP update - Land Use Forecast - Activity thru 9/30/20	1,173.60
	V121412	Leland Consulting LLC	MTP update - Market Based Land Use Forecast - Activity thru 9/30/20	647.65
	V121413	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2020-22	495.00
	V121414	Pacific Office Automation	Copier lease Sept 2020	142.91
	V121415	Resource Systems Group Inc	Tasks1.1/1.2/1.3/1.7 September 2020 D.A.T.A. work	33,475.65
10/27/20	V121416	Fehr & Peers	US-195/I-90 Study for 8/29/20 - 9/25/20 Phases 2, 3 & 4	8,015.77
	V121417	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for November 2020	7,563.63
	V121418	Washington Trust Bank	Postage; Project Mgmt & Adobe software; Trng Reg's; Staff STA pass	2,165.72
	V121419	WA Dept of Revenue	Reestablish UBI w/ Dept of Revenue	19.00
	V121420	American Planning Assoc	JL APA/AICP registration	575.00
		Salaries/Benefits	Pay Periods Ending: 10/3/20 and 10/17/20	69,138.45
10/31/20		Spokane County Treasury	Monthly SCIP fee - October 2020	23.81
TOTAL OCTOBER 2020				209,674.27

Recap for October 2020:			
	Vouchers: V121393-V121420		140,512.01
	Salaries/Benefits Pay Periods Ending: 10/3/20 and 10/17/20		69,138.45
	Spokane County Treasury Monthly SCIP fee - October 2020		23.81
			209,674.27

As of 11/12/20, the Spokane Regional Transportation Council Board of Directors approves the payment of the October 2020 vouchers included in the list in the amount of: **\$209,674.27**

Chair

To: SRTC Board of Directors

November 5, 2020

From: Mayor Ben Wick, Chair

Topic: Legislative Regional Priorities and Projects

Requested Action:

Approval of Legislative Priorities and projects as shown on the following **Attachment**.

Key Points:

- The intent of this proposed action is for the SRTC Board to formally adopt the priorities and project list developed through the inclusive process to communicate synergy, consistency, and unified messaging to the Legislature.
- Last Fall, SRTC staff and member agencies worked in collaboration with the private sector, led by the three chambers of commerce, to convene a coalition to discuss and develop synergy around the transportation needs and priorities in our region.
- The SRTC Board was briefed on this work last fall, and individual members have participated in a variety of these meetings that have occurred since.
- A list of over 100 priority projects, in all phases and **all levels of readiness** was developed, with a systems approach and focus around improving the I-90 corridor. Projects include all types of projects from preservation and maintenance, to capacity improvement, transit, active transportation, to travel demand management.
- These projects came from SRTC member agencies adopted Transportation Improvement Plans (TIP), the adopted SRTC Metropolitan Transportation Plan (MTP), or other capital improvement plans from jurisdictions or partners.
- As the coalition advocated for the transportation needs of the region, a focus also remained on the need for fund preservation and maintenance of our existing system as a top priority. These priorities are clearly delineated at the top of the attached document.
- In mid-September, legislative leadership approached Greater Spokane Incorporated (GSI) and requested “the list” of **ready priority projects** for the Spokane region, with a very quick turn-around (less than a week.)
- SRTC staff and Board leadership worked with the existing list developed with member agencies last fall and used the readiness proxies from the previous process such as design underway and funding committed to shorten the list and keep it manageable. Combined

with staff local knowledge, this produced the best “ready” factor available with short turnaround.

- The list was quickly vetted for any updates, and some projects were combined into corridors for simplicity. Where known, cost, schedule, and termini updates were made as well.
- The attached list was provided to the Chambers for their review and distribution to the requestor, as they wished.
- At the October Board meeting, Board discussion included a request to list out Connecting Washington projects. Currently the 1st priority at the top of the document is a statement to “maintain funding and schedule for projects currently funded in Connecting Washington package.” A specific list of Connecting Washington projects has not yet been included pending additional discussion by the Board. Many Connecting Washington Projects are already obligated or under construction, while others are not as secured. Direction is needed on the parameters of this inclusion if an additional project list is to be included.

More Information:

- For detailed information contact: Executive Director Sabrina Minshall, AICP at (509)343-6370 or sminshall@src.org.

Regional Priority Strategy Projects DRAFT

Priority Projects "Ready" and Consistent with the Regional Transportation Plan; Not Listed in Any Particular Order

1st PRIORITY: Maintain funding and schedule for projects currently funded in Connecting Washington Package

2nd PRIORITY: Maintain and increase funding for maintenance and preservation for investments in our existing transportation system

Provided data, analysis, and/or mapping products created and distributed by the Spokane Regional Transportation Council (SRTC) are for informational, planning reference, and guidance purposes only. They are based on the best available data and are not intended to be used for legal or financial purposes. SRTC makes no warranty, express or implied, related to the accuracy or completeness of the content of these materials and expressly disclaims liability for any errors or omissions. Any duplication or dissemination of these materials without the express written permission of SRTC is prohibited. SRTC does not accept any liability for any errors or omissions in this statement that this is an SRTC map/data product. Any modification to SRTC data, mapping, or subsequent analysis is the responsibility of the user.

November 2020

Project Title	Jurisdiction	Project Type	Cost & Funding Status				Project Readiness			
			Funding Status	Estimated Project Cost	Unfunded Amount	Percent Unfunded	Estimate Level	Start Year	Right-of-Way Required	Right-of-Way Started
Bigelow Gulch/Sullivan Corridor	Spokane County/Spokane Valley	Roadway Capital	Partial	\$65,600,000	\$36,200,000	55%	Engineering	2021	Yes	Yes
Pines Road/BNSF Grade Separation	Spokane Valley	Reconstruction	Partial	\$29,000,000	\$19,500,000	67%	Engineering	2023	Yes	Yes
Fish Lake Trail, Queen Lucas Lake to Fish Lake	Spokane	Ped/Bike	Partial	\$6,000,000	\$5,500,000	92%	Engineering	2023	Yes	Yes
Argonne: Montgomery to Indiana Concrete Reconstruction	Spokane Valley	Reconstruction	Partial	\$5,000,000	\$2,000,000	40%	Engineering	2021	No	No
Matching State Funds for West Plains Subarea Study	Regional	STUDY	Unfunded	\$500,000	\$500,000	100%	Planning	2021	No	No
195 Design on Study Outcomes	Regional	Roadway Capital/Safety	Unfunded	\$3,000,000	\$3,000,000	100%	Planning	2022	No	No
West Plains Connector	Spokane/Airway Heights	Roadway Capital	Partial	\$20,883,000	\$17,703,000	85%	Engineering	2021	Yes	No
Riverfront Park Bridge Rehabilitations (3 Total)	Spokane	Ped/Bike	Partial	\$9,500,000	\$8,250,000	87%	Engineering	2021	Yes	Yes
Sprague Ave Rebuild Phase II	Spokane	Reconstruction	Partial	\$8,514,640	\$3,000,000	35%	Planning	2022	Yes	Yes
Hatch Road - Latah Creek Bridge Deck Repair	Spokane	Bridge	Partial	\$1,622,186	\$750,000	46%	Planning	2021	-	-
Sunset Highway Bike Path - Royal to Deer Heights - Design	Spokane	Ped/Bike	Partial	\$3,655,584	\$3,083,000	84%	Planning	2023	Yes	-
Sprague	Spokane Transit Authority	Transit	Partial	\$6,000,000	\$5,500,000	92%	Planning	2024	-	-
Centennial Trail at Argonne	Spokane County	Ped/Bike	Unfunded	\$415,000	\$415,000	100%	Planning	2025	Yes	-
Lindeke St: 16th to Sunset Blvd (Preservation)	Spokane	Preservation	Unfunded	\$1,200,000	\$1,200,000	100%	Planning	2021	-	-
Barker Road Corridor- Mission south to city limits	Spokane Valley	Reconstruction/Roadway Capital	Unfunded	\$15,000,000	\$15,000,000	100%	Planning	2025	Yes	-
Spotted Rd Realignment and Interchange Project	Spokane International Airport	Reconstruction	Partial	\$13,000,000	\$8,000,000	62%	Planning	2021	-	-
Brooks Road	Spokane County	Reconstruction	Partial	\$5,239,000	\$2,410,000	46%	Engineering	2021	-	-
Craig Road SR 2 to SR 902 Reconstruction/Widening (Thorpe Intersection)	Spokane County	Reconstruction/Roadway Capital	Partial	\$6,700,000	\$6,700,000	100%	Planning	2024	Yes	-
57th Ave Rehabilitation: City Limits to Palouse Hwy	Spokane County	Reconstruction	Partial	\$5,148,000	\$4,420,000	86%	Engineering	2022	-	-
Columbia Dr Rehab: Argonne to Northwood	Spokane County	Reconstruction	Unfunded	\$1,775,000	\$1,775,000	100%	Engineering	2022	-	-
Hayford Rd / 12th Ave Intersection	Airway Heights	Safety	Unfunded	\$1,000,000	\$1,000,000	100%	Planning	2021	Yes	-
Transportation Systems Management and Operations (TSMO) Projects										
I-90 Traffic Incident Response - System Investments	WSDOT	TSMO	Unfunded	\$2,000,000	\$2,000,000	100%	Engineering	2021	-	-
Regional Automated Traffic Signal Performance Measure & Detection Enhancements	SRTMC	TSMO	Unfunded	\$4,206,000	\$4,206,000	100%	Planning	2021	-	-
Regional Communications Infrastructure Expansion & Gap Fill	SRTMC	TSMO	Unfunded	\$9,152,000	\$9,152,000	100%	Planning	2021	-	-
Regional Transportation Data Collection, Management, & Dissemination System	SRTMC	TSMO	Unfunded	\$3,475,000	\$3,475,000	100%	Planning	2021	-	-
Safety Projects										
I-90 / Garden Springs to Broadway - Additional Ramp Meters	WSDOT	Safety	Unfunded	\$8,500,000	\$8,500,000	100%	Planning	2021	-	-
I-90 / Garden Springs to Broadway - Queue Warning Signs	WSDOT	Safety	Unfunded	\$5,000,000	\$5,000,000	100%	Planning	2022	-	-
SR 2 / Colbert Rd Intersection Improvements	WSDOT	Safety	Unfunded	\$2,300,000	\$2,300,000	100%	Planning	2022	-	-
US 195 / Hatch Rd to Meadowlane Rd Intersection Improvements - J-Turn	WSDOT	Safety	Unfunded	\$5,000,000	\$5,000,000	100%	Planning	2022	-	-

Regional Priority Strategy Projects DRAFT

Priority Projects "Ready" and Consistent with the Regional Transportation Plan; Not Listed in Any Particular Order

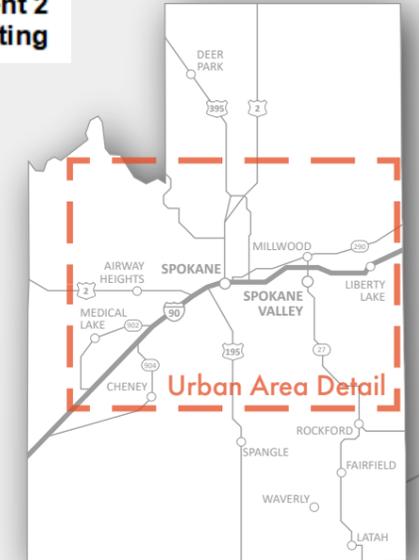
1st PRIORITY Maintain funding and schedule for projects currently funded in Connecting Washington Package

