



# Board of Directors Meeting

Thursday, April 8, 2021 • 1:00 PM – 3:00 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 all public meetings will be held virtually until further notice.

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Join Zoom Meeting

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

Meeting ID: 857 8340 9566 | Passcode: 682535

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

Meeting ID: 857 8340 9566 | Passcode: 682535



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.



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# Board of Directors Meeting

Thursday, April 8, 2021 • 1:00 PM

## AGENDA

| Time | Item |   |
|------|------|---|
| 1:00 | 1    | Call to Order / Record of Attendance / Excused Absences                             |
| 1:02 | 2    | Public Comments   |
| 1:07 | 3    | Interim Executive Director's Report   |
|      |      | <b><u>FOR ACTION</u></b>  |
| 1:12 | 4    | Consent Agenda  |
|      | a)   | March 2021 Meeting Minutes Page 3   |
|      | b)   | March 2021 Vouchers Page 8  |
|      | c)   | 2021-2024 Transportation Improvement Program April Amendment Page 9                 |
|      | d)   | SFY 2020-2021 Unified Planning Work Program Amendment Page 12                       |
| 1:15 | 5    | Unified List of Regional Transportation Priorities ( <i>Kevin Wallace</i> ) Page 13 |
|      |      | <b><u>FOR INFORMATION AND DISCUSSION</u></b>  |
| 1:35 | 6    | Division <i>Connects</i> Update ( <i>Jason Lien</i> ) Page 16                       |
| 1:55 | 7    | SFY 2022-2023 Unified Planning Work Program ( <i>Michael Redlinger</i> ) Page 18    |
| 2:05 | 8    | 2021 Q1 Budget Update ( <i>Greg Griffin</i> ) Page 20                               |
| 2:15 | 9    | Board Member Comments   |
| 2:20 | 10   | Adjournment   |

### Attachments

- 2021 Draft Board Agendas Page 24
- Transportation Technical Committee & Transportation Advisory Committee Meeting Summaries Page 25

**MEETING MINUTES**

Spokane Regional Transportation Council  
Board of Directors Meeting – Thursday March 11, 2021  
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)    |
| Mayor James Weathers        | City of Airway Heights         |
| Mayor Cris Kaminskas        | City of Liberty Lake           |
| Council Member Lori Kinnear | City of Spokane                |
| Larry Stone                 | Major Employer Representative  |
| Commissioner Mary Kuney     | Spokane County                 |
| E. Susan Meyer              | Spokane Transit Authority      |
| Todd Coleman                | TAC Chair                      |
| Adam Jackson                | TTC Chair                      |

**Guests Present**

Joe Tortorelli, Spokane Good Roads Assn.  
Rachelle Bradley, Spokane Tribe of Indians  
John Hohman, City of Spokane Valley  
Melanie Rose, TAC Member  
Richard Rolland  
Gloria Mantz, City of Spokane Valley  
Kara Hall  
Katherine Miller, City of Spokane  
Mary Jensen, WSDOT-Eastern Region  
Karl Otterstrom, Spokane Transit Authority  
Chad Coles, Spokane County  
Chris Breiland, Fehr & Peers  
Paul Kropp  
Shauna Harshman, City of Spokane  
Kristine Williams, Spokane Transit Authority  
Sean Messner, HDR  
Ted McDermott, Spokesman Review  
Keith Martin, WSDOT-Eastern Region  
Kurt Hodgen, SGR  
Brandi Colyar, Spokane County  
Brandon Blankenagel, KPFF

**Alternate Board Members Present:**

|                               |                      |
|-------------------------------|----------------------|
| Council President Breen Beggs | City of Spokane      |
| Larry Larson                  | WSDOT-Eastern Region |

**SRTC Staff Present:**

|                     |                                   |
|---------------------|-----------------------------------|
| Kevin Wallace       | Interim Executive Director        |
| Eve McMenemy        | Principal Transportation Planner  |
| Ryan Stewart        | Principal Transportation Planner  |
| Jason Lien          | Principal Transportation Planner  |
| Mike Ulrich         | Principal Transportation Planner  |
| David Fletcher      | Assoc. Transportation Planner III |
| Michael Redlinger   | Assoc. Transportation Planner II  |
| Kylee Jones         | Assoc. Transportation Planner II  |
| Greg Griffin        | Administrative Services Manager   |
| Julie Meyers-Lehman | Administrative-Exec. Coordinator  |
| Stanley Schwartz    | SRTC Legal Counsel                |

Chair Wick announced that Matt Ewers, Kelly Fukai, and Micki Harnois requested an excused absence for today's meeting.

**Mr. Schmidt made a motion to approve the excused absence; Ms. Kuney seconded. Motion carried unanimously.**

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

**# 3 Interim Executive Director's Report:** Mr. Wallace:

- Announced the SRTC Interlocal Agreement (ILA) Signatory Members met earlier this month and will meet again on 3/25, at which time there will be a discussion of weighted voting. It is expected that the Board will receive status of the ILA update process in April.
- Provided an update of federal transportation funding and policy issues. The current FAST Act expired last year and has been operating under an extension. It is expected to be renewed into a multi-year transportation program, possibly later this year. Ongoing discussions at the federal level about a major infrastructure package may hint at a shift in transportation policy. Senator Murray has been

reaching out to jurisdictions in the region for project lists and Mr. Wallace asked that SRTC be provided a copy of the responses to her office so staff can be prepared to formulate letters of support and/or letters of consistency with the long-range transportation plan.

- The State legislature is still in session and several transportation funding packages have been proposed. Staff is tracking several bills that could impact the agency's work as a Regional Transportation Planning Organization, particularly HB 1099 which would create new planning requirements related to modeling work.

## ACTION ITEMS

### # 4 Consent Agenda

- (a) February 2021 Meeting Minutes
- (b) February 2021 Vouchers
- (c) 2021-2024 Transportation Improvement Program (TIP) March Amendment

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

#### Recap for February 2021:

|  |                   |
|--|-------------------|
| Vouchers: V121478, V121492, V121493, V121500-V121520     | 131,187.39        |
| Salaries/Benefits Pay Periods Ending: 2/6/21 and 2/20/21 | 71,630.69         |
| Spokane County Treasury Monthly SCIP fee - February 2021 | 20.27             |
|  | <u>202,838.35</u> |

### # 5 Metropolitan Transportation Plan Financial Forecast

Mr. Fletcher explained the Board received a full presentation on this last month; it is being brought back this month because the forecast document in the February packet was not the correct version. The updated document does not have any changes in forecasted revenue amounts, but has additional language provided by Spokane Transit Authority about their forecasted revenue sources and assumptions.

Mr. Fletcher reminded the group that the financial forecast process consists of two tasks; the first is the financial assessment and the second is a transportation needs analysis for the region. He noted that the document identifies potential revenue sources by point of expenditure and revenue assumptions by point of expenditure. Based on Transportation Technical Committee (TTC) and the Subject Matter Expert Team, staff re-evaluated several assumptions. He spoke about total projected revenues through 2045 and presented a schedule of next steps. There were no questions or discussion.

**Ms. Meyer made motion to accept the Financial Forecast. Mr. Schmidt seconded. Motion carried unanimously.**

### # 6 US 195/Interstate 90 Study Approval to Release Draft Strategies

Mr. Stewart reminded the group of the study's background/history, membership and role of the study advisory team, previous community engagement events and the five project goals. He introduced Chris Breiland of Fehr & Peers who provided an overview of the two corridor enhancement packages and results of technical analysis.

The group discussed and some comments included:

- The "shelf-life" of the projects or how long once they are implemented before they become obsolete. Mr. Breiland stated that they are anticipated to have a 20+ year planning life.
- Importance of recognizing that the two packages do not fix the operational challenges at the US

195/I-90 interchange due to increased traffic on Interstate 90 eastbound, particularly during the PM peak period.

