



Board of Directors Meeting

Thursday, July 8, 2021 • 1:00 pm – 3:00 pm

Virtual Meeting via Teleconference

PUBLIC NOTICE:

Due to COVID-19 and in accordance with the Governor Inslee's proclamations the SRTC office is closed to the public and all public meetings will be held virtually until further notice.

Join Zoom Meeting

<https://us02web.zoom.us/j/85783409566?pwd=SHgrbFFPVTY0cIBJL1VZWklPYzYzUT09>

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 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, July 8, 2021 | 1:00 pm – 3:00 pm

AGENDA

Time	Item	
1:00	1	Call to Order / Record of Attendance / Excused Absences
1:02	2	Executive Session to Evaluate the Qualifications of Applicants for Public Employment under RCW 42.30.110 (g)
1:22	3	<u>FOR ACTION</u> : Selection of SRTC Executive Director
1:25	4	Public Comments
1:30	5	Interim Executive Director's Report
		<u>FOR ACTION</u>
1:35	6	Consent Agenda
	a)	June 2021 Meeting Minutes Page 3
	b)	June 2021 Vouchers Page 8
	c)	2021-2024 Transportation Improvement Program July Amendment Page 9
1:37	7	Maintenance and Preservation Project Priorities (<i>Kevin Wallace</i>) Page 12
		<u>FOR INFORMATION AND DISCUSSION</u>
2:00	8	2021 Call for Preservation Projects (<i>Jason Lien</i>) Page 20
2:10	9	Public Participation Plan Update (<i>Kylee Jones</i>) Page 23
2:25	10	2022 Member Dues (<i>Greg Griffin</i>) Page 27
2:35	11	Return to In-Person Meetings (<i>Greg Griffin</i>) Page 30
2:45	12	2021 Quarterly Budget Update: Q2 (<i>Greg Griffin</i>) Page 32
2:50	13	Board Member Comments
3:00	14	Adjournment

Attachments

- 2021 Draft Board Agendas Page 34
- Transportation Technical Committee & Transportation Advisory Committee Meeting Summaries Page 35

MEETING MINUTES

Spokane Regional Transportation Council
Board of Directors Meeting – Thursday June 10, 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.

Present

Board Members:

Mayor Ben Wick, *City of Spokane Valley* (Chair)
Paul Schmidt, *City of Cheney* (Vice Chair)
Mayor James Weathers, *City of Airway Heights*
Mayor Cris Kaminskis, *City of Liberty Lake*
Council Member Lori Kinnear, *City of Spokane*
Council Member Candace Mumm, *City of Spokane*
Larry Stone, *Major Employer Representative*
Matt Ewers, *Rail/Freight Representative*
Council Member Micki Harnois, *Small Cities/Towns Representative*
Commissioner Al French, *Spokane County*
Commissioner Mary Kuney, *Spokane County*
E. Susan Meyer, *CEO Spokane Transit Authority*
Todd Coleman, *Transportation Advisory Committee Chair*
Adam Jackson, *Transportation Technical Committee Chair*
Mike Gribner, *Regional Administrator, WSDOT-Eastern Region*
Kelly Fukai, *Washington State Transportation Commission*

Alternate Board Members:

n/a

Guests:

Laura McAloon, *McAloon Law PLLC*
Joe Tortorelli, *Spokane Good Roads Assn.*
Rachelle Bradley, *Spokane Tribe of Indians*
Karl Otterstrom, *Spokane Transit Authority*
Anna Ragaza-Bourassa, *WSDOT-East. Region*
Katy Allen, *City of Liberty Lake*
Lindsay Gilbert, *HDR*
Shauna Harshman, *City of Spokane*
Paul Kropp
Charles Hansen

SRTC Staff:

Kevin Wallace, *Interim Executive Director*
Eve McMenemy, *Principal Transportation Planner*
Jason Lien, *Principal Transportation Planner*
Mike Ulrich, *Principal Transportation Planner*
Michael Redlinger, *Associate Transportation Planner II*
Kylee Jones, *Associate Transportation Planner II*
Greg Griffin, *Administrative Services Manager*
Julie Meyers-Lehman, *Administrative-Executive Coordinator*
Stanley Schwartz, *SRTC Legal Counsel*

2 Public Comments

There were no public comments.

3 Interim Executive Director's Report

Mr. Wallace reported on:

- The annual audit of SRTC by the Washington State Auditor's office has started. The Board will be informed of the results when it is complete.
- In-person interviews and reception of finalists for the Executive Director position will be held in person and follow CDC guidelines. A virtual Special Board meeting is scheduled for 2:00 pm on June 18.
- Development of the Unified List of Regional Transportation Priorities has been challenging and staff continues to work very hard on it. There is a new wrinkle in the process, the potential of a special state legislative session, which will be discussed in further detail later in the meeting.

ACTION ITEMS

4 Consent Agenda

- (a) May 2021 Meeting Minutes
- (b) May 2021 Vouchers
- (c) 2021-2024 Transportation Improvement Program (TIP) June Amendment
- (d) Contract Extension for IT Services with Intrinium

Mr. Schmidt made a motion for approval of the Consent Agenda as presented; Ms. Kaminskas seconded. Motion passed unanimously.

5 2022-2023 Unified Planning Work Program (UPWP)

Ms. McMenamy provided an overview of the UPWP. She outlined the core functions, planning activities, technical support, and other ongoing planning functions. She described the two-year revenue forecast of federal dollars and summary of expenditure forecast by task. Several highlights of key tasks and milestones for the UPWP include:

- Completion of the Metropolitan Transportation Plan update
- Public Participation Plan update
- US 195/I-90 final report
- Setting education/outreach practices for environmental justice and racial equity focus areas
- Education for new Board members
- Annual development of a Unified List of Regional Transportation Priorities

There were no questions or discussion.

Ms. Meyer made a motion to approve the 2022-2023 UPWP and Mr. Gribner seconded. All votes were in favor.

6 Electrification Grant Contract

Ms. Jones delivered a summary of the \$2.5 M Clean Energy Fund award from the Department of Commerce for electric vehicle (EV) supply equipment for 50+ charging stations and education/outreach. This project will also allow the region to continue for EV planning in line with new federal emphasis areas. She presented an overview of the roles and responsibilities of this public/private collaboration, then gave the floor to Ms. McAloon to address details of the contract.

Ms. McAloon explained that SRTC retained her to advise on federal compliance and contracting provisions that come along with this grant. She discussed the process to address sub-recipients, noting that there will need to be an agreement whereby sub-recipients accept all federal terms and conditions. She discussed continuing restrictions on the use of facilities and charging stations to be used solely for the purpose of electric vehicle charging. She noted there is a very long list of federal requirements attached to the grant, some of which are;

- A "Buy American" component
- Federal prevailing wage and non-discrimination in employment
- Open procurement process
- Special outreach to minority-owned businesses

She emphasized that this contract does not have any of the equipment or property as being owned by SRTC.

Ms. Meyer asked about a separate contract with grant sub-recipients; Ms. McAloon responded that sub-recipient contracts are a condition of the grant agreement with Dept. of Commerce and included in the authorization for the Interim Executive Director to negotiate and execute a contract.

