



# Board of Directors Meeting

Thursday, January 14, 2021 • 1:00 PM

**Virtual Meeting via Teleconference**

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## PUBLIC NOTICE:

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

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

<https://us02web.zoom.us/j/85783409566?pwd=SHgrbFFPVTY0cIBJL1VZWkIPYzYzUT09>

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](mailto: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](mailto:contact.srtc@srtc.org) at least 48 hours in advance.

# Board of Directors Meeting

Thursday, January 14, 2021 • 1:00 PM

## AGENDA

Time	Item #		Page #
1:00	1.	Call to Order / Record of Attendance / Excused Absences	
1:02	2.	Public Comments	
1:07	3.	Interim Executive Director's Report	n/a
<b><u>FOR ACTION</u></b>			
1:12	4.	Consent Agenda	
	a)	December 2020 Meeting Minutes	Page 3
	b)	December 2020 Vouchers	Page 8
	c)	2021-2023 Transportation Improvement Program (TIP) January Amendment	Page 9
	d)	Resolution 21-01: Financial Document Signing Authority	Page 13
	e)	Approval of 2021 Transportation Technical Committee and Transportation Advisory Committee Officers	Page 15
1:17	5.	WSDOT Consolidated Grant Program Project Grades ( <i>Jason Lien</i> )	Page 16
1:30	6.	2021 Employee Handbook Update ( <i>Greg Griffin</i> )	Page 52
<b><u>FOR INFORMATION AND DISCUSSION</u></b>			
1:45	7.	TIP Call for Projects and Contingency Funding ( <i>Eve McMenamy</i> )	Page 54
2:00	8.	Spokane County Cost Overrun ( <i>Eve McMenamy</i> )	Page 59
2:10	9.	Electrification Grant & Planning ( <i>Kylee Jones</i> )	Page 65
2:25	10.	Metropolitan Transportation Plan Freight Element Update ( <i>Mike Ulrich</i> )	Page 68
2:40	11.	Board Member Comments	
2:50	12.	Adjournment	

### Attachments

- Future 2021 Board Agendas Page 70
- Transportation Technical Committee & Transportation Advisory Committee Meeting Summaries Page 71

**MEETING MINUTES**

Spokane Regional Transportation Council  
Board of Directors Meeting – Thursday December 10, 2020  
Zoom Video Conference Meeting

**# 1 - Call to Order/Record of Attendance/Excused Absences:** Chair Ben Wick brought the meeting to order at 1:00 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
Council Member Kate Burke	City of Spokane
Council Member Lori Kinnear	City of Spokane
Larry Stone	Major Employer Representative
Commissioner Al French	Spokane County
Commissioner Mary Kuney	Spokane County
E. Susan Meyer	Spokane Transit Authority
Kennet Bertelsen	TAC Chair
Karl Otterstrom	TTC Chair
Mike Gribner	WSDOT-Eastern Region
Kelly Fukai	WA St Transp. Commission
Council Member Micki Harnois	Town of Rockford, Small Cities & Towns Representative

***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 Member Mike Kennedy, as alternate for City of Liberty Lake Mayor Shane Brickner

***Guests Present***

Charles Hansen  
Joe Schmick  
Brandi Colyar, Spokane County  
Gloria Mantz, City of Spokane Valley  
Adam Jackson, City of Spokane Valley  
Sean Messner, HDR  
Paul Kropp  
Kevin Picanco, City of Spokane  
Anna Ragaza-Bourassa, WSDOT  
Char Kay, WSDOT  
Joe Tortorelli, Good Roads Association  
Rachelle Bradley, Spokane Tribe  
LeAnn Yamamoto, CommuteSmart NW  
Chad Coles, Spokane County  
Katy Allen, City of Liberty Lake  
Shauna Harshman, City of Spokane  
Katherine Miller, City of Spokane

Chair Wick announced that Matt Ewers requested an excused absence.

***Mr. Schmidt made a motion to approve the excused absence. Ms. Meyer seconded. Motion passed unanimously.***

**#2 - Public Comments:** There were no public comments.

**#3 - Executive Director's Report:** Ms. Minshall reported on:

- The 2021-2024 Transportation Improvement Program was approved by WSDOT.
- SRTC Associate Transportation Planner III David Fletcher recently passed the AICP exam.
- Dept. of Commerce announced a delay in the decision for the electrification grant award.
- Sub-groups of the Transportation Advisory Committee have been working on project ranking for the WSDOT Consolidated Grant and SRTC's Public Participation Plan.

## ACTION ITEMS

### **# 4 - Consent Agenda (a) November 2020 Meeting Minutes (b) November 2020 Vouchers**

Chair Wick announced there was a correction to the November voucher list; one payment was inadvertently omitted from the document included in the packet. A revised document was presented. Chair Wick asked if there were any items anyone would like to consider separately. There were none.

***Ms. Harnois made a motion to approve the Consent Agenda with the revised November voucher list; Ms. Burke seconded. All votes were in favor.***

### **#5 - Executive Session to Evaluate the Qualifications of Applicant for Public Employment under RCW**

**42.30.110(g):** Chair Wick announced that all voting members would go into Executive Session for approximately 15 minutes. He said that unless there were objections, Mr. Schwartz and Ms. Minshall would also participate. There were no objections. The Executive Session began at 1:09 pm and ended at 1:23 pm. The regular meeting resumed at 1:23 pm.

### **#6 - Selection of Interim Executive Director**

Chair Wick reported that in Executive Session they discussed the selection of Mr. Kevin Wallace for the position, with the specification that it is a full-time position and there will be an overlap period when the new Executive Director is chosen.

***Mr. Stone made a motion to select Mr. Kevin Wallace as Interim Executive Director with the modifications that were discussed in Executive Session. Ms. Meyer seconded the motion.***

Mr. Schwartz noted that part of the approval is the understanding that the additional changes to the contract will be reviewed by legal counsel and forwarded to Mr. Wallace for his acceptance.

***Motion passed unanimously.***

### **#7 - Appointment of New Member to Subcommittee for Executive Director Recruitment & New Legal Counsel Services**

Chair Wick listed the existing members of the committee (Ms. Meyer, Ms. Harnois, Mr. Gribner, Mr. French and himself) and explained that Mr. Schmidt expressed his interest in participating on the subcommittee as well. As suggested at the last Board meeting, staff reached out to Ms. Kinnear to see if she wanted to be on the subcommittee as well; Ms. Kinnear stated that she appreciated the invitation but does not have the time.

***Mr. Weathers made a motion to appoint Mr. Schmidt to the subcommittee. Ms. Kinnear seconded the motion. All votes were in favor.***

### **#8 - Board Direction on Executive Director Recruitment Process**

Chair Wick reported that the subcommittee met last week and directed staff to begin the process to obtain RFPs from at least three executive recruiting firms. The subcommittee is scheduled to meet again on December 18 to review the Executive Director job description and recruitment materials. Chair Wick said the Board is being asked today to decide if selection of a recruitment firm should come back before the Board in January or if that authority can be given to the subcommittee.

***Mr. Stone made a motion that the Subcommittee for Executive Director Recruitment & New Legal Counsel Services be empowered to select a consultant for Executive Director recruitment. Ms. Fukai seconded. Motion passed with all votes in favor.***

### **#9 - Calendar Year (CY) 2021 Budget and Indirect Cost Plan**

Mr. Griffin noted that the only change from the draft budget presented at last month's meeting was a reduction of personnel expenses of \$21,309, which eliminated the use of cash reserves and a reduction of FTA 4303

funds. He outlined other highlights of budget expenditures, such as an 11% decrease in personnel costs and planned spending on executive director recruitment, website update, Metropolitan Transportation Plan user interface, public outreach consultants and bike map printing.

He provided a brief overview of the Indirect Cost Plan, which recovers eligible overhead costs. The plan is developed under Federal guidelines and approved by WSDOT.

***Ms. Harnois made a motion to approve the 2021 Budget and Indirect Cost Plan. Mr. Schmidt seconded, and all votes were in favor.***

## INFORMATION & DISCUSSION ITEMS

### **#10 - Employee Handbook Update and Compensation Plan Structure**

Mr. Griffin said this item will be presented for action next month and noted the number of times that the Board Administrative Committee reviewed and provided input on the draft handbook and compensation plan.

He explained that the current handbook was adopted in 2009 and many policies, procedures and benefits had to be updated to reflect SRTC's separation from City of Spokane for human resource, payroll and benefits. He described the sources for revisions and said SRTC legal counsel reviewed the handbook's final draft. Mr. Griffin spoke about some of the major revisions, some of which are:

- A legally compliant alcohol/drug policy
- 480-hour cap on accrued sick leave
- Expanded conflict of interest policies
- Updated performance reviews, disciplinary policy and appeals process
- Remote work/telework policies and procedures

He called for questions and there were none. He then described the proposed compensation plan that was developed in coordination with Associated Industries in late 2019 as part of the separation from the City of Spokane compensation structure. The proposed plan updated salary ranges into ten equal increment and each increment is the maximum potential increase for the next budget year, subject to the annual budget process. Staff at the top of their salary range will receive a budgeted merit increase for that year only, while staff under the top range will have the merit included in their new base wage.

Ms. Fukai asked for clarification about the salary increments. She asked if the framework is flexible at all, for example if an employee has stellar performance, does the compensation plan allow for more than one increment? Mr. Griffin replied that salaries are set by the Executive Director and then the budget is approved by the Board, and in the past people have moved through steps faster than just the annual increase because of outstanding performance. He said the Executive Director will still have the ability to move an employee through multiple increments at one time if they feel that it is warranted.

Ms. Meyer stated that she would like to see some details about the compensation plan, such as a framework or some basic information about salary ranges and increments, naturally omitting any specific employee's data. She said she appreciates that the Board Administrative Committee has recommended approval but feels that all members should have access to review the proposed structure before approving the plan. Mr. Griffin said he would email the information to her.

Chair Wick asked if there was any opposition for this item coming back before the Board next month for approval and there was none.

### **#11 - Metropolitan Transportation Plan (MTP): Financial Forecast**

Mr. Fletcher provided an overview of the financial forecast, noting that the financial forecast is Task 1 in the overall MTP financial assessment and Task 2 is a transportation needs analysis. He explained that an MTP is required to be fiscally constrained, which means it must demonstrate how the plan can be implemented using

committed, available, or reasonably available revenue sources. In July 2020 the Board authorized the Executive Director sign a contract with BERK Consulting for preparation of the MTP financial forecast; the draft forecast document was included in the Board packet.

Mr. Fletcher explained the purpose of the financial forecast, how the consultant team tailored the data to be specific to the Spokane region, and the overall approach to determining the forecast. He said total regionwide projected revenues through 2045 (the MTP's planning horizon year) is approximately \$10.6 billion and he outlined how that amount was broken about by local, regional, WSDOT and STA revenues.

He described how these forecast assumptions differ from those in Horizon 2040 and provided details on the projected revenue by source, noting that WSDOT and STA provided their own projections to BERK. Mr. Fletcher said a multi-jurisdictional subject matter expert team reviewed the forecast and provided input. The Transportation Technical Committee and Transportation Advisory Committee will be briefed on the forecast in December. Staff and Subject Matter Expert team will now move onto Task 2, the Needs Analysis, and he described the next steps in the process.

The group discussed the population growth rate in Spokane County and how those numbers may impact transportation planning. Mr. French suggested that population figures from the Office of Financial Management are understated and said that building permits for Spokane County in 2020 are double the number from 2019. Ms. Kinnear is concerned that planning work is not taking into consideration the explosive growth in Kootenai County and spoke about how our infrastructure is used by more than just Spokane County residents. Mr. Fletcher noted that it is the intent of the needs analysis to incorporate data about the movement of people and goods between northern Idaho and Spokane County.

#### **#12 - US 195/I-90 Study Update**

Mr. Stewart spoke about the origins of the multimodal study, which is a collaborative effort with SRTC, City of Spokane, STA, WSDOT, Spokane County and a team of consultants, and he spoke about the community engagement challenges this year. He addressed the project goals and schedule and provided details about the completed analyses of existing conditions, market-based land use analysis, known/potential development information and a baseline of future conditions. He said the study is now at the point of developing draft strategies and the Board will be presented with a detailed maps and descriptions of the proposed strategies in January or February after technical review has been completed.

Mr. Stewart referenced the letter sent to the Board by Mr. Gribner. He noted the study advisory team met earlier in the week with WSDOT staff to discuss the issues and the group believes their concerns have been addressed. Two packages of proposed solutions and a group of supporting projects will be evaluated by the study advisory team, then released to the public for comment after vetting the strategies with the Board. The public input will then be presented to the Board, the STA Board, WSDOT leadership and others. Final strategies, phasing and funding of strategies will be presented to the Board for acceptance and will be incorporated into the Metropolitan Transportation Plan, scheduled to be brought before the Board for approval in 4<sup>th</sup> quarter 2021.

Mr. Gribner said at the next presentation to the Board it will be important to discuss strategies compared to land-use build out and evaluate the longevity of any proposed solutions. Mr. Stewart said solution's longevity will be addressed and in fact several strategies were not advanced because of lack of longevity. Mr. Gribner stated that because of the direction the study is now taking, WSDOT is willing to set aside \$1M to support construction of a near term project for this if it can be accomplished before the end of the biennium. There have been ongoing conversations between the agency, the community, and City of Spokane about near term options. He doesn't want to apply too much pressure, but the money will not be available after June 2021 so if a consensus can be reached in the near term those funds can be used.

There were no further questions or discussion.

### **#13 - DivisionConnects Update**

Mr. Lien recapped the study framework and structure of the Steering Committee, project management and agency partners and the consultant team. He spoke about the project schedule and described how the input from the committee, agency staff, the public and the technical team will eventually develop into a locally preferred alternative for the Division St corridor. He described the existing conditions of the four sections of the corridor and assumptions for the development of the future scenarios.

He provided visual examples of center-running transit, side-running BAT lanes, and active transportation options; he also discussed the evaluation of options for the northern transit terminus.

Mr. Lien noted that the next steps include a technical analysis of the selected scenarios, additional Steering Committee meetings and community engagement on the potential alternatives. Throughout 2021 and early 2022 the study will begin reviewing land use analysis and continue to refine transit alternatives and multimodal connectivity. The final study deliverables are expected to be available in early 2022.

Mr. Gribner said the last Steering Committee meeting had a lot of good information and was very thorough; from WSDOT's perspective, they are satisfied with the approach of the study. Ms. Meyer noted that Mr. Lien and Mr. Otterstrom presented study information to Mayor Woodard and the City Council recently and the study process has been well thought out. She said the Committee welcomes comments from the SRTC Board and the STA Board.

### **#14 - Board Member Comments**

- Several members thanked Ms. Minshall for her service and expressed their good wishes for her future endeavor.
- Mr. Weathers reported that the West Plains cities will be holding State of the City addresses on 12/16 at the West Plains Chamber of Commerce online event.
- Ms. Fukai provided details about the Washington State Transportation Commission meetings next week and the annual report will be released soon.
- Ms. Harnois announced that wi-fi wiring is being installed along Highway 27 into Rockford.
- Mr. Bertelsen provided a status update on the Transportation Advisory Committee.

**#15 - Adjournment** - There being no further business, the meeting adjourned at 2:58 pm.

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Julie Meyers-Lehman, Clerk of the Board

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

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
12/1/20	V121429	Intrinium	Managed IT Services - Mnthly Dec	1,935.00
	V121430	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for December 2020	6,977.97
	V121434	WA State Dept of Retirement	Employee and Employer Contributions: Nov 2020	13,961.07
	V121436	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2020-25	495.00
	V121439	Resource Systems Group Inc	Tasks 1.1/1.5/1.6/1.7 October 2020 D.A.T.A. work	9,606.63
	V121440	Pacific Office Automation	Copier lease October 2020	142.91
	V121441	Pacific Office Automation	Copier Usage October 2020	2.81
	V121442	WA Dept of Revenue	Reestablish UBI w/ Dept of Revenue	191.00
12/7/20	V121443	Fehr & Peers	US-195/I-90 Study for 9/26/20 - 10/30/20 Phases 2 & 4	22,161.59
	V121444	DIVCO	Server room A/C unit service	304.92
	V121445	Verizon Wireless	IT Svcs: Wireless Svcs E.D. Phone & Public Outreach Tablets, 10/24-11/23/20	87.19
	V121446	Washington Trust Bank	Postage; IT Monitors; Software; Wellness prize; PM software; Virtual mtg sbsrptn	1,053.29
	V121447	Visionary Communications, Inc.	Fiber Services, Dec 2020	953.31
	V121448	Spokesman Review	Advertising ILA Meeting public notice	61.66
	V121449	Spokane County Treasurer	ESRI Software Support - Nov 2020	753.02
12/14/20	V121450	Allstream	Telephone: Lines to 1/7/21 and Long Distance for Nov 2020	519.02
	V121451	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2020-26	495.00
	V121452	AWC Employee Benefit Trust	January '21 Benefit Insurance Premiums	10,594.74
	V121453	BERK Consulting	MTP Financial Forecast: Tasks 0, 4, 5	3,500.25
	V121454	Vision Municipal Solutions	Vision Software Assurance - 2021	1,884.00
	V121455	Rehn & Associates	Admin fee Nov '20	75.00
	V121456	Leland Consulting LLC	MTP update - Land Use Forecast - Activity thru 11/30/20	3,081.60
	V121457	Leland Consulting LLC	MTP update - Market Based Land Use Forecast - Activity thru 11/30/20	954.57
	V121458	Parametrix	Division St Corridor Study 10/4/20 - 10/31/20	20,380.90
	V121459	Witherspoon Kelley Attnys	Legal Services for Nov 2020 - Admin	6,750.50
12/21/20	V121460	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2020-27	495.00
	V121461	Sabrina Minshall	Wellness eqpt reimbursement	148.38
	V121462	Jason Lien	Wellness eqpt reimbursement	150.00
	V121463	Julie Meyers-Lehman	Wellness eqpt reimbursement	150.00
	V121464	Mike Ulrich	Wellness eqpt reimbursement	148.80
	V121465	Eve McMenamy	Wellness eqpt reimbursement	150.00
	V121466	Ryan Stewart	Wellness eqpt reimbursement	150.00
12/28/20	V121467	Dell	Dell XPS15 9500 Laptop	2,103.50
	V121468	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for January 2021	6,969.45
	V121469	Witherspoon Kelley Attnys	Legal Svcs for Nov 2020 - Admin / Handbook revisions and review	3,496.00
	V121470	Washington Trust Bank	IT eqpt; Software subscriptions; Staff trng reg's; Admin phone monthly charge	838.44
		Reimbursement(s)	Dell CK# 20120432 refund monitors	(30.62)
		Salaries/Benefits	Pay Periods Ending: 11/28/20; 12/12/20 and 12/26/20	105,909.31
12/31/20		Spokane County Treasury	Monthly SCIP fee - December 2020	20.27
<b>TOTAL DECEMBER 2020</b>				<b>227,621.48</b>

**Recap for December 2020:**

Vouchers: V121429-V121430, V121434, V121436, V121439-V121468	121,691.90
Salaries/Benefits Pay Periods Ending: 11/28/20; 12/12/20 and 12/26/20	105,909.31
Spokane County Treasury Monthly SCIP fee - December 2020	20.27
	<b>227,621.48</b>

As of 1/14/21, the Spokane Regional Transportation Council Board of Directors approves the payment of the December 2020 vouchers included in the list in the amount of:  
**\$227,621.48**

Chair



To: Board of Directors 01/07/2021  
From: Kylee Jones, Associate Transportation Planner II  
Topic: **2021-2024 Transportation Improvement Program (TIP) January Amendment**

**Requested Action:**

Approval of the January amendment to the 2021-2024 TIP, as shown in the **Attachment**.