- The project packages are designed to improve operations along the corridor and will decrease future traffic volumes at the US 195 northbound on ramp to eastbound I-90 to some extent by moving some traffic for local trips onto other roads.
- Budgeting for upgrades and traffic calming features to Inland Empire Way.
- Reasons why the removal of the on-ramp from Cheney-Spokane Rd was not recommended.
- Impacts of increasing development on the West Plains to the US 195/I-90 connection and ongoing I-90 congestion.

***Ms. Meyer made a motion to approve the release of the draft strategies for community engagement. Ms. Kinnear seconded. All votes were in favor.***

### **# 7 Transportation Improvement Program (TIP) Contingency Funding**

Ms. McMenemy described the proposed projects and recommended award amounts.

- Bigelow Gulch Project 6 - \$429,680
- Pines & Mission Intersection Project - \$1,418,600
- Driscoll-Alberta-Cochran Sidewalk Infill - \$355,252

Currently there is \$2.5M of Congestion Management Air Quality (CMAQ) funding and \$429,680 of Highway Improvement Program (HIP) funding available and she outlined the project obligation and technical requirements for both. Ms. McMenemy described the contingency funding process, noting that the TIP Working Group and the TTC review and make recommendations on the proposed projects and awards.

She presented updated version of regional priority list/contingency list, which was updated at the start of the year with information from member agency staff and explained the three projects were selected. There were no questions or discussion.

***Mr. Schmidt made a motion to approve contingency funding projects as outlined and Ms. Kuney seconded. Motion carried unanimously.***

### **# 8 DATA Project Draft Design Plan**

Mr. Ulrich reported that the package of recommendations in the design plan represent unique value for each member agency, and the technical tool improvements will provide better data for more informed decision making. The draft design plan consists of six key investments, planning level schedules and cost. He showed a chart of with the six investments, descriptions, cost and staff support needed, which represents entire draft design plan.

Mr. Ulrich stated that last month there was a question about whether project should receive more resources and a concern expressed about whether certain pieces are sufficiently funded. He explained that staff is confident that the proposed investments are right sized at this point to advance SRTC data analysis improvements. However, it is likely that as Phase II is implemented there will certainly be areas identified and documented for possible future investments. To remain focused on this issue, staff has proposed an additional task to begin initial scoping and refinement of the Household Travel Survey Design, Traffic Count Data Review and the Travel Demand Model Update Design.

He read the requested Board action which was for to “Approve the design plan and authorize the Interim Executive Director to negotiate and execute an agreement with Resource Systems Group, Inc. for an amount not to exceed \$1,060,000 for Phase II of the DATA project. Execution of the agreement shall be

subject to prior review by SRTC legal counsel.”

In February the TTC unanimously recommended Board approval of the DATA Project Design Plan. The group discussed and some comments included:

- Support of the online data hub as good data drives good decision making.
- Confirmation of \$20,000 of funds set aside for contingency purposes.
- Background of the funding of this project as part of the SRTC 2018 Call for Projects.

***Mr. Schmidt made a motion to approve the DATA Project Draft Design plan and authorize the Interim Executive Director to negotiate and execute an agreement with Resource Systems Group, Inc. for an amount not to exceed \$1,060,000 for Phase II of the DATA project. Execution of the agreement shall be subject to prior review by SRTC legal counsel. Ms. Kuney seconded the motion. All votes were in favor.***

## **INFORMATION & DISCUSSION ITEMS**

### **# 9 Executive Director Recruitment Update**

Mr. Hodgen of (SGR) explained he would like to get Board input on the Executive Director position profile, which was included in the packet. He said the information in the profile came from the Board Subcommittee for Executive Director recruitment and SRTC staff. Mr. Weathers commented that he liked the sentence about “strong, persuasive and well-intended elected leaders”. Mr. Hodgen said the position profile will be released in the next few days. There were no additional comments.

### **# 10 Regional Transportation Project Priorities**

Mr. Wallace re-capped the Board action last month approving two regional transportation priorities. He noted a Board workshop was held on March 1 at which three questions were presented for participants and he would like to go through those again today for input from the whole Board.

- #1 – Should SRTC lead the development of the initial regional transportation priorities?
- #2 – How does the region remain competitive for funding under the new federal direction?
- #3 – What are suggestions for moving forward?

SRTC staff wants to focus on the work that the Board feels is important and it these tasks should be included in the next Unified Planning Work Program. Mr. Wallace noted this work will be for next year as it is too late for creation of a priorities list for this legislative session.

The group discussed and some comments included:

- Building consensus is difficult but Board members recognize the competitive advantage to speaking with one voice as a region.
- Chambers of Commerce do well with lobbying and they will appreciate and champion regional priorities.
- Getting consensus around a package is key.
- The region should make use of the expertise of SRTC as a regional organization.
- Fully supports SRTC taking the lead on this.
- A beginning point should be getting comments from the community and engaging stakeholder who may not have been very involved in the past.

- This is a strong process for being prepared for the next legislative session and it will be helpful for SRTC to lead the development of the list of regional priorities to then share with stakeholders for their input.
- Consensus is hard, but when it is reached it can be powerful.
- SRTC is a good platform for the development of a regional strategy because the structure of SRTC has checks and balances and Board members hold each other accountable.
- Creation of prioritization lists by smaller, individual organizations may not see the big picture and express support for truly regional priorities.
- Other regions, such as the Vancouver area, have been more organized than this region which is why there is so much attention for the I-5 corridor.
- SRTC can lead the process, provided that information and support from organizations like Associated General Contractors, Greater Spokane Inc, and others. Mr. Wallace agreed that input and support from such groups is essential; he said he will research and recommend ways to get them involved from the beginning.
- Other areas have had success with creation of a brochure that lists the priorities and the logos of all the public and private organizations that support it.

**# 11 Board Member Comments** – There were no comments.

**# 12 Adjournment** - There being no further business, the meeting adjourned at 2:20 pm.

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Julie Meyers-Lehman, Clerk of the Board



**VOUCHERS PAID FOR THE MONTH OF MARCH 2021**

| <u>Date</u>             | <u>Voucher</u> | <u>Vendor</u>  | <u>Description</u>  | <u>Amount</u>     |
|-------------------------|----------------|--|---|-------------------|
| 3/9/20                  | V121521        | Pacific Office Automation                                | Copier lease January 2021   | 142.91            |
|                         | V121522        | Pacific Office Automation                                | Copier Usage January 2021   | 6.92              |
|                         | V121523        | Washington Trust Bank                                    | Postage; Software subscriptions; Staff trng reg's; Admin phone monthly charge | 1,322.43          |
|                         | V121524        | WA ESD - UI Tax Admin                                    | 2020 Q-2 "Adjustment" Claim for staff separation 11/2019                      | 561.73            |
|                         | V121525        | WA State Dept of Retirement                              | Employee and Employer Contributions: Feb 2021                                 | 13,718.91         |
|                         | V121526        | Intrinium  | Managed IT Services - Mnthly Mar; O365 MFA upgrade                            | 2,032.50          |
|                         | V121527        | Spokesman Review   | Advertising ILA Meetngs & TIP Amendment public notices                        | 210.10            |
|                         | V121528        | Verizon Wireless   | IT Svcs: Wireless Svcs E.D. Phone & Public Outreach Tablets, 3/24-4/23/21     | 127.07            |
|                         | V121529        | Rehn & Associates  | Staff Payroll Deduction Health Ins Contributions: Pay Period 2021-05          | 450.00            |
|                         | V121530        | Visionary Communications                                 | Fiber Services, Mar 2020  | 953.31            |
|                         | V121531        | SHRM   | Membership dues renewal for GG thru 4.30.22                                   | 219.00            |
|                         | V121532        | Rehn & Associates  | Admin fee Feb '21   | 75.00             |
|                         | V121533        | Allstream  | Telephone: Lines to 4/7/21 and Long Distance for Feb 2021                     | 522.01            |
|                         | V121534        | Parametrix   | Division St Corridor Study 1/01/21 - 1/30/21                                  | 69,468.90         |
| 3/23/21                 | V121535        | Witherspoon Kelley Attnys                                | Legal Services for Feb 2021 - Admin   | 3,525.00          |
|                         | V121536        | Resource Systems Group                                   | Tasks 1.5/1.7 January 2021 D.A.T.A. work                                      | 2,611.23          |
|                         | V121537        | Strategic Govt Resources                                 | Billing #1 Exec Dir Recruiter   | 6,916.67          |
|                         | V121538        | AWC Employee Benefit Tr                                  | April '21 Benefit Insurance Premiums  | 10,634.74         |
|                         | V121539        | Rehn & Associates  | Staff Payroll Deduction Health Ins Contributions: Pay Period 2021-06          | 450.00            |
|                         |                | Reimbursement(s)   |   | -                 |
|                         |                | Salaries/Benefits Pay Periods Ending: 3/6/21 and 3/20/21 |   | 71,173.23         |
| 3/31/21                 |                | Spokane County Treasury                                  | Monthly SCIP fee - March 2021   | 20.27             |
| <b>TOTAL MARCH 2021</b> |                |  |   | <b>185,141.93</b> |