Ms. Meyer made a motion to approve the Interim Executive Director to negotiate and execute the Electrification of Transportation Systems Contract with the Department of Commerce and sub recipient contracts, pending legal counsel review. Ms. Schmidt seconded the motion. All votes were in favor.

7 Next Steps Following Ratification of the SRTC Interlocal Agreement (ILA)

Mr. Wallace explained there is no formal proposed action for this item, but a possible action if agreed upon by the Board. He said status of ILA approval by agency is in the packet and the goal is to get to 100% of members. As part of the new ILA, additional voting seats will be:

- Rail/Freight Representative
- City of Deer Park
- City of Medical Lake
- City of Millwood
- A second representative from City of Spokane Valley

Mr. Wallace said that the Spokane Tribe and Kalispel Tribe will be invited to be voting members; however, since those organizations are not signatory members of the ILA, the recommendation from the ILA signatories was to get a signed formal agreement with each Tribe. He suggested the Board authorize SRTC to send membership invitation letters to Tribes, specifying that their members and alternates must be elected officials, and also requesting that the Tribal Council assign their staff and legal counsel to coordinate with SRTC's staff and legal counsel to set up a Memorandum of Agreements (MOA), similar to the agreements that SRTC has with Spokane Transit and WSDOT. A MOA with the Tribes will help to define the working relationship and identify their rights and responsibilities as voting members. Mr. Wallace noted this MOA need not be overly detailed or prescriptive. He said it is preferred to get started as soon as possible, ideally to have MOAs to the Board by July, although that would depend on meeting availability of Tribal representatives. He asked for the Board's input on the proposed process.

Chair Wick called for questions or discussion. Mr. Weathers said this is a new process and while there have been challenges, the plan discussed sounds like a good way forward. Mr. French suggested looking to other MPOs with existing relationships with Tribes to see how they negotiated their formal agreements.

Mr. Wallace clarified that the official offer of voting membership to the SRTC Board will comply with the state law to extend membership to Tribes by 08/01/2021. Chair Wick asked if Board consensus was sufficient to move forward or if there needed to be a formal motion. Mr. Schwartz recommended a motion.

Mr. Wick made a motion to authorize the Interim Executive Director to send letters to the Spokane Tribe and Kalispel Tribe with an invitation for voting membership on the SRTC Board. Mr. French seconded the motion. Motion passed with all votes in favor.

8 Unified List of Regional Transportation Priorities

Ms. McMenamy reviewed the development of this item, noting that the Board directed staff to lead a collaborative effort to develop a unified list of regional transportation priority projects to prepare for potential state and federal spending bills to increase competitiveness for those funding opportunities.

She clarified how this list will be used differently than other project lists in its use and purpose. She said draft initial screening is in process and it is a fluid situation; staff is addressing changes as they happen. Thus far there are 56 projects from seven agencies totaling approximately \$682M and the initial list and map of where the projects are located was shown. Ms. McMenamy talked about the screening criteria.

Mr. French commented that it may be a good idea to create categories so that, for example, maintenance projects are not competing with capital improvement or bicycle projects, since each type of grant has its own criteria. Ms. McMenamy said this is a prototype and screening criteria this time is project readiness and the guiding principles; it is hoped this list will be a starting point for further development by the Board in the coming years, as this will be an annual process.

She reported that some agencies have the Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC) reviewed the criteria and their suggestions were incorporated. The Unified List will be finalized this summer and brought to the Board in September for approval. The group discussed and some comments included;

- Board would like to hear TTC and TAC input and comments on the Unified List
- Earmarks in federal funding may be possible in the future; the current list development does not take that into consideration, but criteria can be pivoted up until the list is distributed
- Questions about if there should be biasing on the criteria for the things the region is trying to accomplish, such as safety or economic development
- Emphasis that this is a work in progress and can be adjusted in future iterations

Mr. Ewers made a motion to authorize staff to request project sponsors to submit screening criteria information. Ms. Thompson seconded. Motion passed unanimously.

Mr. Ewers made a motion authorizing staff to verify with jurisdictions if any new regionally significant projects to be added for screening. Ms. Thompson seconded. All votes were in favor.

Mr. Wallace took the floor to discuss the possible special legislative session, which could include discussions about a transportation spending package. He asked the Board wants staff to compile a list of high priority preservation/maintenance projects to have ready to forward to legislature. He noted this list would need to be approved by the Board in July and would be a parallel process to the Unified List, not a replacement and asked for Board direction. The group discussions and comments included:

- If another project list is put forth, what does this say about the projects previously submitted to the legislature? Mr. Wallace replied those would be included in addition to advancement of the NSC and a few other new projects.
- Disappointed the Board is having this conversation, because if a revenue package is passed it is likely to be the last one for some time and if the Board is in a situation where we put forth a handful of one-time preservation projects, we have lost out on the larger preservation discussion. If
- Would rather see preservation money distributed equally and not cherry-picked projects
- A preservation projects list would be put together pretty quickly because of project information available from the WSDOT and SRTC preservation calls for projects earlier this year.
- Questions about outreach for both the Unified List and how that might line up with a preservation list. Staff commented that the timeline for this will be about two weeks, so there will not be sufficient time for public outreach.

Chair Wick asked if there was any disagreement to direct staff to create the preservation list as discussed. There were no comments.

9 DivisionConnects – Conclusion of Phase 1

Mr. Lien noted that bus rapid transit on the Division Street corridor is currently identified as a long-range project in Horizon 2040 and the DivisionConnects study has provided additional clarity to the design concept for this project. He outlined status of the study and tasks completed to date.

Mr. Lien reported that based on technical findings, public feedback and evaluation by the DivisionConnects Steering Committee, Side-Running C has been chosen as the locally preferred alternative (LPA) and that acceptance of the LPA is an action item before the Board. He described the components of this alternative and noted it emerged from a long process of engagement with the community and project partners. Next steps for Phase 2 of the study include a land use analysis and multi-modal refinements. The study will conclude in 2022.

Ms. Meyer made a motion to accept Phase 1 DivisionConnects study findings as documented in the Corridor Development Plan, including the definition of the locally preferred alternative. Ms. Kinnear seconded the motion.

Mr. Stone said the majority of employees in our region do not use transit to commute to work, so this may not be a good use of funds. Division Street is a very important corridor used by all jurisdictions and dedicating a lane for bus rapid transit is essentially a road diet on an already congested street. He understands the need for pedestrian and bicycle improvements, but the timing for large scale transit project on this corridor is wrong in terms of the movement towards electric and autonomous vehicles and also upcoming completion of the North Spokane Corridor.

A vote was taken. Motion passed with one vote against (Mr. Stone).

INFORMATION & DISCUSSION ITEMS

11 Board Member Comments

Mr. Weathers said in his short time on the Board, the group has wrestled many issues; he understands the value in being prepared and respects the many respected voices involved in keeping the group on task to continue making transportation improvements in the region. He said it is an honor to share this responsibility with all members of the Board.