2nd PRIORITY Maintain and increase funding for maintenance and preservation for investments in our existing transportation system

14 Sep, 2020

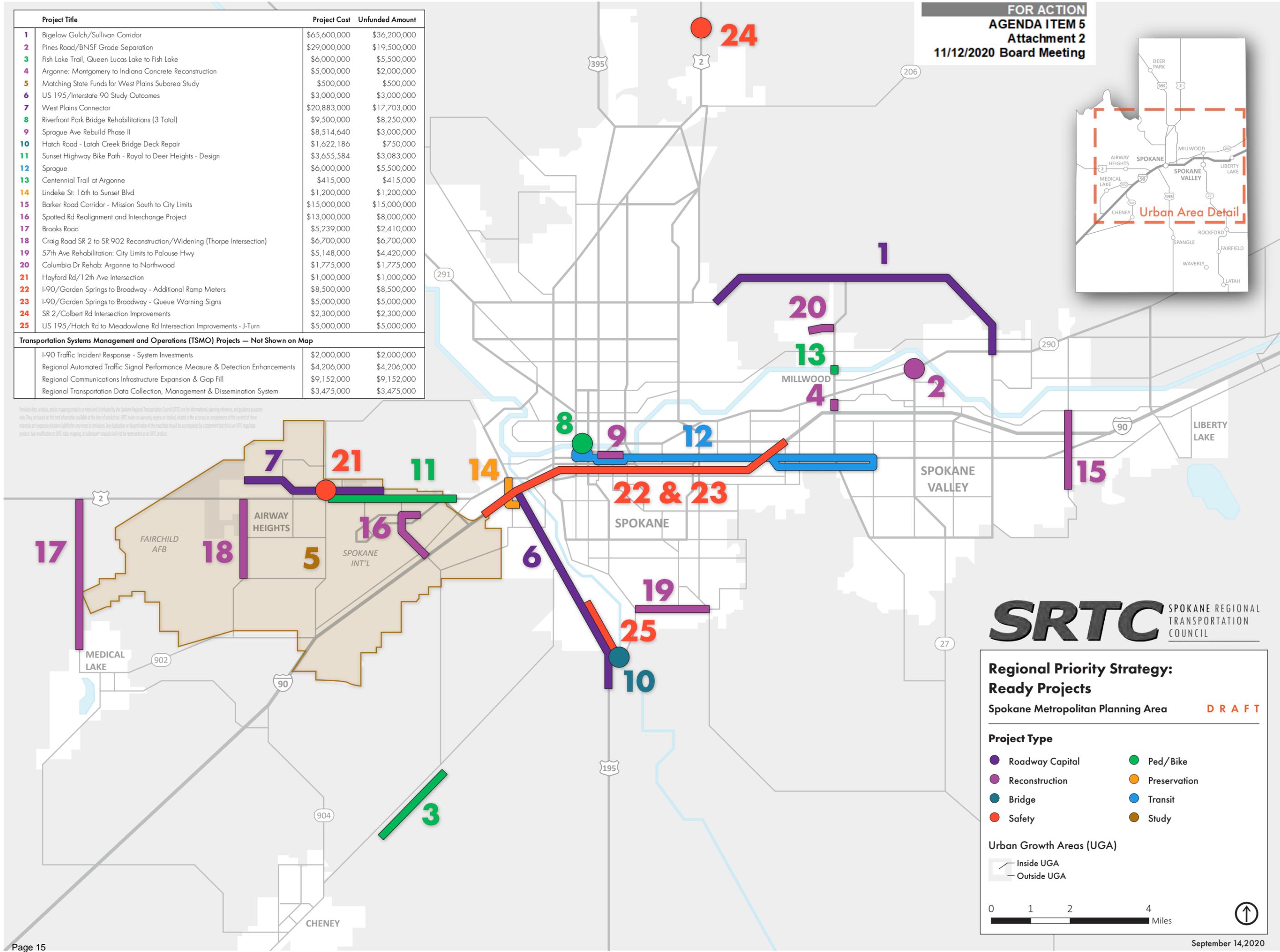
Based on the best information available at the time of publication of the map/data should be accompanied by a disclaimer. Analysis shall not be represented as an SRTC product.

Project Title	Jurisdiction	Project Type	Design Started	Construction Started
Bigelow Gulch/Sullivan Corridor	Spokane County/Spokane Valley	Roadway Capital	Yes	Yes
Pines Road/BNSF Grade Separation	Spokane Valley	Reconstruction	Yes	Yes
Fish Lake Trail, Queen Lucas Lake to Fish Lake	Spokane	Ped/Bike	Yes	Yes
Argonne: Montgomery to Indiana Concrete Reconstruction	Spokane Valley	Reconstruction	Yes	-
Matching State Funds for West Plains Subarea Study	Regional	STUDY	No	No
195 Design on Study Outcomes	Regional	Roadway Capital/Safety	Yes	No
West Plains Connector	Spokane/Airway Heights	Roadway Capital	Yes	-
Riverfront Park Bridge Rehabilitations (3 Total)	Spokane	Ped/Bike	Yes	No
Sprague Ave Rebuild Phase II	Spokane	Reconstruction	Yes	Yes
Hatch Road - Latah Creek Bridge Deck Repair	Spokane	Bridge	Yes	Yes
Sunset Highway Bike Path - Royal to Deer Heights - Design	Spokane	Ped/Bike	Yes	Yes
Sprague	Spokane Transit Authority	Transit	Yes	Yes
Centennial Trail at Argonne	Spokane County	Ped/Bike	Yes	Yes
Lindeke St: 16th to Sunset Blvd (Preservation)	Spokane	Preservation	-	Yes
Barker Road Corridor- Mission south to city limits	Spokane Valley	Reconstruction/Roadway Capital	Yes	-
Spotted Rd Realignment and Interchange Project	Spokane International Airport	Reconstruction	Yes	-
Brooks Road	Spokane County	Reconstruction	Yes	-
Craig Road SR 2 to SR 902 Reconstruction/Widening (Thorpe Intersection)	Spokane County	Reconstruction/Roadway Capital	-	Yes
57th Ave Rehabilitation: City Limits to Palouse Hwy	Spokane County	Reconstruction	Yes	-
Columbia Dr Rehab: Argonne to Northwood	Spokane County	Reconstruction	Yes	-
Hayford Rd / 12th Ave Intersection	Airway Heights	Safety	Yes	-
Transportation Systems Management and Operations (TSMO) Projects				
I-90 Traffic Incident Response - System Investments	WSDOT	TSMO	-	-
Regional Automated Traffic Signal Performance Measure & Detection Enhancements	SRTMC	TSMO	Yes	-
Regional Communications Infrastructure Expansion & Gap Fill	SRTMC	TSMO	Yes	-
Regional Transportation Data Collection, Management, & Dissemination System	SRTMC	TSMO	Yes	-
Safety Projects				
I-90 / Garden Springs to Broadway - Additional Ramp Meters	WSDOT	Safety	-	-
I-90 / Garden Springs to Broadway - Queue Warning Signs	WSDOT	Safety	-	-
SR 2 / Colbert Rd Intersection Improvements	WSDOT	Safety	-	-
US 195 / Hatch Rd to Meadowlane Rd Intersection Improvements - J-Turn	WSDOT	Safety	-	-



Project Title	Project Cost	Unfunded Amount
1 Bigelow Gulch/Sullivan Corridor	\$65,600,000	\$36,200,000
2 Pines Road/BNSF Grade Separation	\$29,000,000	\$19,500,000
3 Fish Lake Trail, Queen Lucas Lake to Fish Lake	\$6,000,000	\$5,500,000
4 Argonne: Montgomery to Indiana Concrete Reconstruction	\$5,000,000	\$2,000,000
5 Matching State Funds for West Plains Subarea Study	\$500,000	\$500,000
6 US 195/Interstate 90 Study Outcomes	\$3,000,000	\$3,000,000
7 West Plains Connector	\$20,883,000	\$17,703,000
8 Riverfront Park Bridge Rehabilitations (3 Total)	\$9,500,000	\$8,250,000
9 Sprague Ave Rebuild Phase II	\$8,514,640	\$3,000,000
10 Hatch Road - Latah Creek Bridge Deck Repair	\$1,622,186	\$750,000
11 Sunset Highway Bike Path - Royal to Deer Heights - Design	\$3,655,584	\$3,083,000
12 Sprague	\$6,000,000	\$5,500,000
13 Centennial Trail at Argonne	\$415,000	\$415,000
14 Lindeke St: 16th to Sunset Blvd	\$1,200,000	\$1,200,000
15 Barker Road Corridor - Mission South to City Limits	\$15,000,000	\$15,000,000
16 Spotted Rd Realignment and Interchange Project	\$13,000,000	\$8,000,000
17 Brooks Road	\$5,239,000	\$2,410,000
18 Craig Road SR 2 to SR 902 Reconstruction/Widening (Thorpe Intersection)	\$6,700,000	\$6,700,000
19 57th Ave Rehabilitation: City Limits to Palouse Hwy	\$5,148,000	\$4,420,000
20 Columbia Dr Rehab: Argonne to Northwood	\$1,775,000	\$1,775,000
21 Hayford Rd/12th Ave Intersection	\$1,000,000	\$1,000,000
22 I-90/Garden Springs to Broadway - Additional Ramp Meters	\$8,500,000	\$8,500,000
23 I-90/Garden Springs to Broadway - Queue Warning Signs	\$5,000,000	\$5,000,000
24 SR 2/Colbert Rd Intersection Improvements	\$2,300,000	\$2,300,000
25 US 195/Hatch Rd to Meadowlane Rd Intersection Improvements - J-Turn	\$5,000,000	\$5,000,000
Transportation Systems Management and Operations (TSMO) Projects — Not Shown on Map		
I-90 Traffic Incident Response - System Investments	\$2,000,000	\$2,000,000
Regional Automated Traffic Signal Performance Measure & Detection Enhancements	\$4,206,000	\$4,206,000
Regional Communications Infrastructure Expansion & Gap Fill	\$9,152,000	\$9,152,000
Regional Transportation Data Collection, Management & Dissemination System	\$3,475,000	\$3,475,000

Provided data, analysis, and/or mapping products created and distributed by the Spokane Regional Transportation Council (SRTC) are for informational, planning reference, and guidance purposes only. They are based on the best information available at the time of production. SRTC makes no warranty, express or implied, related to the accuracy or completeness of the content of these materials and expressly disclaims liability for any errors or omissions. Any duplication or dissemination of the map/data should be accompanied by a statement that this is an SRTC map/data product. Any modification to SRTC data, mapping, or subsequent analysis shall not be represented as an SRTC product.



Regional Priority Strategy:
Ready Projects
 Spokane Metropolitan Planning Area **DRAFT**

- Project Type**
- Roadway Capital
 - Reconstruction
 - Bridge
 - Safety
 - Ped/Bike
 - Preservation
 - Transit
 - Study

- Urban Growth Areas (UGA)**
- Inside UGA
 - Outside UGA



To: SRTC Board of Directors November 5, 2020

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

Topic: Draft Calendar Year (CY) 2021 Budget and CY 2021 Indirect Cost Plan (ICP)

Requested Action:

For information and discussion.

Key Points:

- Each year SRTC develops an annual budget outlining anticipated revenues and expenditures for the upcoming year (see **Attachment 1**).
- Total estimated revenues for CY 2021 are \$2,756,110. Details below.
- Total estimated expenditures for CY 2021 are \$2,756,110. Details below.