|  |  |                   |
|--|--|-------------------|
| <b>Recap for March 2021:</b>                             |  |                   |
| Vouchers: V121521 - V121539                              |  | 113,948.43        |
| Salaries/Benefits Pay Periods Ending: 3/6/21 and 3/20/21 |  | 71,173.23         |
| Spokane County Treasury Monthly SCIP fee - March 2021    |  | 20.27             |
|  |  | <b>185,141.93</b> |

As of 4/8/21, the Spokane Regional Transportation Council Board of Directors approves the payment of the March 2021 vouchers included in the list in the amount of: **\$185,141.93**

Chair \_\_\_\_\_



To: Board of Directors 04/01/2021  
From: Kylee Jones, Associate Transportation Planner II  
Topic: **2021-2024 Transportation Improvement Program (TIP) April Amendment**

**Requested Action:**

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

**Key Points:**

Two agencies have requested amendments to the [2021-2024 TIP](#). See Attachment 1 for more details.

- City of Spokane Valley: Pines Rd/BNSF ROW Early Acquisition Phase 2
- WSDOT: I-90/Mullan Road Crossing – Bridge Deck Repair

**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:**

This item was presented to the TTC on 03/24/21 and the group unanimously recommended Board approval.

**Public Involvement:**

Pursuant to SRTC's Public Participation Plan, this amendment will be published for a public review and comment period from March 17, 2021 through March 26, 2021 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 March 17, 2021. No public comments were received.

**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 April 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 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 March amendment will be incorporated into the STIP on or around May 15, 2021.

**More Information:**

- See Attachment: 2021-2024 TIP April Project Amendment
- For detailed information contact: Kylee Jones at [kjones@src.org](mailto:kjones@src.org) or 509.343.6370.

**2021-2024 Transportation Improvement Program**

April Amendment (21-04)

| Agency         | Project Title<br>Amendment Description   | Funding Adjustment |             | Amendment   |                  |
|----------------|--|--------------------|-------------|-------------|------------------|
|                |  |                    |             | New Project | Existing Project |
| Spokane Valley | <b>Pines Rd/BNSF ROW Early Aquisition Phase 2</b><br>Added private property donation to the project              | Local              | \$715,000   |             | ✓                |
|                |  | Total              | \$715,000   |             |                  |
| WSDOT          | <b>I-90/Mullan Road Crossing - Bridge Deck Repair</b><br>Increased project funding for construction by \$557,316 | Federal (NHPP)     | \$1,168,176 |             | ✓                |
|                |  | Local              | \$23,840    |             |                  |
|                |  | Total              | \$1,192,016 |             |                  |

NHPP = National Highway Performance Program

To: Board of Directors 04/01/2021  
From: Greg Griffin, Administrative Services Manager  
Topic: **2020-2021 Unified Planning Work Program Amendment**

**Requested Action:**

Approval of Amendment #1 to add \$6,000 in new funding to the 2020-2021 Unified Planning Work Program (UPWP).

**Key Points:**

- In January 2021 WSDOT notified all Regional Transportation Planning Organizations (RTPOs) that there were surplus RTPO funds available for which RTPOs could apply, with the stipulation that funds must be spent before the end of the biennium (June 30, 2021).
- SRTC applied for funds to pay for printing of a paper map of the regional bicycle network, which has been an unfunded project in the agency's UPWP for several years.
- SRTC received authorization for spend \$6,000 for costs associated with the maps, pending approval by the SRTC Board of an amendment to the UPWP.
- Staff collaborated closely with CommuteSmartNW in the design and data for the updated regional bicycle network map.

**Board/Committee Discussions:**

This is the first time that the 2020-2021 UPWP amendment has been presented to the Board. The 2020-2021 UPWP was approved by the Board in June 2019.

**Public Involvement:**

All meetings at which the 2020-2021 UPWP was discussed have been open to the public.

**More Information:**

- Attachment: Amended pages from 2020-2021 Unified Planning Work Program
- For detailed information contact: Greg Griffin at [ggriffin@srtc.org](mailto:ggriffin@srtc.org) or 509.343.6370

| <i>Expected Outcomes</i>  | S 04/08/2021 Board Meeting                       |
|---|--|
| Update and maintain an attractive, easy-to-use, informative, and timely website that allows members of the public to view SRTC plans, projects and documents and informs users of upcoming meetings, public comment periods, and other SRTC activities. | New update by February 2020, maintenance ongoing |
| Develop and utilize informative and interesting social media sites such as SRTC’s blog, Facebook and Twitter pages, and any other technology or social media options that could be effectively used to reach members of the public.                     | Ongoing  |
| Include links to SRTC’s ArcGIS Online site on SRTC’s main website and in social media posts to provide easily accessible information in an easy-to-understand format.   | Ongoing  |
| Embed maps from SRTC’s ArcGIS Online site in website and social media posts.  | Ongoing  |

### 3. Systems Analysis and Information Management

Overview

This task is a core MPO and RTPO function. All data, analysis and tools from this task are intended to facilitate informed decision-making by elected and governing officials for other tasks identified in this UPWP including the MTP, the TIP, and the CMP. The data is used for travel demand and air quality modeling to identify transportation issues, test scenarios, propose solutions, and evaluate activities to be implemented. This task includes collecting, analyzing, maintaining, reporting, and applying data to inform policy decisions. Information in tabular, database, geospatial, and other formats are used. The products are updated and compiled in various formats and made available to SRTC staff, staff from other state and local governments, and the public. This task also involves maintaining various user licenses and agreements and updating computer hardware and software.



Source of Funds/Budget

FHWA / FTA / STBG / RTPO / Local - \$ 987,848,993,848

Responsibilities

SRTC staff coordinates and develops systems and information management tasks with member jurisdictions, STA, WSDOT, Environmental Protection Agency, Washington State Department of Ecology, Spokane Regional Health District, [CommuterSmart NW](#), and Spokane Clean Air Agency. Technical Tools/Modeling and Data Project in 3.2 will be contracted