12 Adjournment - There being no further business, the meeting adjourned at 2:40 pm.

Julie Meyers-Lehman, Clerk of the Board

VOUCHERS PAID FOR THE MONTH OF JUNE 2021

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
6/2/21	V121582	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for June 2021	7,686.72
	V121583	Pacific Office Automation	Copier Lease/Usage April 2021	150.25
	V121584	Washington Trust Bank	Software subscriptions; Staff trng reg's; Admin phone; IT adapters	953.82
	V121585	PTV America	Renewal of Travel Demand Software - Multiple Agencies Reimbur	10,907.03
	V121586	WA State Dept of Retirement	Employee and Employer Contributions: May 2021	14,354.59
	V121587	American Planning Association	RS APA/AICP dues renewal thru 6/30/22	636.00
6/10/21	V121588	Intrinium	Managed IT Services - Mnthly May-June; O365 MFA upgrade	1,544.90
	V121589	American Planning Association	DF APA/AICP dues renewal thru 6/30/22	169.00
	V121590	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2021	450.00
	V121591	Visionary Communications, Inc.	Fiber Services, June 2021	953.31
	V121592	Verizon Wireless	IT Svcs: Wireless Svcs E.D. Phone & Public Outreach Tablets, 4/	61.91
	V121593	Spokesman Review	Advertising TIP Amendment public notice	77.36
	V121594	Resource Systems Group Inc	Tasks 1.57 April 2021 D.A.T.A. work	10,519.13
	V121595	West Plains Chamber of Commerce	2021 membership dues	345.00
	V121596	Rehn & Associates	Admin fee May '21	75.00
	V121597	Greater Spok Valley Chmbr of Comm	2021 membership dues	489.00
	V121598	Allstream	Telephone: Lines to 7/7/21 and Long Distance for May 2021	523.03
	V121599	AWC Employee Benefit Trust	July '21 Benefit Insurance Premiums	10,634.74
6/17/21	V121600	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2021	450.00
	V121601	Parametrix	Division St Corridor Study 4/4/21 - 5/1/21	44,974.91
	V121602	Black Box Network Services	Renewal of Remote Support thru 5.12.24	1,635.00
6/22/21	V121603	Witherspoon Kelley Attnys	Legal Services for May 2021 - Admin/ETS/Legal Svcs RFP docs n	987.00
		Reimbursement(s) KMPO - PTV software renewal reimbursement		(1,117.31)
		Salaries/Benefits Pay Periods Ending: 5/29/21 and 6/12/21		71,566.61
5/31/21		Spokane County Treasury Monthly SCIP fee - May 2021		23.87

TOTAL June 2021 179,050.87

Recap for June 2021:

Vouchers: V121582 - V121603	107,460.39
Salaries/Benefits Pay Periods Ending: 5/29/21 and 6/12/21	71,566.61
Spokane County Treasury Monthly SCIP fee - May 2021	23.87
	179,050.87

As of 7/8/21, the Spokane Regional Transportation Council Board of Directors approves the payment of the June 2021 vouchers included in the list in the amount of: **\$179,050.87**

Chair

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

Requested Action:

Approval of the July 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** for more details.

- Spokane County - Brooks Road Railroad Crossing CRP 3249
- Spokane Transit Authority - Central City Line

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 6/23/21 and they unanimously recommended Board approval.

Public Involvement:

Pursuant to SRTC's Public Participation Plan, the proposed amendment was published for a public review and comment period from June 18, 2021 through June 28, 2021 at 4:00 p.m. Notice of the amendment was published in the Spokesman Review and posted to the SRTC website (www.srtc.org) and social media platforms on June 18, 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 May 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 July amendment will be incorporated into the STIP on or around August 16, 2021.

More Information:

- See Attachment: 2021-2024 TIP July Amendment
- For detailed information contact: Kylee Jones at kjones@src.org or 509.343.6370

2021-2024 Transportation Improvement Program

July Amendment (21-07)

Agency	Project Title Amendment Description	Funding Adjustment		Amendment	
				New Project	Existing Project
Spokane County	Brooks Road Railroad Crossing CRP 3249 New project that will install a median barrier, guardrail, LED upgrade, and update signs and markings. This project was unprogrammed in 2020 due to Railroad negotiations, but has been brought back for construction in 2022.	Federal (HSIP)	\$940,586	✓	
		Local	\$104,509		
		Total	\$1,045,095		
STA	Central City Line On June 11, 2021 USDOT allocated Section 3401 American Rescue Plan (ARP) Act funds (5309-NS) intended for grantees of the Capital Investment Grant Program (5309 funds) which offsets previous local match funds committed and secured by Spokane Transit.	Federal 5309 (NS)	\$5,754,747		✓
		Local	-\$5,754,747		

To: Board of Directors
From: Kevin Wallace, Interim Executive Director
Topic: **Preservation and Maintenance Priorities**

07/01/2021

Requested Action:

Request to approve the Transportation Funding Priority Statement (Attachment).

Key Points:

- The Washington State Legislature convened for its 2021 session on January 11 and adjourned on April 25.
- Several transportation funding proposals were introduced during the session in both the House and Senate, but the legislature concluded the session without approving a new transportation revenue package.
- Speculation continues as to whether the Governor will convene a special session later this year to finalize a new transportation revenue package.
- On June 10, 2021, the Board directed staff to coordinate with SRTC member agencies to develop a list of priority preservation and maintenance projects. The purpose of this list is to identify priority projects to be considered if the legislature does convene in a special session to address transportation funding. It was noted at the June 10 meeting that this list of preservation and maintenance priorities would be separate from SRTC's current work to develop a comprehensive list of regional transportation priorities for approval by the Board in October.
- SRTC staff, in cooperation with our member agencies, has prepared a representative list of preservation and maintenance priorities for Board consideration. To compile this list, staff requested that member agencies provide three to five projects, in priority order. Staff is also identifying projects that are on a regional priority network (National Highway System, freight, transit, and/or bicycle).
- SRTC staff has compiled a brief Transportation Funding Priority Statement for consideration by the Board (**See Attachment**). The Transportation Funding Priority Statement suggests the following priorities:
 - Priority One: Completion and Acceleration of the Connecting Washington Program
 - Priority Two: Increased Funding for Transportation System Preservation and Maintenance
 - Priority Three: Maintain Funding for Projects Identified in the Forward Washington and Miles Ahead Washington Spending Bills

Board/Committee Discussions:

On June 10, the SRTC Board discussed the potential for a special legislative session later this year, and the need for a new list of preservation and maintenance priorities. On June 23, SRTC staff updated the TTC on this work effort as part of the Agency Update.

Public Involvement:

All Board meetings are open to the public.

Supporting Information/Implications

- The SRTC Board is the lead agency for coordinating regional transportation issues in Spokane County. By approving the proposed Transportation Funding Priority Statement, the Board is establishing a framework for discussions with area legislators, SRTC member agencies, and local business interests. As discussed previously, SRTC serves both technical and facilitation roles in this process. Discussions with area legislators leading up to a potential legislative session would be undertaken by SRTC's member agencies and area business interests.
- The Board will be asked to approve a Unified List of Regional Transportation Priorities by October 2021. The Unified List will establish project priorities for SRTC members and private sector interests, such as the Regional Transportation Coalition, to use in developing state and federal legislative agendas for 2022. Depending on whether a special session is called, the Board may need to consider how the Transportation Funding Priority Statement might be considered in the Unified List.
- Staff has followed the order established by the Board in February regarding regional transportation priorities. Because Priority Three noted above includes projects the legislature has already identified in previous spending bills, the Board may wish to consider whether Priority Three should be moved to a higher priority order. For example, the representative preservation and maintenance projects included in Priority Two would be new projects that would have to be added in the special session to a transportation revenue package. Projects identified in Priority Three have already received legislative support during the regular session earlier this year.