Board/Committee Discussions:

This is the first time the CY 2021 Budget and Indirect Cost Plan have been presented to the Board. The Board Administrative Committee reviewed the documents on 10-8-2020 and 10-21-2020. The budget and ICP will be presented to the Board for action on December 10.

Supporting Information/Implications:

The draft CY 2021 Budget was prepared in alignment with the mission, vision and values of SRTC, SRTC Strategic Plan (adopted December 2017) and the 2020-2021 Unified Planning Work Program (adopted June 2019). The proposed budget focuses available resources on core planning activities, delivery of system-based corridor studies, and initiation of the update of the MTP, as outlined in UPWP. Total estimated revenues and expenditures for 2021 are summarized below:

Total Estimated Revenues for CY 2021		Total Estimated Expenditures for CY 2021	
FHWA PL (planning) Funds	\$ 678,317	Personnel	\$ 1,222,509
FTA 5303 (planning) Funds	\$ 352,261	Contractual & Professional Services	\$ 1,217,108
STBG Planning Funds	\$ 350,000	Materials & Services	\$ 123,750
STBG Data & Study Funds*	\$ 627,125	Travel, Training & Staff/Board Development	\$ 55,800
RTPO State Planning Funds	\$ 144,651	IT Operations	\$ 136,943
Local Dues	\$ 231,406		
Designated Local Funds carried over from 2019	\$ 87,125		
Other Local Study Funds*	\$ 275,000		
SRTC cash reserve to balance budget	\$ 10,225		
TOTAL ESTIMATED REVENUES	\$ 2,756,110	TOTAL ESTIMATED EXPENDITURES	\$ 2,756,110
<i>*project specific</i>			

Budget highlights:

- 10 Full-Time Employees (FTE) plus .5 FTE Seasonal/Intern – Personnel costs are responsible for 72% of operations budget. This is a temporary reduction in staffing for 2021.
- The DATA (Data Application for Transportation Analysis Project, US 195/I-90 Study, and Division Street Corridor Study constitute 38% of total budget and are multiple year efforts.
- \$1,185,000 of the total budget is project-based, including the two corridor studies, the DATA Project, a website update, and contractual work on the Metropolitan Transportation Plan. The majority of these efforts are multi-year and are under contract.
- “Other” (non-dues) Local Funds of \$362,125 are 13% of total budget revenues. These revenues are associated with the US195/I90 and Division St projects.
- Contracted IT services continue to be a dramatic savings from a dedicated staff person.
- The CY 2021 budget proposes to utilize as needed “on call” contracted services for public involvement and communications.
- \$10,225 of SRTC’s cash reserve is budgeted to balance the 2021 budget; Agency reserves are projected to average \$525,000 during CY 2021, meeting the target of four (4) months of agency operations.

SRTC also develops a plan to recover the overhead costs associated with operating the agency. This approach allows for the sharing of costs across all program areas, rather than charging out portions of costs directly (e.g., telephone and copier maintenance costs). This is called an Indirect Cost Plan or ICP, developed under Federal guidelines and approved by the Washington State Department of Transportation (WSDOT). At the end of the year, each plan must be reviewed for over- or under-recovery of indirect costs and adjustments made in the following plan. Since SRTC reports on a calendar year basis, the reviewed year used for the CY 2021 ICP is CY 2019.

SRTC calculates its indirect rate only on direct staff wages. Typically, the ICP is reviewed and approved by the SRTC Board late in the year for use during the following calendar year. As illustrated in Table 2, CY 2019 indirect costs were under-recovered by \$5,084. The CY 2021 ICP rate will increase to 69% based on direct salaries and wages. The SRTC Indirect Cost rate has averaged 65.1% since 2014. Rates have been relatively stable in recent years.

The new plan is based on the proposed CY 2021 Budget. Any changes to the budget will be reflected in the final version of the 2021 ICP and the draft 2021 document is **Attachment 2**.

More Information:

- Page 3: CY 2020 & 2021 Revenue & Expenditure Summary
- Attachment 1: Draft CY 2021 Budget
- Attachment 2: Draft CY 2021 Indirect Cost Plan
- For detailed information contact: Greg Griffin at (509)343-6370 or ggriffin@srtc.org.

CALENDAR YEAR

2021 BUDGET

NOVEMBER 2020 DRAFT

Spokane Regional
Transportation Council

421 W RIVERSIDE AVE STE 500
SPOKANE WA 99201

www.srtc.org
509.343.6370



Table of Contents

Spokane Regional Transportation Council.....	2
Background & Organization.....	4
FY 2020-2021 Unified Planning Work Program (UPWP)	5
CY 2021 Budget Summary.....	5
Estimated Revenues	6
Estimated Expenditures	7
CY 2021 Budget Details.....	8
Local Dues	9
Appendix: SRTC CY 2021 Budget.....	12

SPOKANE REGIONAL TRANSPORTATION COUNCIL

BOARD OF DIRECTORS - 2021

Ben Wick.....Mayor, City of Spokane Valley **(Chair)**
Paul Schmidt.....City of Cheney Council Member **(Vice-Chair)**
James “Sonny” WeathersCity of Airway Heights Council Member
Shane BricknerMayor, City of Liberty Lake
Lori Kinnear.....City of Spokane Council Member
Kate Burke.....City of Spokane Council Member
Larry Stone.....Major Employer Representative
Micki HarnoisSmall Towns (pop. under 5,000) Representative
Al FrenchSpokane County Commissioner
Mary Kuney.....Spokane County Commissioner
E. Susan MeyerSpokane Transit Authority
Mike Gribner.....Washington State Department of Transportation
Kelly Fukai.....Washington State Transportation Commission
Matt EwersRail/Freight Representative (Ex-Officio)
Kennet BertelsenTransportation Advisory Committee Chair (Ex-Officio)
Karl Otterstrom.....Transportation Technical Committee Chair (Ex-Officio)

SRTC MEMBER JURISDICTIONS, AGENCIES, AND PARTICIPATING TRIBES

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

Spokane Regional Transportation Council 2021 Organizational Structure

BOARD OF DIRECTORS
Appointed pursuant to Interlocal Agreement
13 Voting Members
3 Ex-Officio Members

Voting Members

- City of Airway Heights
- City of Cheney
- City of Liberty Lake
- City of Spokane (2)
- City of Spokane Valley
- Major Employer
- Small Cities/Towns*
- Spokane County (2)
- Spokane Transit Authority
- WSDOT-East. Region
- WA State Transp. Commission

Ex-Officio Members

- Rail/Freight
- TAC Chair
- TTC Chair
- State Representatives
- State Senators

Transportation Advisory Committee
Community members appointed by Board of Directors

Transportation Technical Committee
Technical staff appointed by Member Jurisdictions

- City of Airway Heights
- City of Cheney
- City of Liberty Lake
- City of Spokane (3)
- City of Spokane Valley (2)
- Kalispel Tribe of Indians
- Small Cities/Towns*
- Spokane County (3)
- Spokane Regional Clean Air Agency
- Spokane Regional Health District
- Spokane Transit Authority (2)
- Spokane Tribe of Indians
- WSDOT-East. Region (3)

Executive Director
Appointed by Board of Directors

Agency Staff

- Principal Transportation Planner (4)
- Associate Transportation Planner III (1)
- Associate Transportation Planner II (2)
- Administrative Services Manager
- Administrative-Executive Coordinator

*populations under 5,000

as of 11/03/2020

Background

The Spokane Regional Transportation Council (SRTC) is the lead agency for coordinating transportation planning activities in the Spokane region. SRTC is governed by a Board that includes local elected officials, transportation executives, and community and business representatives. Each year, the SRTC Board approves a Unified Planning Work Program (UPWP) that describes upcoming work activities and priorities. The Fiscal Years 2020-2021 UPWP (July 1, 2019 through June 30, 2021) is available on the SRTC website at <https://www.srtc.org/unified-planning-work-program/>.

This Calendar Year (CY) 2021 Budget outlines SRTC's anticipated revenues and expenditures for the upcoming year. A key objective of the CY 2021 Budget is to provide adequate resources to address core planning functions, as defined by federal and state requirements. Together, the UPWP and annual budget provide a comprehensive picture of SRTC's work activities and financial resources. Both documents are aligned with SRTC's mission, vision and values statements:

MISSION: Develop plans and programs that coordinate transportation planning in the Spokane Region

VISION: The Spokane region possesses the best multi-modal/multi-jurisdictional transportation network that optimizes safety, capacity, and efficiency in the movement of people and goods in for a region of our size.

VALUES: Regional Leadership, Collaboration, Accountability, Innovation, Transparency, Inclusiveness, Integrity

SRTC Organization

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

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

FY 2020-2021 Unified Planning Work Program (UPWP)

On June 13, 2019, the SRTC Board approved the Fiscal Years (FY) 2020-2021 Unified Planning Work Program. The 2020-2021 UPWP defines the projects and work activities that will be conducted by the agency during the period of July 1, 2019 through June 30, 2021, and also identifies whether each task is primarily an MPO (federal) or RTPO (state) activity. Table 1 identifies the work activities included in the FY 2020-2021 UPWP.

TABLE 1: FY 2020-2021 UPWP TASKS AND SUBTASKS		
Task	MPO	RTPO
1. Program Administration and Coordination		
1.1 Program Management and Support	✓	✓
1.2 Professional Development and Training	✓	
1.3 Coordination with State and Federal Legislators	✓	
2. Public and Stakeholder Participation and Coordination		
2.1 Public Coordination and Outreach	✓	✓
2.2 Board Member & Stakeholder Coordination	✓	✓
2.3 Title VI & Environmental Justice	✓	✓
2.4 Webpage and Social Media Management	✓	✓
3. Systems Analysis and Information Management		
3.1 Information Management and Mapping Services	✓	✓
3.2 Travel Demand Modeling	✓	
4. Metropolitan Transportation Plan (MTP) and General Long Range Planning		
4.1 General Long-Range Transportation Planning	✓	✓
4.2 Active Transportation	✓	✓
4.3 Transit/Coordinated Public Transportation-Human Services Transportation Plan	✓	✓
4.4 Freight	✓	✓
4.5 Performance Measures	✓	✓
5. Transportation Improvement Program		
5.1 TIP Development and Maintenance	✓	✓
5.2 Air Quality and Transportation Conformity	✓	✓
5.3 Coordinate and track projects needing funding	✓	✓
6. Congestion Management Process (CMP)	✓	
7. Planning Consultation and Studies		
7.1 I-90/US 195 Systems Study	✓	
7.2 Division Street Reimagined	✓	
7.3 General WSDOT	✓	
8. RTPO Planning Functions		✓
9. Unfunded Planning Activities	✓	✓

CY 2021 Budget Summary

SRTC prepares and adopts a proposed budget for each calendar year and submits anticipated dues to the legislative bodies of each member agency. For the CY 2021 Budget, this information was submitted by letter to each member agency on September 30, 2020. The annual budget may be amended by vote of the Board, provided such amendment does not require additional budget appropriation, or by joint approval of the Board and participating

members where such amendment does require additional member agency budget appropriation.