**Key Points:**

Four member agencies have requested an amendment to the 2021-2024 TIP. The seven projects in the proposed amendment are listed below; see Attachment for more details.

- Spokane County – Geiger Boulevard
- Spokane County - Separated Spokane River Centennial Trail at Carlson Road
- Spokane County - Wellesley Avenue Railway – Highway Crossings Program
- Spokane Transit - Cheney High-Performance Transit Double Decker Bus Purchase
- Spokane Valley - Barker Road/BNSF Grade Separation
- Spokane Valley - Barker at UPRR
- WSDOT - I-90/Barker to Harvard Phase 2

**TIP Overview**

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

**Board/Committee Discussions:**

In December 2020 the Transportation Technical Committee unanimously recommended approval of the 2021-2024 TIP January amendment.

**Public Involvement:**

Pursuant to SRTC's Public Participation Plan, this amendment will be published for a public review and comment period from December 16, 2020 through December 28, 2020 at 4:00 p.m. Notice of the amendment will be published in the Spokesman Review and posted to the SRTC website ([www.srtc.org](http://www.srtc.org)) and social media platforms on December 16, 2020. No public comments were received during the public comment period.

**Supporting Information/Implications:**

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

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

Pending approval by the SRTC Board, the January amendment will be incorporated into the STIP on or around February 14, 2021.

**More Information:**

- See Attachment: 2021-2024 TIP January Amendment
- For detailed information contact: Kylee Jones, Associate Transportation Planner II at [kjones@srtc.org](mailto:kjones@srtc.org) or 509.343.6370.

**2021-2024 Transportation Improvement Program**

January Amendment (21-01)

Agency	Project Title Amendment Description	Funding Adjustment			Amendment	
					New Project	Existing Project
Spokane County	<b>Geiger Boulevard</b> Project to be removed from the TIP. All funds have been obligated.	No funding changes				✓
Spokane County	<b>Separated Spokane River Centennial Trail at Carlson Road</b> Project to be removed from the TIP. All funds have been obligated.	No funding changes				✓
Spokane County	<b>Wellesley Avenue Railway - Highway Crossings Program</b> Project returning into the TIP. Construction year 2021 pending agreement with railroad, 2020 construction did not occur.	Fed (HSIP)	\$	820,724	✓	
		Local	\$	91,191		
		Total	\$	911,915		
Spokane Transit	<b>FY20 5339(b) Cheney High-Performance Transit Double Decker Bus Purchases</b> Purchase up to seven (7) double decker buses to operate on the Cheney High Performance Transit corridor.	Federal	\$	2,950,000	✓	
		WSDOT	\$	3,890,512		
		Local	\$	1,399,488		
		Total	\$	8,240,000		
Spokane Valley	<b>Barker Road/BNSF Grade Separation</b> Project to be removed from the TIP. All funds have been obligated.	No funding changes				✓
Spokane Valley	<b>Barker at UPRR Crossing</b> Shifting unused STP funding from a previous phase and adding FMSIB as a State match.	Federal (STP)	\$	636,597		✓
		Federal (HSIP)	\$	231,000		
		State (FMSIB)	\$	403,800		
		Local	\$	577,603		

		Total	\$	1,849,000	
WSDOT	<b>I-90/Barker to Harvard Phase 2</b>	Federal	\$	8,500,000	✓
	Improve Interchanges and Local Roads. Add local funding of 2,850,000.	State	\$	3,000,000	
		Total	\$	11,500,000	

To: Board of Directors 01/07/2021  
From: Greg Griffin, Administrative Services Manager  
Topic: **Resolution 21-01: Approving the Designation of Individuals to Sign Warrants for Spokane Regional Transportation Council**

**Requested Action:**

Approval of Resolution 21-01.

**Key Points:**

- This resolution will give permission to SRTC Interim Executive Director Kevin Wallace to approve, issue and sign checks as well as other financial transactions on behalf of SRTC.
- SRTC Administrative Services Manager Greg Griffin will continue to perform routine financial obligations in absence of the Interim Executive Director.
- This resolution will remain in-force until the placement of a new Executive Director.

**Board/Committee Discussions:**

None.

**Public Involvement:**

None.

**More Information:**

- See Attachment: Resolution 21-01
- For detailed information contact Greg Griffin at [ggriffin@src.org](mailto:ggriffin@src.org) or 509.343.6370.

RESOLUTION  
OF THE  
BOARD OF DIRECTORS OF THE  
SPOKANE REGIONAL TRANSPORTATION COUNCIL OF WASHINGTON

R-21-01 SRTC

**APPROVING THE DESIGNATION OF INDIVIDUALS AUTHORIZED TO SIGN WARRANTS  
AND CERTIFICATIONS FOR SPOKANE REGIONAL TRANSPORTATION COUNCIL**

WHEREAS, the Spokane Regional Transportation Council ("SRTC") has entered into agreements for financial services with Spokane County acting as a fiscal agent for SRTC funds;

WHEREAS, the Spokane County Treasurer is the depository for SRTC funds;

WHEREAS, to establish the agency relationship SRTC shall designate individuals for the purpose of signing authorizations, warrants, certifications, and performing financial obligations on behalf of the Spokane Regional Transportation Council.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Spokane Regional Transportation Council that Kevin S. Wallace, Interim Executive Director of Spokane Regional Transportation Council be, and hereby is, authorized to approve, issue, sign, cancel and withdraw Warrant Registers, Warrant Agreements, Banking Fee Agreement, Pooling Agreement and other documents and agreements for financial transactions on behalf of Spokane Regional Transportation Council, and

BE IT FURTHER RESOLVED that Greg Griffin, Administrative Services Manager of Spokane Regional Transportation Council, be, and hereby is, designated to sign warrants, requests and certifications to perform routine financial obligations of the Spokane Regional Transportation Council in the absence of the Executive Director.

THEREFORE, BE IT RESOLVED that the Spokane Regional Transportation Council shall implement this resolution effective January 14, 2021.

ADOPTED this 14th day of January 2021.

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Mayor Ben Wick, City of Spokane Valley  
Chair, SRTC Board of Directors

ATTEST

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Kevin S. Wallace  
Interim Executive Director, SRTC

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Greg Griffin  
Administrative Services Manager, SRTC

To: Board of Directors 01/07/2021  
From: Eve McMenemy, Principal Transportation Planner and  
Kylee Jones, Associate Transportation Planner II  
Topic: **2021 Officers for Transportation Technical Committee and Transportation  
Advisory Committee**

**Requested Action:**

Board approval of the following committee officers for calendar year 2021:

***Transportation Technical Committee (TTC)***

Chair Adam Jackson, City of Spokane Valley  
Vice Chair Mary Jensen, WSDOT

***Transportation Advisory Committee (TAC)***

Chair Todd Coleman, S3R3  
Vice Chair Melanie Rose, Avista Utilities

**Board/Committee Discussions:**

On 12/16/20 the TTC unanimously voted to recommend approval of the Chair and Vice-Chair listed above and on 12/21/20 a motion to recommend approval of the TAC officers passed with all votes in favor.

**Public Involvement:**

Both committee meetings were open to the public.

**Supporting Information/Implications:**

The [SRTC Advisory Committee Bylaws](#) state on page 5 “The TTC shall annually select and recommend to the SRTC Board one of its members to act as Chair and one as Vice-Chair for terms of one year” and on page 6 “The Committee shall recommend by majority vote the Committee Chair and Vice-Chair to the SRTC Board for approval. Officers will be elected for a one (1) year term.”

**More Information:**

For additional information contact Eve McMenemy at [evemc@srtc.or](mailto:evemc@srtc.or) or Kylee Jones as [kjones@srtc.org](mailto:kjones@srtc.org). Or call 509.343.6370.

To: Board of Directors 01/07/2021  
From: Jason Lien, AICP, Principal Transportation Planner  
Topic: **WSDOT Consolidated Grant Program Project Grades**

**Requested Action:**

Approval of grades (rankings) for WSDOT Consolidated Grant applications submitted in Spokane County.

**Key Points:**

- Every two years WSDOT conducts a call for projects for the Consolidated Grant Program—this call concluded with applications due on October 30. The Program supports public transportation projects in Washington through multiple federal and state funding streams.
- The Program consists of a competitive selection of statewide grant applications. One of the WSDOT requirements for application scoring is assignment of regional grades to show a level of local priority for the project submittals.
- A subgroup of TAC volunteers plus one TTC member participated in a scoring exercise to rank the four applications submitted in Spokane County.
- The TAC approved a ranking recommendation at their December 21 meeting, consisting of 2 A letter grades and 2 B letter grades for the respective local project applications. The results are shown in the attachment to this memo.

**Board/Committee Discussions:**

The Consolidated Grant Program is supported by a needs assessment in the [Coordinated Public Transit-Human Services Transportation Plan](#) for Spokane County. This plan was developed by SRTC, in partnership with STA, and adopted by the SRTC Board in November 2018. An overview of this topic was provided at the October 2020 TAC meeting. The TAC approved a ranking recommendation at their December 2020 meeting.

**Public Involvement:**

TAC involvement enabled a cross-section of perspectives in developing a ranking recommendation.



**Supporting Information/Implications:**

The 2021-2023 Consolidated Grant Program's purpose is to:

- Provide and improve public transportation services within and between rural communities, and between cities.
- Provide paratransit/special needs services to people who because of age, disability or income are unable to provide transportation for themselves.
- Provide funds to support mobility management activities.
- Provide planning funds to research public transportation related issues.
- Purchase new/replacement vehicles and other equipment.

Four applications were submitted for projects primarily operating in Spokane County. The projects are:

- Spokane County Mobility Management (SMS)
- Replace Vehicle for Deer Park Shuttle (SMS)
- Sustain Deer Park Shuttle Expansion (SMS)
- SNAP Transportation Services (SNAP)

The WSDOT review process requires SRTC to submit rankings for these local projects. To facilitate this, five TAC members participated in a scoring evaluation. A sixth scorer from the TTC also participated. The results of the scoring evaluation are shown in Attachment 1. The scores were used as the basis for the TAC's ranking recommendation for the SRTC Board. The TAC ranking recommendation is also shown in Attachment 1 and Attachment 2 contains the four applications.

Per WSDOT guidance, two A grades and two B grades were allotted for the four applications in the Spokane County region for ranking assignment, and the grades will become part of the overall scoring evaluation conducted by the state. With Board approval of the letter grades, staff will submit the final rankings to WSDOT. After the state review process, grant award announcements are scheduled for May 2021.

**More Information:**

- Attachment 1: Consolidated Grant Scoring Summary and TAC Ranking
- Attachment 2: Submitted Consolidated Grant Applications
- For detailed information contact: Jason Lien at [jlien@srtc.org](mailto:jlien@srtc.org) or 509.343.6370.

**WSDOT Consolidated Grant Applications (2021-2023) - Scoring Summary and TAC Ranking  
Attachment**

ID	Project Title	Scorers						Avg Score*
		1	2	3	4	5	6	
SMS-1	Spokane County Mobility Management	19	16	16	10	16	17	<b>15.67</b>
SMS-2	Replace Vehicle for Deer Park Shuttle	18	11	15	9	15	19	<b>14.5</b>
SMS-3	Sustain Deer Park Shuttle Expansion	19	13	17	16	16	20	<b>16.8</b>
SNAP-1	SNAP Transportation Services	18	12	18	16	18	19	<b>16.8</b>

\*Maximum score 20 points

**SRTC TAC Recommendation - 12/21/20**

ID	Project Title	Ranking Grade
SMS-3	Sustain Deer Park Shuttle Expansion	A
SNAP-1	SNAP Transportation Services	A
SMS-1	Spokane County Mobility Management	B
SMS-2	Replace Vehicle for Deer Park Shuttle	B



**Mailing Address\*:**

707 N. Napa

Spokane Washington 99202-2866  
 City State/Province Postal Code/Zip

**Remit to Address\*:**

2101 NE Flanders

Portland Oregon 97232-2811  
 City State/Province Postal Code/Zip

**Phone\*:**

503-232-1440 Ext.  
 ### ### #####

**Fax:**

503-232-2230  
 ### ### #####

**Fiscal Year End**

June

**Last day of\*:**

## 1-Organization Contact Information

**Organization Contact Information****Organization Director****Name\*:**

Fred Stoffer  
 First Name Last Name

General Manager [freds@sms1.org](mailto:freds@sms1.org)  
 Title Email Address

**Applicant Contact****Name\*:**

Beth Mulcahy  
 First Name Last Name

Contracts Administration Manager [bethm@sms1.org](mailto:bethm@sms1.org)  
 Title Email Address

**Project Contact****Name\*:**

Holly Chilinski  
 First Name Last Name

Mobility Manager [HollyC@specialmobility.org](mailto:HollyC@specialmobility.org)  
 Title Email Address

## 2-Summary of Project Information

**Summary of Project Information**

**Does your mobility management project include the purchase of capital equipment\*:** No

Checking yes to federal funds means that your organization is willing and able to comply with the associated federal requirements. For full list see the Consolidated Grants Program Guidebook.

**Willing to Accept FTA funds for the biennium\*:** Yes

Identify the areas this project will serve:  
[Click Here](#) for the Legislative District map.

**Legislative District(s)\*:** 03,04,06,07  
 Select all that apply

**County(ies)\*:** Spokane  
 Select all that apply

**Duration of Project\*:** Two Years

**Scope/ALI Code\*:** 11.7L.00

## Dependency on Other Projects

### Project Title

No, not dependent on other projects.

## 3-Scope of Work

### Project Description

Regional Transportation Planning Organization/Metropolitan Planning Organization who will be ranking this project?

Select the regional planning organization ranking this project from the drop-down menu.

**RTPO/MPO\*:** Spokane Regional Transportation Council

**Is this project primarily serving a rural area?\*** No

**Is this project primarily serving the Seattle, Tacoma, Everett urbanized area?\*** No

Briefly and specifically describe what your project proposes to do (who, what, and where).

### Proposed scope/description of the work.\*:

This project supports a travel training program and other mobility management activities to serve special needs populations and the general public. The project will increase public awareness of transportation resources in Spokane County and help community members use existing general public and human services transportation to increase mobility and access to essential services. Project staff and community partners will teach new riders how to independently use bus services. In addition, the project will provide travel ambassadors to assist in trip planning and navigating routes and transportation connections in STA's PT BA and provide peer-support travel buddies to advance independent travel.

Why is this project needed, and how does this proposal address the need?

Describe why you are pursuing the proposed project. Include a description of the transportation problem that needs to be addressed, how the problem was identified, and how the proposed project will address the problem.

### Need\*:

The area's CPT-HSTP describes Spokane County as having higher percentages of seniors, people with a disability, and people with low income than the statewide average, indicating a population with higher needs for health care and social services. The plan documents that transportation, including travel to the city of Spokane, is an unmet need for accessing health care and other essential services, education, and work.

This project addresses the need for access to transportation to essential services and opportunities. The project will facilitate access by identifying user needs and coordinating access to appropriate transportation services, educating potential riders to use public transportation, and supporting riders with peer volunteers. Activities include:

\*Travel training will assess individual travel needs and abilities and teach potential riders how to use transportation services available in their community and appropriate to their situation. Travel training will be provided by project staff and by a network of contracted trainers based in community organizations with specific expertise working with special populations (elderly, people with PTSD, people with autism, etc.) and supported by the project.

\*Travel Ambassadors will provide trip planning and in-person assistance in navigating STA routes and making intermodal connections in Spokane.

\*Volunteer Travel Buddies will provide peer support for people needing assistance using local transportation services.

Describe coordination efforts with your regional planning organization.

Include details such as inclusion in regional plans, what prioritized strategies are being addressed, who was involved in defining the problem, other alternatives that were/are being considered for solving the problem, and demonstrations of local/regional support for implementing the proposed project.

### Coordination Efforts\*:

The Spokane County Regional Transportation Council evaluated demographic data and conducted public outreach to identify area transportation needs, resources, and strategies to meet needs. The CPT-HSTP Working Group, of which SMS was an active member, provided input throughout the plan's development. Outreach included open houses, tabling at community events, and a website for public comment. The regional plan identified the need to provide mobility to potentially isolated and transit dependent populations and rural areas' need for access to urban services and opportunities in Spokane. Mobility management activities and travel training were named as strategies to facilitate access to existing transportation services and as important to meeting the need for mobility and community access. Other alternatives to travel training and mobility management, such as expanding transportation services, are costly and fail to take advantage of existing resources. Further, without travel training and assistance, some community members would not be able to access even expanded levels of transportation. Support for mobility management and travel training is documented by inclusion in the CPT-HST Plan and letters of support are included as an attachment to this application.

If the proposed project involves special needs transportation, how does the project advance efficiencies in, accessibility to, or coordination of transportation services provided to persons with special transportation needs?

To be eligible for funding for special needs transportation, [RCW 47.01.450](#) requires that applicants address how their project advances the efficiency, accessibility, and/or coordination of special needs transportation. Describe how your project advances these areas, and how you are going about developing these advancements. Additionally, identify the special needs population to be served by this project.

#### **Special Needs Transportation:**

The project is designed to serve special transportation needs populations, including seniors, youth, people with physical or mental disabilities and people with Limited English Proficiency. Through education and support, individuals with special transportation needs will be able to travel independently on transit and other transportation services and gain access to resources and opportunities in their community. Education will include instruction on riding local services as well as making multi-modal connections to intercity bus, rail, train, and air transportation. Travel training will be provided by staff and by a network of contracted trainers based in community organizations having specific expertise working with special populations. Contracted organizations would include, for example, mental health organizations providing specialized training for people with PTSD or anxiety. By supporting the use of existing transportation services, the project increases the efficiency of the transportation system and increases individual access to the community.

How will your organization measure whether the project is successful and improves the efficiency and effectiveness of public transportation?

Identify data sources and monitoring processes. Explain how the project provides more efficient and effective transportation services to the target population(s) within the community. Describe strategies or steps to be taken if the project does not meet its performance targets.