More Information:

- Attachment: Transportation Funding Priority Statement
- For additional information contact: Kevin Wallace at kwallace@srtc.org or at (509)343-6370.

Spokane Regional Transportation Council Transportation Funding Priority Statement

July 1, 2021 (DRAFT)

Priority One: Completion and Acceleration of the Connecting Washington Program

The 2015 Connecting Washington funding package provides \$16 billion to enhance the statewide transportation system and to maintain critical infrastructure. Since 2015, other emerging transportation requirements could potentially jeopardize funding that was allocated in Connecting Washington for projects in our region.

The SRTC Board supports efforts to maintain funding for the following Connecting Washington projects:

- US 395/North Spokane Corridor
- I-90/Medical Lake I/C to Geiger Field Interchange Reconstruction
- I-90/Barker to Harvard
- The City Line

In addition, the Board supports the advancing funds to complete the North Spokane Corridor in 2026, rather than 2029 as currently programmed.

Priority Two: Increased Funding for Transportation System Preservation and Maintenance

The SRTC Board recognizes that current funding levels are not sufficient to maintain our current transportation system in a state of good repair. The Board also recognizes that failing to adequately preserve and maintain the transportation system presents significant risks to our overall economic well-being and to the operating efficiency for moving people and goods in our region. The following data points from shortfalls on the state system are offered to illustrate the significance of this issue:

- Over the next ten years in Spokane County, WSDOT has identified approximately \$64 million in unfunded bridge and ramp preservation needs, and \$132 million in unfunded paving needs. In total, this represents \$196 million in unfunded preservation and maintenance needs on the state transportation system in Spokane County.

The SRTC Board supports increased funding for existing programs for the preservation and maintenance of the state and local (city and county) transportation networks. The Board recognizes this as a long-term solution to address preservation and maintenance needs.

To illustrate the types of projects that are needed in our region, SRTC compiled list of unfunded preservation projects (see Figures 1 and 2).

Priority Three: Maintain Funding for Projects Identified in the Forward Washington and Miles Ahead Washington Spending Bills

During the 2021 Legislative Session, various transportation funding packages were considered. In particular, the Senate's Forward Washington package and the House's Miles Ahead Washington package included important projects in the Spokane County Region.

The SRTC Board supports the inclusion of projects in a new transportation revenue package that were previously identified in the Forward Washington and Miles Ahead Washington programs (See Figure 3).

Figure 1

Code	Agency/Local Priority Rank	SRTC Representative Maintenance & Preservation Projects-WA State Legislature Special Session	Unfunded Need	SRTC Priority Networks		
				NHS or Freight	Transit	Bike
A	Airway Heights 1	Lawson St, Grind & Inlay	\$494,702		x	
B	Airway Heights 2	14th Ave, Chip Seal	\$200,000			
C	Airway Heights 3	12th Ave, Chip Seal	\$40,000			
D	Airway Heights 4	18th Ave, Chip Seal	\$150,000			
E	Airway Heights 5	Lundstrom St, Grind & Overlay	\$310,000			
F	City of Spokane 1	Washington St. - River to Indiana, Grind & Overlay, ADA Ramps	\$1,470,000	x	x	
G	City of Spokane 2	2nd Ave/3rd Ave- Maple to Division, Grind & Overlay, ADA Ramps	\$4,020,000	x	x	x
H	City of Spokane 3	29th Ave - Grand to Southeast Blvd., Grind & Overlay, ADA Ramps	\$2,020,000	x	x	
I	City of Spokane 4	Haven St - Market to Market, Grind & Overlay, ADA Ramps	\$1,210,000	x	x	
J	City of Spokane 5	Illinois - Perry to Market Grind & Overlay, ADA Ramps	\$2,160,000			x
K	Cheney 1	Salnave Street, Preservation Project	\$1,557,000			x
L	Cheney 2	Elm Street, Preservation Project	\$1,176,000		x	x
M	Cheney 3	Clay/6th/N2nd Street, Preservation Project	\$500,000			x
N	Cheney 4	Second Street, Preservation Project	\$559,000		x	x
O	Cheney 5	Oakland Street, Preservation Project	\$382,000			
P	Deer Park 1	Crawford Ave, Preservation	\$624,164			x
Q	Deer Park 2	N. Colville Ave, Construction	\$2,521,000			
R	Deer Park 3	S. Weber, Construction	\$1,295,000			
S	Deer Park 4	N. Weber, Preservation	\$350,000			
T	Deer Park 5	Airport Rd, Construction	\$1,750,000			
U	Fairfield 1	Citywide Chip Seal	\$259,860			
V	Liberty Lake 1	Kramer Parkway, Overlay	\$481,600			
W	Liberty Lake 2	Mission Avenue-Country Vista to Molter, Grind & Overlay	\$280,000		x	x
X	Liberty Lake 3	Appleway-Fairway to E City Limits, Grind & Overlay	\$667,800		x	x
Y	Liberty Lake 4	Country Vista-LL Rd to W City Limits, Grind & Overlay	\$2,223,200	x	x	x
Z	Liberty Lake 5	Sprague Avenue- LL Rd to Gage, Grind & Overlay	\$788,550			
AB	Millwood 1	Argonne- Euclid to S. Riverway, Grind & Overlay	\$150,000	x	x	x
AC	Millwood 2	Argonne- Trent to Buckeye, Grind & Overlay	\$50,000	x	x	x
AD	Millwood 3	Argonne- Buckeye to Euclid, Grind & Overlay	\$200,000	x	x	x
AE	Millwood 4	Empire, Chip Seal	\$100,000			x
AF	Millwood 5	Euclid, Chip Seal	\$70,000			
AG	Rockford 1	Ruby/Lee/Center/Toll Streets, Crack sealing, chip seal	\$234,220			