Financial Management Practices

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

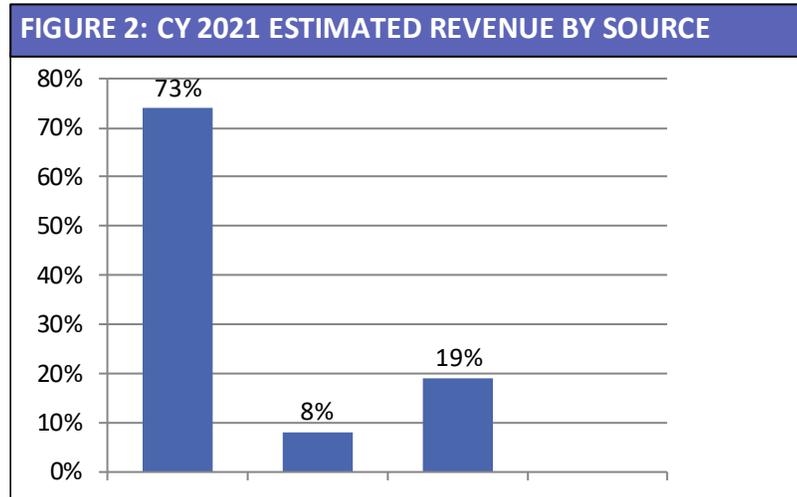
SRTC reports financial activity in accordance with the Cash Basis Budgeting, Accounting and Reporting System (BARS) manual prescribed by the State Auditor’s Office under the authority of Washington State law, Chapter 43.09 RCW. Financial transactions are recognized on a cash basis of accounting. SRTC’s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

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

CY 2021 Revenue Estimates

The CY 2021 estimate for revenues is \$2,756,110 (Table 2). As shown in Figure 2 below, 73% of the revenues included in the CY 2021 Budget are provided by federal sources. State planning and local dues and other local funds account for 27% of the revenues.

TABLE 2: CY 2021 ESTIMATED REVENUES	
FHWA PL Funds	\$ 678,317
FTA 5303 Funds	352,261
STBG Planning Funds	350,000
STBG Data & Study Funds	627,125
RTPO State Planning Funds	144,651
Other Local Study Funds	87,125
Local Dues	231,406
SRTC Operations Reserve	10,225
Other Local Study Project Funds (STA 2021 Division Study)	275,000
TOTAL ESTIMATED REVENUES	\$ 2,756,110



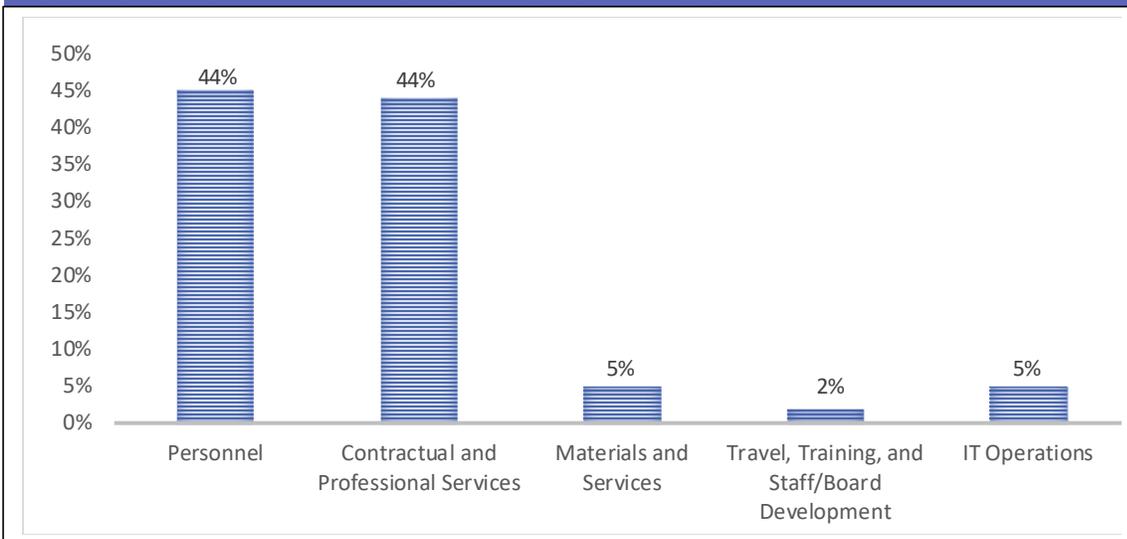
CY 2021 Expenditure Estimates

The CY 2021 estimate for expenditures is balanced to estimated revenues at \$2,756,110. Budget expenditures are divided into the following five divisions: 1) Personnel; 2) Contractual and Professional Services; 3) Materials and Services; 4) Training and Memberships; and 5) IT Operations.

Table 3 provides a breakdown of expenses by these categories. Figure 3 illustrates that personnel expenditures account for 44% of the total agency budget. Contractual and Professional Services account for 44%; followed by Materials & Services at 5%; Training and Memberships at 2%, and IT Operations at 5%.

TABLE 3: CY 2021 ESTIMATED EXPENDITURES	
Personnel	\$ 1,222,509
Contractual and Professional Services	1,217,108
Materials and Services	123,750
Training and Memberships	55,800
IT Operations	136,943
TOTAL ESTIMATED EXPENDITURES	\$ 2,756,110

FIGURE 3: CY 2021 EXPENDITURES BY BUDGET DIVISION



The CY 2021 budget decreases slightly to 10.50 Full Time Equivalent (FTE) positions from 11.00 FTE in the CY 2020 Budget. Table 4 provides a summary of the budgeted positions for CY 2020 and CY 2021.

TABLE 4: SUMMARY OF BUDGETED POSITIONS		
Position	CY 2020	CY 2021
Executive Director	1.00	1.00
Administrative Services Manager	1.00	1.00
Administrative-Executive Coordinator	1.00	1.00
GIS Intern	0.00	0.50
Associate Transportation Planner II	2.00	2.00
Associate Transportation Planner III	2.00	1.00
Principal Transportation Planner	4.00	4.00
TOTALS	11.00	10.50

CY 2021 Budget Details

Appendix A presents the budget details for the CY 2021 Budget. Following is an explanation of some of the revenue and expenditure items contained in Appendix A.

Revenues

FHWA PL (Federal Public Law Funds)

SRTC's allocation of PL funds in CY 2021 is anticipated to be \$645,642. An additional \$32,675 is from prior year remaining funds for a total of \$678,317.

FTA (Federal Section 5303 Funds)

SRTC's FTA Section 5303 funds are budgeted at \$352,261 for 2021.

STBG (Federal Discretionary Funds-Metropolitan Planning)

SRTC's current 2020-2023 Transportation Improvement Program (TIP) includes \$350,000 in annual Surface Transportation Program (STBG Planning) funds for Metropolitan Transportation Planning.

Other Grants, Studies and Projects

Projects for D.A.T.A. (Data Acquisition for Transportation Analysis), US 195/I-90 Study and Division Street Study are to be funded with revenues from STBG and other local/state revenue sources. Included are \$87,125 in local project 2019 funds (WSDOT & City of Spokane) being re-budgeted in 2021, as well as \$275,000 for the Division St. Study to be provided by Spokane Transit Authority.

RTPO (State Planning Funds)

The State of Washington provides \$2.2 million annually to RTPOs to conduct transportation planning in support of the State's Growth Management Act. For large MPO's such as SRTC, this funding has been used to supplement the overall planning program in fulfillment of the Growth Management Act, and to support transportation planning activities in the non-

urbanized areas of Spokane County. SRTC's allocation of RTPO funds is anticipated to increase to \$144,651 in CY 2021

Local Dues

SRTC local dues increased 15% in both 2019 and 2020. A planned increase of an additional 15% for 2021 local dues was suspended due to anticipated pandemic related financial stress to member agencies. Local dues will therefore remain at 2020 levels of **.26 cents per capita**. The dues structure also calls for Spokane County to pay dues at the City of Spokane assessment. Table 5 provides an overview of dues for each member in CY 2020 and CY 2021. The dues for SRTC members in CY 2021 are \$231,406. To balance the 2021 budget SRTC anticipates using \$10,225 of its operations reserve.

TABLE 5: CY 2021 LOCAL DUES				
Jurisdiction	Population (4/1/2020 OFM Estimate)	% of 2020 Population (Estimate)	CY 2020 Dues	CY 2021 Dues
Airway Heights	10,010	1.92%	2,482	2,603
Cheney	12,640	2.42%	3,227	3,286
Deer Park	4,485	0.86%	1,141	1,166
Fairfield	635	0.12%	163	165
Latah	195	0.04%	51	51
Liberty Lake	11,500	2.20%	2,860	2,990
Medical Lake	5,040	0.96%	1,301	1,310
Millwood	1,840	0.35%	467	478
Rockford	495	0.09%	126	129
Spangle	285	0.05%	73	74
Spokane	223,600	42.79%	57,720	58,136
Spokane Valley	97,490	18.65%	25,147	25,347
Waverly	135	0.03%	34	35
Spokane County	154,250	29.52%	57,720	58,136
Jurisdiction Subtotal	522,600	100%	152,511	153,907
Spokane Airports	Flat Rate	n/a	19,838	0
Spokane Transit Authority	Flat Rate	n/a	51,049	51,049
WSDOT-Eastern Region	Flat Rate	n/a	26,450	26,450
Special Subdistrict Subtotal			97,336	77,499
TOTAL DUES			249,847	231,406

Expenditures

Personnel

- **Salaries:** This budget includes a 3.1% in wage increases as part of the Merit Based Wage Structure results for SRTC staff. The Executive Director's salary is established annually by the Board as part of an annual evaluation process.

- FICA: The Federal Insurance Contributions Act tax includes employer contributions for Social Security and Medicare.
- WA State Retirement System: SRTC provides the employer match for its employees as members of the Washington State Retirement System. Contribution rates are set by the State Legislature and may be adjusted as needed, usually at the beginning of the State's Biennium. In September 2020, the employer contribution rate increased to 12.97%. SRTC is forecasting a slight increase to 13.00% during the WA State 2023 biennium.
- Insurance Benefits: As of 01-01-2019 SRTC began procuring health insurance benefits through the Association of Washington Cities as a non-city entity sponsored by the City of Spokane Valley. An average increase of 4.5% for medical insurance plan choices is the only rate increases for 2021; dental and vision life insurance rates will not change. Industrial Insurance is also included in this category.

Contractual and Professional Services

- Legal Services: Anticipated expenses for legal services.
- Professional Services: Metropolitan Transportation Plan (MTP) update, website update, bike map printing, translation services, fire extinguisher service. The website update and bike map printing are carried forward from 2020 budget.
- Consultant Services for D.A.T.A. Project, Division Street Study and US 195/I-90 Study.
- 2020 Audit by State Auditor's Office.
- Consultant Services for new Executive Director recruitment

Materials and Services

- Operating Supplies: General office supplies, wellness program supplies.
- Minor Furniture/Equipment: Includes replacement of older office chairs & furniture as necessary.
- Telephone: Telephone lines, long distance, conference calling, cell service for Executive Director.
- Advertising: Expenses for legal notices related to items such as public meetings, plan comment periods, and Transportation Improvement Program (TIP) amendments.
- Rent – Office Space: SRTC leases Suites 500 & 504 at the Paulsen Center. The amount for rent in the 2021 budget includes utility's and CAM charges.
- Lease – Copier: This includes the copier lease expense as well as the copier usage charges.
- Spokane County Treasury Services.