#### **Efficiency\*:**

The project is designed to ensure access to activities and essential services for the general public and the transportation disadvantaged. Through education on the use of transportation services and support of independent travel, individuals gain access to essential services and opportunities. Travel training and rider support will enhance the efficiency of the area's transportation system by increasing the use of public transit and other existing transportation services available to the general public, and by decreasing demand on costly special transportation services.

Success for the project will be measured through data analysis and feedback from the community. The project will track the number of people receiving travel training and other related services, trips supported with peer-to-peer assistance, Travel Ambassador assistance encounters supporting use of the transit system and intermodal connections, and cost avoidance. On a monthly basis, the Program Manager will analyze data on project outputs and demographic distribution of services. The Program Manager will address any issues of demographic inequity or lack of progress toward meeting goals for project outputs. Feedback to measure how well the project is meeting the needs of the community will be solicited through stakeholder meetings and surveys of participants.

Identify if your project connects to, coordinates with, leverages or enhances other modes of transportation in your service area (aviation, intercity bus or rail, park and rides, bicycle/pedestrian)?

Describe how this project supports and interacts with other modes of transportation in the project area. Does this service, equipment, or plan enhance other transportation or social services within your organization or among partners? What efficiencies within the service area will this project realize?

#### **Other Modes of Transportation\*:**

The project will educate and support riders in making connections between transit, intercity bus, intercity rail, and air transportation. Travel ambassadors will provide on-site assistance in using transit to facilitate intermodal connections. Individualized travel training plans will support the use of bikes and scooters to make transit systems accessible and time-efficient for the consumer, including skill training on the use of bus bike racks. By enabling and supporting intermodal transportation, the project will enhance the use of existing transportation services and increase the efficiency of the area's existing transportation system.

Identify the project staff for this project. What type of experience do these individuals have with grant management?

Provide the names and experience of the key staff that will be working on this project, including their experience managing projects similar to the proposed project.

#### **Project Staff\*:**

For over twenty-five years, the SMS management staff has successfully managed WSDOT grants, including FTA 5310, 5311, 5311f, and state Rural Mobility and Paratransit/Special Needs funding. Staff members have additional experience managing FTA and state transportation grants in Oregon and Idaho. Management staff experience includes:

Fred Stoffer, General Manager, 46 years' experience overseeing management of WSDOT grants.

Beth Mulcahy, Contract Manager, 36 years of responsibility for assuring regulatory and contractual compliance of FTA and state grants, including WSDOT grants, and five years managing FTA grant programs for Oregon DOT.

Wayne Urquhart, Controller, 10 years' experience in FTA and state grant accounting, including federal and state grants through WSDOT, also fiscal management including grant budget development and monitoring, assuring compliance with fiscal regulations, and fiscal reporting.

Holly Chilinski, Mobility Manager, has managed the operations of the SMS Mobility Management Project in Spokane County for two years. The project is funded through FTA 5310 and is administered by the Spokane Transit Authority.

#### **HSTP Plans**

## 4-Budget

### Expenses

	If Other, Please List	1st fiscal yr. current biennium (Actual)	2nd fiscal yr. current biennium (Budgeted)	Current Biennium (Total of Actual and Budgeted)	Future Biennium 1 (Projected)	Variance Between Biennia	Future Biennium 2 (Projected)	Variance Between Biennia
<b>Expenses</b>								
Rent & Utilities (if not included in overhead, above)		\$0.00	\$0.00	\$0.00	\$6,060.00	0.0%	\$0.00	-100.0%
Project Supplies		\$0.00	\$0.00	\$0.00	\$38,170.00	0.0%	\$0.00	-100.0%
Overhead		\$0.00	\$0.00	\$0.00	\$28,088.00	0.0%	\$0.00	-100.0%
Labor & Benefits		\$0.00	\$0.00	\$0.00	\$400,353.00	0.0%	\$0.00	-100.0%
Contracted Services - Other		\$0.00	\$0.00	\$0.00	\$60,600.00	0.0%	\$0.00	-100.0%
Other	Phone, travel, training, misc	\$0.00	\$0.00	\$0.00	\$34,240.00	0.0%	\$0.00	-100.0%
		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$567,511.00</b>		<b>\$0.00</b>	

### Revenue

	If Other, Please List	1st fiscal yr. current biennium (Actual)	2nd fiscal yr. current biennium (Budgeted)	Current Biennium (Total of Actual and Budgeted)	Future Biennium 1 (Projected)	Future Biennium 2 (Projected)
<b>Sources of Revenue</b>						
Local: Reserves		\$0.00	\$0.00	\$0.00	\$28,755.00	\$0.00
		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$28,755.00</b>	<b>\$0.00</b>

### Requested Amount (2 Year Project)

Future Biennium 1 Total: \$538,756.00

### Requested Amount (4 Year Project)

Future Biennium 2 Total: \$0.00

### Revenue Total (2 Year Project)

Revenue Total: \$28,755.00

### Projected Revenue Total (4 Year Project)

Projected Revenue Total: \$0.00

### Variances

Variance Between Biennia 1: 0.0%

Variance Between Biennia 2: -100.0%

### Variances:

### Other Sources

#### Other Sources\*:

With the local transit agency, city, and county budgets being cut due to the effects of the pandemic, SMS did not approach local agencies for financial support for this new program. Instead, SMS intends to explore financial partnerships, apply for foundation and other community grants, and conduct other fundraising activities to support the program in future biennia.

**Comments\*:**

Since this is a new program, SMS structured the project based on similar travel training and mobility management programs in the region.

Based on similar programs, SMS established staffing as follows:

.25 FTE Program Director (organizational program management support and supervision)

1.0 FTE Program Manager

1.0 FTE Community Integration Manager

2.0 FTE Travel Ambassadors

Contracted Services funds travel training resources in local community organizations: 6 organizations @ \$5,000 per year

Project Supplies includes volunteer bus passes, ongoing office supplies, as well program start-up supplies (computers, walkie-talkies for travel ambassadors, etc.)

Overhead is based on an approved indirect cost allocation plan

Rent and Utilities and "Other" is based on historical expenses from similar-sized programs operated by SMS

A small inflation factor was used to establish the budget for the second year of the biennium, minus startup costs from the first year.

**DBE Goals**

DBE Goals	Percentage	Efforts	No DBE
Yes	1.0%	We have located qualified DBE vendors offering printing services and plan to use those vendors for program materials. We are exploring other DBE purchasing opportunities, including the purchase of electronics. When making purchases for the project, we will consult the state DBE vendor list for additional opportunities to use qualified DBEs.	

**Summary****Future Biennium 1**

<b>Expense Total:</b>	\$567,511.00
<b>Revenue Total:</b>	\$28,755.00
<b>Requested Amount - 1st Biennium:</b>	\$538,756.00
	Expense Total minus Revenue Total.
<b>Percentage of Match:</b>	5.07%

**Future Biennium 2**

<b>Expense Total:</b>	\$0.00
<b>Revenue Total:</b>	\$0.00
<b>Requested Amount - 2nd Biennium:</b>	\$0.00
	Expense Total minus Revenue Total.
<b>Percentage of Match:</b>	0.0%

**5-Measurable Outcomes****Measurable Outcomes**

For mobility management, summarize the intended outputs of this project in both qualitative (narrative) and quantitative (statistical) formats. There may be some projects where traditional performance measures (e.g., revenue vehicle hours/miles, passenger trips) do not apply. In those cases, quantifiable objectives can be used instead by



submitting the following information: number of trainings or outreach, or number of passengers served, or other measurable outcomes produced by this project. Ensure there is a quantitative output, as this will be the baseline measurement for the following biennium's application. Qualitative measures are optional.

SMS-1

### Intended Outputs\*:

The project will document the number of people receiving travel training services (Bus Buddy, Travel Ambassador/trip planning, in-depth training), including demographics to support the equitable distribution of services. It will quantify the new transit riders and the cost avoidance for the system. Documentation for the Travel Ambassadors will include numbers of urban vs rural residents served. The Bus Buddy program will document outreach tasks to track the volunteer contribution of community peer-to-peer volunteers and will record the number of people reached to measure service provided to unserved populations. The project will finally assess an increase in access to basic needs and quality of life indicators after the service has been provided.

#### Outputs:

6,000 individuals will receive assessments, service plans, travel training, and outcomes evaluation.

6,000 assistance encounters will be made by Travel Ambassadors (in person assistance with how to use service, make intermodal transfers).

1,500 trips will be made with peer-to-peer assistance (Bus Buddy volunteers).

## 6-Milestones

### Milestones

MOBILITY MANAGEMENT	Date (mm/yy)
Project Start	07/21
Project Complete	06/23

## 7-Attachments

### Attachments

Named Attachment	Required	Description	File Name	Type	Size	Upload Date
Copy of organization's most recent audit report (required)	✓	Audit Report 2019	<a href="#">Special Mobility Services Audit Report 2019.pdf</a>	pdf	352 KB	10/28/2020 03:55 PM
501(c) IRS Letter of Determination (For new non-profit applicants only)						
WUTC Certification (for new non-profit applicants who are direct service providers)						
Service area map (required)	✓	Service Area Map	<a href="#">Service Area Map-Spokane County.docx</a>	docx	437 KB	10/28/2020 05:29 PM
Population density map (required)	✓	Map of Spokane County Population Density	<a href="#">Spokane County Population Density Map.docx</a>	docx	445 KB	10/28/2020 05:28 PM
Letters committing matching funds						
In-kind match valuation proposal (if in-kind match will be used - not for capital projects)						
Letters of support (combine into one file attachment - optional)		Letters of Support	<a href="#">LOS Mbb Man_20201030_0001.pdf</a>	pdf	2 MB	10/30/2020 10:42 AM
Letter of concurrence (for projects that operate in multiple planning regions)						

## 8-Supplemental Information

### Supplemental Information

#### Supplemental Information:

# 9-Certification

**Certification**

**CERTIFICATION**

I certify, to the best of my knowledge, that the information in this application packet is true and accurate and that this organization has the necessary fiscal, data collection and managerial capabilities to implement and manage the project associated with this application:

<b>Certification*:</b>	Yes
<b>Authorized Person*:</b>	Fred      Stoffer
	First Name   Last Name
<b>Title*:</b>	General Manager
<b>Date*:</b>	10/30/2020

<b>Funding Opportunity:</b>	304-2021-2023 Consolidated Grant Program - Capital
<b>Funding Opportunity Due Date:</b>	Oct 30, 2020 5:00 PM
<b>Program Area:</b>	Consolidated Grant Program
<b>Status:</b>	Editing
<b>Stage:</b>	Final Application
<b>Initial Submit Date:</b>	
<b>Initially Submitted By:</b>	
<b>Last Submit Date:</b>	
<b>Last Submitted By:</b>	

## Contact Information

Name:	Salutation	Elizabeth	Middle Name	Mulcahy
		First Name		Last Name
Title:	Contracts Administration Manager			
Email*:	bethm@sms1.org			
Address*:	2101 NE Flanders			
	Portland Oregon		97232-2811	
	City	State/Province	Postal Code/Zip	
Phone*:	503-232-1440 Ext.			
	Phone			
	### ### ####			
Fax:	503-232-2230			
	### ### ####			

<b>Legal Name*:</b>	Special Mobility Services
<b>DBA Name*:</b>	Special Mobility Services
<b>Organization Type*:</b>	Non Profit
<b>DUNS #:</b>	154031389 #####
<b>Unique Entity Identifier (UEI):</b>	
<b>Organization Website:</b>	<a href="http://sms1.org">http://sms1.org</a> (Please enter http://... for the
<b>Physical Address*:</b>	707 N. Napa St.

Spokane Washington 99202-2866  
City State/Province Postal Code/Zip

SMS-2

**Mailing Address\*:**

707 N. Napa

Spokane Washington 99202-2866  
City State/Province Postal Code/Zip

**Remit to Address\*:**

2101 NE Flanders

Portland Oregon 97232-2811  
City State/Province Postal Code/Zip

**Phone\*:**

503-232-1440 Ext.  
### #### #####

**Fax:**

503-232-2230  
### #### #####

**Fiscal Year End**

June

**Last day of\*:**

## 1-Organization Contact Information

### Organization Contact Information

Organization Director

**Name\*:**

Fred Stoffer  
First Name Last Name

General Manager [freds@sms1.org](mailto:freds@sms1.org)  
Title Email Address

Applicant Contact

**Name\*:**

Elizabeth Mulcahy  
First Name Last Name

Contracts Administration Manager [bethm@sms1.org](mailto:bethm@sms1.org)  
Title Email Address

Project Contact

**Name\*:**

Rusty Koontz  
First Name Last Name

Regional Manager [rustyk@specialmobility.org](mailto:rustyk@specialmobility.org)  
Title Email Address

## 2-Summary of Project Information

### Summary of Project Information

Select the appropriate check box that best describes your project.

**Capital Type\*:**

Fleet replacement

Checking yes to federal funds means that your organization is willing and able to comply with the associated federal requirements. For full list see the Consolidated Grants Program Guidebook.

**Willing to Accept FTA funds for the biennium?\***

Yes

Identify the areas this project will serve:

[Click Here](#) for the Legislative District map.

**Legislative District(s)\*:**

03,04,06,07  
Select all that apply

**County(ies)\*:**

Spokane  
Select all that apply

### Dependency on Other Projects

**Project Title**

No, not dependent on another project.

### 3-Scope of Work

#### **Project Description**

Regional Transportation Planning Organization/Metropolitan Planning Organization who will be ranking this project?

Select the regional planning organization ranking this project from the drop-down menu.

**RTPO/MPO\*:** Spokane Regional Transportation Council

**Is this project primarily serving a rural area?\*** Yes

**Is this project primarily serving the Seattle, Tacoma, Everett urbanized area?\*** No

Briefly and specifically describe what your project proposes to do (who, what, and where).

#### **Proposed scope/description of the work.\*:**

This project will fund the purchase of one replacement vehicle for the Deer Park Community Shuttle to provide rural residents, especially transportation disadvantaged populations, access to needed services and activities such as medical care, social services, work, school and shopping. The vehicle will be an ADA-compliant cutaway mini-bus, equipped with a bike rack and exterior signage. Seating will include tie-down stations for up to four passengers using wheelchairs and seating for up to twelve ambulatory passengers.

Why is this project needed, and how does this proposal address the need?

Describe why you are pursuing the proposed project. Include a description of the transportation problem that needs to be addressed, how the problem was identified, and how the proposed project will address the problem.

#### **Need\*:**

The area's CPT-HSTP describes Spokane County as having higher percentages of seniors, people with a disability, and people with low income than the statewide average, indicating a population with higher needs for health care and social services. The plan documents that the majority of the population outside the Spokane urbanized area lacks access to public transportation, and public transportation, including travel to Spokane, was identified as an unmet need for accessing health care and other essential services, education, and work. The Community Shuttle service is designed to meet these identified needs by supplying low-cost and effective service to the general public and transportation disadvantaged, providing access to essential services, activities, and work and school opportunities. Other transportation resources do not serve the area's needs adequately because they have restricted clientele or trip purpose, are not accessible to disabled riders, or are not affordable to those with limited incomes.

This project will replace a Deer Park Community Shuttle vehicle that is almost nine years old and has traveled over 200,000 miles and has, therefore, reached the end of its useful life. Without replacement, the vehicle will incur excessively high maintenance costs and will jeopardize the safety and reliability of the service.

Describe coordination efforts with your regional planning organization.

Include details such as inclusion in regional plans, what prioritized strategies are being addressed, who was involved in defining the problem, other alternatives that were/are being considered for solving the problem, and demonstrations of local/regional support for implementing the proposed project.

#### **Coordination Efforts\*:**

The Spokane County Regional Transportation Council evaluated current demographic data and conducted public outreach to identify area transportation needs, resources, and strategies to meet needs. The CPT-HSTP Working Group, of which SMS is an active member, provided input throughout the plan's development. Outreach included open houses, tabling at community events, and a website for public comment. The regional plan identified the need to provide mobility to potentially isolated and transit dependent populations in rural areas and the need for access for rural areas to urban services and opportunities in Spokane. Alternative transportation services have been found to be inappropriate for the rural and transit dependent populations because of service restrictions, lack of accessibility to disabled riders, or high cost. SMS's Community Shuttle service is included in the CPT-HSTP as an existing transportation resource, and the plan identifies sustaining/enhancing existing services and capital investment in vehicles and equipment as strategies to meet the area's transportation needs.

If the proposed project involves special needs transportation, how does the project advance efficiencies in, accessibility to, or coordination of transportation services provided to persons with special transportation needs?

To be eligible for funding for special needs transportation, [RCW 47.01.450](#) requires that applicants address how their project advances the efficiency, accessibility, and/or coordination of special needs transportation. Describe how your project advances these areas, and how you are going about developing these advancements.

Additionally, identify the special needs population to be served by this project.

The Deer Park Community Shuttle offers accessible deviated fixed-route service from north Spokane County to the City of Spokane, and is designed to serve the general public and special needs riders. Special needs populations include seniors, youth, and people with mental or physical disabilities. The Community Shuttle service advances accessibility for special needs riders as it offers the area's only deviated fixed-route service to Spokane. Route deviations allow at-the-door pick-up and delivery, a feature that serves special needs riders who cannot meet a bus at regularly scheduled stops or travel from a bus stop to their destination. On the fixed-route, once route deviations are made, the service provides direct, efficient service with limited interim stops. The service vehicle purchased under this grant will carry as many as twelve ambulatory riders and four riders using wheelchairs, allowing efficient, grouped trips. In Spokane, Shuttle stops enable connections with STA, intercity bus, train, and air transportation, making efficient use of community transportation resources.

How will your organization measure whether the project is successful and improves the efficiency and effectiveness of public transportation?

Identify data sources and monitoring processes. Explain how the project provides more efficient and effective transportation services to the target population(s) within the community. Describe strategies or steps to be taken if the project does not meet its performance targets.

#### Efficiency\*:

The project is designed to serve the general public, provide accessible service for the transportation disadvantaged, and ensure access to medical and social service providers, shopping, work, and school. Success is measured through operations data analysis and feedback from the community. For data analysis, SMS examines ridership counts, including by passenger type (senior, disabled, youth, general public) and trip purpose, with the goal of maintaining or growing current levels of service. Multi-modal connections provided by the deviated fixed-routes improve the efficiency and effectiveness of public and special needs transportation, and SMS tracks passengers using stops serving air, train, or bus connections, as well as passengers carrying bicycles on their trips. The Operations Supervisor reviews data on a monthly basis and addresses any ridership issues as they arise. Community feedback to measure how well the service is meeting the needs of the community is solicited through periodic surveys of riders and non-riders, and through on-bus comment cards. Riders also offer daily feedback to drivers and dispatchers, and service issues and successes are communicated to the Operations Supervisor.

Identify if your project connects to, coordinates with, leverages or enhances other modes of transportation in your service area (aviation, intercity bus or rail, park and rides, bicycle/pedestrian)?