Code	Agency/Local Priority Rank	SRTC Representative Maintenance & Preservation Projects-WA State Legislature Special Session	Unfunded Need	SRTC Priority Networks		
				NHS or	Transit	Bike
AH	Rockford 2	East Emma Street, Crack sealing, patching, overlay, chip seal	\$204,440			
AI	Rockford 3	North Weaver Street/Missile Base Road, Chip seal	\$34,600			
AJ	Spangle 1	Old 195, Grind & Overlay	\$500,277			x
AK	Spokane County 1	57th phase 2 Mt Vernon to Palouse Hwy Preservation	\$2,500,000		x	x
AL	Spokane County 2	Elk Chattaroy - Laurel to Drew Lane, Preservation	\$1,000,000			x
AM	Spokane County 3	Nevada -Hawthorne to US 2, Preservation	\$1,500,000	x	x	x
AN	Spokane County 4	Cheney Spokane -Grove to City Limits, Preservation	\$3,000,000			
AO	Spokane County 5	Starr Road -Trent to W. Newman Lake, Preservation	\$1,300,000			x
AP	Spokane Valley 1	Sullivan Road Grind & Inlay	\$6,500,000	x	x	x
AQ	Spokane Valley 2	Broadway Avenue Grind and Inlay	\$5,000,000	x	x	x
AR	Spokane Valley 3	Argonne Road Reconstruction	\$2,200,000	x	x	x
AS	Spokane Valley 4	Sprague Avenue Grind & Inlay	\$4,000,000	x	x	x
AT	Spokane Valley 5	Flora Road Grind & Inlay	\$3,000,000			x
AU	WSDOT	US 2/Espanola Rd to Dover Rd - Paving	\$1,767,643	x		x
AV	WSDOT	US 2/Geiger Blvd Crossing - Br Deck Rehab/Expansion Joint Repair	\$1,655,800	x	x	x
AW	WSDOT	I-90/Rosamond, Sherman, Arthur Crossings - Bridge Deck Rehab	\$3,327,000		x	x
AX	WSDOT	I-90/Jefferson, Cedar WB Ramps- Bridge Deck Rehab/Expansion Jt	\$3,019,500	x	x	
AY	WSDOT	I-90/Hamilton Nevada WB Off Ramp - Bridge Deck Rehab	\$1,759,800	x	x	
AZ	WSDOT	US 195/Interstate 90 Crossing - Bridge Deck Repair	\$868,300	x		

51 Total projects

\$71,431,456

18 projects on the Freight Priority and/or National Highway System

\$39,614,243

34 projects on all SRTC priority networks

\$59,360,186

Representative Maintenance and Preservation Projects

Figure 2

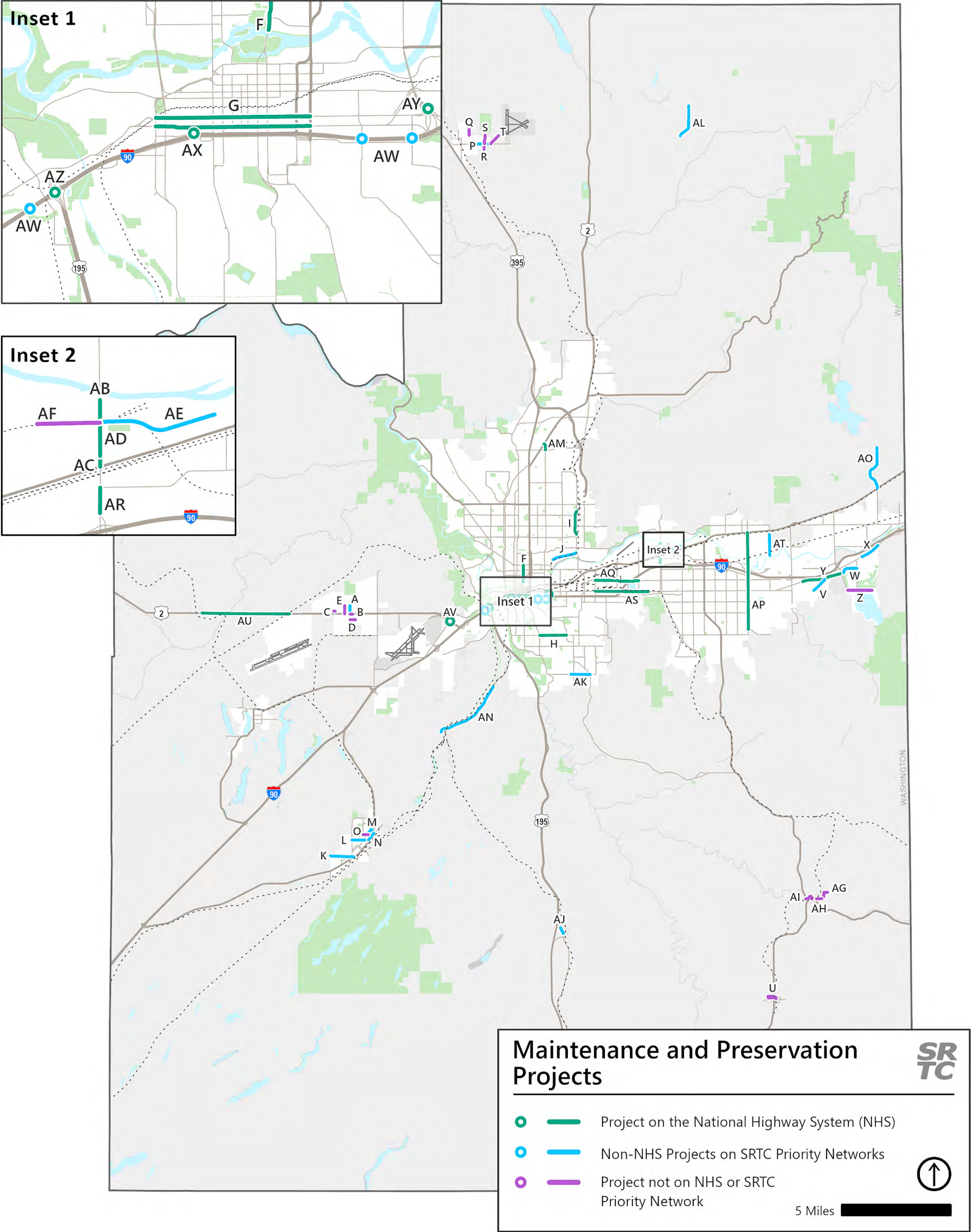
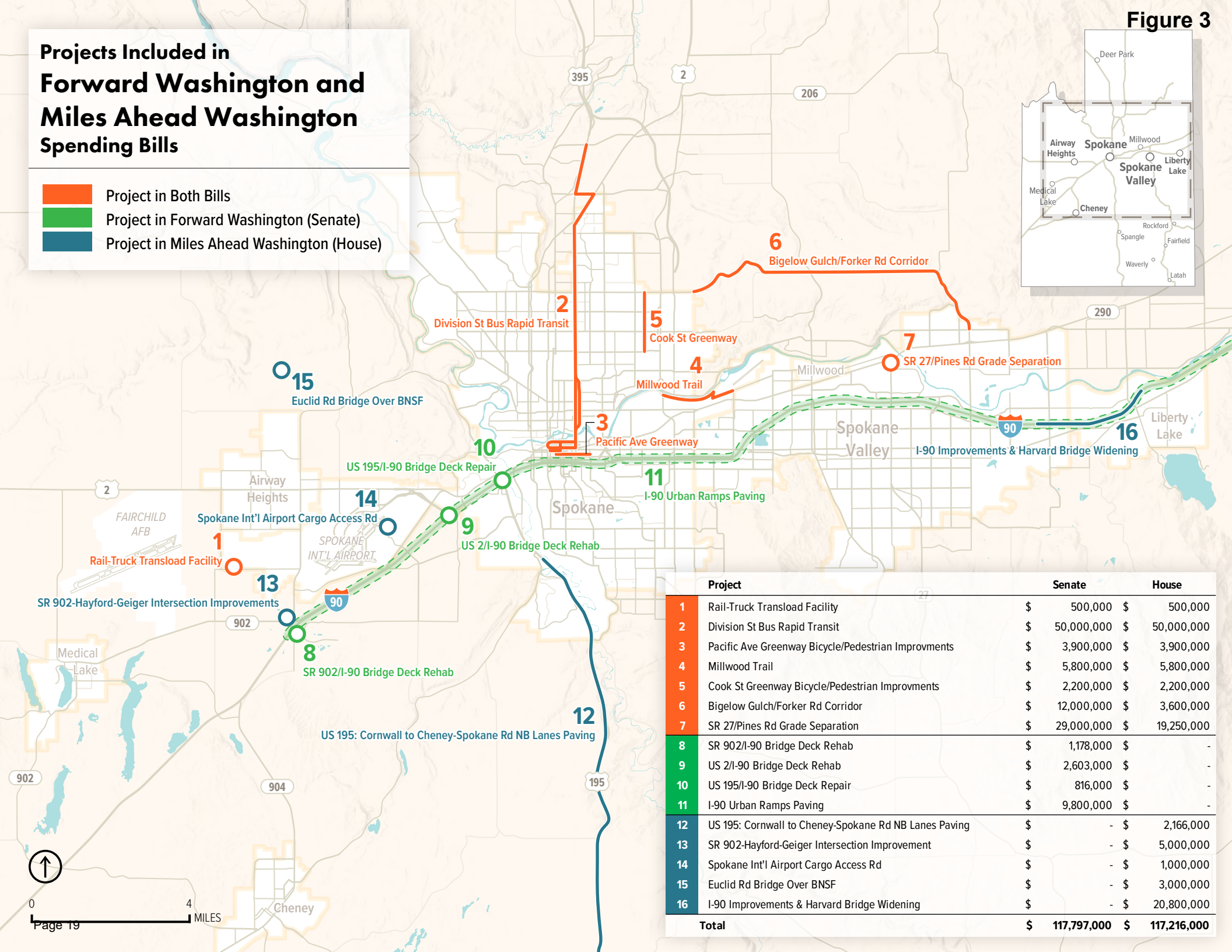