Travel, Training, and Staff/Board Development

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

- Mileage & Parking
- Travel & Training
- Dues, Subscriptions, and Memberships

Information Technology (IT) Operations

- IT Management Services.
- Software: Software purchases and software maintenance: support for the VISUM model, ESRI Software for GIS, backup system replacement software and firewall maintenance, finance/payroll software. Software purchases include Presentation software, MS Office 365 and Planner/Data software, Adobe Acrobat. Additional network security software and investments in ArcGIS software and data storage are also budgeted in 2021.
- Hardware – New and Replacement: Replacement of network equipment and workstation replacement.
- Hardware – Repairs, Maintenance, and Upgrades: Repair supplies and equipment repair.
- Online Services: Internet service, metro Ethernet connection, website hosting, spam filtering, domain names, Internet access for tablets, Remote meeting platform services.

Appendix
SRTC CY 2020 DRAFT Budget (11-4-20)

	-	CY 2020 Approved	CY 2021 Proposed	Percent Change
REVENUES				
1	SRTC Cash Reserve		10,225	
2	Designated Local Funds carried over from 2019/2020	350,000	87,125	-75%
3	FHWA PL (Federal Public Law Funds)	759,836	678,317	-11%
4	FTA (Federal Section 5303 Funds)	278,622	352,261	26%
5	STBG Planning Funds	350,000	350,000	0%
6	STBG Data & Study Project Funds	635,000	627,125	-1%
7	RTPO (State Planning Funds)	150,763	144,651	-4%
8	Local Dues	249,847	231,406	-7%
9	Other Grants & Census 2020 dues	26,295	-	-
10	Other Local Study Project Funds (STA 2021 Div Study)	175,000	275,000	57%
11	TOTAL REVENUES	2,975,363	2,756,110	-7%
EXPENDITURES				
Personnel				
14	Salaries	973,711	861,425	-12%
15	Accrued Leave Payouts \ Unemployment	-	16,000	-
16	FICA	71,429	66,817	-6%
17	WA State Retirement System	120,449	109,527	-9%
18	Insurance/Benefits	186,845	168,740	-10%
19	Total Personnel	1,352,434	1,222,509	-10%
Contractual and Professional Services				
21	Legal Services	27,000	35,000	30%
22	Consultant & Professional Services	45,508	99,108	118%
23	Professional Services Census 2020 'Complete Count'	26,295	-	-
24	MTP Update	45,000	20,000	-56%
25	Consultant Services & Model Development	460,000	450,000	-2%
26	Consultant Services & I90/US 195 Systems Study	300,000	50,000	-83%
27	Consultant Services & Division St Study	400,000	550,000	38%
28	State Audit Charges	12,995	13,000	0%
29	Total Contractual and Professional Services	1,316,798	1,217,108	-8%
Materials and Services				
31	Publications	500	500	0%
32	Postage	250	300	20%
33	Operating Supplies	6,700	5,000	-25%
34	Minor Furniture	750	750	0%
35	Telephone	8,585	8,580	0%
36	Advertising	2,920	3,920	34%
37	Rent - Office Space	82,400	84,700	3%
38	Rent - Meeting Rooms	500	500	0%
39	Lease - Copier (and usage charges)	4,300	3,400	-21%
40	Property and Liability Insurance	10,700	13,500	26%
41	Printing	2,000	2,000	0%
42	County Treasury Services	4,000	600	-85%
43	Total Materials and Services	123,605	123,750	0%
Travel, Training, and Staff Development				
45	Mileage & Parking	4,800	2,400	-50%
46	Travel / Training (Staff)	49,500	45,200	-9%
47	Educational Speaker Series	15,000	-	-100%
48	Board/Staff Retreats, Facilitators, Food	1,200	1,200	0%
49	Dues, Subscriptions, and Memberships	11,525	7,000	-39%
50	Total Travel, Training, and Staff Development	82,025	55,800	-32%
IT Operations				
52	IT Professional Services	32,700	34,200	5%
53	Software	40,188	51,981	29%
54	Hardware - New, Replacement, Repairs & Maintenance	14,700	38,500	162%
55	Online Services	12,913	12,262	-5%
56	Total IT Services	100,501	136,943	36%
57	TOTAL EXPENDITURES	2,975,363	2,756,110	-7%

Appendix
SRTC CY 2020 DRAFT Budget (11-4-20)

	-	CY 2020 Approved	CY 2021 Proposed	Percent Change
REVENUES				
1	SRTC Cash Reserve		10,225	
2	Designated Local Funds carried over from 2019/2020	350,000	87,125	-75%
3	FHWA PL (Federal Public Law Funds)	759,836	678,317	-11%
4	FTA (Federal Section 5303 Funds)	278,622	352,261	26%
5	STBG Planning Funds	350,000	350,000	0%
6	STBG Data & Study Project Funds	635,000	627,125	-1%
7	RTPO (State Planning Funds)	150,763	144,651	-4%
8	Local Dues	249,847	231,406	-7%
9	Other Grants & Census 2020 dues	26,295	-	-
10	Other Local Study Project Funds (STA 2021 Div Study)	175,000	275,000	57%
11	TOTAL REVENUES	2,975,363	2,756,110	-7%
EXPENDITURES				
Personnel				
14	Salaries	973,711	861,425	-12%
15	Accrued Leave Payouts \ Unemployment	-	16,000	-
16	FICA	71,429	66,817	-6%
17	WA State Retirement System	120,449	109,527	-9%
18	Insurance/Benefits	186,845	168,740	-10%
19	Total Personnel	1,352,434	1,222,509	-10%
Contractual and Professional Services				
21	Legal Services	27,000	35,000	30%
22	Consultant & Professional Services	45,508	99,108	118%
23	Professional Services Census 2020 'Complete Count'	26,295	-	-
24	MTP Update	45,000	20,000	-56%
25	Consultant Services & Model Development	460,000	450,000	-2%
26	Consultant Services & I90/US 195 Systems Study	300,000	50,000	-83%
27	Consultant Services & Division St Study	400,000	550,000	38%
28	State Audit Charges	12,995	13,000	0%
29	Total Contractual and Professional Services	1,316,798	1,217,108	-8%
Materials and Services				
31	Publications	500	500	0%
32	Postage	250	300	20%
33	Operating Supplies	6,700	5,000	-25%
34	Minor Furniture	750	750	0%
35	Telephone	8,585	8,580	0%
36	Advertising	2,920	3,920	34%
37	Rent - Office Space	82,400	84,700	3%
38	Rent - Meeting Rooms	500	500	0%
39	Lease - Copier (and usage charges)	4,300	3,400	-21%
40	Property and Liability Insurance	10,700	13,500	26%
41	Printing	2,000	2,000	0%
42	County Treasury Services	4,000	600	-85%
43	Total Materials and Services	123,605	123,750	0%
Travel, Training, and Staff Development				
45	Mileage & Parking	4,800	2,400	-50%
46	Travel / Training (Staff)	49,500	45,200	-9%
47	Educational Speaker Series	15,000	-	-100%
48	Board/Staff Retreats, Facilitators, Food	1,200	1,200	0%
49	Dues, Subscriptions, and Memberships	11,525	7,000	-39%
50	Total Travel, Training, and Staff Development	82,025	55,800	-32%
IT Operations				
52	IT Professional Services	32,700	34,200	5%
53	Software	40,188	51,981	29%
54	Hardware - New, Replacement, Repairs & Maintenance	14,700	38,500	162%
55	Online Services	12,913	12,262	-5%
56	Total IT Services	100,501	136,943	36%
57	TOTAL EXPENDITURES	2,975,363	2,756,110	-7%

CALENDAR YEAR

2021 INDIRECT COST PLAN

NOVEMBER 2020 DRAFT

Spokane Regional
Transportation Council

421 W RIVERSIDE AVE STE 500
SPOKANE WA 99201

www.srtc.org
509.343.6370



INDIRECT COST PROPOSAL CERTIFICATION STATEMENT

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

All costs included in this proposal, 12/10/20, to establish billing or final indirect costs rate for January – December 2021 are allowable in accordance with the requirements of the Federal awards to which they apply and the provisions of 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards. Unallowable costs have been adjusted for in allocating costs as indicated in the Indirect Cost proposal.

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

I declare that the foregoing is true and correct.

Spokane Regional Transportation Council

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

Date

Purpose

This document serves as the Calendar Year (CY) 2021 Indirect Cost Allocation Plan for the Spokane Regional Transportation Council (SRTC) and was prepared in accordance with the policies and procedures contained in 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards. The 2021 Indirect Cost Plan will be effective for the months of January through December 2021.

Methodology

A consistent approach has been followed in the treatment of direct or indirect costs; in no case have costs charged as direct costs to programs been included as indirect costs. Actual expenditure information used to prepare the plan was obtained from financial statements. SRTC has not made any significant changes to the accounting treatment of any expense category or to its accounting system for CY 2021. The expenses will continue to be allocated between direct and indirect costs as described in the approved CY 2021 Indirect Cost Plan. The CY 2021 indirect rate calculation is based on the approved 2021 budget. Based on this amount, the new indirect cost rate will be 69% of total direct salaries and wages. This proposal is for a fixed rate, with any over/under cost recovery amount adjusted for in a following year.

For CY 2021, SRTC will continue using Vision Municipal Services software for financial accounting and payroll processes. Vision MS is designed with the WA State Auditor's Office BARS reporting codes to provide seamless reporting for annual audits. The general ledger provides the capability of tracking overall expenses by calendar year and fiscal year, enabling an overall audit by either period. Salaries for hours worked, fringe benefits, and direct costs for each work element will be recorded in the appropriate task code.

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

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

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

Development of the CY 2021 Indirect Rate

The CY 2021 indirect cost is based on a calculated total of indirect costs of \$500,659 and a direct salary base of \$733,007, yielding an indirect cost rate of 69%. This information is documented in the Appendix in **Table 1: Total Proposed Indirect Costs for CY 2021**. Table 1 also demonstrates that

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

$$\$505,743 / \$733,007 = 69\%$$

CY 2019 shows an under-recovery amount of \$5,084. This information is documented in the Appendix in **Table 2: CY 2019 Indirect Cost Recovery Analysis Worksheet**.

SRTC will use this indirect cost rate of 69% for the January - December 2021 billings, as reflective of anticipated expenditures.

Indirect Cost Rate Assumptions

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

- Administrative Services Manager – 100%
- Administrative-Executive Coordinator – 100%

Estimates of the time spent on these activities were made and the salary and fringe benefit costs involved were calculated from the approved CY 2021 budget. Based on the line items of expense in the CY 2021 budget the following classifications of costs as direct or indirect were developed:

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

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

Capital Expenditures were classified as allowed or not allowed, without prior approval from the grantor agencies, using the 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards. These line items will be funded entirely from additional local funds in CY 2021 unless prior approval is sought for specific equipment acquisitions.