Describe how this project supports and interacts with other modes of transportation in the project area. Does this service, equipment, or plan enhance other transportation or social services within your organization or among partners? What efficiencies within the service area will this project realize?

#### Other Modes of Transportation\*:

The Community Shuttle provides passengers with regular connections to transit, intercity bus, intercity rail, and air transportation with stops at the Spokane Transit Authority Downtown Plaza, Greyhound station, Amtrak station, and Spokane International Airport. In addition, the service vehicle purchased under this grant will be equipped with a bike rack.

Identify the project staff for this project. What type of experience do these individuals have with grant management?

Provide the names and experience of the key staff that will be working on this project, including their experience managing projects similar to the proposed project.

#### Project Staff\*:

For over twenty-five years, the SMS management staff has successfully managed WSDOT grants, including FTA 5310, 5311, 5311f, and state Rural Mobility and Paratransit/Special Needs funding. Staff members have additional experience managing FTA and state transportation grants in Oregon and Idaho. Management staff experience includes:

Fred Stoffer, General Manager, 46 years' experience overseeing management of WSDOT grants.

Beth Mulcahy, Contract Manager, 36 years of responsibility for assuring regulatory and contractual compliance of FTA and state grants, including WSDOT grants, and five years managing FTA grant programs for Oregon DOT.

Wayne Urquhart, Controller, 10 years' experience in FTA and state grant accounting, including federal and state grants through WSDOT, also fiscal management including grant budget development and monitoring, assuring compliance with fiscal regulations, and fiscal reporting.

Rusty Koontz, Regional Manager, 17 years' experience in day-to-day WSDOT grant compliance and operations management for all WSDOT grant-supported services, including supervising staff, overseeing operations and fleet maintenance.

### HSTP Plans

Coordinated Public Transit - Human Services Transportation Plan	Page # or TBD
Spokane Regional Transportation Council	19

## 4-Capital Budget

### Transit Vehicles

Replace or Expand	Vehicle Description	Useful Life	Passenger Seating	WC stations	Fuel Type	Quantity	Unit Cost	Total Project Cost	Requested Amount	Difference
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Replacement Equipment	Description	Life	Seating	Stations	Type	Quantity	Unit Cost	Cost	SMS-2	Difference
Buy Replacements - Capital Bus	.04 Bus < 30 FT	5.00	12	4	Gas	1.00	\$99,500.00	\$99,500.00	\$94,525.00	\$4,975.00
11.12										
								\$99,500.00	\$94,525.00	\$4,975.00

#### Equipment/facilities to support transit operations

Activity Type	ALI Description	Useful Life	Quantity	Unit Cost	Total Project Cost	Requested Amount	Difference
---------------	-----------------	-------------	----------	-----------	--------------------	------------------	------------

No Data for Table

#### Equipment/facilities to support electrification and power distribution for transit operations

Activity Type	ALI Description	Useful Life	Quantity	Unit Cost	Total Project Cost	Requested Amount	Difference
---------------	-----------------	-------------	----------	-----------	--------------------	------------------	------------

No Data for Table

#### Equipment/facilities to support transit passengers

Activity Type	ALI Description	Useful Life	Quantity	Unit Cost	Total Project Cost	Requested Amount	Difference
---------------	-----------------	-------------	----------	-----------	--------------------	------------------	------------

Acquisition 11.92	.06 Bicycle Access, Facilities, & Equipment on Buses	5.00	1.00	\$1,300.00	\$1,300.00	\$1,235.00	\$65.00
					\$1,300.00	\$1,235.00	\$65.00

#### Match/Revenue Sources

Source	If Other, Please List	Amount
--------	-----------------------	--------

Local: Reserves		\$5,040.00
		\$5,040.00

#### Match/Difference Total

Difference Total: \$5,040.00

#### Scalable

Is your project scalable?\*: No

Specify the minimum funds needed and explain the scalability.: \$0.00

Describe the scalability of your project.:

#### ADA Accessibility

##### ADA Accessibility\*:

The vehicle purchased under this grant will be fully ADA-compliant, and will include a wheelchair lift with up to 1000 pounds capacity and four wheelchair stations. The vehicle will deviate from the route to accommodate riders whose disabilities prevent them from using designated bus stops. Drivers are certified in assisting passengers with disabilities. Service information, including schedules, is available in written formats as well as by phone.

#### Procurement Plan

##### Procurement Plan\*:

SMS plans to purchase the vehicles using the State Department of Enterprise bus contract. The contract is currently out for bid, and is projected to be in place in April of 2021.

For exterior signage on the bus, SMS will follow its procurement policy and solicit a minimum of three competitive quotes. Similarly, the ancillary equipment, (bike rack) will be purchased by soliciting at least three competitive quotes.

## Other Sources

### Other Sources\*:

SMS has solicited funding from the city of Deer Park and Spokane County, but the municipalities responded that they were not able to contribute to the project at this time. Deer Park has pledged money for operating assistance.

## Summary

### Requested Amount

Vehicle Requested Amount:	\$94,525.00
Equipment Requested Amount:	\$1,235.00
TOTAL Requested Amount:	\$95,760.00

### Match Amount

Match Amount:	\$5,040.00
Percentage of Match:	5.0%

### Total

TOTAL PROJECT COST:	\$100,800.00
---------------------	--------------

## 5-Service Level

### Project Service Level Information

Project Specific Information	1st fiscal yr. current biennium (Actual)	2nd fiscal yr. current biennium (Budgeted)	Current Biennium (Total of Actual and Budgeted)	Future Biennium 1 (Projected)	Percent of Change
Revenue Vehicle Hours	889.00	890.00	1779.00	1800.00	1.18%
Revenue Vehicle Miles	18636.00	18650.00	37286.00	37300.00	0.04%
<i>Passenger trips should be entered as whole numbers only.</i>					
Passenger Trips	869.00	870.00	1739.00	1800.00	3.51%
Volunteer Hours	0.00	0.00	0.00	0.00	0.0%
					<b>4.73%</b>

### Project Service Level Description

Describe the methodology used to develop these estimates, including any assumptions used in their development.

### How were service-level estimates developed?\*

Actual: Based on actual data summarized from source documentation such as drivers' logs.

Budgeted: When the Governor's stay at home orders were issued in response to the pandemic in early 2020, people stopped traveling, and ridership numbers on the Shuttle plummeted. Ridership has remained low, and SMS is assuming that this trend will continue for the remainder of this fiscal year. Ridership for 2020-21 is therefore projected to be flat compared to 2019-20. Revenue Vehicle Hours and Miles remain unchanged as no changes in service are planned.

Projected: SMS is projecting that ridership will begin to recover in 2022, and we have therefore projected a modest, 3.5% increase. A number of factors could influence the recovery of ridership including the availability of a vaccine, the continued need for social distancing on vehicles, consumer confidence, and the general state of the economy. Revenue Vehicle Hours and Miles remain unchanged as no changes in service are planned.

## 6-Vehicle Replacement



**Vehicle Replacement****Do you have a replacement vehicle?\***

Yes

If yes, please complete the next section.

**Vehicle Information**

Vehicle Type	Remaining useful life (years)	Make/Model	Year	Vehicle Identification Number (VIN)	Current Status	Current Mileage
Light-duty Cutaway (Van Chassis)	-3	Ford El Dorado Aerotech	2012	1FDFE4FS7CDB18888	Active	212404

**7-Milestones****Milestones**

CAPITAL ACTIVITIES	Applicable?	Date (mm/yy)
<b>EQUIPMENT</b>		
Equipment - Request for Proposal/Information for Bid	Yes	01/22
Equipment - Contract Award	Yes	01/22
Equipment - Contract Complete	Yes	02/22
<b>VEHICLE - If you are purchasing a vehicle, you must complete all five vehicle milestones.</b>		
Vehicle - Request for Proposal/Information for Bid	Yes	04/20
Vehicle - Contract Award	Yes	04/21
Vehicle - First Vehicle Received	Yes	02/22
Vehicle - All Vehicles Received	Yes	02/22
Vehicle - Contract Complete	Yes	02/22

**8-Electricity and Biofuels Use****Electricity and Biofuels Use**

[RCW 43.325.080](#) establishes a requirement for local governments to fuel their vehicles with electricity or biofuel by June 1, 2018, with certain exceptions and exemptions. WAC 194-29 further describes the decision-making criteria agencies should use in order to comply with the provisions of the law.

For projects that involve the purchase of vehicles, will the vehicles meet the requirements set forth in WAC 194-29 effective June 1, 2018? (PRACTICABLE USE OF ELECTRICITY AND BIOFUELS TO FUEL LOCAL GOVERNMENT VEHICLES, VESSELS, AND CONSTRUCTION EQUIPMENT)

**WAC 194-29\*:**

N/A

**9-Attachments****Attachments**

Named Attachment	Required	Description	File Name	Type	Size	Upload Date
Copy of organization's most recent audit report (required)	✓	Audit Report 2019	<a href="#">Special Mobility Services Audit Report 2019.pdf</a>	pdf	352 KB	10/28/2020 03:57 PM
501(c) IRS Letter of Determination (For new non-profit applicants only)						
WUTC Certification (for new non-profit applicants who are direct service providers)						
Service area map (required)	✓	Service Area Map Deer	<a href="#">SMS_Ops_DeerParkExpand_ServAreaMapShuttles.pdf</a>	pdf	123 KB	10/30/2020

		Park Community Shuttle			SMS	KB	12:31 PM
Population density map (required)	✓	Population Density Map Deer Park Shuttle	<a href="#">SMS_Ops_DeerParkExpand_PopulationDensityMap.pdf</a>	pdf	99	10/30/2020	KB 12:32 PM
Letters committing matching funds							
In-kind match valuation proposal (if in-kind match will be used - not for capital projects)							
Letters of support (combine into one file attachment - optional)		Letters of Support to Replace Deer Park Vehicle	<a href="#">LOS Deer Prk Vehicle_20201030_0001.pdf</a>	pdf	4	10/30/2020	MB 12:29 PM
Letter of concurrence (for projects that operate in multiple planning regions)							

## 10-Supplemental Information

### ***Supplemental Information***

**Supplemental Information:**

## 11-Certification

### ***Certification***

#### **CERTIFICATION**

I certify, to the best of my knowledge, that the information in this application packet is true and accurate and that this organization has the necessary fiscal, data collection and managerial capabilities to implement and manage the project associated with this application:

**Certification\*:** Yes

**Authorized Person\*:** Fred Stoffer  
First Name Last Name

**Title\*:** General Manager

**Date\*:** 10/30/2020

<b>Funding Opportunity:</b>	2-2021-2023 Consolidated Grant Program - Operating
<b>Funding Opportunity Due Date:</b>	Oct 30, 2020 5:00 PM
<b>Program Area:</b>	Consolidated Grant Program
<b>Status:</b>	Editing
<b>Stage:</b>	Final Application
<b>Initial Submit Date:</b>	
<b>Initially Submitted By:</b>	
<b>Last Submit Date:</b>	
<b>Last Submitted By:</b>	

## Primary Contact Information

Name:	Salutation	Elizabeth	Middle Name	Mulcahy
		First Name		Last Name
Title:	Contracts Administration Manager			
Email*:	bethm@sms1.org			
Address*:	2101 NE Flanders			
	Portland Oregon		97232-2811	
	City	State/Province	Postal Code/Zip	
Phone*:	503-232-1440 Ext.			
	Phone			
	### ### ####			
Fax:	503-232-2230			
	### ### ####			

## Organization Information

Legal Name*:	Special Mobility Services
DBA Name*:	Special Mobility Services
Organization Type*:	Non Profit
DUNS #:	154031389 #####
Unique Entity Identifier (UEI):	
Organization Website:	<a href="http://sms1.org">http://sms1.org</a> (Please enter http://... for this field)
Physical Address*:	707 N. Napa St.  Spokane Washington 99202-2866 City State/Province Postal Code/Zip

**Mailing Address\*:**

707 N. Napa

Spokane Washington 99202-2866  
 City State/Province Postal Code/Zip

**Remit to Address\*:**

2101 NE Flanders

Portland Oregon 97232-2811  
 City State/Province Postal Code/Zip

**Phone\*:**

503-232-1440 Ext.  
 ### ### #####

**Fax:**

503-232-2230  
 ### ### #####

**Fiscal Year End**

June

**Last day of\*:**

## 1-Organization Contact Information

**Organization Contact Information****Organization Director****Name\*:**

Fred Stoffer  
 First Name Last Name

General Manager [freds@sms1.org](mailto:freds@sms1.org)  
 Title Email Address

**Applicant Contact****Name\*:**

Elizabeth Mulcahy  
 First Name Last Name

Contracts Administration Manager [bethm@sms1.org](mailto:bethm@sms1.org)  
 Title Email Address

**Project Contact****Name\*:**

Rusty Koontz  
 First Name Last Name

Regional Manager [rustyk@specialmobility.org](mailto:rustyk@specialmobility.org)  
 Title Email Address

## 2-Summary of Project Information

**Summary of Project Information****PLEASE NOTE:**

**OPERATING- General operating assistance ?** Select this option if you are a transit agency and are submitting only one operating project that includes all of the transportation services your organization provides (maximum of \$ 1.5 million).

**OPERATING- Operating assistance for a specific service ?** Select this option if your organization is submitting an application for specific services you provide.

**Operating Type\*:**

Operating assistance for a specific service

Check all that apply. Refer to the Appendix A: Glossary of Terms for service-type definitions.

**Service Type\*:**

Route-deviated  
 Select all that apply

Select either ?Sustain Existing Service? or ?Expand Service.? The project qualifies as sustaining if performance measures are within the ranges explained in Appendix D.

**Need for Service\*:**

Sustain existing service  
 Select One

Checking yes to federal funds means that your organization is willing and able to comply with the associated federal requirements. For full list see the Consolidated Grants Program Guidebook.

**Willing to Accept FTA funds for the biennium\*:**

Yes

Identify the areas this project will serve:

[Click Here](#) for the Legislative District map.

**Legislative District(s)\*:** 03,04,06,07  
Select all that apply

**County(ies)\*:** Spokane  
Select all that apply

**Duration of Project\*:** Two Years

**Scope/ALI Code\*:** 30.09.01

#### Dependency on Other Projects

##### Project Title

No, this project does not depend on another project

## 3-Scope of Work

### Project Description

Regional Transportation Planning Organization/Metropolitan Planning Organization who will be ranking this project?

Select the regional planning organization ranking this project from the drop-down menu.

**RTPO/MPO\*:** Spokane Regional Transportation Council

**Is this project primarily serving a rural area?\*** Yes

**Is this project primarily serving the Seattle, Tacoma, Everett urbanized area?\*** No

Briefly and specifically describe what your project proposes to do (who, what, and where).

#### Proposed scope/description of the work.\*:

In FY2019-20, SMS received a grant to partially restore operating days on the Deer Park Community Shuttle that had been previously eliminated due to budget cuts. The grant added two days of service to the Highway 395 route, allowing it to operate all weekdays, and added one day of service to the Highway 2 route, bringing it to a three-day-a-week service. This project would allow current service to continue past the June 30, 2021 expiration date of the grant. Service currently travels from Deer Park to Spokane via Highway 395 weekdays, and via Highway 2 on Mondays, Tuesdays, and Thursdays. The Shuttle provides general public and special needs populations of Deer Park, a rural area, with access to needed services in Spokane.

Why is this project needed, and how does this proposal address the need?

Describe why you are pursuing the proposed project. Include a description of the transportation problem that needs to be addressed, how the problem was identified, and how the proposed project will address the problem.

#### Need\*:

The area's CPT-HSTP describes Spokane County as having higher percentages of seniors, people with a disability, and people with low income than the statewide average, indicating a population with higher needs for health care and social services. The plan documents that outside the Spokane urbanized area, the majority of the population lacks access to public transportation, and public transportation, including travel to Spokane, was identified as an unmet need for accessing health care and other essential services, education, and work. The Community Shuttle service is designed to meet these identified needs by supplying low-cost and effective service to the general public and transportation disadvantaged, providing access to essential services, activities, and work and school opportunities. Maintaining the current level of Community Shuttle service is needed to respond to community needs. Other transportation resources do not serve the area's needs adequately because they have restricted clientele or trip purpose, are not accessible to disabled riders, or are not affordable to those with limited incomes.

Describe coordination efforts with your regional planning organization.

Include details such as inclusion in regional plans, what prioritized strategies are being addressed, who was involved in defining the problem, other alternatives that were/are being considered for solving the problem, and demonstrations of local/regional support for implementing the proposed project.

#### Coordination Efforts\*:

The Spokane County Regional Transportation Council evaluated demographic data and conducted public outreach to identify area transportation needs, resources, and strategies to meet needs. The CPT-HSTP Working Group, of which SMS was an active member, provided input throughout the plan's development. Outreach included open houses, tabling at community events, and a website for public comment. The regional plan identified the need to provide mobility to potentially isolated and transit dependent populations in rural areas and rural areas' need for access to urban services and opportunities in Spokane. SMS's Co

mmunity Shuttle service is included as an existing transportation resource, and the plan identifies sustaining/enhancing existing services as a strategy to meet the area's transportation needs. As discussed above, alternative transportation services have been found to be inappropriate for many rural and transit dependent populations because of service restrictions, lack of accessibility to riders with disabilities, or high cost.

If the proposed project involves special needs transportation, how does the project advance efficiencies in, accessibility to, or coordination of transportation services provided to persons with special transportation needs?  
To be eligible for funding for special needs transportation, RCW 47.01.450 requires that applicants address how their project advances the efficiency, accessibility, and/or coordination of special needs transportation. Describe how your project advances these areas, and how you are going about developing these advancements.  
Additionally, identify the special needs population to be served by this project.

**Special Needs Transportation:**

The project, offering accessible deviated fixed-route service from north Spokane County to the City of Spokane, is designed to serve the general public and special needs riders. The service advances accessibility for special needs riders by offering the area's only deviated fixed-route service to Spokane. Route deviations allow at-the-door pick-up and delivery, a feature that serves special needs riders who cannot meet a bus at regularly scheduled stops or travel from a bus stop to their destination. Once route deviations are made, the fixed route portion of the service provides direct, efficient service with limited interim stops. Service vehicles can carry as many as twelve ambulatory riders and four riders using wheelchairs, allowing efficient, grouped trips. In Spokane, the stops enable connections with STA, intercity bus, train, and air transportation, making efficient use of community transportation resources.

How will your organization measure whether the project is successful and improves the efficiency and effectiveness of public transportation?  
Identify data sources and monitoring processes. Explain how the project provides more efficient and effective transportation services to the target population(s) within the community. Describe strategies or steps to be taken if the project does not meet its performance targets.