## Appendix A

### SFY 2020 – 2021 Budget Information

| Revenue Forecast         |                      |
|--------------------------|----------------------|
| FHWA-PL                  | 1,400,290            |
| FTA-5303                 | 530,512              |
| FHWA-STBG-Metro Planning | 1,700,000            |
| RTPO                     | 301,307,526          |
| Local                    | 759,601              |
| <b>Total</b>             | <b>4,691,697,929</b> |

| Expenditure Forecast by Revenue Source and Task |                  |                |                  |                    |                |                      |
|---|------------------|----------------|------------------|--------------------|----------------|----------------------|
| Task  | FHWA-PL          | FTA            | FHWA-STBG        | RTPO               | Local          | Total                |
| 1. Program Administration and Coordination      | 550,400          | 103,685        | -                | 50,000             | 52,085         | 756,170              |
| 2. Public/Stakeholder Participation & Education | 103,000          | 50,748         | -                | 10,000             | 13,996         | 177,744              |
| 3. Systems Analysis/Information Management      | 202,650          | 101,383        | 550,000          | 1016,000           | 123,815        | 987,993,848          |
| 4. Metropolitan Transportation Plan (MTP)       | 245,200          | 83,670         | 400,000          | 81,526             | 32,228         | 842,624              |
| 5. Transportation Improvement Program (TIP)     | 178,360          | 48,015         | 100,000          | 30,000             | 20,937         | 377,312              |
| 6. Congestion Management Process (CMP)          | -                | 21,210         | -                | -                  | 3,310          | 24,520               |
| 7. Planning Consultation and Special Studies    | 120,680          | 121,801        | 650,000          | -                  | 449,254        | 1,341,735            |
| 8. RTPO Planning Functions                      | -                | -              | -                | 120,000            | 63,976         | 183,976              |
| <b>Total</b>                                    | <b>1,400,290</b> | <b>530,512</b> | <b>1,700,000</b> | <b>301,307,526</b> | <b>759,601</b> | <b>4,691,697,929</b> |

| Expenditure Forecast by Activity                |                                 |                   |                      |  |                      |
|---|---------------------------------|-------------------|----------------------|--|----------------------|
| Task  | Personnel and Indirect Expenses | Travel & Training | Equipment & Software | Consultant Contracts and Data Collection | Total                |
| 1. Program Administration and Coordination      | 647,170                         | 79,000            | -                    | 30,000                                   | 756,170              |
| 2. Public/Stakeholder Participation & Education | 158,544                         | 2,200             | -                    | 17,000                                   | 177,744              |
| 3. Systems Analysis/Information Management      | 382,848                         | 3,000             | 52,000               | 550,556,000                              | 987,993,848          |
| 4. Metropolitan Transportation Plan (MTP)       | 755,624                         | -                 | -                    | 87,000                                   | 842,624              |
| 5. Transportation Improvement Program (TIP)     | 376,812                         | 500               | -                    | -  | 377,312              |
| 6. Congestion Management Process (CMP)          | 24,020                          | -                 | 500                  | -  | 24,520               |
| 7. Planning Consultation and Special Studies    | 591,735                         | -                 | -                    | 750,000                                  | 1,341,735            |
| 8. RTPO Planning Functions                      | 183,976                         | -                 | -                    | -  | 183,976              |
| <b>Total</b>                                    | <b>3,120,729</b>                | <b>84,700</b>     | <b>52,500</b>        | <b>1,434,440,000</b>                     | <b>4,691,697,929</b> |

To: Board of Directors 04/01/2021  
From: Kevin Wallace, Interim Executive Director  
Topic: **Unified List of Regional Transportation Priorities**

**Requested Action:**

For information, discussion, and possible action.

**Key Points:**

1. SRTC will lead a collaborative process to create a unified list of regional transportation priorities so that the region is more competitive for funding opportunities. While other organizations could lead this effort, SRTC, as the lead agency for transportation planning in the Spokane County region, is the logical choice to deliver on this important work effort.
2. SRTC is not the appropriate organization to create a legislative agenda or to lobby state and federal officials. While SRTC can serve as a technical resource if needed, lobbying efforts are appropriately conducted by SRTC's individual members and by the private sector.
3. Over the next several months, SRTC will seek input on the unified list from our member agencies and the Regional Transportation Coalition, a consortium of local chambers of commerce and public and private sector representatives. It is anticipated that the SRTC Board will be asked to approve the unified list of projects in October. Once finalized, the Chamber Coalition and its members will utilize the list to develop its 2022 transportation legislative agenda. A preliminary schedule for this process is included in the **Attachment**.
4. Building regional consensus takes a lot of time, effort, and patience. While the result of this year's process won't be perfect, the Board is starting an important process that will ultimately make the region more competitive for state and federal transportation dollars. Each year, SRTC and its regional partners should review the previous year's work to learn from our previous efforts.

**Board/Committee Discussions:**

The Board discussed regional transportation project priorities at the February and March 2021 Board meetings. The Board also held a workshop on March 1, 2021, to discuss the process for setting regional priorities.

**Public Involvement:**

All Board meetings are open to the public.

### **Supporting Information/Implications**

This item was placed on the Board's agenda for possible action. This was done to allow the Board to direct staff to include specific elements in the upcoming process. Input from the Board is requested on the following issues:

1. **What input would the Board like to receive from the Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC) on this process?**
2. **What projects should be considered in developing the new list?** The Board should carefully consider the process for selecting projects to be included on the unified priority list. Staff will provide the Board with input from a broad base of perspectives to make these decisions. However, at the end of the day, it will be up to the Board to decide the projects that will be included on the unified priority list. Projects that could be considered include those that have recently been submitted for state and federal funding, projects that were included on previous regional priority lists, near-term Horizon 2040 projects, and additional projects that are identified during this year's process. The Board could elect to include all of these projects on the unified list; however, this would rightly be viewed as a wish list and not a true list of regional priorities.
3. **What guidance would the Board provide in terms of developing a project screening methodology?** The process timeline includes two touches (April and May) for the Board to establish a project screening methodology. The screening methodology will help determine which projects are included on the unified priority list and is not intended to rank the entire list of projects. To accomplish this, the screening methodology will need to be straightforward and based upon readily available data. SRTC staff is looking at areas to consider in the methodology including project readiness, consistency with Horizon 2040, and regional support.
4. **What guidance would the Board provide in terms of community outreach for this effort?** The process timeline (see **Attachment**) shows an optional Board/Chamber Coalition meeting in the July-August timeframe. For such a large group, this would likely need to be an in-person meeting. However, given the current limitation on in-person meetings, it's currently unknown if the meeting could take place for this year's process.

### **More Information:**

- For additional information contact: Kevin Wallace at [kwallace@srtc.org](mailto:kwallace@srtc.org) or at (509)343-6370.



**Unified List of Regional Transportation Priorities**  
**Process and Timeline**

| Organization             | April                       | May                          | June                          | July  | August          | September                         | October                                  | November | December |
|--------------------------|-----------------------------|------------------------------|-------------------------------|---|-----------------|-----------------------------------|--|----------|----------|
| <b>SRTC Board</b>        | Review process and timeline | Review selection methodology | Approve selection methodology | Board updates as needed<br>Optional Board/Chamber Joint Meeting |                 | Board first touch on project list | Board approves project list              |          |          |
| <b>Chamber Coalition</b> | Monthly meeting             | Monthly meeting              | Monthly meeting               | Monthly meeting   | Monthly meeting | Monthly meeting                   | Chamber develops 2022 Legislative Agenda |          |          |

To: Board of Directors 04/01/2021  
From: Jason Lien, AICP, Principal Transportation Planner  
Topic: **DivisionConnects Update**

### **Requested Action:**

For information and discussion.

### **Key Points:**

- DivisionConnects is a multi-jurisdictional study to analyze transportation alternatives, including implementation of bus rapid transit (BRT), in the Division Street study area. Division Street BRT is noted as a Long-Term Regionally Significant Project in the Spokane Metropolitan Transportation Plan, Horizon 2040.
- The first phase of the study is in its final stages to identify the locally preferred alternative (LPA) for BRT and other corridor improvements. Through technical analysis and public engagement, the recommended components of the preferred alternative have been identified, and this is moving through the decision process.
- The second phase of the study will evaluate land use and continue with multimodal refinements along the corridor.

### **Board/Committee Discussions:**

Emphasizing a regional approach to major transportation corridors was born out of the SRTC Board's strategic plan in late 2017. The SRTC funding portion for the Division Street Corridor Study was approved by the Board in March 2018, consisting of a \$400,000 STBG allocation as part of the 2018 SRTC Call for Projects. The Board authorized formation of a project steering committee at the March 2020 meeting. A project update was last provided to the Board at the February 2021 meeting. The TTC and TAC were updated in March 2021. The Division Street Corridor Study is identified in SRTC's 2-year Unified Planning Work Program (UPWP).