Inconsistently Treated Costs

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

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

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

APPENDIX

- Table 1: CY 2021 Indirect Cost Proposal Worksheet
- Table 2: CY 2019 Indirect Cost Recovery Analysis Worksheet
- Table 3: Schedule of Federal Funds Expenditures for Calendar Year 2019
- Table 4: Certificate of Indirect Costs
SRTC Organizational Chart

TABLE 1 – SRTC CY 2021 INDIRECT COST PROPOSAL WORKSHEET

	Cost Type	Indirect 6760-87100 44414	Unallowable 6760-87100 44415	Transportation 6770-8716 & grants 444xxx	TOTAL	Cost Classified Direct to All Activity	Indirect to All Activity	TOTAL
SALARIES & FRINGE BENEFITS								
Salaries & Wages	D/I	140,418	7,000	726,007	873,425	733,077	140,418	873,425
Fringe Benefits	D/I	81,694	5,200	258,190	345,084	263,390	81,694	345,084
Total Salaries/Fringe Benefits		222,112	12,200	984,197	1,218,509	996,397	222,112	1,218,509
OTHER EXPENDITURES								
<i>Contractual/Professional Services</i>								
Legal Services	I	35,000	0	0	35,000	0	35,000	35,000
Consultant Services	D/I	0	325,000	725,000	1,050,000	1,050,000	0	1,050,000
State Audit Charges	I	13,000	0	0	13,000	0	13,000	13,000
Misc. Professional Services	D/I	25,000	6,108	88,000	119,108	94,108	25,000	119,108
<i>Materials & Services</i>								
Publications	D/I	0	150	350	500	500	0	500
Postage	D/I	300	0	0	300	0	300	300
Operating Supplies	D/I	2,500	2,500	0	5,000	2,500	2,500	5,000
Minor Equipment	D	0	750	0	750	750	0	750
Telephone	D/I	6,720	1,200	660	8,580	1,860	6,720	8,580
Advertising	D/I	1,100	0	2,820	3,920	2,820	1,100	3,920
Rent – Office	I	84,700	0	0	84,700	0	84,700	84,700
Rent – Meeting Rooms	D/I	400	0	100	500	100	400	500
Lease – Copier	D/I	3,400	0	0	3,400	0	3,400	3,400
Property/Liability Insurance	I	13,500	0	0	13,500	0	13,500	13,500
Printing	D/I	500	0	1,500	2,000	1,500	500	2,000
Unemployment	I	4,000	0	0	4,000	0	4,000	4,000
Treasury Services	D/I	600	0	0	600	0	600	600
<i>Travel, Training, Staff Development</i>								
Mileage & Parking	D/I	200	0	2,200	2,400	2,200	200	2,400
Travel/Training	D/I	2,500	2,750	34,350	39,600	37,100	2,500	39,600
Registration	D/I	750	200	5,850	6,800	6,050	750	6,800
Dues, Subscrip., Memberships	D/I	0	7,000	0	7,000	7,000	0	7,000
<i>IT Operations</i>								
IT Management	D/I	27,200	0	0	27,200	0	27,200	27,200
Software	D/I	17,916	3,750	30,315	51,981	34,065	17,916	51,981
Hardware-new & replacement	D	27,000	13,000	2,500	42,500	15,500	27,000	42,500
Hardware-repair,maint.upgrades	D/I	0	3,000	0	3,000	3,000	0	3,000
Online Services	D/I	12,261	0	0	12,261	0	12,261	12,261
Total Other Expenditures		278,547	365,408	893,645	1,537,600	1,259,053	278,547	1,537,600
TOTAL		500,659	377,608	1,877,842	2,756,109	2,255,450	500,659	2,756,109
Adjustment for (over)/Under Recovery of Indirect Cost in FY 2019 (from Table 2) will be made in the CY 2021 IDC Plan							5,084	
Total Indirect Costs to be Recovered in CY 2021							505,743	
Proposed Indirect Cost Allocation Rates for CY 2021							69%	

TABLE 2 - CY 2019 INDIRECT COST RECOVERY ANALYSIS WORKSHEET- page 1 of 2

Type	Description	Cost Type	87100 44414	871000 44415	87169 44401- 44429	87170 44401- 44429	98724 44429	98769 44402- 44428	98770 44402	98766 44402- 44428	98774 44402	98799 44402	TOTAL	Costs Classified Direct to All Activ.	Indirect to All Activ.	TOTAL
Salaries & Benefits																
51000	Salaries/Wages	D/I	128,787.23	3,541.60	287,942.36	232,139.37	0.00	163,721.87					816,132.43	687,345.20	128,787.23	816,132.43
52000	Fringe Benefits	D/I	75,485.71	1,175.58	105,802.83	76,306.79	0.00	128,051.82					386,822.73	311,337.02	75,485.71	386,822.73
	<i>Total Sal/Fringe Benefits</i>		204,272.94	4,717.18	393,745.19	308,446.16	0.00	291,773.69	0.00	0.00	0.00	0.00	1,202,955.16	998,682.22	204,272.94	1,202,955.16
Other Expenditures																
51620	Move Staff	D/I	0.00	0.00									0.00	0.00	0.00	0.00
53102	Publications	D/I	34.44	0.00	219.18								253.62	219.18	34.44	253.62
53103	Postage	D/I	295.90	0.00									295.90	0.00	295.90	295.90
53104	Software	D/I	10,121.08	0.00	842.53	46.77							11,010.38	889.30	10,121.08	11,010.38
53201	Operating Supplies	D/I	2,649.78	1,646.45	42.00								4,338.23	1,688.45	2,649.78	4,338.23
53502	Minor Equipment	D/I	0.00	6,046.57									6,046.57	6,046.57	0.00	6,046.57
54101	Prof. Services	D/I	47,422.91	73,705.00									121,127.91	73,705.00	47,422.91	121,127.91
54105	Legal Services	I	16,799.75	0.00									16,799.75	0.00	16,799.75	16,799.75
54120	State Audit Charges	I	10,825.50	0.00									10,825.50	0.00	10,825.50	10,825.50
54201	Contractual Services	D/I	3,050.00	10,654.30		20,000.00			828.59				34,532.89	31,482.89	3,050.00	34,532.89
54209	Online Services	D/I	12,500.78	0.00									12,500.78	0.00	12,500.78	12,500.78
54301	Telephone	D/I	6,446.25	0.00	286.48	286.46							7,019.19	572.94	6,446.25	7,019.19
54401	Travel/Mileage	D/I	3,475.67	13,995.04	19,509.11	15,013.65							51,993.56	48,517.80	3,475.67	51,993.56
54451	Advertising	D/I	436.25		1,424.01	418.63			3,274.37				5,553.26	5,117.01	436.25	5,553.26
54501	Rentals/Leases	D/I	85,784.54										85,784.54	0.00	85,784.54	85,784.54
54601	Prop/Liability Insur.	I	11,356.00										11,356.00	0.00	11,356.00	11,356.00
54803	Equip. Maintenance	D/I	783.54			3,436.18							4,219.72	3,436.18	783.54	4,219.72
54820	Software Maintenance	D/I	653.40		4,617.17	7,625.13							12,895.70	12,242.30	653.40	12,895.70
54902	Registration	D/I	8,640.00	0.00	5,784.79	4,522.70							18,947.49	10,307.49	8,640.00	18,947.49
54904	Dues, Subscrip, Mberships	D/I	957.48	9,620.72									10,578.20	9,620.72	957.48	10,578.20
54908	Permits/Fees	D/I											0.00	0.00		0.00
54909	Printing	D/I	177.02		39.20	89.30							305.52	128.50	177.02	305.52
55120	IG Services – General	D											0.00	0.00		0.00
59100	IF Charges	D/I	9,910.83										9,910.83	0.00	9,910.83	9,910.83
	Total Other Expenditures		232,321.21	115,668.08	32,764.47	51,438.82			4,102.96				426,295.54	203,974.33	218,770.46	426,295.54
	TOTAL		436,594.15	120,385.26	426,509.66	359,884.98		291,773.69	4,102.96				1,639,250.70	1,202,656.55	436,594.15	1,639,250.70
Expenditure Code Types																
	Indirect Cost Pool Charges:	I														
	Direct Charges:	D														
	Direct Charges & Indirect Cost Pool:	D/I														
	Locally funded items only:	L														

TABLE 2 - CY 2019 INDIRECT COST RECOVERY ANALYSIS WORKSHEET- page 2 of 2

Indirect Costs charged to SRTC Projects: CY 2019 approved indirect cost rate: 71%				TOTAL INDIRECT EXPENDITURES	436,594.15
	RECOVERED	2019 1 ST Half	2019 2 ND Half		
44402	TS Reg Transp Plan Update	15,969.13	3,050.20		19,019.56
44404	Congestion Management Process	3,060.75	1,931.86		4,992.61
44405	TS Program Mgt/Administration	62,399.78	58,334.02		120,733.80
44423	Public/Stakeholder Participation & Education	29,373.54	27,976.61		42,239.19
44424	Systems Analysis & Information Management	34,505.16	36,043.58		70,548.74
44426	Transportation Improvement Plan	30,664.07	2,308.43		32,972.50
44428	Planning Consultation & Studies	31,481.91	4,265.75		35,747.66
44429	RTPO Planning Functions	9,392.23	16,604.04		25,996.27
44415	Transportation Coordination	2,610.28	-		2,610.28
98724-44429	HSTP Grant	-	-		0.00
98767-44402/26/28	MTP Update – FY 2019	30,443.73	102,710.78		133,154.51
98768-44402/26/28	MTP Update – FY 2020	-	-		0.00
98710-43412	Reimbursable	-	-		0.00
		234,789.85	253,225.27	Total Indirect Costs Recovered from Projects	488,015.12
				Amount Over-Recovered in CY 2019	51,420.97
				Amount (Under-Recovered) in CY 2018	(56,505.27)
				Amount to be Adjusted in CY 2021 Under-Recovered	(5,084.30)

TABLE 3 – SCHEDULE OF FEDERAL FUNDS EXPENDITURES FOR CY 2019

Item	1 st Half CY 2019		2 nd Half CY 2019		Consolidated	1 st Half 98769	2 nd Half 98769	1 st Half 98774	1 st Half 98774	STBG	Total
	PL	FTA	PL	FTA	PL/FTA Funds	STBG	STBG	STBG	STBG	Funds	Federal Funds
Federal Revenue	419,587	95,572	219,472	131,997	866,627	77,598	261,854	1,891	1,300	342,643	1,209,271
Required Local Match	56,644	12,902	26,629	17,820	116,995	10,476	35,350	255	175	46,257	163,252
Additional Local	8,840	2,014	4,624	2,781	18,259	1,635	5,517	40	442	7,634	25,893
TOTAL	485,071	110,487	253,725	152,598	1,001,881	89,709	302,722	2,186	1,917	396,533	1,398,415
Total Salaries	221,872	49,034	107,915	68,933	445,408	42,878	144,663	-	-	143,013	632,950
Total Benefits	82,131	17,413	36,462	24,096	158,406	16,386	55,348	-	-	57,337	230,140
Total Other	23,539	9,225	32,729	14,250	81,827	-	-	2,186	1,917	-	85,930
Total IDC's	157,529	34,814	76,620	42,738	316,240	30,444	102,711	-	-	88,688	449,394
TOTAL	485,071	110,487	253,725	152,598	1,001,881	89,709	302,722	2,186	1,917	289,017	1,398,415
Direct charges – (Total amount less local match, usually at 13.5%)											
Direct Salaries/Wages				385,278	385,278					162,223	547,501
Direct Fringe Benefits				137,021	137,021					62,050	199,071
Other Direct Expenditures				70,781	70,781					3,549	74,330
Indirect Cost Plan				273,548	273,548					115,179	388,727
Total Federal Revenues					886,628					343,001	1,209,629

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

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

Spokane Regional Transportation Council 2021 Organizational Structure

BOARD OF DIRECTORS
Appointed pursuant to Interlocal Agreement
13 Voting Members
3 Ex-Officio Members

Voting Members

- City of Airway Heights
- City of Cheney
- City of Liberty Lake
- City of Spokane (2)
- City of Spokane Valley
- Major Employer
- Small Cities/Towns*
- Spokane County (2)
- Spokane Transit Authority
- WSDOT-East. Region
- WA State Transp. Commission

Ex-Officio Members

- Rail/Freight
- TAC Chair
- TTC Chair
- State Representatives
- State Senators

Transportation Advisory Committee
Community members appointed by Board of Directors

Transportation Technical Committee
Technical staff appointed by Member Jurisdictions

- City of Airway Heights
- City of Cheney
- City of Liberty Lake
- City of Spokane (3)
- City of Spokane Valley (2)
- Kalispel Tribe of Indians
- Small Cities/Towns*
- Spokane County (3)
- Spokane Regional Clean Air Agency
- Spokane Regional Health District
- Spokane Transit Authority (2)
- Spokane Tribe of Indians
- WSDOT-East. Region (3)

Executive Director
Appointed by Board of Directors

Agency Staff

- Principal Transportation Planner (4)
- Associate Transportation Planner III (1)
- Associate Transportation Planner II (2)
- Administrative Services Manager
- Administrative-Executive Coordinator

*populations under 5,000

as of 11/03/2020

To: SRTC Board of Directors

November 5, 2020

From: Sabrina C. Minshall, AICP Executive Director

Topic: Washington State Department of Transportation (WSDOT) Investment Strategy Committee

Requested Action:

None. Information and discussion only.