**Efficiency\*:**

The project is designed to serve the general public, provide accessible service for the transportation disadvantaged, and ensure access to medical and social service providers, shopping, work, and school. Success is measured through operations data analysis and feedback from the community. For data analysis, SMS examines ridership counts, including by passenger type (senior, disabled, youth, general public) and trip purpose, with the goal of maintaining or growing current levels of service. Multi-modal connections provided by the deviated fixed-routes improve the efficiency and effectiveness of public and special needs transportation, and SMS tracks passengers using stops serving air, train, or bus connections, as well as passengers carrying bicycles on their trips. The Operations Supervisor reviews data on a monthly basis and addresses any ridership issues as they arise. Community feedback to measure how well the service is meeting the needs of the community is solicited through periodic surveys of riders and non-riders, and through on-bus comment cards. Riders also offer daily feedback to drivers and dispatchers, and service issues and successes are communicated to the Operations Supervisor.

Identify if your project connects to, coordinates with, leverages or enhances other modes of transportation in your service area (aviation, intercity bus or rail, park and rides, bicycle/pedestrian)?  
Describe how this project supports and interacts with other modes of transportation in the project area. Does this service, equipment, or plan enhance other transportation or social services within your organization or among partners? What efficiencies within the service area will this project realize?

**Other Modes of Transportation\*:**

The Community Shuttle provides passengers with regular connections to transit, intercity bus, intercity rail, and air transportation with stops at the Spokane Transit Authority Downtown Plaza, Greyhound station, Amtrak station, and Spokane International Airport. In addition, the service vehicles are equipped with bike racks.

Identify the project staff for this project. What type of experience do these individuals have with grant management?  
Provide the names and experience of the key staff that will be working on this project, including their experience managing projects similar to the proposed project.

**Project Staff\*:**

For over twenty-five years, the SMS management staff has successfully managed WSDOT grants, including FTA 5310, 5311, 5311f, and state Rural Mobility and Paratransit/Special Needs funding. Staff members have additional experience managing FTA and state transportation grants in Oregon and Idaho. Management staff experience includes:  
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Wayne Urquhart, Controller, 10 years' experience in FTA and state grant accounting, including federal and state grants through WSDOT, also fiscal management including grant budget development and monitoring, assuring compliance with fiscal regulations, and fiscal reporting.  
Rusty Koontz, Regional Manager, 17 years' experience in day-to-day WSDOT grant compliance and operations management for all WSDOT grant-supported services, including supervising staff, overseeing operations and fleet maintenance.

**HSTP Plans**

## 4-Budget

### Expenses

	If Other, Please List	1st fiscal yr. current biennium (Actual)	2nd fiscal yr. current biennium (Budgeted)	Current Biennium (Total of Actual and Budgeted)	Future Biennium 1 (Projected)	Variance Between Biennia	Future Biennium 2 (Projected)	Variance Between Biennia
<b>Expenses</b>								
Fuel & Lubricants		\$3,680.00	\$4,514.00	\$8,194.00	\$8,522.00	4.0%	\$0.00	-100.0%
Labor & Benefits		\$38,075.00	\$38,866.00	\$76,941.00	\$80,019.00	4.0%	\$0.00	-100.0%
Maintenance Parts & Supplies		\$1,645.00	\$1,956.00	\$3,601.00	\$3,673.00	2.0%	\$0.00	-100.0%
Overhead		\$5,490.00	\$5,521.00	\$11,011.00	\$11,231.00	2.0%	\$0.00	-100.0%
Rent & Utilities (if not included in overhead, above)		\$7,067.00	\$6,869.00	\$13,936.00	\$14,215.00	2.0%	\$0.00	-100.0%
Other	Insurance	\$6,104.00	\$6,350.00	\$12,454.00	\$12,703.00	2.0%	\$0.00	-100.0%
		<b>\$62,061.00</b>	<b>\$64,076.00</b>	<b>\$126,137.00</b>	<b>\$130,363.00</b>		<b>\$0.00</b>	

### Revenue

	If Other, Please List	1st fiscal yr. current biennium (Actual)	2nd fiscal yr. current biennium (Budgeted)	Current Biennium (Total of Actual and Budgeted)	Future Biennium 1 (Projected)	Future Biennium 2 (Projected)
<b>Sources of Revenue</b>						
Local: Other	City of Deer Park	\$3,000.00	\$3,000.00	\$6,000.00	\$6,000.00	\$0.00
Local: Reserves		\$105.00	\$121.00	\$226.00	\$7,063.00	\$0.00
		<b>\$3,105.00</b>	<b>\$3,121.00</b>	<b>\$6,226.00</b>	<b>\$13,063.00</b>	<b>\$0.00</b>

### Requested Amount (2 Year Project)

Future Biennium 1 Total: \$117,300.00

### Requested Amount (4 Year Project)

Future Biennium 2 Total: \$0.00

### Revenue Total (2 Year Project)

Revenue Total: \$13,063.00

### Projected Revenue Total (4 Year Project)

Projected Revenue Total: \$0.00

### Variances

Variance Between Biennia 1: 3.35%

Variance Between Biennia 2: -100.0%

### Variances:

As this will no longer be considered a new project, local match has increased from 5% to 10%.

### Other Sources

#### Other Sources\*:

The service has received local financial support from the City of Deer Park for many years, and the city has pledged its continued support. In addition, the Deer Park community supports the service. Local merchants provide space on their property for bus stops, and community service groups, such as senior centers, have supported promotion of the service by posting service schedules and flyers. Community service groups have also invited SMS to make presentation

**Comments****Comments\*:**

Based on historical data, a one-year budget was developed for FY 2021-22 and a modest inflationary factor was applied to calculate FY 2022-23. The years were added together to arrive at a total two-year budget. The following calculations were made in the development of the year one budget:

1. Direct wages were calculated by total route hours x current wages/hour.
2. Payroll taxes and benefits were calculated at 45% of direct wages and based on current ratios.
3. Fuel, repairs, and maintenance and other vehicle expenses were calculated by multiplying average cost per mile (based on historical data) to the number of service miles for the route.
4. Facility and overhead expenses were allocated based on the Indirect Cost Plan. The plan allocates overhead costs based on the ratio of the route's number of vehicles to the total of vehicles.
5. Administrative costs were allocated based on the Indirect Cost Plan. Administrative costs are allocated to the project based on the ratio of the route's total direct labor costs compared to all direct labor costs.

**DBE Goals**

DBE Goals	Percentage	Efforts	No DBE
Yes	1.0%	SMS has purchased uniforms, printing services, and marketing services from DBE/WBE firms in the past and will continue to do so for this project. In addition, SMS will look for other DBE purchasing opportunities by consulting the state's DBE directory and WSDOT staff.	

**Summary****Future Biennium 1**

<b>Expense Total:</b>	\$130,363.00
<b>Revenue Total:</b>	\$13,063.00
<b>Requested Amount - 1st Biennium:</b>	\$117,300.00
	Expense Total minus Revenue Total.
<b>Percentage of Match:</b>	10.02%

**Future Biennium 2**

<b>Expense Total:</b>	\$0.00
<b>Revenue Total:</b>	\$0.00
<b>Requested Amount - 2nd Biennium:</b>	\$0.00
	Expense Total minus Revenue Total.
<b>Percentage of Match:</b>	0.0%

**5-Service Level****Project Service Level Information**

Project Specific Information	1st fiscal yr. current biennium (Actual)	2nd fiscal yr. current biennium (Budgeted)	Current Biennium (Total of Actual and Budgeted)	Future Biennium 1 (Projected)	Percent of Change	Future Biennium 2 (Projected)	Percent of Change
Revenue Vehicle Hours	911.00	915.00	1826.00	1830.00	0.22%	0.00	-100.0%
Revenue Vehicle Miles	16161.00	16200.00	32361.00	32365.00	0.01%	0.00	-100.0%
<i>Passenger trips should be entered as whole numbers only.</i>							
Passenger Trips	616.00	600.00	1216.00	1260.00	3.62%	0.00	-100.0%
Volunteer Hours	0.00	0.00	0.00	0.00	0.0%	0.00	0.0%



**Project Service Level Description**

Describe the methodology used to develop these estimates, including any assumptions used in their development.

**How were service-level estimates developed?\***

Ridership on the expanded Shuttle service was beginning to grow when the Governor's stay at home orders were issued in response to the pandemic in early 2020. Without people traveling, ridership numbers on the Shuttle plummeted. Ridership has remained low, and SMS is assuming that this trend will continue for the remainder of this fiscal year. Ridership for 2020-21 is therefore projected to be flat compared to 2019-20. SMS is projecting that ridership will begin to recover in 2022, and we have therefore projected a modest, 3.6% increase. A number of factors could influence the recovery of ridership including the availability of a vaccine, the continued need for social distancing on vehicles, consumer confidence, and the general state of the economy. Vehicle miles and hours will remain unchanged as no changes to the route or service hours are projected.

For demand response, or deviated fixed route projects, summarize the intended outputs of this project in both qualitative (narrative) and quantitative (statistical) formats. There may be some projects where traditional performance measures (e.g., revenue vehicle hours/miles, passenger trips) do not apply. In those cases, quantifiable objectives can be used instead by submitting the following information: number of trainings or outreach, or number of passengers served, or other measurable outcomes produced by this project. Ensure there is a quantitative output, as these will be the baseline measurement for the following biennium's application. Qualitative measures are optional.

**Intended Outputs:**

Revenue Hours: 1,830  
Revenue Miles: 32,365  
Passenger Trips: 1,260

**6-Milestones****Milestones**

OPERATING ACTIVITIES	Date (mm/yy)
Service Start	07/21
Service Complete	06/23

**7-Attachments****Attachments**

Named Attachment	Required	Description	File Name	Type	Size	Upload Date
Copy of organization's most recent audit report (required)	✓	Audit Report 2019	<a href="#">Special Mobility Services Audit Report 2019.pdf</a>	pdf	352 KB	10/28/2020 03:56 PM
501(c) IRS Letter of Determination (For new non-profit applicants only)						
WUTC Certification (for new non-profit applicants who are direct service providers)						
Service area map (required)	✓	Service Area Map Deer Park Community Shuttle	<a href="#">SMS_Ops_DeerParkExpand_ServAreaMapShuttles.pdf</a>	pdf	123 KB	10/30/2020 12:01 PM
Population density map (required)	✓	Population Density Map Spokane	<a href="#">SMS_Ops_DeerParkExpand_PopulationDensityMap.pdf</a>	pdf	99 KB	10/30/2020 12:01 PM
Letters committing matching funds		Letter Confirming Matching Funds City of Deer Park	<a href="#">Deer Park Support Letter.pdf</a>	pdf	428 KB	10/30/2020 11:58 AM
In-kind match valuation proposal (if in-kind match will be used - not for capital projects)						

8-Supplemental Information

Supplemental Information

Supplemental Information:

We have chosen to apply for a two-year period to align this project with other project funding cycles.

9-Certification

Certification

CERTIFICATION

I certify, to the best of my knowledge, that the information in this application packet is true and accurate and that this organization has the necessary fiscal, data collection and managerial capabilities to implement and manage the project associated with this application:

Certification*:	Yes
Authorized Person*:	Fred Stoffer First Name Last Name
Title*:	General Manager
Date*:	10/30/2020

# 849 - SNAP Transportation Services

## Application Details

**Funding Opportunity:** 2-2021-2023 Consolidated Grant Program - Operating  
**Funding Opportunity Due Date:** Oct 30, 2020 5:00 PM  
**Program Area:** Consolidated Grant Program  
**Status:** Editing  
**Stage:** Final Application  
**Initial Submit Date:**  
**Initially Submitted By:**  
**Last Submit Date:**  
**Last Submitted By:**

## Contact Information

### Primary Contact Information

**Name:** Ms. Cameryn Flynn  
Salutation First Name Last Name  
**Title:** Transportation Coordinator  
**Email\*:** [flynn@snapwa.org](mailto:flynn@snapwa.org)  
**Address\*:** SNAP  
 3102 Fort George Wright Drive  
 Spokane Washington 99224-5203  
City State/Province Postal Code/Zip  
**Phone\*:** (509) 385-4119 Ext.  
Phone  
 ###-###-####  
**Fax:** (509) 534-5874  
 ###-###-####

### Organization Information

**Legal Name\*:** SPOKANE NEIGHBORHOOD ACTION PARTNERS (SNAP)  
**DBA Name\*:** SNAP  
**Organization Type\*:** Non Profit  
**DUNS #:** 180971087  
 #####  
**Unique Entity Identifier (UEI):**  
**Organization Website:** <http://snapwa.org>  
(Please enter http://... for this field)  
**Physical Address\*:** SNAP  
 3102 Fort George Wright Drive  
 Spokane Washington 99224-5203  
City State/Province Postal Code/Zip

**Mailing Address\*:**

3102 Fort George Wright Drive

Spokane Washington 99224-5203  
 City State/Province Postal Code/Zip

**Remit to Address\*:**

3102 Fort George Wright Drive

Spokane Washington 99224-5203  
 City State/Province Postal Code/Zip

**Phone\*:**

(509) 385-4119 Ext.  
 ### ### ####

**Fax:**

(509) 534-5874  
 ### ### ####

**Fiscal Year End**

December

**Last day of\*:**

## 1-Organization Contact Information

**Organization Contact Information****Organization Director****Name\*:**

Julie Honekamp  
 First Name Last Name

Chief Executive Officer [honekamp@snapwa.org](mailto:honekamp@snapwa.org)  
 Title Email Address

**Applicant Contact****Name\*:**

Lucy Lepinski  
 First Name Last Name

Chief Operating Officer [Lepinski@snapwa.org](mailto:Lepinski@snapwa.org)  
 Title Email Address

**Project Contact****Name\*:**

Cameryn Flynn  
 First Name Last Name

Transportation Coordinator [flynn@snapwa.org](mailto:flynn@snapwa.org)  
 Title Email Address

## 2-Summary of Project Information

**Summary of Project Information****PLEASE NOTE:**

**OPERATING- General operating assistance ?** Select this option if you are a transit agency and are submitting only one operating project that includes all of the transportation services your organization provides (maximum of \$ 1.5 million).

**OPERATING- Operating assistance for a specific service ?** Select this option if your organization is submitting an application for specific services you provide.

**Operating Type\*:**

Operating assistance for a specific service

Check all that apply. Refer to the Appendix A: Glossary of Terms for service-type definitions.

**Service Type\*:**

Volunteer Driver Program  
 Select all that apply

Select either ?Sustain Existing Service? or ?Expand Service.? The project qualifies as sustaining if performance measures are within the ranges explained in Appendix D.

**Need for Service\*:**

New service  
 Select One

Checking yes to federal funds means that your organization is willing and able to comply with the associated federal requirements. For full list see the Consolidated Grants Program Guidebook.

**Willing to Accept FTA funds for the biennium\*:**

Yes

Identify the areas this project will serve:  
[Click Here](#) for the Legislative District map.

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**Legislative District(s)\*:** 06  
Select all that apply

**County(ies)\*:** Spokane  
Select all that apply

**Duration of Project\*:** Two Years

**Scope/ALI Code\*:** 30.09.01

#### Dependency on Other Projects

Project Title
No Data for Table

## 3-Scope of Work

### Project Description

Regional Transportation Planning Organization/Metropolitan Planning Organization who will be ranking this project?  
Select the regional planning organization ranking this project from the drop-down menu.

**RTPO/MPO\*:** Spokane Regional Transportation Council

**Is this project primarily serving a rural area?\*** Yes

**Is this project primarily serving the Seattle, Tacoma, Everett urbanized area?\*** No

Briefly and specifically describe what your project proposes to do (who, what, and where).

#### Proposed scope/description of the work.\*:

Under the umbrella of SNAP's Ride to Health, transportation services are designed to serve those who otherwise would not qualify or be able to utilize public transportation options. These services include a Volunteer Driver Program utilizing volunteers and their own vehicles. We also offer transportation services through service agreements with partner agencies. In the Volunteer Driver Program, riders are able to use the program for medical related transportation (e.g. attending an appointment with a Primary Care Physician or picking up a prescription at their local pharmacy, attending a health-related class). This proposal would allow expansion of services to include a broader reach in the County and hire a Full-time Dispatcher.

Why is this project needed, and how does this proposal address the need?

Describe why you are pursuing the proposed project. Include a description of the transportation problem that needs to be addressed, how the problem was identified, and how the proposed project will address the problem.

#### Need\*:

Transportation is one of the key activities of daily living for people with chronic disabilities, many of whom are older adults. While driving themselves is their preferred mode of transportation, research tells us that people tend to outlive their driving expectancy, men by 10 years and women by 6 years. (2) If indeed older adults do outlive their driving expectancy, this gap produces high demand of family and friends to assure the care of their loved one. SNAP Ride to Health programs aim to empower those in need of transportation options and address Social Determinants of Health. These services fill the public transportation gap for the underserved (including rides to the VA Hospital); giving individuals the freedom to avoid social isolation, access medical services, shopping and other activities. There continues to be a high demand for transportation services particularly in the more far reaching points of the County. By expanding our volunteer pools in these areas we could provide additional rides and assist in filling in transportation gaps in these far corners of the County. We also aim to become more sophisticated in our technology. SNAP recently migrated our client management system to a new platform and integrated with a 3rd Party dispatch software. With both the higher demand and the new software comes the need for SNAP to hire dispatch personnel. This will enable us to efficiently assign staff, volunteers, riders, and vehicles.

Describe coordination efforts with your regional planning organization.

Include details such as inclusion in regional plans, what prioritized strategies are being addressed, who was involved in defining the problem, other alternatives that were/are being considered for solving the problem, and demonstrations of local/regional support for implementing the proposed project.

#### Coordination Efforts\*:

This project aligns with the Spokane County Coordinated Public Transit Human Services Transportation Plan (HSTP) by increasing options for basic health care access. Our program aims to ease the burden of access to healthcare particularly for the seniors and persons living with disabilities in our region.

SNAP as a current Transportation Provider has supported strategic planning efforts by participating on the SRTC Coordinated-Human-Services-Plan work group with Jason Lein, Senior Planner for SRTC. Further, SNAP was invited and presented at both the SRTC's Transportation Advisory Committee and the Transportation Technical Committee to share information about other transportation projects that SNAP offers in the region.

The Spokane Regional Transportation Council has been at the table several times in helping SNAP design and implement new programs. In addition, our partnership with Spokane Transit Authority has assisted in growing the program from awarding SNAP a van from their surplus van program, and awarded 2 ADA vehicles through 5310 funds. They also have awarded through 2 cycles of 5310 funds operating dollars to support the Volunteer Driver Program, now called Neighbors on the Go.

For over 25 years, Frontier Behavioral Health operated the Care Cars - volunteer driver program in our region. Since that program closed in late 2018, we have sought out many alternatives to the program including referring to Catholic Charities and other volunteer driver programs (all small-scale programs). In addition, SNAP has a private 3rd party vendor relationship who has helped fill in the gap by transporting individuals requesting rides to dental appointments or when resources are not available to transport persons with disabilities.

If the proposed project involves special needs transportation, how does the project advance efficiencies in, accessibility to, or coordination of transportation services provided to persons with special transportation needs?