### **Public Involvement:**

The study process involves extensive public engagement, and a project website is available ([divisionconnects.org](http://divisionconnects.org)). Information about the project has been distributed through Neighborhood Councils, email lists, focus groups, print media, direct mail, online questionnaires, agency newsletters, and social media. A virtual open house occurred on the evening of February 11, 2021. A statistically significant phone survey was conducted in mid-February. The STA Board held a public hearing regarding the recommended preferred alternative on March 18, 2021.

## **Supporting Information/Implications**

DivisionConnects is a coordinated planning effort with Spokane Transit Authority (STA) to engage the community and analyze opportunities in the Division Street corridor from a multimodal transportation and system perspective. The study purpose is to analyze the future of Division Street and transformative elements that could occur as a result of planned system investments, namely implementation of bus rapid transit and completion of the North Spokane Corridor. Project partners include WSDOT, City of Spokane, and Spokane County. A consultant team led by Parametrix is assisting with the work effort.

In Fall 2020, the study process explored an array of preliminary transportation scenarios for Division Street. In November, the preliminary scenarios were evaluated through a high-level screening process with the project steering committee.<sup>1</sup> Ultimately, four alternatives were identified and filtered through more technical analysis. This was followed by several weeks of public outreach.

The alternatives consisted of center-running bus rapid transit or side-running [BAT](#) (business access and transit) lanes with active transportation and operational variations in the Division/Ruby couplet. Based on the technical analysis, public engagement, and steering committee support, a preferred alternative has been recommended and is moving through STA committee and Board processes. The STA Board held a public hearing on the matter on March 18 and the STA Board is scheduled to take action on the preferred alternative at their April 15 meeting. A Corridor Development Plan, which documents the Phase 1 study process and sets the foundation for implementation of the BRT locally preferred alternative, will come before the STA Board in May for approval.

Division BRT is a regionally significant project listed in Table 4.7 of Horizon 2040. Staff will discuss the recommended alternative, known as Side-Running C, and give an update on the study schedule and decision process. Board and elected body actions on the preferred alternative will conclude Phase 1. Phase 2 of the study will continue through the rest of 2021 with analysis of land use and further refinement of the preferred multimodal options. The Executive Director will give Notice to Proceed to begin Phase 2 study elements this month. Final study recommendations will conclude in early 2022.

## **More Information:**

- For detailed information contact: Jason Lien at [jlien@src.org](mailto:jlien@src.org) or 509.343.6370

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<sup>1</sup> The steering committee serves an advisory role for the study and consists of Commissioner Al French (SRTC and STA Boards), Council Member Kate Burke (STA Board), Council Member Candace Mumm (SRTC and STA Boards), Council Member Tim Hattenburg (STA Board), E. Susan Meyer (SRTC Board), and Mike Gribner (SRTC Board).

To: Board of Directors 04/01/2021  
From: Michael Redlinger, Associate Transportation Planner II  
Topic: **SFY 2022-2023 Unified Planning Work Program (UPWP) Overview**

**Requested Action:**

For information and discussion.

**Key Points:**

- The UPWP is the foundational document outlining the core functions, planning studies, technical support and other ongoing planning activities conducted at SRTC.
- The state fiscal year (SFY) 2022-2023 UPWP covers a two-year period from July 1, 2021 to June 30, 2022.
- Staff is currently working on the preliminary draft of the UPWP.
- In relationship to the UPWP, USDOT recently released an INFRA grant opportunity with key objectives that focus on climate change, social justice and advancing racial equity.
- In response to this emphasis, SRTC is considering how to address these focus areas in the UPWP. We encourage the Board to share their perspectives on how SRTC may better engage in this work or how your workplace is responding to these new objectives.
- The UPWP includes major planning activities identified by Spokane Transit Authority and Washington State Department of Transportation Eastern Region are also included in the UPWP by appendices.

**Board/Committee Discussions:**

This is an informational overview on the SFY 2022-2023 Draft UPWP. The full Draft UPWP will be presented to the Board at the May 13 Board of Directors Meeting.

**Public Involvement:**

None to date.

### **Supporting Information/Implications**

A development schedule for the SFY 2022-2023 UPWP is below.

| <b>Date</b> | <b>Action</b>   |
|-------------|---|
| 03/24/21    | UPWP Overview to TTC  |
| 03/28/21    | UPWP Overview to Transportation Advisory Committee (TAC)      |
| 04/06/21    | Preliminary draft of UPWP document to WSDOT TRIP              |
| 04/08/21    | UPWP Overview to Board of Directors                           |
| 04/27/21    | On-site review meeting with WSDOT, FHWA, FTA, Spokane Transit |
| 04/26/21    | Draft UPWP presented to TAC                                   |
| 04/28/21    | Draft UPWP presented to TTC                                   |
| 05/13/21    | Draft UPWP presented to the Board of Directors                |
| 05/13/21    | Comments from TTC and TAC due.                                |
| 05/24/21    | TAC recommendation of Board approval of draft UPWP            |
| 05/26/21    | TTC recommendation of Board approval of draft UPWP            |
| 06/10/21    | Board approval of UPWP  |
| 06/14/21    | Approved UPWP submitted to WSDOT TRIP                         |
| 06/21/21    | WSDOT TRIP submits approved SFY 2022-2023 UPWP to FHWA/FTA    |
| 06/30/21    | FHWA/FTA UPWP approval date                                   |
| 07/01/21    | SFY 2022-2023 UPWP takes effect                               |

### **More Information:**

- For detailed information contact: Michael Redlinger at [mredlinger@srtc.org](mailto:mredlinger@srtc.org) or 509.343.6370

To: Board of Directors 04/01/2021  
From: Greg Griffin, Administrative Services Manager  
Topic: **Calendar Year (CY) 2021 Quarterly budget Update (1<sup>st</sup> Quarter: Jan-Feb-Mar)**

**Requested Action:**

None. For information and discussion.

**Key Points:**

- SRTC develops an annual budget outlining the anticipated revenues and expenditures for the upcoming year. SRTC reports on a cash basis, which provides a snapshot in time of the agency's revenues and expenditures.
- SRTC staff reports quarterly to the Board of Directors on revenue and expenditures for the preceding quarter and year to date.
- SRTC began 2021 with a cash balance of \$729,236 and ended the first quarter of 2021 with a balance of \$583,302.
- The revenues portion includes funds received in CY 2021 that were for CY 2020 expenditures. The attached spreadsheet provides a comparison of the adopted CY 2021 budget, and a summary for the First Quarter (Q1) of actual 2021 revenues and expenditures, as well as a column showing 2020 year to date revenues/expenses for comparative purposes.
- The final budget summary for 2020 was reviewed and corrected in preparation for the CY 2020 audit. Expenditures in 2020 total \$150 less than was reported to the Board at the February 11, 2021 meeting. The report has been corrected and is contained in this board packet. Decreases of \$45 for Personnel expenditures, \$95 for Travel/Training, and \$10 for IT Operations were all corrected for first quarter of 2020.

**Key revenues and expenditures are as follows:**

**Revenues:**

Through the First Quarter (25% of Calendar Year) of CY 2021 (January – March), SRTC collected \$712,682; 26% of the anticipated revenues for the year.

**Expenditures:**

Through the Q1 of CY 2021 SRTC spent \$583,302; 21% of the total anticipated expenditures for the year as follows:

- Personnel Expenditures: Total personnel expenditures were \$285,959 through Q1, or 24% of the CY 2021 budget amount.
- Contractual and Professional Services: Total services expenditures were 236,832 year-to-date, or 19 % of the total budget amount.
- Materials and Services: Total materials and services expenditures were \$17,189 year-to-date or 14 % of the total budget amount.
- Travel, Training, and Staff Development (includes and Subscriptions/Memberships): Total expenditures were \$3,890 thru Q1, or 7 % of the total budgeted amount. This category continues to be impacted by COVID-19 related travel restrictions and the move to online conferences, training sessions, etc.
- IT Operations: Total expenditures were \$39,433 thru Q1, or 29% of the total budgeted amount.