Figure 3

Projects Included in
Forward Washington and
Miles Ahead Washington
Spending Bills

- Project in Both Bills
- Project in Forward Washington (Senate)
- Project in Miles Ahead Washington (House)



Project		Senate		House
1	Rail-Truck Transload Facility	\$	500,000	\$ 500,000
2	Division St Bus Rapid Transit	\$	50,000,000	\$ 50,000,000
3	Pacific Ave Greenway Bicycle/Pedestrian Improvments	\$	3,900,000	\$ 3,900,000
4	Millwood Trail	\$	5,800,000	\$ 5,800,000
5	Cook St Greenway Bicycle/Pedestrian Improvments	\$	2,200,000	\$ 2,200,000
6	Bigelow Gulch/Forker Rd Corridor	\$	12,000,000	\$ 3,600,000
7	SR 27/Pines Rd Grade Separation	\$	29,000,000	\$ 19,250,000
8	SR 902/I-90 Bridge Deck Rehab	\$	1,178,000	\$ -
9	US 2/I-90 Bridge Deck Rehab	\$	2,603,000	\$ -
10	US 195/I-90 Bridge Deck Repair	\$	816,000	\$ -
11	I-90 Urban Ramps Paving	\$	9,800,000	\$ -
12	US 195: Cornwall to Cheney-Spokane Rd NB Lanes Paving	\$	-	\$ 2,166,000
13	SR 902-Hayford-Geiger Intersection Improvement	\$	-	\$ 5,000,000
14	Spokane Int'l Airport Cargo Access Rd	\$	-	\$ 1,000,000
15	Euclid Rd Bridge Over BNSF	\$	-	\$ 3,000,000
16	I-90 Improvements & Harvard Bridge Widening	\$	-	\$ 20,800,000
Total		\$	117,797,000	\$ 117,216,000

To: Board of Directors 07/01/2021
From: Jason Lien, Principal Transportation Planner
Topic: **Transportation Improvement Program (TIP) Call for Preservation Projects:
Preliminary Results**

Requested Action:

For information and discussion.

Key Points:

- In 2018 the SRTC Board set aside \$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.
- In October 2020, the SRTC Board approved a new TIP policy to conduct a preservation call for projects every two years to assist the agency in meeting our federal funding obligation targets. Preservation projects are generally less complicated and add certainty toward project delivery.
- SRTC released a Call for Preservation Projects in March 2021. Eight agencies submitted \$12M in project requests.
- SRTC convened a multi-agency scoring team including three TTC Members, two TAC Members, and two SRTC Staff Members to score project applications. Also, a three-person multi-agency team of pavement specialists reviewed and verified all the pavement conditions in the submitted applications.
- In March 2021, the SRTC Board approved the following investment principles to apply to awarding projects.
 - 1) Limit awards to a maximum of \$1M per project so multiple projects can be funded. This is suggested to prevent any one large project from potentially absorbing most of the available funding.
 - 2) Limit any one jurisdiction to a maximum of \$2M in total awards, for geographical distribution.
- Federal and state funding requirements ensure that rural and small cities are distributed a portion of the awards. The rural and small city combined awards must be at least \$804,437 and not greater than \$1,653,000 of the total \$6M available.
- The **Attachment** contains the preliminary results of the preservation scoring process and also staff suggested funding awards as a starting point for discussion. Project award suggestions are based on the Board's investment principles, the top scoring projects combined with the local

agency priority, the top rural and small city projects by score, and fully funding the top scoring projects to aid in project delivery.

Board/Committee Discussions:

This is the first discussion with the Board on the preliminary results. This item was on the meeting agenda for both the TTC and TAC in June.

Public Involvement:

All Board and committee meetings are open to the public. When additional funds are allocated to projects by SRTC, a TIP Amendment 10-day public comment period will be opened.

Supporting Information/Implications:

The Call for Preservation Projects schedule is as follows:

SRTC Call for Capital Maintenance & Preservation Projects Schedule	
2020	
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
2021	
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
March 1	CALL FOR PROJECTS RELEASED
April 30	APPLICATION Package DUE by 4:00 pm.
May 10-21	Pavement committee field work verification
May 24-June 4	Multi-agency project scoring
June 23	TTC meeting - review preliminary results
July 8	SRTC Board - review preliminary results
July 11	TIP Working Group Meeting
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 preservation project awards
August – October	2022-2025 TIP development process, which includes a 30-day public comment period on the draft TIP.

More Information:

- See Attachment: Preliminary Results
- For detailed information contact: Jason Lien at jlien@srtc.org or Eve McMenamy at evemc@srtc.org or 509.343.6370.