To be eligible for funding for special needs transportation, [RCW 47.01.450](#) requires that applicants address how their project advances the efficiency, accessibility, and/or coordination of special needs transportation. Describe how your project advances these areas, and how you are going about developing these advancements.

Additionally, identify the special needs population to be served by this project.

### **Special Needs Transportation:**

SNAP is gradually and strategically growing their fleet of vehicles. Currently 4 vehicles are in our parking lots. We have just been awarded another ADA equipped vehicle by STA through a 5310 award. Providing us 2 vehicles that either have a ramp or lift for ease of loading individuals with mobility disabilities. All future purchased vehicles will be ADA compliant enabling us to serve individuals with special transportation needs.

In addition, SNAP has a private 3rd party vendor relationship who has helped fill in the gap by transporting individuals requesting rides to dental appointments or when resources are not available to transport persons with disabilities.

We know having access to ADA equipped vehicles greatly supports the gaps that other volunteer driver programs are challenged by not being able to offer a vehicle that might accommodate wheelchair.

With current services, we are providing approximately 65% of our rides to individuals age 60+ participate and 10% of our clients have limited mobility challenges. We are also seeing an increase of mental health related disabilities. SNAP Ride to Health program utilizes a service delivery model that includes a team of Community Health Workers (CHW). When a driver identifies a high needs client they are referred back to the CHW team to further explore if client can benefit a variety of community resources including applying for Medicaid Brokerage services or Transit Authority Paratransit services or need more intensive CHW support.

Our services are designed to complement and not supplant current Medicaid Transportation or STA Paratransit services. We explore with our clients what barriers they are facing to assure that the client is matched appropriately to the available transportation program that fits their needs.

How will your organization measure whether the project is successful and improves the efficiency and effectiveness of public transportation?

Identify data sources and monitoring processes. Explain how the project provides more efficient and effective transportation services to the target population(s) within the community. Describe strategies or steps to be taken if the project does not meet its performance targets.

### **Efficiency\*:**

Utilization of technology can be an indicator of a program's legitimacy as a transportation service. Program data including number of rides, number of unduplicated passengers, number of miles driven, and number of volunteer hours are important pieces of information for funders. SNAP recently migrated their Client Management System to a new platform to assure efficiencies within the project including streamlining ride scheduling and enhancing data management.

ROMA (Results Oriented Management and Accountability) is the evaluation tool used by our agency. The ROMA cycle is a process improvement tool that utilizes a planning cycle which moves from planning to implementation, evaluation and assessment. You can find additional information on the ROMA cycle here : <https://nascsp.org/csbj/csbj-data-collection-and-reporting/>

Additionally, SNAP uses a dashboard of our agreed upon measures to track performance throughout the time of any grant. SNAP uses a dashboard for the majority of our programs/services to provide this "at-a-glance" view of program performance.

GOAL #1: Increase transportation options for older adults to support their ability to live independently in their homes and communities.

GOAL #2: Increase volunteer engagement in communities with limited transportation options in areas such as Airway Heights, Otis Orchards, Liberty Lake, Mead.

Strategies for non-performance goals include adjusting volunteer engagement strategies, and increased outreach.

Identify if your project connects to, coordinates with, leverages or enhances other modes of transportation in your service area (aviation, intercity bus or rail, park and rides,

Identify the project services, equipment, or services that leverage or enhance other modes of transportation in your service area (taxi, motorcycle, bicycle/pedestrian)?

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Describe how this project supports and interacts with other modes of transportation in the project area. Does this service, equipment, or plan enhance other transportation or social services within your organization or among partners? What efficiencies within the service area will this project realize?

### Other Modes of Transportation\*:

Working with Spokane Transit Authority, SNAP has applied for their first vehicle through STA's Surplus Van program. Since then, we have also applied for and obtained an additional vehicle through this same partnership to purchase an ADA compliant van using STA's 5310 Funds.

Since SNAP's debut into Non-Emergency Medical Transportation(early 2016), we have built a strong relationship with entities such as Spokane Fire Department, Spokane Valley Fire, Managed Care Organizations, Insurance Providers, and numerous other private foundations, as well as partnerships with Providence and CHAS urgent care clinics. We continually leverage these relationships to streamline services and receive referrals from agencies as well as refer to other transportation providers. We encourage those that qualify, to access our local Medicaid Brokerage services through Specialty Mobility Services and if clients qualify we encourage access to ParaTransit.

SNAP is an active member of the regions Transportation Collaborative giving us knowledge and access to the regions transportation services and assuring linkages to surrounding area regional transportation services.

Identify the project staff for this project. What type of experience do these individuals have with grant management? Provide the names and experience of the key staff that will be working on this project, including their experience managing projects similar to the proposed project.

### Project Staff\*:

Amber Johnson, Director of Mission support and oversee Ride to Health at the executive level. Amber has been with SNAP since 2005. She holds a Juris Doctorate in Law from Gonzaga University and a Bachelor of Science degree from Michigan State University. Cameryn Flynn, our Transportation Coordinator for 4 years, and has been employed by SNAP for 5+ years. She has 25+ years in executive level management including oversight to local, state & federal grants. She has 10+ years cross industry health programs for hospitals and insurance companies. She holds a Bachelor of Arts degree in Business Administration from Gonzaga University and a Master of Organizational Development from Antioch University. Garrett Havens, our Neighbors on the Go Program Manager, was hired by SNAP in August, 2020. He has 15+ years of experience with community facing program management work with for profit, nonprofit, and government organizations. His work experience includes community engagement, volunteer recruitment & management, and program development. He obtained his Master of Public Administration from Eastern Washington University. Kathy Allen has been with SNAP for over 24 years and has served as SNAP's Fiscal Director for over 10 years. Kathy ensures audit and contractual compliance for the over 100 funding sources that SNAP receives annually. Don Moody manages accounts payable and Tina Stewart manages Payroll.

### HSTP Plans

Coordinated Public Transit - Human Services Transportation Plan	Page # or TBD
Spokane Regional Transportation Council	18
Spokane Regional Transportation Council	21
Spokane Regional Transportation Council	26
Spokane Regional Transportation Council	19
Spokane Regional Transportation Council	20

## 4-Budget

### Expenses

Expenses	If Other, Please List	1st fiscal yr. current biennium (Actual)	2nd fiscal yr. current biennium (Budgeted)	Current Biennium (Total of Actual and Budgeted)	Future Biennium 1 (Projected)	Variance Between Biennia	Future Biennium 2 (Projected)	Variance Between Biennia
Labor & Benefits		\$0.00	\$0.00	\$0.00	\$335,447.00	0.0%	\$0.00	-100.0%
Overhead		\$0.00	\$0.00	\$0.00	\$128,743.00	0.0%	\$0.00	-100.0%
Vehicle Use Fees		\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	0.0%
Fuel & Lubricants		\$0.00	\$0.00	\$0.00	\$3,610.00	0.0%	\$0.00	-100.0%
Project Supplies		\$0.00	\$0.00	\$0.00	\$18,056.00	0.0%	\$0.00	-100.0%
Maintenance Parts & Supplies		\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	0.0%

Other	Insurance	\$0.00	\$0.00	\$0.00	\$20,992.00	0.0%	\$0.00	SNAP-1 -100.0%
		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$506,848.00</b>		<b>\$0.00</b>	

#### Revenue

Sources of Revenue	If Other, Please List	1st fiscal yr. current biennium (Actual)	2nd fiscal yr. current biennium (Budgeted)	Current Biennium (Total of Actual and Budgeted)	Future Biennium 1 (Projected)	Future Biennium 2 (Projected)
Local: Other	Health Care Authority Grant	\$0.00	\$0.00	\$0.00	\$212,324.00	\$0.00
Local: In-kind		\$0.00	\$0.00	\$0.00	\$9,000.00	\$0.00
Local: Other	CHAS Service Agreement	\$0.00	\$0.00	\$0.00	\$32,200.00	\$0.00
		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$253,524.00</b>	<b>\$0.00</b>

#### Requested Amount (2 Year Project)

Future Biennium 1 Total: \$253,324.00

#### Requested Amount (4 Year Project)

Future Biennium 2 Total: \$0.00

#### Revenue Total (2 Year Project)

Revenue Total: \$253,524.00

#### Projected Revenue Total (4 Year Project)

Projected Revenue Total: \$0.00

#### Variances

Variance Between Biennia 1: 0.0%

Variance Between Biennia 2: -100.0%

Variances:

#### Other Sources

#### Other Sources\*:

SNAP is a one of 30 agencies in the network of Washington State Community Action Partnership (WSCAP) serving low-income families & individuals in all 39 counties in WA. The Community Services Block Grant (CSBG) funds the nationwide network of 1,100 Community Action Agencies. These organizations create, coordinate, and deliver comprehensive programs and services to many people living in poverty in the United States in order to help individuals and families achieve self-sufficiency. In addition to CSBG funding we receive funds from multiple other Local, State and Federal agencies including local municipalities, private foundations and donations.

We also receive funding from Aging and Long Term Care in support of our Match for our 5310 funds from STA. We also receive funding from the 5310 grant from STA and were awarded a national grant from AARP to help with marketing efforts for the Neighbors on the Go program. We also receive funding from our local Accountable Care Organization, Better Health Together to support several transportation services as well as service agreements with a local Federally Qualified Healthcare Clinic system and our local Public Health District.

#### Comments

#### Comments\*:

Staffing plan includes Program Manager and Coordinator Salaries.  
Includes volunteers and our current agency value for volunteer in-kind services.



The fringe benefits, rent, communication, general expenses and WAN rate is based on our agency's policy.

SNAP-1

Wide Area Network (WAN) which includes allowable costs associated with information systems including voice and network communication lines, IT personnel, and file servers, etc., are pooled into a fund and prorated as direct costs each month based on total monthly salaries charged in all other funds except General Admin.

General Administrative Costs which are necessary, beneficial and allowable to all programs and may include the salaries and related operating expenses associated with the functions of the CEO, Board of Directors, Human Resources and general accounting functions such as fiscal oversight, payroll and accounting supervision are first pooled into a fund and then allocated out based on total monthly salaries charged to all other funds except WAN.

:

The bus passes as a line item will be purchased through STA to support client who may be able to utilize bus system and SNAP would not be available to provide the ride at a specific time requested. We would either send the pass to the intended client via email or we would drive the pass to the client.

Dispatch Software ? We have an agreement with our new 3rd party vendor that charges us .99 per call that we dispatch through the new integrated system ? this charge reflects each one way trip.

### DBE Goals

DBE Goals	Percentage	Efforts	No DBE
Yes	1.0%	01 % - SNAP shall take all necessary and reasonable steps to assure that we purchase supplies and equipment through Disadvantaged Business Enterprise companies and vendors.	

### Summary

#### Future Biennium 1

Expense Total:	\$506,848.00
Revenue Total:	\$253,524.00
Requested Amount - 1st Biennium:	\$253,324.00
	Expense Total minus Revenue Total.
Percentage of Match:	50.02%

#### Future Biennium 2

Expense Total:	\$0.00
Revenue Total:	\$0.00
Requested Amount - 2nd Biennium:	\$0.00
	Expense Total minus Revenue Total.
Percentage of Match:	0.0%

### 5-Service Level

#### Project Service Level Information

Project Specific Information	1st fiscal yr. current biennium (Actual)	2nd fiscal yr. current biennium (Budgeted)	Current Biennium (Total of Actual and Budgeted)	Future Biennium 1 (Projected)	Percent of Change	Future Biennium 2 (Projected)	Percent of Change
Revenue Vehicle Hours	0.00	0.00	0.00	0.00	0.0%	0.00	0.0%
Revenue Vehicle Miles	0.00	0.00	0.00	0.00	0.0%	0.00	0.0%
<i>Passenger trips should be entered as whole numbers only.</i>							
Passenger Trips	0.00	0.00	0.00	3200.00	0.0%	0.00	-100.0%
Volunteer Hours	0.00	0.00	0.00	6400.00	0.0%	0.00	-100.0%
					.00%		-200.00%

## Project Service Level Description

Describe the methodology used to develop these estimates, including any assumptions used in their development.

### How were service-level estimates developed?\*

No Revenue is estimated. All rides are provided free to our clients.

Passenger Trips

Formula: # of Volunteers x #of weeks x Average # of trips per volunteer x 2 yrs

$$20 \times 40 \times 2 = 1,600 \times 2 \text{ yrs} = 3,200$$

Volunteer Hours:

Formula: # of Volunteers x #of weeks x Average # of hours per volunteer hours x 2 yrs

$$20 \times 40 \times 4 = 3,200 \times 2 \text{ yrs} = 6,400$$

For demand response, or deviated fixed route projects, summarize the intended outputs of this project in both qualitative (narrative) and quantitative (statistical) formats. There may be some projects where traditional performance measures (e.g., revenue vehicle hours/miles, passenger trips) do not apply. In those cases, quantifiable objectives can be used instead by submitting the following information: number of trainings or outreach, or number of passengers served, or other measurable outcomes produced by this project. Ensure there is a quantitative output, as these will be the baseline measurement for the following biennium's application. Qualitative measures are optional.

### Intended Outputs:

Number Passenger Trips

Annual Volunteer Hours:

95% Customer Service Client satisfaction by surveying clients

65% No show avoidance rate - (percent of clients that would have had to rescheduled or cancel appointment because of transportation barrier.

## 6-Milestones

### Milestones

OPERATING ACTIVITIES	Date (mm/yy)
Service Start	07/21
Service Complete	06/23

## 7-Attachments

### Attachments

Named Attachment	Required	Description	File Name	Type	Size	Upload Date
Copy of organization's most recent audit report (required)	✓	SNAP most recent Audit Report	<a href="#">2019 Final Audit Report.pdf</a>	pdf	244 KB	09/23/2020 12:31 PM
501(c) IRS Letter of Determination (For new non-profit applicants only)		SNAP IRS Determination letter	<a href="#">IRS 501c3 SPOKANE NEIGHBORHOOD ACTION PARTNERS 09-17-2012.pdf</a>	pdf	436 KB	09/23/2020 12:29 PM
WUTC Certification (for new non-profit applicants who are direct service providers)		WUTC Certification for SNAP	<a href="#">46508 - SpokaneNeighborhoodCert.pdf</a>	pdf	944 KB	09/23/2020 12:30 PM
Service area map (required)	✓	Service Map for Spokane County	<a href="#">SNAP_Revised map for WSDOT Service Area.docx</a>	docx	4 MB	09/23/2020 12:41 PM
Population density map (required)	✓	Spokane County Population Density Map	<a href="#">Spokane County Population Map.docx</a>	docx	275 KB	09/23/2020 12:40 PM
Letters committing matching funds						
In-kind match valuation proposal (if in-kind match will be used - not for capital projects)		Proposed Grant Match Plan - SNAP	<a href="#">2021_23 Consolidated GRANT Cycle Match Proposal.pdf</a>	pdf	202 KB	10/27/2020 10:05 AM
Letters of support (combine into one file attachment - optional)		Referring Partner Letter of Support - Aging and Long Term Care of Eastern Washington	<a href="#">ALTCEWLOS_SNAP WSDOT 10-2020.pdf</a>	pdf	523 KB	10/16/2020 09:02 AM

## 8-Supplemental Information

### Supplemental Information

#### Supplemental Information:

SNAP is focusing much attention on Health inequities within our community. Health inequities are systematic differences in which individuals and/or groups have to achieve optimal health, leading to unfair and avoidable differences in health outcomes. Tackling health inequity requires widening our lens to bring into view the ways in which early childhood development, jobs, working conditions, education, housing, social inclusion, and even political power, influences population health. When societal resources are distributed unequally by class and by race, population health is distributed unequally along those same lines as well.

Evidence concludes that health inequities are the result of more than individual choice or random occurrence. They are the result of the historic and ongoing interplay of inequitable structures, policies, and norms that shape lives.

This is one of the reasons SNAP and its leadership has focused on transportation as a separate determinant of health because of its multifaceted nature.

Transportation is the number one reason patients miss health care appointments. Transportation barriers lead to rescheduled or missed appointments, delayed care, and missed or delayed medication use. These consequences may lead to poorer management of chronic illness and thus poorer health outcomes and in turn higher healthcare costs.

SNAP's Ride to Health to health Program is complex and currently has 10 initiatives that address not only transportation barriers but address other social determinants of health factors. We often promote our services as "SR2H - We are more than a Taxi Ride". We have built a team of Community Health Workers (CHW) who are at the ready to help our clients in the Neighbors on the Go program connect with other needed resources. During this time of Covid-19, this service has increased in demand. As people are isolating to remain safe it can often bring to the surface other challenges and needs for additional resources. The CHW can help in creating action plans with residents who are interested in pursuing opportunities to improve their physical or behavioral health. The CHW can help set goals around health that may include items like connecting with a mental health provider, seeking substance abuse treatment, seeking the services of a peer coach etc. For clients who are ready for this support the CHW can be a trusted source of support during this time of Covid related isolation and even when not operating in a pandemic this CHW is built into the SR2H service delivery model.

## 9-Certification

### Certification

#### CERTIFICATION

I certify, to the best of my knowledge, that the information in this application packet is true and accurate and that this organization has the necessary fiscal, data collection and managerial capabilities to implement and manage the project associated with this application:

<b>Certification*:</b>	Yes
<b>Authorized Person*:</b>	Lucy Lepinski First Name Last Name
<b>Title*:</b>	Chief Operating Officer
<b>Date*:</b>	10/27/2020

To: SRTC Board of Directors  
From: Greg Griffin, Administrative Services Manager  
Topic: **2021 Employee Handbook Update**

01/07/2021

**Requested Action:**

Approval of the 2021 Employee Handbook Update.

**Key Points:**

The current SRTC Employee Handbook was adopted in 2009. This handbook updates policies, procedures and benefits resulting from the gradual separation of SRTC from the City of Spokane for agency employee benefits, human resources, payroll, accounting and treasury services. The proposed Handbook has extensive changes and “right sizes” the policies and practices to fit the size and scope of SRTC.

Revisions to the handbook were developed using best practice examples from other governmental entities provided through Municipal Research and Services Center and Society of Human Resources Management. The Employee Handbook went through extensive review with the Board Administrative Committee (BAC) throughout 2019 and 2020 and the final draft version was reviewed by an employment law attorney in November 2020. Legal recommendations were reviewed with the BAC in November 2020 and are included in the final draft, which can be viewed at the following link: [Dec 2020 Final Draft SRTC Employee Handbook](#).

The updated handbook includes a section on a merit-based wage system which eliminates automatic “steps” and annual salary increases that were used in the City of Spokane payroll system. In late 2019 a salary survey and updated position job descriptions was completed by Associated Industries. A new employee performance evaluation process was implemented in 2019, forming the foundation for the proposed merit-based system.