**Board/Committee Discussions:**

The CY 2020 Budget was approved by the Board on December 12, 2019 and staff provided quarterly updates throughout the year.

**Public Involvement:**

All meetings in which the CY 2020 Budget and/or quarterly budget updates were presented to the Board were open to the public.

**Supporting Information/Implications**

Throughout the continuing COVID-19 situation, agency expenditures will continue to be closely monitored.

**More Information:**

- See Attachment 1: Q1 2021 Budget Summary
- See Attachment 2: Revised 2020 Budget Summary
- For detailed information contact: Greg Griffin at [ggriffin@srtc.org](mailto:ggriffin@srtc.org) or 509.343.6370

**SRTC CY 2021, Report through March 31, 2021**

|   | CY 2021          | CY 2021        |                | Prior            | CY 2021     |
|---|------------------|----------------|----------------|------------------|-------------|
|   | Approved         | 1st Qtr        | Year-to-Date   | Year-to-Date     | % of Budget |
| <b>REVENUES</b>   |                  |                |                |                  |             |
| <b>SRTC Cash Balance 12/31/20</b>                         |                  |                | <b>729,236</b> |                  |             |
| Designated Local Funds carried over from 2020             | 87,125           |                |                |                  |             |
| FHWA PL (Federal Public Law Funds)                        | 678,317          | 135,627        | 135,627        | 278,574          | 20%         |
| FTA (Federal Section 5303 Funds)                          | 341,177          | 116,419        | 116,419        | 85,311           | 34%         |
| STBG Planning Funds                                       | 350,000          | 36,749         | 36,749         | 31,287           | 10%         |
| STBG Data & Study Project Funds                           | 627,125          | 37,066         | 37,066         | 15,100           | 6%          |
| RTPO (State Planning Funds)                               | 144,651          | 94,008         | 94,008         | 47,790           | 65%         |
| Local Dues  | 231,406          | 231,405        | 231,405        | 249,798          | 100%        |
| Grants - Other  | -                | -              | -              | 25,769           | 0%          |
| Other Local Study Project Funds (STA 2020 Division Study) | 275,000          | 60,315         | 60,315         | 414              | 22%         |
| Spokane County Treasury Interest                          |                  | 1,093          | 1,093          | 5,324            |             |
| <b>TOTAL REVENUES (Received in 2021)</b>                  | <b>2,734,801</b> | <b>712,682</b> | <b>712,682</b> | <b>739,368</b>   | <b>26%</b>  |
| <b>EXPENDITURES</b>                                       |                  |                |                |                  |             |
| <b>Personnel</b>  |                  |                |                |                  |             |
| Salaries  | 846,028          | 196,464        | 196,464        | 230,931          | 23%         |
| Accrued Leave Payouts (includes unemployment)             | 15,000           | 11,633         | 11,633         | -                | 78%         |
| FICA  | 65,565           | 16,144         | 16,144         | 17,967           | 25%         |
| WA State Retirement System                                | 107,820          | 27,184         | 27,184         | 26,356           | 25%         |
| Insurance   | 166,787          | 34,534         | 34,534         | 48,565           | 21%         |
| <b>Total Personnel</b>                                    | <b>1,201,200</b> | <b>285,959</b> | <b>285,959</b> | <b>323,819</b>   | <b>24%</b>  |
| <b>Contractual and Professional Services</b>              |                  |                |                |                  |             |
| Legal Services  | 35,000           | 8,272          | 8,272          | 2,609            | 24%         |
| Consultants & Professional Svcs                           | 99,108           | 7,277          | 7,277          | 2,775            | 7%          |
| Prof. Svcs. - Other                                       | -                | -              | -              | 24,811           | 0%          |
| MTP Update  | 20,000           | 9,351          | 9,351          | 3,042            | 47%         |
| Consultant Svcs & Model Development                       | 450,000          | 23,989         | 23,989         | 885              | 5%          |
| Consultant Svcs & I90/US 195 Systems Study                | 50,000           | 49,894         | 49,894         | 60,290           | 100%        |
| Consultant & Division St Study                            | 550,000          | 138,049        | 138,049        | 17,520           | 25%         |
| State Audit Charges                                       | 13,000           | -              | -              | -                | 0%          |
| <b>Total Contractual and Professional Services</b>        | <b>1,217,108</b> | <b>236,832</b> | <b>236,832</b> | <b>111,932</b>   | <b>19%</b>  |
| <b>Materials and Services</b>                             |                  |                |                |                  |             |
| Publications  | 500              | 20             | 20             | 56               | 4%          |
| Postage   | 300              | 56             | 56             | 110              | 19%         |
| Operating Supplies  | 5,000            | 41             | 41             | 340              | 1%          |
| Minor Furniture   | 750              | 25             | 25             | 637              | 3%          |
| Telephone   | 8,580            | 1,878          | 1,878          | 1,837            | 22%         |
| Advertising   | 3,920            | 551            | 551            | 263              | 14%         |
| Rent - Office Space                                       | 84,700           | 14,107         | 14,107         | 12,999           | 17%         |
| Rent - Meeting Rooms                                      | 500              | -              | -              | 100              | 0%          |
| Lease - Copier  | 3,400            | 448            | 448            | 576              | 13%         |
| Property and Liability Insurance                          | 13,500           | -              | -              | 184              | 0%          |
| Printing  | 2,000            | -              | -              | -                | 0%          |
| IF Charges  | 600              | 62             | 62             | 73               | 10%         |
| <b>Total Materials and Services</b>                       | <b>123,750</b>   | <b>17,189</b>  | <b>17,189</b>  | <b>17,176</b>    | <b>14%</b>  |
| <b>Travel, Training, and Staff Development</b>            |                  |                |                |                  |             |
| Mileage & Parking   | 2,400            | 5              | 5              | 515              | 0%          |
| Travel / Training (Staff)                                 | 45,200           | 419            | 419            | 9,347            | 1%          |
| Educational Speaker Series                                | -                | -              | -              | -                | 0%          |
| Board/Staff Retreats, Facilitators, Food                  | 1,200            | 18             | 18             | 680              | 2%          |
| Dues, Subscriptions, and Memberships                      | 7,000            | 3,448          | 3,448          | 3,286            | 49%         |
| <b>Total Travel, Training, and Staff Development</b>      | <b>55,800</b>    | <b>3,890</b>   | <b>3,890</b>   | <b>13,828</b>    | <b>7%</b>   |
| <b>IT Operations</b>                                      |                  |                |                |                  |             |
| IT Professional Svcs                                      | 34,200           | 5,903          | 5,903          | 6,170            | 17%         |
| Software  | 51,981           | 30,327         | 30,327         | 6,684            | 58%         |
| Hardware - New and Replacement; Repairs/Maint.            | 38,500           | -              | -              | 4,547            | 0%          |
| Online Services   | 12,262           | 3,203          | 3,203          | 3,098            | 26%         |
| <b>Total IT Services</b>                                  | <b>136,943</b>   | <b>39,433</b>  | <b>39,433</b>  | <b>20,498</b>    | <b>29%</b>  |
| <b>TOTAL EXPENDITURES (Paid in 2021)</b>                  | <b>2,734,801</b> | <b>583,302</b> | <b>583,302</b> | <b>487,252</b>   | <b>21%</b>  |
| <b>CASH BALANCE 3/31/21</b>                               |                  |                | <b>858,615</b> | <b>1,122,776</b> |             |