2021 SRTC Call for Preservation Projects \$6,000,000 Available - Preliminary Results

						STBG			
						Urbanized Area Award min	Urban Small Award min	Rural Award min	Flex funding
Scoring Rank	Agency/ Rank	Project Name	Match	Requested/ Eligible	Score	\$4,346,950	\$118,456	685,891	\$848,703
1	COS-2	Maple/Ash Chip Seal	25.0%	\$718,500	84.6	\$718,500			
2	SV-2	Sprague Avenue Preservation	49.9%	\$1,000,000	81.0	\$1,000,000			
3	SV-3	Evergreen Road Preservation	13.5%	\$824,519	79.7				
4	SV-1	Broadway at I-90 Preservation	44.0%	\$1,000,000	78.1	\$1,000,000			
5	SC-1	Freya Street Preservation	25.0%	\$745,500	72.9	\$745,500			
6	COS-3	Washington/Stevens Grind & Overlay	25.0%	\$867,750	71.1				
7	COS-1	Haven Street Grind & Overlay	28.5%	\$1,000,000	70.7	\$882,950			\$117,050
8	COS-4	29th Avenue Grind & Overlay	25.0%	\$561,750	67.4				
9	SC-4	Magnesium Road Preservation	25.0%	\$529,500	67.3				
10	DP-1	E. Crawford Avenue Preservation	13.5%	\$500,131	66.9			\$500,131	
11	CH-1	Washington Street Preservation	20.0%	\$420,300	64.7		\$118,456		\$301,844
12	SC-3	Elk-Chatarray Preservation	25.0%	\$696,000	63.7				
13	SC-2	Starr Road Preservation	25.0%	\$954,000	60.3				
14	AH-1	Lawson Street Grind & Overlay	13.5%	\$494,702	44.4				
15	SPG-1	Old State Route 195 Grind & Overlay	0.0%	\$432,740	30.3				
16	AH-2	Lundstrom Street Grind & Inlay	13.5%	\$680,184	30.1				
17	FF-2	Fairfield Citywide Chip Seal	0.0%	\$224,623	25.9				
18	FF-1	Bradshaw & Brewster Grind & Inlay	0.0%	\$254,673	24.0				
Remaining Balance						\$0	\$0	\$185,760	\$429,809

AH Airway Heights
CH Cheney
DP Deer Park
FF Fairfield
SPG Spangle
COS Spokane
SC Spokane County
SV Spokane Valley

To: Board of Directors
From: Kylee Jones, Associate Transportation Planner II
Topic: **Public Participation Plan Update**

07/01/2021

Requested Action:

For information and discussion.

Key Points:

- SRTC's Public Participation Plan (PPP) is typically updated in conjunction with the update to the Metropolitan Transportation Plan (MTP). Per 23 CFR 450.316 the PPP shall be periodically reviewed for its effectiveness of the procedures and strategies contained in the plan to ensure a full and open participation process.
- At the December 2020 kick-off workshop, a subset of the Transportation Advisory Committee (TAC) identified and prioritized five components of the PPP that needed to be updated, as follows:
 - Develop PPP goals and objectives.
 - Adopt a stakeholder engagement matrix (Inform, Consult, Collaborate, etc.)
 - Review & update the public participation outreach methods and techniques with an emphasis on best practices to engage with traditionally excluded communities.
 - Update the evaluation matrix.
 - Perform administrative updates to the document (graphics, maps, format, etc.)
- The TAC work group reviewed other peer MPO's Public Participation Plans and completed comparison research prior to each workshop. The work group met five times for in-depth workshops on components of the PPP update. One of the workshops was open to a larger group of practitioners who work directly with groups who have been historically excluded, to understand best practices and what outreach strategies have worked for their agency/organization
- The goals developed from the PPP update process are:
 - Goal #1 – Communicate key decision points early and often on all transportation planning activities with clear, timely, accessible, and accurate information for meaningful participation.
 - Goal #2 – Provide a proactive process in all transportation planning activities, ensuring inclusion and support for participation by historically disenfranchised

populations through a variety of communication strategies.

- Goal #3 – Increase public awareness and education of Spokane Regional Transportation Council (SRTC), regional planning, land use, transportation issues and activities across Spokane County.
- The final PPP document will be presented to the Board for adoption in December 2021.

Board/Committee Discussions:

The TAC has received three PPP process and workshop progress updates since December 2020 and the TTC received an update in March 2021.

Working Group/Subject Matter Expert Team Involvement

TAC Workplan under *Focus Area 1: Public Participation* describes a series of deliverables align with the process of updating the PPP. The Public Participation deliverables are as follows:

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

The TAC working group members participating in the PPP update workshops and planning process are:

- Melanie Rose, Avista Corp.
- Dave Richardson, Northeast Community Center
- Mark Haberman; Aging and Long-Term Care of Eastern Washington
- Carlie Hoffman; Spokane County Libraries
- Liz Hall; Peninsula Truck Lines, Inc.
- Kennet Bertelsen; Morrison Maierle

Public Involvement:

All TAC and TTC meetings at which the PPP update was discussed have been open to the public. The PPP will have a 45-day public comment period prior to adoption. A draft plan will be sent to member agencies, local jurisdictions, stakeholders, and other interested parties for review and comment prior to adoption.

Supporting Information/Implications

The [SRTC Public Participation Plan](#) was last updated in 2017 and is required to be periodically updated according to 23 CFR 450.316.

More Information:

- For detailed information contact: Kylee Jones at kjones@srtc.org or 509.343.6370

SRTC Public Participation Plan - Goals and Objectives 2021

Agenda Item 9 - Attachment

Theme:	PPP Goal:	Objectives:	Participation Barriers:
Accessible, Clear, Timely, and Accurate	Provide full public access to key decision points early and often on all transportation planning activities with clear, timely, accessible, and accurate information for meaningful participation.	<ul style="list-style-type: none"> Identify key decision points and areas of influence where public input is desired on plans, programs, project, and studies. Publicize access points and create avenues for access on plans, programs, project, and studies. Communicate outcomes of public participation opportunities Explain how the public input will be used. Increase public and private intergovernmental communications and coordination. 	<ul style="list-style-type: none"> Does not know how to engage Does not know how their feedback is used Does not understand how transportation applies to them Public input vs of public buy-in on pre-determined outcome
Inclusive & Variety	Provide a proactive public participation process in all transportation planning activities, ensuring inclusion and support for participation by historically disenfranchised populations through a variety of communication strategies.	<ul style="list-style-type: none"> Identify historically disenfranchised populations, Title VI, and Environmental Justice communities and develop a plan for reaching each. Develop relationships with cultural connectors, neighborhood leaders, business associations, and trusted members of the community to reach hard-to-reach populations. Provide a variety of public participation options to reach a diverse audience. Remove barriers for those that experience challenges with in-person access. 	<ul style="list-style-type: none"> Limited resources Technology barriers or no access to technology Website interface challenges Lack of childcare Meetings held at inconvenient times and or locations Mistrust Bad previous experiences Language barriers Not using multiple literacies
Education and Awareness	Increase public awareness and education of Spokane Regional Transportation Council (SRTC), regional planning, land use and transportation issues and activities across Spokane County.	<ul style="list-style-type: none"> Provide media packages that include visualizations, text and message for easy distribution through our public and private partners. Provide a variety of methods for receiving questions and feedback from the public. Use creative outreach methods to increase public interest and understanding about transportation plans, programs, and projects. Provide educational infographics, glossaries, and concise messaging for easy understanding. Monitor and evaluate outreach and feedback strategies, venues. 	<ul style="list-style-type: none"> Difficult concepts Lack of awareness Lack of education Technical jargon Too much information (from all different sources) Too difficult to give feedback Apathy Lack of SRTC advertising/outreach People don't know what SRTC does

To: Board of Directors
From: Greg Griffin, Administrative Services Manager
Topic: **2022 Member Dues**