Key Points:

- In July 2020 WSDOT created an Investment Strategy Committee consisting of WSDOT and MPO/RTPO staff members for the purposes of drafting a vision and guiding principles, and creating a collaborative investment strategy model, including a process for evaluating a future preferred model.
- Five meetings have been held so far with WSDOT and MPO/RTPO staff sharing ideas and concerns while working to create a framework for prioritization of programmatic funding and ultimately transportation project investments, specifically around interaction with the legislative process.
- The draft vision as of November 2020 is as follows: WSDOT and the MPOs/RTPOs will collaboratively identify, vet, and prioritize transportation investments on a regional and statewide level and provide the legislature with critical information needed to make funding decisions that maximize the benefits to the overall system.
- Attached is a one-page summary on the initiative from WSDOT provided to MPOs/RTPOs on October 23.
- Attached is a “small group questions and answers” to give the Board a flavor of the discussions and progress on the effort to date.
- A smaller sub-group of the Committee has now been formed to work on development alternative decision models.
- MPO staff looks forward to Board member input and direction on this effort as the Committee continues investment strategy development.

More Information:

- Attachment 1: Summary of WSDOT Investment Strategy Committee
- Attachment 2: Small group questions and answers
- For detailed information contact: Executive Director Sabrina Minshall, AICP at (509)343-6370 or sminshall@src.org.

Investment Strategy

The Washington State Department of Transportation (WSDOT) and the state's Metropolitan Planning Organizations (MPOs) and Regional Transportation Planning Organizations (RTPOs) are working on a collaborative approach to identify transportation priorities. The work is intended to result in an Investment Strategy that provides the legislature and other decision makers with well-coordinated information on transportation priorities to inform their project selection and budgeting decisions.

Why work on an Investment Strategy?

WSDOT, MPOs and RTPOs do not have a clear, regular and agreed-upon collaborative method to prioritize strategic state investments to inform the legislative budget process.

The Investment Strategy will focus on the process used by the state's transportation planning agencies to coordinate investment priorities. Coordination is important because there isn't enough money to fund all proposed investments.

This work is intended to be useful to, not to limit, local, regional, WSDOT, and legislative decision makers.

Why is this partnership important?

None of the participating agencies can accomplish this work alone. Although WSDOT and the RTPOs are responsible for planning for different parts of the overall multimodal transportation system in Washington state, the pieces are intertwined and interdependent. They need to be prioritized together. By working together, we can make the best decisions for the entire system and for the people who rely on it every day.

The Transportation Policy Goals

- Economic Vitality
- Preservation
- Safety
- Mobility
- Environment
- Stewardship

How are we working toward an Investment Strategy?

As a first step in that process, WSDOT and the state's MPOs and RTPOs have come together to form a committee. This committee is working to establish a mutual understanding of:

- Problems and opportunities associated with the current system of prioritizing transportation investments,
- A shared vision of what we want to achieve, and
- Guiding principles for collaboration that will guide the next phase of the process.

What is the schedule?

The Investment Strategy Committee started meeting in July of 2020 with the goal of finishing this initial phase of work by the end of February 2021.

INVESTMENT STRATEGY COMMITTEE PROCESS



For more information:

Joseph Coppo, WSDOT
Senior Multimodal Planner
360-705-7257
CoppoJ@wsdot.wa.gov

Kerri Woehler, WSDOT
Director, Multimodal Planning Division
360-705-7958
WoehlerK@wsdot.wa.gov

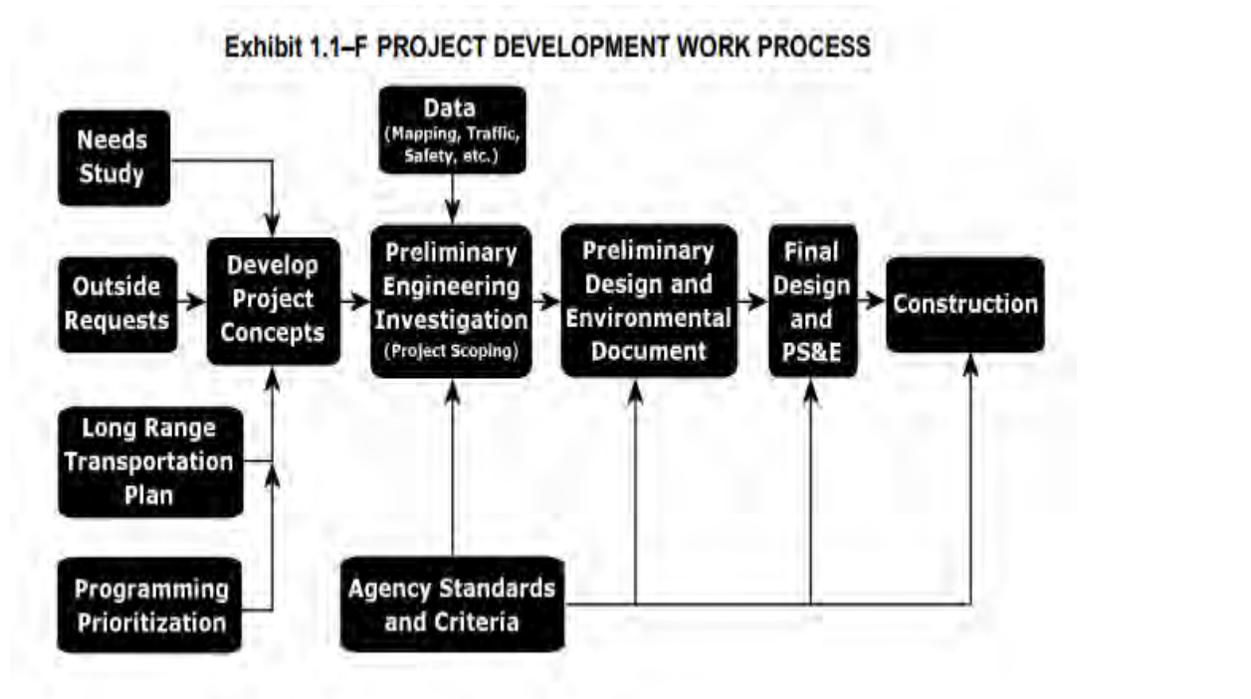
Americans with Disabilities Act (ADA) Information: This material can be made available in an alternate format by emailing the Office of Equal Opportunity at wsdotada@wsdot.wa.gov or by calling toll free, 855-362-4ADA (4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

Title VI Notice to the Public: It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equal Opportunity (OEO). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OEO's Title VI Coordinator at 360-705-7090.

Investment Strategy Committee
Questions from small group meetings and Responses

Q1 How does **Practical Solutions** affect projects already identified in long-range plans? Does WSDOT recognize projects on the state system as “projects” or as a starting point for applying Practical Solutions?

A1 Identification of project concepts to address identified needs in long-range plans is just the start of the project development process (see FHWA graphic). Solutions to identified needs may evolve over the 20-year planning horizon of a long-range plan. If a project concept in a plan is funded, WSDOT applies agency standards and criteria in the Design Manual to the identified need in the long-range plan as the project develops through scoping, preliminary and final design. Chapter 1100 of the Design Manual addresses WSDOT’s Practical Design process.



Q2 What is the subset of regional-interest projects that an MPO/RTPO would endorse, that WSDOT could support?

A2 Because transportation investments are financially constrained, WSDOT supports the regional-interest projects that best align with state and regional transportation priorities and bring prosperity to Washington communities. In the near term, we agree additional investment in preservation and maintenance is critical. Priorities may change over time as needs and conditions change.

Q3 Will WSDOT create educational tools for local outreach on this process?

A3 Yes, we want to make sure our partners have what they need to share information about this work with board members and other stakeholders. WSDOT is developing a one-page handout describing this process and will work with our partners to develop other materials as needed as we get further along in the process.

Q4 How can we best explore and communicate to others the tension between transportation investments for economic development and state of good repair?

A4 State of Good Repair is key to community prosperity, there is not a tension between them. Communities may also identify transportation needs beyond state of good repair triggered by new growth. The Investment Strategy Committee could use a scenario planning process to explore how different mixes of investments to preserve and maintain the system we have or fund new capacity affect community prosperity.

Q5 Will there be funds available to assist in prioritizing projects and programs, performance metrics and expected outcomes of projects and programs, relationship to adopted performance measures (MPO specific - such as target zero, PM1 etc)?

A5 WSDOT recognizes the need for planning assistance and support working with our partners to secure additional funding for this important effort.

Q6 How do we put a collective box around maintenance and preservation before we ask for more funding?

A6 If the question is, how does WSDOT estimate preservation and maintenance needs, the pavement and maintenance annual reports in the [December 2019 Gray Notebook](#) provide a general overview. WSDOT's [Transportation Asset Management Plan](#) provides additional detail. WSDOT would be glad to discuss this in more detail to be sure we're answering the question being asked.

Q7 How can we get the legislature to stop thinking about one large package and start thinking about investment in separate packages?

- E.g., Move away from "funding packages" and have smaller funding opportunities on a regular schedule.
- With projects coming from a grassroots approach.

A7 So far, the committee has emphasized the importance of focusing on our own work, and providing useful information and recommendations to the Legislature. Over time, as the committee's work develops, we could share alternatives available to how projects are selected in the status quo. Secretary Millar has suggested the option of a grant program with funding available every 2 or 4 years. The structure of the packages could also change. Instead of being so reliant on bonds dedicating the revenue stream to one-shot projects, packages could provide ongoing pay-as-you-go funding.

To: SRTC Board of Directors November 5, 2020

From: Mike Ulrich, AICP, Principal Transportation Planner

Topic: **Data Applications for Transportation Analysis (DATA) Project Task 1a Findings**

Requested Action:

None. For information and discussion.

Key Points:

- As discussed at the October SRTC Board meeting, the consultant team has delivered a technical memo completing Task 1a of the DATA project.
- The memo evaluates best practices for applying data to the transportation planning process.
- It leverages feedback gathered through an extensive stakeholder engagement process to present options and recommendations for improving or developing a variety of applicable analysis tools including: a household travel survey, passive data processing and analysis, on-board transit survey, sketch land use model, regional traffic count clearinghouse, strategic model, etc.
- There are several decision points associated with each option that will determine the scope, scale, and budget for each analysis tool.
- The Board will ultimately decide which of the recommended improvements to pursue in consideration of the project's ~\$1M budget.
- The consultant team will present an overview of the findings from Task 1a of the project at the November Board meeting.