**SRTC CY 2020, Report through December 31, 2020**

|   | CY 2020<br>Approved | CY 2020        |                |                |                |                  | Year-to-Date     | Prior<br>Year-to-Date | CY 2020<br>% of Budget |
|---|---------------------|----------------|----------------|----------------|----------------|------------------|------------------|-----------------------|------------------------|
|   |                     | 1st Qtr        | 2nd Qtr        | 3rd Qtr        | 4th Qtr        | Year-to-Date     |                  |                       |                        |
| <b>REVENUES</b>   |                     |                |                |                |                |                  |                  |                       |                        |
| <b>SRTC Cash Balance 12/31/19</b>                         |                     |                |                |                |                | <b>870,660</b>   |                  |                       |                        |
| Designated Local Funds carried over from 2019             | 350,000             |                |                |                |                |                  |                  |                       |                        |
| FHWA PL (Federal Public Law Funds)                        | 759,836             | 278,574        | 193,554        | 152,500        | 65,075         | 689,703          | 610,782          | 91%                   |                        |
| FTA (Federal Section 5303 Funds)                          | 278,622             | 85,311         | 1,028          | 54,432         | 24,719         | 165,490          | 209,519          | 59%                   |                        |
| STBG Planning Funds                                       | 350,000             | 31,287         | -              | 207,821        | 105,430        | 344,539          | 318,713          | 98%                   |                        |
| STBG Data & Study Project Funds                           | 635,000             | 15,100         | 50,607         | 158,475        | 68,743         | 292,924          | 2,832            | 46%                   |                        |
| RTPO (State Planning Funds)                               | 150,763             | 47,790         | 20,315         | 30,206         | 33,154         | 131,464          | 166,552          | 87%                   |                        |
| Local Dues  | 249,847             | 249,798        | -              | -              | -              | 249,798          | 218,088          | 100%                  |                        |
| Grants - Other & Census 2020 dues                         | 26,295              | 25,769         | 526            | 21,021         | -              | 47,316           | 83,624           | 180%                  |                        |
| Other Local Study Project Funds (STA 2020 Division Study) | 175,000             | 414            | 35,968         | 0              | 78,765         | 115,147          | 350,000          | 66%                   |                        |
| Spokane County Treasury Interest                          |                     | 5,324          | 4,629          | 3,943          | 3,091          | 16,987           | -                |                       |                        |
| <b>TOTAL REVENUES (Received in 2020)</b>                  | <b>2,975,363</b>    | <b>739,368</b> | <b>306,626</b> | <b>628,397</b> | <b>378,976</b> | <b>2,053,367</b> | <b>1,960,110</b> | <b>78%</b>            |                        |
| <b>EXPENDITURES</b>                                       |                     |                |                |                |                |                  |                  |                       |                        |
| <b>Personnel</b>  |                     |                |                |                |                |                  |                  |                       |                        |
| Salaries  | 973,711             | 230,931        | 192,157        | 221,035        | 224,254        | 868,377          | 783,993          | 89%                   |                        |
| Accrued Leave Payouts (includes unemployment)             | -                   | -              | 2,711          | 2,000          | -              | 4,711            | 32,139           |                       |                        |
| FICA  | 71,429              | 17,967         | 15,227         | 17,229         | 17,477         | 67,900           | 62,195           | 95%                   |                        |
| WA State Retirement System                                | 120,449             | 26,356         | 27,338         | 26,785         | 26,692         | 107,172          | 98,510           | 89%                   |                        |
| Insurance   | 186,845             | 48,565         | 32,238         | 32,020         | 32,229         | 145,053          | 163,506          | 78%                   |                        |
| <b>Total Personnel</b>                                    | <b>1,352,434</b>    | <b>323,819</b> | <b>269,672</b> | <b>299,070</b> | <b>300,652</b> | <b>1,193,213</b> | <b>1,140,343</b> | <b>88%</b>            |                        |
| <b>Contractual and Professional Services</b>              |                     |                |                |                |                |                  |                  |                       |                        |
| Legal Services  | 27,000              | 2,609          | 5,076          | 5,335          | 13,268         | 26,287           | 16,800           | 97%                   |                        |
| Consultants & Professional Svcs                           | 45,508              | 2,775          | 4,396          | -              | 26,927         | 34,097           | 22,473           | 75%                   |                        |
| Prof. Svcs. Census 2020 'Complete Count'                  | 26,295              | 24,811         | 1,484          | 21,021         | -              | 47,316           | 73,705           | 180%                  |                        |
| MTP Update  | 45,000              | 3,042          | 75             | 19,744         | 18,962         | 41,823           | 20,000           | 93%                   |                        |
| Consultant Svcs & Model Development                       | 460,000             | 885            | 24,528         | 28,349         | 54,497         | 108,259          | 1,089            | 24%                   |                        |
| Consultant Svcs & I90/US 195 Systems Study                | 300,000             | 60,290         | 137,898        | 74,720         | 30,177         | 303,085          | 980              | 101%                  |                        |
| Consultant & Division St Study                            | 400,000             | 17,520         | 80,877         | 61,378         | 59,702         | 219,477          | 2,035            | 55%                   |                        |
| State Audit Charges                                       | 12,995              | -              | 11,367         | 848            | -              | 12,215           | 10,826           | 94%                   |                        |
| <b>Total Contractual and Professional Services</b>        | <b>1,316,798</b>    | <b>111,932</b> | <b>265,700</b> | <b>211,395</b> | <b>203,533</b> | <b>792,559</b>   | <b>147,907</b>   | <b>60%</b>            |                        |
| <b>Materials and Services</b>                             |                     |                |                |                |                |                  |                  |                       |                        |
| Publications  | 500                 | 56             | 30             | 30             | 40             | 156              | 317              | 31%                   |                        |
| Postage   | 250                 | 110            | 60             | 8              | 83             | 261              | 321              | 104%                  |                        |
| Operating Supplies  | 6,700               | 340            | 806            | 274            | 929            | 2,350            | 1,602            | 35%                   |                        |
| Minor Furniture   | 750                 | 637            | -              | -              | 207            | 844              | 2,127            | 113%                  |                        |
| Telephone   | 8,585               | 1,837          | 1,888          | 1,830          | 1,758          | 7,313            | 7,019            | 85%                   |                        |
| Advertising   | 2,920               | 263            | 475            | 380            | 62             | 1,180            | 2,279            | 40%                   |                        |
| Rent - Office Space                                       | 82,400              | 12,999         | 20,354         | 22,407         | 29,012         | 84,772           | 83,550           | 103%                  |                        |
| Rent - Meeting Rooms                                      | 500                 | 100            | -              | -              | -              | 100              | 125              | 20%                   |                        |
| Lease - Copier  | 4,300               | 576            | 637            | 290            | 435            | 1,938            | 2,893            | 45%                   |                        |
| Property and Liability Insurance                          | 10,700              | 184            | -              | 12,312         | -              | 12,496           | 11,356           | 117%                  |                        |
| Printing  | 2,000               | -              | -              | -              | -              | -                | 306              | 0%                    |                        |
| IF Charges  | 4,000               | 73             | 303            | 72             | 63             | 511              | 9,911            | 13%                   |                        |
| <b>Total Materials and Services</b>                       | <b>123,605</b>      | <b>17,176</b>  | <b>24,553</b>  | <b>37,603</b>  | <b>32,589</b>  | <b>111,921</b>   | <b>121,806</b>   | <b>91%</b>            |                        |
| <b>Travel, Training, and Staff Development</b>            |                     |                |                |                |                |                  |                  |                       |                        |
| Mileage & Parking   | 4,800               | 515            | 298            | -              | 60             | 873              | 4,019            | 18%                   |                        |
| Travel / Training (Staff)                                 | 49,500              | 9,347          | (59)           | 7,265          | 2,067          | 18,621           | 60,529           | 38%                   |                        |
| Educational Speaker Series                                | 15,000              | -              | -              | -              | -              | -                | 15,801           | 0%                    |                        |
| Board/Staff Retreats, Facilitators, Food                  | 1,200               | 680            | 862            | 58             | 106            | 1,705            | 3,617            | 142%                  |                        |
| Dues, Subscriptions, and Memberships                      | 11,525              | 3,286          | 2,862          | 2,376          | 1,364          | 9,887            | 9,554            | 86%                   |                        |
| <b>Total Travel, Training, and Staff Development</b>      | <b>82,025</b>       | <b>13,828</b>  | <b>3,963</b>   | <b>9,699</b>   | <b>3,597</b>   | <b>31,087</b>    | <b>93,520</b>    | <b>38%</b>            |                        |
| <b>IT Operations</b>                                      |                     |                |                |                |                |                  |                  |                       |                        |
| IT Professional Svcs                                      | 32,700              | 6,170          | 5,924          | 5,767          | 5,805          | 23,666           | 29,786           | 72%                   |                        |
| Software  | 40,188              | 6,684          | 10,095         | 3,591          | 4,970          | 25,340           | 23,906           | 63%                   |                        |
| Hardware - New and Replacement; Repairs/Maint.            | 14,700              | 4,547          | 500            | 2,654          | 3,289          | 10,990           | 6,996            | 75%                   |                        |
| Online Services   | 12,913              | 3,098          | 3,174          | 3,250          | 3,460          | 12,982           | 12,501           | 101%                  |                        |
| <b>Total IT Services</b>                                  | <b>100,501</b>      | <b>20,498</b>  | <b>19,694</b>  | <b>15,263</b>  | <b>17,524</b>  | <b>72,979</b>    | <b>73,189</b>    | <b>73%</b>            |                        |
| <b>TOTAL EXPENDITURES (Paid in 2020)</b>                  | <b>2,975,363</b>    | <b>487,252</b> | <b>583,583</b> | <b>573,029</b> | <b>557,894</b> | <b>2,201,759</b> | <b>1,576,765</b> | <b>74%</b>            |                        |
| <b>CASH BALANCE 12/31/20</b>                              |                     |                |                |                |                | <b>722,269</b>   | <b>868,323</b>   |                       |                        |