Annual Performance Appraisal/Reviews will be utilized to determine the level of any merit earned. Each position’s salary range is divided into ten (10) equal increments. The potential to earn one (1) increment of the range is based on the results of the performance review. Budget for the overall merit pool for total staff wages is determined by the SRTC Board’s annual operations budget. Distribution of the merit pool into the earned amount per employee will be done by the Executive Director and the Administrative Services Manager per a formula associated with the merit-based structure and scoring on the individual performance reviews. For SRTC staff at or above the top of their respective position’s salary range, any merit increase approved for the subsequent budget year is for that budget year only. For staff not at the top of their respective salary range, any wage increases approved/budgeted for the subsequent year becomes part of their new wage going forward.

**Other significant Handbook revisions include:**

- Inclusion of SRTC mission, vision and value statements.
- New legally compliant alcohol and drug policy
- Conflict of Interest policies

- Care and return of SRTC property, including during telework
- Social media guidelines
- Sick leave policy changes including compliance with Washington Paid Sick and Safe Leave and an annual carryover limit. Accrued sick leave for employees in excess of the new carryover limit as of 12-31-20 will receive a onetime payout to transition to the new limits and policies. This total for eligible employees is estimated to be about \$3,500.
- Benefit summary updated annually to reflect SRTC staff options and Board approved budget
- Performance reviews, disciplinary policy and appeals process
- Travel policy
- Remote work policies and procedures

**Board/Committee Discussions:**

The BAC met on multiple occasions to review and provide guidance on the updated handbook contents. The Board was presented this item for information at the December 2020 Board meeting.

**More Information:**

- Link to: [Final Draft SRTC Employee Handbook](#)
- For detailed information contact: Greg Griffin at [ggriffin@srtc.org](mailto:ggriffin@srtc.org) or 509.343.6370.

To: Board of Directors  
From: Eve McMenamy, Principal Transportation Planner  
Topic: **TIP Call for Projects and Contingency Funding**

01/07/2021

**Requested Action:**

For information and discussion.

**Call for Projects Key Points:**

- In 2018 the SRTC Board set aside for \$6M of Surface Transportation Block Grants (STBG) during the 2018 Call for Projects to fund capital maintenance and preservation projects to obligate in 2022 and 2023.
- The purpose to delay the call for capital maintenance and preservation projects until this time, was to allow member agencies to use accurate pavement conditions rather than predicted pavement conditions to determine which projects best qualify for funding.
- The SRTC Board approved a TIP Guidebook Policy in October 2020 to conduct a biennial call for preservation projects to assist with efficient project delivery to meet annual obligation targets. This call for projects will fulfill this policy.
- The TIP Working Group met on December 8 to discuss their capital maintenance and preservation needs as it relates to \$6M call for projects. The TIP Working Group asks the TTC consider the following principles of investment as a potential recommendation to the SRTC Board:
  - 1) Due to the limitation of funding, direct the call for project funding towards preservation projects and not more costly reconstruction projects. This would include grind and overlays and other treatments such as chip seal.
  - 2) Cap project applications at \$1M per project so multiple projects can be funded.
  - 3) For geographical distribution, cap any one jurisdiction at \$2M in awards.
  - 4) Adhere to the federal and state funding requirements that rural and small city minimum awards are funded.
- The SRTC Call for Projects is scheduled to be opened early March 2021 and will use the same application developed for the 2018 Call for Projects.
- A recommendation on the principles of investment from the TTC will be sought at the January 27 TTC meeting and the February 11 Board of Director's meeting.

**Contingency Funding Process for SRTC Priority List Projects Key Points:**

- A second TIP item is the availability of funding for SRTC Priority List Projects through the SRTC contingency funding process.
- The following funding is available from unused allocations or deobligations includes: \$4M Congestion Mitigation Air Quality (CMAQ) and \$429,680 Highway Improvement Program (HIP).
- TIP Guidebook Policy 6.5.1 directs SRTC staff to provide a recommendation to the SRTC Board on how to best utilize leftover SRTC regional funds. This recommendation will be reviewed and discussed with the TTC prior to going to the Board and will include using the approved Priority Project list and contingency fund process as approved by the Board, see **Attachments 1 and 2** respectively.
- SRTC must award contingency funds to projects which can obligate in 2022 & 2023 to meet our future regional obligation targets. Generally, project applicants need at least one year of lead time to prepare projects for delivery.
- For newer Board members, in 2018 SRTC conducted a Call for Projects which resulted in a 2018 Call for Projects-Regional Priority List. From this list SRTC initially awarded \$37.8M to 23 different projects.
- Subsequently in February 2020, the contingency funding process was used to award an additional \$5.8M Surface Transportation Block Grant (STBG), \$0.5M STBG-Set Aside and \$0.3M CMAQ funding.
- SRTC has recently verified with member jurisdictions, if they have remaining funding gaps for their projects on the 2018 Call for Projects -Regional Priority List and subsequently updated the List. This includes gaps between what the agency requested from SRTC in 2018 and what they were awarded by SRTC or through other funding sources.
- The Contingency Process can move more quickly than the call for projects to allow jurisdictions as much time as possible to prepare for a 2022 obligation.
- A future call for projects will be needed in early 2022 to prepare for 2024-2026 STBG, STBG-Set Aside and CMAQ funding.

**Board/Committee Discussions:**

This is the first time the Board has been presented this information. The Transportation Technical Committee was briefed on this topic at their 12/16/20 meeting.

**Public Involvement:**

All Board and TTC meetings are open to the public. When additional funds are allocated by SRTC to this project, a Transportation Improvement Program (TIP) Amendment and public comment period will be open.

**Supporting Information/Implications:**

The preliminary Call for Projects schedule is as follows:

<b>SRTC Call for Capital Maintenance &amp; Preservation Projects Schedule</b>	
<b>2020</b>	
December 8	TIP Working Group meeting- Capital Maintenance & Preservation Call for Projects and Contingency List Funding
December 16	TTC meeting Capital Maintenance & Preservation Call for Projects and Contingency List Funding
<b>2021</b>	
January 14	SRTC Board of Directors - Capital Maintenance & Preservation Call for Projects and Contingency List Funding
January 27	TTC meeting- Principles of investments recommendation
February 11	SRTC Board of Directors – Principles of investments action item
<b>March 1</b>	<b>CALL FOR PROJECTS RELEASED</b>
<b>April 30</b>	<b>APPLICATION Package DUE by 4:00 pm.</b>
May 10-21	Pavement committee field work verification
May 24-June 4	Multi-agency project scoring
June 24	TTC meeting - review preliminary results
July 8	SRTC Board - review preliminary results
July 28	TTC Meeting - recommend preservation funding lists of STBG, CMAQ and STBG Set-Aside projects to fund and contingency lists for Board approval
August 12	SRTC Board – Approve awards in call for projects
August – October	2022-2025 TIP development process which includes a 30-day public comment period on the draft TIP.

**More Information:**

- For detailed information contact: Eve McMenamy at [evemc@srtc.org](mailto:evemc@srtc.org) or 509.343.6370.



2019 SRTC Priority List - Board Approved 9/12/19

(From 2018 Call for Projects Prioritization)

				STBG			CMAQ	STBG Set-Aside		HIP			Small Towns-min	AWARD
				Urban (STBG-U) (ST	Urban Small-min	Rural-min (STBG-R)	inside AQ boundaries	Urban Large (TA	Rural-min	Urban Large	Urban Small	Rural		
Priority	Project #	Project Name	Requested											Total Award
1	Board -1	Supplement to Henry Road Overpass ROW Preservation												
2	SC-1	Bigelow Gulch Project 5	\$1,568,000			\$1,403,000						\$165,000		\$1,568,000
3	COS-3	Thor-Freya Couplet (rec'd funding in 2018 and 2020)	\$8,119,105	\$8,119,105										\$8,119,105
4	SRHD-1	Safe Routes to School Walking School Bus	\$611,181					\$600,000						\$600,000
5	SV-1	Pines Grade Separation (RW only) (funding in 2018 and 2020)	\$3,795,000	\$3,795,100										\$3,795,100
6	COS-1	Riverside-Monroe to Wall	\$5,003,141	\$850,000										\$850,000
7	SRHD-2	Walk Bike Bus Downtown Spokane	\$304,202				\$304,000							\$304,000
8	SC-12	Commute Trip Reduction	\$898,157				\$881,327							\$881,327
9	STA-1	Upgrade 6 diesel buses to electric	\$2,670,000				\$2,670,000							\$2,670,000
10	SC-3	Bigelow Gulch Project 2 (\$1.45M in 2020)	\$2,601,000			\$1,450,000								\$1,450,000
11	MW-1	Argonne Rd, Frederick-Liberty congestion relief (1.27M in 2018 & \$380,000-2019)	\$1,270,000				\$1,650,000							\$1,650,000
12	SC-2	Bigelow Gulch Project 6 (\$2.814 in 2018 & \$1.27M in 2019)	\$4,085,000	\$3,045,000						\$1,040,000				\$4,085,000
13	SV-2	Barker Corridor reconstruction & widening (can be split into 3 segments)	\$6,331,800	\$2,050,000										\$2,050,000
14	STA-2	5-Mile Park & Ride Study (funded in 2019)	\$200,000											\$0
15	COS-12	Havana St-Sprague to Broadway	\$5,836,971											\$0
16	DP-1	Crawford & Colville Roundabout/N Colville reconstructions	\$1,943,514			\$1,944,000							\$1,944,000	\$1,944,000
17	SV-6	Argonne Rd Reconstruction	\$2,508,500											\$0
18	WSDOT-1	US 2 Garfield Rd intersection improvement	\$2,220,000											\$0
19	COS-7	Maple-Wellesley Intersection	\$761,822				\$762,000							\$762,000
20	SC-5	57th Avenue	\$2,126,000											\$0
21	AH-2	21st Ave Craig Rd to Deer Heights Rd (Property Survey)	\$89,545											\$0
22	SV-4	Pines and Mission intersection improvement (can be split into 2 segments)	\$1,211,000				\$450,500							\$450,500
23	COS-10	Spokane Falls Blvd-Lincoln to Division	\$7,305,931											\$0
24	DP-3	Colville Reconstruction Third St to north City Limits	\$2,021,738											\$0
25	SV-7	Park Road reconstruction (RW only)	\$268,160											\$0
26	COS-5	Centennial Trail Summit Gap	\$2,532,198				\$2,532,000							\$2,532,000
27	SC-6	57th Avenue & Freya St Roundabout	\$728,300				\$728,000							\$728,000
28	COS-6	Ben Burr Crossing Improvements	\$746,099					\$746,000						\$746,000
29	SC-14	Harvard Rd	\$4,827,000											\$0
30	COS-8	Driscoll-Alberta-Cochran Sidewalk Infill ( 530,000 in 2018 & 175,200 in 2019	\$1,060,452					\$705,200						\$705,200
31	COS-4	Washington-Stevens, Spokane Falls to Boone	\$2,014,581											\$0
32	SC-13	Centennial Trail at Argonne	719000											\$0
33	COS-2	Freya St - Wellesley to Decatur	\$3,658,690											\$0
34	COS-13	North Bank Trail Study	\$166,250											\$0
35	SV-3	Sprague & Barker intersection improvement	\$1,159,979				\$349,000							\$349,000
36	COS-9	Napa-2nd Ave to Sprague	\$1,508,697											\$0
37	SC-9	Craig Rd	\$962,700											\$0
38	CH-1	Washington St (Cheney)	\$730,691		\$703,000						\$28,000			\$731,000
39	AH-1	10th Ave Garfield Rd to Hayford Rd	\$3,203,000											\$0
40	DP-2	E Crawford Preservation	\$575,650											\$0
41	COS-11	37th Ave Sidewalk	\$726,183											\$0
42	SC-11	Cascade Way	\$601,200											\$0
43	SC-4	Brooks Rd Phase 1	\$1,608,000											\$0
44	SV-5	Mullan Road preservation	\$1,211,000											\$0
45	SC-8	Greta to Whitworth Bike Route (funded 2020)	\$299,300											\$0
46	SC-10	Columbia Dr	\$1,536,000											\$0
47	FF-2	First St Sidewalk Phase 2	\$272,034						\$315,000				\$315,000	\$315,000
48	SV-8	Wilbur Rd sidewalk (funded in 2020)	\$557,060					\$500,000						\$500,000
49	FF-1	Rattler Run Road reconstruction	\$799,433											\$0
50	SC-7	Cheney-Spokane Rd	\$2,132,000											\$0
Shaded=Fully Funded SRTC Request				\$17,859,205	\$703,000	\$4,797,000	\$10,326,827	\$2,051,200	\$315,000	\$1,040,000	\$28,000	\$165,000	\$2,259,000	\$37,785,232
Dotted=Partial Award														

## 2019 SRTC Contingency Process and List

At the November 2018 Board meeting, the SRTC Board selected a **2018 Prioritized List** of projects to fund with 2020-2023 regional allocations of the Surface Transportation Program Block Grant (STBG) and 2021-2023 Congestion Mitigation Air Quality (CMAQ) funds. As the prioritized list includes all funding sources and many partially funded projects, SRTC Staff and the TTC discussed ways to establish a contingency list process using the new **2018 Prioritized List (see Attachment)** to establish a predictable process yet maintain responsiveness to project changes. The recommended process was to seek to balance regional priority with the need to be nimble in utilizing funding quickly. The 2018 Prioritized list is now the 2019 Contingency List.

### Approved Process, March 14, 2019 Board meeting:

- Use the 2018 Prioritized List as the **2019 Contingency List**.
- SRTC Staff will bring a draft recommendation for TTC consideration based on the criteria below.
- The TTC will make a recommendation to the Board using the same criteria below.

### Criteria:

- Evaluate the technical requirements of the funding source for the project on **2019 Contingency List** and amount of funding that is available;
- Identify from the **2019 Contingency List** projects that meet such requirements;
- Review project readiness from the above identified projects to maximize project delivery;
- Review the capability of available funding to complete a project or phase; and
- Recommend a project or projects for Board approval.

To: Board of Directors 01/07/2021  
From: Eve McMenamy, Principal Transportation Planner and  
Brandi Colyar, Spokane County Capital Projects Manager  
Topic: **Spokane County Bigelow 6 Project Cost Overrun, Request for Additional Funds**

**Requested Action:**

For information and discussion.

**Key Points:**

- On December 8 SRTC received a letter from Spokane County requesting additional funding of \$850,000 for their Bigelow 6 project as a result of a cost overrun, see **Attachment**.
- Bigelow 6 is a project in the SRTC Transportation Improvement Program and programmed for construction in 2021.
- Bigelow 6 is ranked 12<sup>th</sup> on the 2018 Call for Projects, SRTC Priority List.
- In relationship to the Bigelow 6 project, the City of Spokane Valley's Sullivan & Wellesley intersection project is also in the SRTC Transportation Improvement Program and programmed for construction in 2021.
- According to SRTC TIP Guidebook Policy, this request is considered a cost overrun. The relevant cost overrun policies can be found in the supporting information of this memo.
- The SRTC Executive Director and/or the SRTC Board shall make the determination on whether a project cost overrun is considered eligible or ineligible for a fund increase based on the following TIP Guidebook Policy.

TIP Guidebook Policy 6.3.1 - A cost overrun may be eligible for a fund increase if it is considered outside of the control of the project sponsor. Examples of possible eligible cost overruns could include: unanticipated weather events, "Acts of God", or other external events including war, labor strikes, or national security threats or events; new federal or state mandatory requirements; significant unanticipated utility, environmental, cultural/historical issues; or significant unanticipated pavement condition.

- Fund increases are limited to SRTC available funding. Presently SRTC has the following fund available; \$4M in Congestion Migration Air Quality (CMAQ) funding, and 429,680 in Highway improvement Funds. Bigelow 6 does not qualify for CMAQ funds.

**Board/Committee Discussions:**

The Transportation Technical Committee was briefed on this topic at their 12/16/20 meeting.

**Public Involvement:**

All Board and TTC meetings are open to the public. The Bigelow 6 project has been through the Transportation Improvement Program (TIP) public comment process.

**Supporting Information/Implications****Policy for Cost Overruns**

Cost Overruns Cost overruns are defined as costs that exceed the project budget as it was determined at the time of project application to SRTC. The full policies can be found in the TIP Guidebook linked [here](#). What follows are several specific policies that relate to this request.

Policy 6.1 - After a project has been selected by SRTC for regional allocations of federal funds, any cost overruns are the responsibility of the project sponsor. Project sponsors are required to sign SRTC's Local Agency Project Endorsement Form, which states that any cost overruns are the responsibility of the project sponsor.

Policy 6.2 - Although cost overruns are the responsibility of the project sponsor, for eligible cost overruns (see Policy 6.3) on projects awarded on regional allocations of federal funds, the project sponsor may request additional funds through the SRTC Executive Director or the SRTC Board. The process for requesting a fund increase is described below.

Policy 6.2.2 - For a project with a total estimated project cost equal to or greater than \$1 million (as originally programmed in the TIP), the SRTC Executive Director may increase the project's award amount up to 15% of the total project cost, not to exceed \$300,000. At the Executive Director's discretion, the request may be brought to the TTC for discussion and input. Fund increase requests approved or denied by the Executive Director will be noted at an SRTC Board meeting. Requests greater than 15% of the total project cost or greater than \$300,000 would require SRTC Board action. Fund increase requests requiring SRTC Board action will be brought first to the TTC for discussion and input. Fund increase requests approved or denied by the SRTC Board will take place during an SRTC Board meeting, which are open to the public.

Policy 6.2.4 - Fund increases that are considered by the SRTC Executive Director shall be limited to available funds. Available funds are allocated funds (this includes but is not limited to annual allocations, carryover funds, returned funds from projects that came in under budget) that have not been awarded or programmed for a specific project. If a fund source has been fully programmed in the current TIP (all available funds and forecasted funds are associated with planned projects), approving a fund increase request will impact currently programmed projects. These impacts could include delaying one or more projects out of the first four years of the TIP or reducing the award amount for one or more projects.

Policy 6.2.5 - If a fund increase request is denied by the SRTC Executive Director or the SRTC Board, the project sponsor may finance the cost increase through other funding sources, reduce the scope of the project to available funds (with SRTC concurrence on the scope change), or withdraw the project from the TIP and return any previously obligated funds to SRTC for redistribution. In addition, fund increase requests denied by the SRTC Executive Director may be appealed by the project sponsor; appeals may be considered by the SRTC Board, at their discretion.

Policy 6.3 - Fund increase requests related to cost overruns will be considered on a case-by-case basis. Policies 6.3.1 and 6.3.2 describe possible causes for eligible and ineligible cost overruns. The examples provided below are not exhaustive and do not imply the eligibility or ineligibility of any specific project. The SRTC Executive Director and/or SRTC Board shall make the determination on whether a project cost overrun is considered eligible or ineligible for a fund increase.

Policy 6.3.1 - A cost overrun may be eligible for a fund increase if it is considered outside of the control of the project sponsor. Examples of possible eligible cost overruns could include: unanticipated weather events, “Acts of God”, or other external events including war, labor strikes, or national security threats or events; new federal or state mandatory requirements; significant unanticipated utility, environmental, cultural/historical issues; or significant unanticipated pavement condition.