Board/Committee Discussions:

This project was presented to the TTC at their October 2020 meeting. It was discussed that the project team would be reconvened to workshop the findings of Task 1a and begin informing the development of the draft design plan. The draft design plan will be presented to the SRTC Board at subsequent meetings for their consideration and approval.

Public Involvement:

The funds for this project were included in the 2019-2022 TIP which was adopted October 11, 2018. A public meeting was held on September 19, 2018 to review and discuss the 2019-2022 TIP. A public comment period of thirty days ran from September 1 to September 30. All TTC and Board meetings where this project has been discussed have been open to the public.

Supporting Information/Implications:

The technical updates (model improvements, data acquisition, travel survey, etc.) included in this project will support Board-defined, data-driven, long range planning objectives. For this project to be successful the Board will need to support a data-driven approach to planning and policy making.

More Information:

- The technical memo can be reviewed [here](#).
- For more information contact Mike Ulrich at mulrich@src.org or at (509) 343-6384.

Upcoming Board Agenda Items

December 2020	
For Action	For Information & Discussion
CY 2021 Budget & ICP Adoption	Financial Forecast - 1st touch
Board Directon on Executive Director Recruitment & Timeline	Project Health (TIP & CL)
Board Directon on Legal Counsel Tasks & Timeline	Freight Plan Update
	US 195/I-90 Study Update
	DivisionConnects Update
	Employee Handbook Update and Compensation Plan Structure
JANUARY 2021	
For Action	For Information & Discussion
Employee Handbook Update and Compensation Plan Structure	Preservation Call for Projects
	Financial Forecast - 2nd touch
	DATA Project Draft Design Plan (tentative)
FEBUARY 2021	
For Action	For Information & Discussion
Financial Forecast Acceptance	
DATA Project Design Plan Approval	

MEETING SUMMARY

**Spokane Regional Transportation Council
Transportation Advisory Committee (TAC) Meeting
October 28, 2020 3:00 pm – Zoom Video Conference**

Action Items

- Approval of September meeting minutes passed unanimously.

Information & Discussion Items

- **Chair Report on SRTC Board of Directors Meeting** – TAC Chair reported on the topics and discussions from the October 8 Board meeting.

- **TAC Work Plan Overview** – Ms. Minshall said the next three agenda items are to provide information about projects staff is currently working on and the group should consider and discuss how these projects might be incorporated into the TAC work plan.

- **MTP Update – Regional Bicycle Network** – Mr. Lien described the purpose of regional networks within the Metropolitan Transportation Plan (MTP), explained how the criteria for bike facilities were developed in conjunction with the TTC, and noted that this update will also identify gaps in the system. He presented maps of major activity centers and existing bike facilities within 0.5 miles of national highway system roads.

Different ways the TAC could be involved in the development of the bike network update were discussed. The group discussed bike counters, bike network user input and coordination with the WSDOT Active Transportation Plan, increasing use of e-bikes .

- **Public Participation Plan (PPP) Update** – Ms. Jones provided details about the requirements for maintaining a PPP, what it is designed to do, and how effectiveness of the plan can be measured. The existing PPP was last adopted in 2017 so it is being updated in conjunction with the MTP update.

Ms. Jones launched an online poll asking members to respond to the following questions;

- Would you like to help with the PPP update?
- Would you be willing to meet outside of a TAC meeting?
- Would you be willing to review PPPs from other MPOs on your own time?
- Would you be willing to review SRTC's PPP and brainstorm possible improvements during an SRTC led workshop?
- What are the potential outcomes of a successful Public Participation Plan?

As 78% expressed interest in a workshop, Ms. Jones said a Doodle poll will be sent out to members to find the best date/time.

- **2021-2023 WSDOT Consolidated Grant Program** – Mr. Lien explained that every two years WSDOT holds a call for projects for this grant program, which provides funding for public transportation projects outside of traditional fixed route bus service. He said application scoring is a requirement and SRTC is facilitating the process. He said staff discussed having the TAC or a subset of the TAC assist in the application evaluation and scoring; it is typically single meeting as there are usually 10 or fewer applications received.

Mr. Lien said staff will email TAC members about involvement in a workshop or meeting.

MEETING SUMMARY

Spokane Regional Transportation Council Transportation Technical Committee (TTC) Meeting October 28, 2020 1:30 pm – Zoom Video Conference

Action Items

• **City of Spokane Valley Scope Change Request, Pines Rd and Mission Ave Intersection Improvements Phase 1** - Ms. McMenemy noted this project was awarded \$509,000 of CMAQ funds in the SRTC call for projects in 2018. The key change is the move from a double left turn lane to a single left turn lane; this, and other modifications, will ultimately result in the de-obligation of \$58,500, and the scope change has been approved by the SRTC Executive Director. Ms. Mantz provided the background and purpose of the project; she introduced the project manager, Mr. Glenn Ritter and noted that City of Spokane Valley staff was requesting concurrency from the TTC for this scope change. Mr. Ritter explained the original project scope, outlined the design and right-of-way challenges in the project's Phase 1, and relayed the details of the updated project scope. He noted that part of the scope change will be a longer time for traffic signal operations on Pines Rd and this proposal has support from WSDOT. There was discussion about the timing of de-obligating funds.

A motion for TTC concurrence of the requested scope change for the Pines and Mission Interchange Improvement Phase passed with all votes in favor.

Information and Discussion Items

• **DATA Project Task 1a Findings** – Mr. Ulrich presented a project timeline and highlighted the times it has been brought to the TTC. He spoke about outreach efforts to stakeholders and the online stakeholder engagement platform. The consultant team just released the draft technical memo as part of Task 1a, which was provided via a link in the TTC packet. Mr. Ulrich described the project phasing plan and noted it was getting ready to move into Task 1b. He spoke about project funding, described participants in the stakeholder listening sessions, presented a screenshot from the online stakeholder engagement platform, and described the challenges experienced thus far with stakeholder engagement.

Mr. Ulrich summarized the topics covered in the technical memo and said staff is proposed that the project team re-convene to think through the criteria for each of the tools addressed in the memo. He showed a list of the existing project team and noted that as a result of some staff changes at member agencies, some new members will have to be added. He said a final draft design plan will come before the TTC for consideration and recommendation but proposes that the project team dive into all the details to develop the draft plan. Ultimately, the design plan will be brought before the Board of Directors for approval. There was discussion about the overwhelming length and detail contained in the technical memo. Some comments included concern that Task 1b will be compromised by the lack of input from Task 1a because people don't have the time to evaluate the 93-page report. Several members requested that future messaging from the consultants be more manageable.

• **CY 2021 TTC Officer Elections** – Ms. McMenemy outlined the responsibilities of the Chair and Vice Chair positions and presented a list of past officers going back to 2005. She noted that the rotation of officers between agencies/jurisdictions is informal and there is no rule or bylaw specifying the rotation. This item will be brought before the TTC for action next month, then brought before the Board of Directors for approval in December.

• **Fish Lake Trail Connection to Centennial Trail Study** – Mr. Anuson from City of Spokane introduced Mr. Brandon Blankenagel from KPFF, the consulting firm leading the study. Mr. Blankenagel spoke about the project funding and the purpose of the study, which is to identify the best route to connect the Fish Lake Trail with the Centennial Trail in west Spokane. He presented the alternate routes being evaluated and outlines next steps in the process.



November 4, 2020

Mayor Ben Wick
Chair, Spokane Regional Transportation Council
10210 E. Sprague Avenue
Spokane Valley, WA 99206

Mayor Wick:

Sabrina Minshall notified me that you would appreciate a letter that specifies how the Washington State Department of Transportation, with guidance from the Washington State Attorney General's office, interprets issues associated with the new provisions of Revised Code of Washington 47.80.050.

The Tribal and Regional Integrated Planning (TRIP) Office in the Washington State Department of Transportation is responsible for oversight of the Regional Transportation Planning Organization program. The TRIP Office has learned that the Spokane Airport Board has elected to withdraw from the Spokane Regional Transportation Council, effective December 31, 2020. Based on advice from the Attorney General's office, we believe that the Spokane Airport Board's action substantially changes the composition of the Spokane Regional Transportation Council's Board as identified in its interlocal agreement. Revised Code of Washington 47.80.050 directs regional transportation planning organizations to offer voting membership to federally-recognized tribes with reservation or trust lands within the regional transportation planning organization's planning area boundary "...when the composition of the board of the regional transportation planning organization is modified..." Therefore, we would expect Spokane Regional Transportation Council to offer voting membership to the two affected tribes when Spokane Airport Board officially withdraws from the organization.

For your information, when Engrossed House Bill 1584 was passed (codified in Revised Code of Washington 47.80.050), two other regional transportation planning organizations were identified as being directly impacted by the legislation: Southwest Washington Regional Transportation Council and Chelan-Douglas Transportation Council. Below is a summary of the efforts they have made to comply with this law.

Southwest Washington Regional Transportation Council

The Southwest Washington Regional Transportation Council (RTC) in Clark County, Washington was directed by RCW 47.80.050 to invite the Cowlitz Indian Tribe and Yakama Nation to participate as voting members of the Board of Directors. On August 6, 2019 the Executive Director informed the Board that he would be asking the Board chair to sign letters of invitation to both tribes. The Cowlitz Indian Tribe responded that

they would like to participate as a voting member of the Board of Directors. At the October 1, 2019 Board of Directors meeting the Executive Director informed the Board that the RTC Bylaws Committee would need to convene to amend the bylaws to incorporate the Cowlitz Tribe as a voting member. At RTC's November 5, 2019 Board meeting, staff provided the proposed amendments to the bylaws. At its December 3, 2019 Board meeting, the RTC formally amended its bylaws to include the Cowlitz Tribe as a voting member.

RTC does not use weighted voting so the Cowlitz Indian Tribe has a full vote on the Board. The Cowlitz Indian Tribe is required to pay \$1,500 per year in annual dues.

Chelan-Douglas Transportation Council

Chelan-Douglas Transportation Council made a formal invitation to the Colville Tribes on August 13, 2020. On August 25, 2020 the Colville Tribes accepted the invitation to participate as a voting member. At Chelan-Douglas Transportation Council's following board meeting they formally welcomed the Colville Tribes and sent a copy of the interlocal agreement and bylaws, informing them that their voting membership will be formalized through the update of those two documents. They plan to involve the Colville Tribes in the negotiations as interlocal agreement and/or bylaws are updated.

I hope these examples help Spokane Regional Transportation Council as you prepare to invite the Kalispel Tribe of Indians and the Spokane Tribe of Indians to participate as voting members of the Spokane Regional Transportation Council. Please let me know if I can provide further clarification on how WSDOT will administer this update to the RTPO law.

Sincerely,



Digitally signed by
Gabriel Philips
Date: 2020.11.04
13:20:12 -08'00'

Gabe Philips

Tribal and Regional Integrated Planning Manager

cc: Sabrina Minshall, SRTC

Mike Gribner, WSDOT Eastern Region

Charlene Kay, WSDOT Eastern Region

Kerri Woehler, WSDOT Multimodal Planning and Data Division

Anna Ragaza-Bourassa, WSDOT Tribal and Regional Integrated Planning Office