# 2021 Draft Board Agenda Items

## MAY

| For Action | For Information & Discussion                    |
|------------|---|
|            | 2023-2024 Unified Planning Work Program         |
|            | TIP Delivery Update                             |
|            | Electrification Grant Project & Contract Update |

## JUNE

| For Action                              | For Information & Discussion   |
|---|--------------------------------|
| 2023-2024 Unified Planning Work Program | US 195/I-90 Study Final Report |
| Electrification Grant Contract          |                                |

## JULY

| For Action | For Information & Discussion                          |
|------------|---|
|            | Call for Preservation Projects                        |
|            | Draft Metropolitan Transportation Plan Needs Analysis |

## AUGUST

| For Action                                      | For Information & Discussion     |
|---|----------------------------------|
| Call for Preservation Projects                  | Public Participation Plan Update |
| Metropolitan Transportation Plan Needs Analysis |                                  |

## SEPTEMBER

| For Action | For Information & Discussion  |
|------------|---|
|            | Board seats for Major Employer and Rail/Freight Representative renew 12/31/21 |
|            |   |

## MEETING SUMMARY

### Spokane Regional Transportation Council 03/22/2021 Transportation Advisory Committee (TAC) Meeting Zoom Video Conference

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

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- Approval of amended February meeting minutes passed unanimously.

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

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- **US 195/I-90 Study Draft Project Packages** - Mr. Stewart presented a history of the project and reviewed the five project goals, which were arrived at by the community, stakeholders, and study team members. He then described the two packages of proposed projects for corridor improvement: Project Package #1-Enhanced Expressway and Project Package #2-Parallel Network. He described the main differences between each package as they pertain to the five goals and to the corridor baseline. Mr. Stewart highlighted costs of seven key projects and spoke about the upcoming public engagement events, including a virtual open house with opportunity for public input, an interactive map, speaking to neighborhood groups, planning committees, city councils, and other interested groups. There will be many more steps of public involvement before a final recommendation is made.

- **DivisionConnects Update** – Mr. Lien noted the multi-phase schedule of this study and it is currently concluding phase 1, which is the selection of a preferred alternative for Bus Rapid Transit along the Division Corridor. He spoke about the community outreach year to date and showed graphics of each of the four final corridor alternatives. He presented information comparing the four scenarios to each other in terms of transit performance, corridor mobility, equitable/inclusive access to transit, responsiveness to community goals, implementation feasibility, capital/operating costs and funding competitiveness. The Steering Committee, analysis by the technical team and public feedback have been in support of option titled Side-Running C, which has street parking on Division and a two-way cycle track along Ruby St. Mr. Lien described components of the scenario recommendation, alignment throughout four different sections of the Division corridor, transit station location and lane configurations. He spoke about the analysis of the four alternatives and traffic modeling results after completion of the NSC and addressed upcoming community engagement and involvement, and next steps in the process.

- **2022-2023 Unified Planning Work Program** – Mr. Redlinger explained the federal requirements for the development of a UPWP and highlighted the eight tasks contained in the SRTC's plan. He said President Biden's administration has a big emphasis on climate change and social justice and he asked the group where they see SRTC staff approaching work with that in mind. The group discussed SRTC's social equity mapping tool, review of new funding criteria in light of the Guiding Principles in Horizon 2040, and looking for ways to improve north-south bike routes.

## MEETING SUMMARY

### Spokane Regional Transportation Council 03/24/21 Transportation Technical Committee (TTC) Meeting Zoom Video Conference

#### **Action Items**

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- **2021-2024 Transportation Improvement Program April Amendment** – Staff listed the two projects in the proposed amendment. There were no questions or discussion. *A motion to recommend Board approval of the amendment passed unanimously.*

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

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- **US 195/I-90 Draft Strategies** – Mr. Stewart provided an overview of the two project packages which will very shortly presented in community engagement events for public and stakeholder input, per recent approval for release by the SRTC Board. He explained that each package was evaluated in terms of the five project goals and provided details. A new round of public engagement and soliciting input from the community on the scenarios will start very soon. The group discussed that the responsibility for project implementation will fall to the jurisdictions and there is no preferred alternative yet.
- **DivisionConnects Update** – Mr. Lien explained that this project is in the concluding section of Phase I, which is selection of a preferred configuration for bus rapid transit, active transportation facilities, business access and operational variations along the couplet. He recapped the public engagement year to date regarding the final four alternatives and presented graphics describing the lane configurations and alignments along the different sections of the corridor. Based on technical findings, public feedback and Steering Committee support, Side-Running C has emerged as the preferred option. The group discussed that primarily STA will be responsible for seeking funding and while some funds have been programmed from capital programs for design work, there is still much to be done for securing funding, should the project be approved.
- **MTP Update: Regional Bicycle Priority Network** – Mr. Lien said this update is part of the MTP update and presented a map of the existing bike network as related to trip generators or activity centers. He presented information showing bike network mileage on shared roadways, multiuse paths, bike lanes and other facilities. Next steps are to distribute an AGOL map for review by member agencies and refine the MTP policy for clarity.
- **SRTC Public Participation Plan (PPP) Update** – Ms. Jones defined and provided a background of the PPP document. This update is in conjunction with the MTP update and a subset of the Transportation Advisory Committee has participated in a series of workshops to develop a framework of goals and objectives for the PPP. She highlighted topics covered in the workshops and draft goals.
- **SRTC 2022-2023 Unified Planning Work Program** – Mr. Redlinger reported on federal requirements for the development of a UPWP by MPOs, the eight tasks contained in the SRTC UPWP and a schedule of milestones. A draft document will be provided to the TTC for comment and a multi-jurisdictional coordination meeting will be held on April 27. He noted the Biden administration's emphasis on climate change and social justice asked the group where they see SRTC staff approaching work with that in mind. It was suggested that SRTC could help identify census tracts that might be the most applicable to particular funding opportunities.