Policy 6.3.2 - A cost overrun may be ineligible for additional funds through SRTC if the cost overrun is considered to be within the control of the project sponsor. Examples of possible ineligible cost overruns could include: a change in scope for owner betterment; omitted requirements that could have reasonably been anticipated; or poor judgment or inadequate planning, design, or implementation of the project.

Policy 6.4 - Approved fund increase requests related to cost overruns must maintain or increase the original local match commitment (i.e. percentages).

**More Information:**

- Attachment 1: Spokane County Funding Request Letter
- For detailed information contact: Eve McMenamy at [evemc@srtc.org](mailto:evemc@srtc.org) or at (509)343-6370.



# Public Works Department

Spokane County, Washington

FOR INFORMATION  
AGENDA ITEM 8  
01/14/2021 Board Meeting

November 24, 2020

Spokane County Public Works

1026 W. Broadway Ave

Spokane, WA 99208

Sabrina C. Minshall, AICP

Spokane Regional Transportation Council

421 W. Riverside Ave Suite 500

Spokane, WA 99201

RE: Bigelow Gulch Project 6 Request for Additional Funds

Dear Sabrina,

Spokane County with the support of the City of Spokane Valley presents to Spokane Regional Transportation Council (SRTC) this request for additional funding for the Spokane County Bigelow Gulch 6 project. Spokane County and The City of Spokane Valley have worked diligently to secure the funding necessary to construct the improvements of the Bigelow Corridor through the Sullivan-Wellesley Intersection.

Completion of the Bigelow- Forker corridor through the Sullivan-Wellesley intersection is a recognized priority in our region. The Bigelow Gulch Project 6 ranks number 11th on the approved SRTC Priority List and was awarded funding under the 2018 call. This project will construct a new alignment for Forker Road between East Valley Middle School and East Valley High School providing a direct connection to the Sullivan /Wellesley intersection. The new roadway will consist of an urban section with four lanes, a center turn lane and sidewalks on both sides. The Project improves the safety and capacity for road users, allows for efficient freight movement and add pedestrian and bicycle facilities, including a tunnel between the two schools.

Spokane County and the City of Spokane Valley have been utilizing an MOU to provide efficiencies for the design and row acquisition of these two projects. We would like to continue this effort for administration of

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1026 West Broadway Avenue • Spokane, WA 99260-0176

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## Public Works Department

Spokane County, Washington

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the construction projects limiting the disruption to the traveling public and the school district. Administering the projects together also provides for opportunities to reduce construction item and oversight expenses. This teamwork provides a fiscally responsible approach to delivering these projects. Spokane County had committed to the costs necessary to improve the Sullivan-Wellesley intersection as it was submitted in the 2018-2020 CMAQ application to accommodate the additional lanes constructed with the new corridor.

Recently Spokane County was notified of a correction to the cost estimate for the intersection increasing the project total approximately \$490,000 more than the estimate provided in 2018. The intersection project total funding Gap for the full build out is currently estimated at \$965,000. Spokane County would like to honor the commitment to provide needed funding. We also hope to do so in a timely manner allowing both agencies to move forward and construct these projects together however unanticipated increases to the costs on project 6 restrict the availability of any additional County Road Funds.

To free County funds needed to fully fund and facilitate the construction of the Sullivan-Wellesley intersection we are requesting additional funding for the unanticipated Bigelow Gulch Project 6 Cost increases. Submitting the funding request for project 6 only is being done to streamline the STIP funding administration and obligation process. Current Project 6 funding partners include; SRTC (STBG/HIP), FMSIB, TIB and Spokane County. The proposed project cost estimate at the time of the grant proposal in 2018 was \$8,275,000. The updated total Project cost estimate at 90% PS&E is \$10,350,000 for all phases. The project has funding commitments that require it to begin construction in 2021 so delaying the project is not an option.

These unforeseen increases to the total project costs include Right of Way and Construction impacts. The difference in ROW expenses is from the original PFE WSDOT Required Method for estimates to obligate ROW funding to the updated estimate utilizing the actual appraisal values. The Construction estimate also increased substantially. The increase in costs is for earth work needed to allow for raising the profile of the roadway from the original design elevation to accommodate the pedestrian undercrossing and meet the needs of the School District.

The project Costs have increased \$2,075,000 since the 2018 project application. Approximately \$1,770,00 is due to the increased appraisal values alone. The school district property consists of the relocation of athletic fields that must meet certain standards and required the consultation of a landscaping architect. These costs were not reasonably identifiable at a scoping level estimate.

Spokane County is requesting an additional \$850,000 to support these unforeseen project expenditures. The updated funding breakdown would be as follows:



## Public Works Department

Spokane County, Washington

Fed Secured	FMSIB	TIB	County	SRTC 2020	Total
\$4,085,000	\$2,000,000	\$2,065,000	\$1,350,000	850,000	10,350,000
39%	19%	20%	13%	8%	100%
*27% Match to Federal Funding					

Spokane County recognizes that cost overruns are the responsibility of the project sponsor but requests the Board consider these increases to the ROW and unanticipated impacts to the School District facilities out of our control. The County is increasing contributions to maintain our 27% match as was submitted in the 2018 grant applications. With approval of this request for additional funding we will commit up to \$850,000 of additional County Road Funds to support the completion of the Sullivan-Wellesley intersection improvements.

The County and the City of Spokane Valley believe that granting this request provides substantial benefits to our region. We submitted these projects as part of a team effort to complete the corridor to both INFRA and BUILD grants this year and while the projects scored well they ultimately were not selected. We respectfully ask that you grant this additional funding request for unforeseen expenses. Thank you in advance for your consideration.

Please contact Brandi Colyar at 509-477-7136 or [BColyar@spokanecounty.org](mailto:BColyar@spokanecounty.org) with questions or requests for additional information

Sincerely,

Sincerely,

Chad Coles P.E.

County Engineer

cc: The City of Spokane Valley



To: Board of Directors 01/07/2021  
From: Kylee Jones, Associate Transportation Planner II  
Topic: **WA Dept. of Commerce ETS Grant and Spokane Regional Electric Vehicle Charging Infrastructure Plan**

**Requested Action:**

For information and discussion.

**Key Points:**

- Spokane Regional Electrification has two parallel processes: a regional electrification plan/vision and a \$2.5 million grant for electric vehicle supply equipment awarded to the Spokane region on December 14, 2020 by the Washington State Department of Commerce.
- The grant outlines requested ask of \$2.5M matched by partners (not SRTC) in the amount of \$3.9M, to fund 32 Direct Current (DC) Level 3 fast chargers and 110 Alternating Current (AC) Level 2 port connections at 51 strategic locations throughout Spokane County. The charging will be used for a variety of purposes including public, fleet, workplace, and bus charging.
- With SRTC regional leadership, this project will provide an essential catalyst for EV adoption and access in the region, creating positive economic and environmental impacts. The project prioritizes public access particularly paying special attention to historically underserved populations throughout the region by connecting community centers, libraries, commercial districts, and public transportation.
- The estimated project schedule is May 26, 2021 through May 25, 2024.
- The Department of Commerce Electrification of Transportation Systems (ETS) grant award is a catalyst for the Spokane region for many reasons, including:
  - SRTC is able to provide regional leadership and collaboration lead a process to establish and adopt one regional electrification vision in alignment with the Metropolitan Transportation Plan's (MTP) goals and objectives.
  - Successful example using a regional approach to compete for larger funding opportunities
  - Encourages the establishment of a regional EV (electric vehicles) plan/vision
  - Provides EV charging infrastructure to member agencies that would not otherwise have been able to provide EV services to employees and community members.

**Board/Committee Discussions:**

- In February 2020, The Department of Commerce released the Notice of Funding Opportunity for Electric Vehicle Supply Equipment (EVSE). Avista presented draft regional *Transportation Electrification (TE) Plan*, to SRTC Board, based on a 4-year pilot study that evaluated the region's needs, program methodology, costs, and benefits. In the TE plan, Avista outlines their plan to commit significant funds to build-out regional electrification needs.
- In March of 2020, SRTC staff held a Board "Lunch and Learn" workshop to discuss SRTC's role, the grant solicitation, and benefits of planning for EVSE as a region. In attendance was staff from multiple jurisdictions both public and private, several SRTC board members, and others

interested in participating. Discussion about grant and regional planning followed the presentations.

- In April 2020, the SRTC Board unanimously approved a motion for “SRTC to lead and submit regional grant application for EVSE, while allowing flexibility for final list of projects to be adjusted as additional due diligence is required for grant.”
- In June 2020, the Transportation Technical Committee received an update about the grant application and proposed regional electrification plan.
- In December 2020, the SRTC Board and partners were notified about becoming an “apparent successful grantee” for the \$2.5 million of EVSE funding through the Department of Commerce.

### **Public Involvement:**

The Spokane Regional Electrification Grant process has included stakeholder and member agency collaboration and includes many educational and outreach opportunities for the general public. The education and outreach component of the grant relies on strategic partnerships and will be funded primarily by Avista.

The Board meetings and TTC meeting in which the ETS grant was discussed were open to the public.

### **Project Team & Critical Partner Involvement:**

Thank you to all who signed letters of support and a big THANK YOU to our core project team members who helped write the grant;

- Rendall Farley – Electrification Manager, Avista
- Kara Odegard – Manager of Sustainability Initiatives, City of Spokane
- Kim Zentz – Executive Director, Urbanova

Thank you to ALL of our partners for support and participation;

- |                             |                                    |                            |
|-----------------------------|------------------------------------|----------------------------|
| • Spokane Transit Authority | • Spokane County                   | • City of Spokane Valley   |
| • City of Cheney            | • City of Liberty Lake             | • City of Spokane          |
| • City of Airway Heights    | • Spokane International Airport    | • Spokane Public Libraries |
| • Spokane Parks Dept.       | • Spokane Tribe of Indians         | • Community Centers        |
| • Fred Meyer's              | • Itron                            | • Electrify America        |
| • U-District                | • WA State Dept. of Transportation |                            |

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

In early 2020 SRTC facilitated several meetings/workshops to receive input from stakeholders about EV charging infrastructure and level of interest. The ETS Core team comprised of SRTC, Avista, City of Spokane, and Urbanova wrote grant and gathered support letters from various elected officials. The grant was submitted on June 1, 2020. SRTC was notified on December 14, 2020 about becoming the “apparent successful grantee” for the \$2.5 million in EVSE from the Department of Commerce.

The project application outlined 51 site locations for EVSE, including bus charging, DC (Direct Current) fast charging, AC (Alternating Current) level 2 charging, micro-mobility opportunities, experience center, community education, and public outreach.

The project will have a positive economic and environmental impact and will benefit member agencies such as: Spokane Transit Authority, Spokane County, City of Spokane, Liberty Lake, Cheney, Airway Heights, the Tribes, Spokane International Airport, and Avista.

**More Information:**

- For more information about the ETS Grant please visit the Department of Commerce website: [WA Dept of Commerce ETS](#)
- For detailed information contact Kylee Jones as [kjones@srtc.org](mailto:kjones@srtc.org) or at 509.343.6370.

To: Board of Directors 01/07/2021  
From: Mike Ulrich, AICP, Principal Transportation Planner  
Topic: **MTP Freight Element Update**

**Requested Action:**

For information and discussion.

**Key Points:**

- The Metropolitan Transportation Plan (MTP) Freight Element consists of two components: a regional freight study and an investment strategy. The study portion is nearing completion and the project will shift to the investment strategy elements.
- A subject matter expert (SME) team with both public and private sector representation has been assembled to inform work on the MTP Freight Element. Through the course of five meetings, they have provided feedback which has guided SRTC's analysis during the study phase.
- The study portion of the project focused on understanding freight's impact on the regional transportation network. Impacts such as freight origins and destinations, significant freight generators, modal conflicts, and safety related impacts were studied.
- The study findings will be used to recommend freight policy objectives and freight-related key performance indicators for adoption by the SRTC Board of Directors. These will be used to inform future investment choices and evaluate plan implementation.

**Board/Committee Discussions:**

The MTP Freight Element is identified in the SRTC 2020–2021 Unified Planning Work Program (UPWP).

The Transportation Technical Committee was briefed on the purpose, scope, and schedule of the project in March 2020. They unanimously approved the establishment of a subject matter expert team to inform the development of the freight element.

The Board was provided an introduction to the freight element at their May 2020 meeting.

**Public Involvement:**

The MTP Freight Element is part of SRTC's MTP update. An MTP public participation plan has been drafted for the update. It will utilize public education and engagement to validate that the MTP and its various elements align with and implement the community vision.

**Supporting Information/Implications**

The study phase of the project has analyzed freight's impact on the region in a variety of ways. First, an inventory of existing and planned freight related land use and truck parking has been completed. Freight generators and activity centers have been identified. Freight trip origins and destinations have been analyzed to identify key freight routes and corridors in the region. Finally, environmental justice related data has been analyzed to better understand the impacts of transportation investments on disadvantaged populations. A brief overview of the analysis that has been completed will be presented at the January Board meeting.

The next phase of the project will involve identifying goals and objectives that can be measured against the data derived from the study portion of the project.

**More Information:**

- For detailed information contact: Mike Ulrich at [mulrich@src.org](mailto:mulrich@src.org) or 509.343.6384.

# 2021 Draft Board Agenda Items

## FEBUARY

For Action	For Information & Discussion
NPT DivisionConnects Phase 2	DATA Project Draft Design Plan 1st touch (tentative)
US 195/IO-90 Study - Approval to release strategies for public Engagement	Contingency List recommendations
Metropolitan Transportation Plan Financial Forecast	Electrification Grant & Planning
Transportation Improvement Program Call for Projects - Principales of Investment	
Spokane County Cost Overrun Eligibility	

## MARCH

For Action	For Information & Discussion
	Public Participation Plan Update
	DivisionConnects
	DATA Project Draft Design Plan - 2nd touch (tentative)
	Electrification Grant & Planning

## APRIL

For Action	For Information & Discussion
DivisionConnects LPA for Transit	US 195/I-90 Study Final Report
DATA Project Design Plan (tentative)	

## MEETING SUMMARY

### **Spokane Regional Transportation Council | Transportation Technical Committee (TTC) Meeting December 16, 2020 1:30 pm – Zoom Video Conference**

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

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##### **• 2021 TTC Officer Elections**

- Ms. Mary Jensen, WSDOT, was nominated for Vice-Chair. There were no other nominations. A motion to recommend Board approval of Ms. Jensen for Vice-Chair passed unanimously.
- Mr. Adam Jackson, City of Spokane Valley, was nominated for Chair. There were no other nominations. A motion to recommend Mr. Jackson as Chair passed with all votes in favor.

**• 2021-2023 Transportation Improvement Program January Amendment** – Ms. Jones presented information about the projects in the proposed amendment. There were no questions or discussion. A motion to recommend Board approval of the amendment passed unanimously.

**• Metropolitan Transportation Plan Financial Forecast** – Mr. Fletcher spoke about the background of the forecast and the consultant's work in developing the forecast and provided details about the forecast document. The group discussed funding assumptions and forecast development at length. Several members commented there had not been enough time to review the document sufficiently enough to make a responsible recommendation to the Board.

A motion was made to have this item return to the TTC next month for action and tasked TTC members with reviewing the forecast document and submitting comments to Mr. Fletcher by January 5. Motion passed unanimously.

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

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**• Preservation Call for Projects** – Ms. McMenamy supplied background information about this call for projects as \$6 million of STBG funds set aside by the Board from the 2018 Call for Projects to be used in 2022 & 2023. She said the TIP Working Group met last week to review and suggested that the call be limited to preservation projects only, not reconstruction, which is more costly, to cap the awards at \$1M per projects and cap \$2M to any one agency. She spoke about the contingency funding process and criteria and showed a preliminary schedule.

**• US 195/I-90 Study Update** – Mr. Stewart spoke about the background of the study and provided an update about the study's accomplishments to date. He noted that an existing conditions analysis and market-based land use analysis have been completed, and preliminary strategies were vetted by the Study Advisory Team. The Team is currently a several project packages for in-depth safety and operational review. He noted that WSDOT expressed serious concerns about the study, but the Advisory Team, staff and WSDOT representatives held additional meetings and came up with strategies that addressed those concerns. The SRTC Board will receive details about the project packages before they are made available to the public. Mr. Stewart said that while the TTC will not be asked to make a recommendation on the final scenario to be presented to the Board, the TTC will be given ample opportunity to review and provide input about the scenario options.

**• DivisionConnects Update** – The meeting was running behind schedule and it was decided to postpone this item until next month.

**• Spokane County Request for Additional Funds for Bigelow 6 Project** – Ms. McMenamy provided details about the project funding as part of the 2018 SRTC Call for Projects. Ms. Colyar spoke some of the unforeseen reasons for the cost overrun (right-of-way issues related to school district properties) and the possible loss of previously secured funding if the County is unable to obtain an additional \$850,000. She noted that the County will commit up to \$850,000 of County Road funds for the completion of the intersection improvements.

## **MEETING SUMMARY**

### **Spokane Regional Transportation Council Transportation Advisory Committee (TAC) Meeting December 21, 2020 3:00 pm – Zoom Video Conference**

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

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- Approval of October meeting minutes passed unanimously.
- **Local Project Rankings – WSDOT Consolidated Grant Program** – Staff provided background information and purpose of the grant program and described the four project applications submitted.

A motion to recommend approval of grades/rankings of Consolidated Grant applications to SRTC Board of Directors passed unanimously.

- **2021 TAC Officer Elections**

- Todd Coleman was nominated for Chair. There were no other nominations. A motion to recommend Board approval of Mr. Coleman as Chair passed unanimously.
- Melanie Rose volunteered to serve as Vice Chair. There were no other nominations. A motion to recommend Ms. Rose as Vice Chair passed with all votes in favor.

#### ***Information & Discussion Items***

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- **WSDOT Active Transportation Plan** – Guest speaker Barb Chamberlain, WSDOT Active Transportation Division Director, spoke about WSDOT's new Active Transportation Plan, which is open for public comment until 02/15/2021.

- **Public Participation Plan (PPP) Work Task** – Staff provided a summary of the PPP update workshop held on 12/8 by a subgroup of the TAC and noted they will continue to meet throughout 2021 to guide the update of the PPP. Details were provided about the purpose and use of the PPP and a timeline presented of plan update development, which will ultimately be presented to the Board for approval in conjunction with the Metropolitan Transportation Plan adoption in December 2021. All TAC members were invited to participate in the upcoming workshops.

- **Introduction to Metropolitan Transportation Plan (MTP) Financial Forecast** – Staff described the federal regulations requiring the MTP to be fiscally constrained and explained that the financial forecast is one of two tasks in the MTP's financial assessment, the second task being a transportation needs analysis. Highlights were shown of the potential revenue source inventory and forecasted revenues to the 2045 planning horizon year.