07/01/2021

Requested Action:

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

Key Points:

- Per the 2021 SRTC Interlocal Agreement (ILA), SRTC member dues are set using a per capita rate and based on population estimates released by the Washington State Office of Financial Management, excepting STA and WSDOT, whose dues are a fixed non-population-based amount.
- Membership dues over the past ten years have ranged between 8.5% to 14.2% of the SRTC budget. Membership dues (local funds) are an imperative part of the budget as they serve as required match for federal grant funds as well as for the funding source for a small portion of the budget that are not grant eligible expenditures.
- SRTC has also used membership dues to sustain an operating reserve, as federal and state grants funds operate on a reimbursement basis. Due to past SRTC Board decisions to gradually increase membership dues, combined with sound financial budgeting and management practices, SRTC estimates that it will have an unrestricted operating reserve of approximately \$545,000, or four to five months of operations to begin the 2022 budget year.
- Due to the evolving economic impacts of the COVID pandemic in 2020, year three of a three-year plan to increase dues 15% per year was postponed from the 2021 budget cycle to 2022.
- Updated ILA offers membership to the Kalispel Tribe of Indians and the Spokane Tribes of Indians. Pending membership acceptance and determination of dues to be determined.

Prior Board and Committee Discussions:

- At the July 2018 meeting the Board discussed a proposed schedule to increase dues 15% per year for three years (CY 2019 – 2021)
- In August 2018 the Board approved (by a vote of 11-1) to approve 15% member dues increase for CY 2019.
- At the September 2019 meeting the Board voted unanimously approved a 15% increase in member dues for CY 2020.

- At the September 2020 meeting the Board voted unanimously approved to keep the per capita rate intact and adjust only OFM population figures to calculate member dues for CY 2021.
- 2022 Member Dues Scenarios (see **Attachment**)

Dues			Amount
1.	Column G	At same level (.26/capita) & updated population figures	\$232,632
2.	Column H	15% over 2020 (.30/capita) & updated population figures	\$268,124

More Information:

- See Attachment: 2021 Population Figures-2022 SRTC Member Dues
- For detailed information contact: Greg Griffin at ggriffin@srtc.org or 509.343.6370

Agency	April 1, 2020 OFM Population Estimate	2021 Dues	April 1, 2021 OFM Population Estimate ²	Population % increase from 2020	Population % of Total	2022 Dues @ .26 per cap w/ new pop. Figures	2022 Dues @ .30 (15% inc.) per cap ³	Total Dues % increase 2020 to 2021 w/ 15% per cap inc	@ .26/capita \$\$ amount of increase over 2021	15% increase (.30/cap) = \$\$ amount of increase over 2021
Airway Heights	10,010	\$ 2,603	10,030	0.20%	1.90%	\$ 2,608	\$ 3,009	15.6%	\$ 5	\$ 406
Cheney	12,640	\$ 3,286	12,010	-4.98%	2.28%	\$ 3,123	3,603	9.6%	(164)	317
Deer Park	4,485	\$ 1,166	4,645	3.57%	0.88%	\$ 1,208	1,394	19.5%	42	227
Fairfield	635	\$ 165	655	3.15%	0.12%	\$ 170	197	19.0%	5	31
Latah	195	\$ 51	195	0.00%	0.04%	\$ 51	59	15.4%	-	8
Liberty Lake	11,500	\$ 2,990	12,070	4.96%	2.29%	\$ 3,138	3,621	21.1%	148	631
Medical Lake	5,040	\$ 1,310	5,055	0.30%	0.96%	\$ 1,314	1,517	15.7%	4	206
Millwood	1,840	\$ 478	1,895	2.99%	0.36%	\$ 493	569	18.8%	14	90
Rockford	495	\$ 129	495	0.00%	0.09%	\$ 129	149	15.4%	-	20
Spangle	285	\$ 74	285	0.00%	0.05%	\$ 74	86	15.4%	-	11
Spokane	223,600	\$ 58,136	225,300	0.76%	42.70%	\$ 58,578	67,590	16.3%	442	9,454
Spokane County (Uninc)	154,250	\$ 58,136	156,230	1.28%	29.61%	\$ 58,578	67,590	16.3%	442	9,454
Spokane Valley	97,490	\$ 25,347	98,600	1.14%	18.69%	\$ 25,636	29,580	16.7%	289	4,233
Waverly	135	\$ 35	135	0.00%	0.03%	\$ 35	41	15.4%	-	5
City and County Subto	522,600	\$ 153,907	527,600	0.96%	100%	\$ 155,134	\$ 179,001	16.3%	\$ 1,227	\$ 25,094
Kalispel Tribe of Indians ⁴		N/A				TBD	TBD	-	-	-
Spokane Transit		51,049				51,049	58,706	15.0%	-	7,657
Spokane Tribe of Indians ⁴		N/A				TBD	TBD	-	-	-
WSDOT		26,450				26,450	30,418	15.0%	-	3,968
Transportation Agency Subtotal		\$ 77,499				\$ 77,499	\$ 89,123	15.0%	\$ -	\$ 11,625
GRAND TOTAL		\$ 231,405				\$ 232,632	\$ 268,124	15.9%	\$ 1,227	\$ 36,719

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

² Based on the State of Washington's Office of Financial Management's April 1, 2021 estimated population figures.

³ Increase from population change and 15% per capita increase

⁴ Pending acceptance of SRTC membership invitation

To: Board of Directors
From: Greg Griffin, Administrative Services Manager
Topic: **Return to In-Person Meetings**

07/01/2021

Requested Action:

For information and discussion.

Key Points:

- Due to COVID restrictions implemented by the Governor, the SRTC office has remained closed since March 2020. All Board and Committee meetings during that time have been held in a virtual environment.
- It is also very possible that the size of SRTC's conference room will not be adequate to accommodate the new 22-member Board along with staff, legal counsel, and the public. Consideration for off-site meetings, meeting room renovations, and/or equipment purchases to accommodate a hybrid meeting format (both in-person and virtual) will need to be evaluated.
- In the short-term, staff is requesting input from the Board regarding meeting format and location for the August-October timeframe. Consideration for Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC) meetings during this period is also needed.

Board/Committee Discussions:

This is the first time this topic has been discussed.

Public Involvement:

All Board meetings are open to the public.

More Information:

- For detailed information contact Greg Griffin at ggriffin@src.org or 509.343.6370

To: Board of Directors 07/01/2021
From: Greg Griffin, Administrative Services Manager
Topic: **Calendar Year (CY) 2021 Quarterly Budget Update (2nd Quarter: Apr-May-Jun)**

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 second quarter of 2021 with a balance of \$952,809.
- 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 Second Quarter (Q2) of actual 2021 revenues and expenditures, as well as a column showing 2021 year to date revenues/expenses for comparative purposes.
- Key revenues and expenditures are as follows:

Revenues:

Through the Second Quarter (50% of Calendar Year) of CY 2021 (January – June), SRTC collected \$1,310,010; 49% of the anticipated revenues for the year.

Expenditures:

Through the Q2 of CY 2021 SRTC spent \$1,086,437; 40% of the total anticipated expenditures for the year as follows:

- Personnel Expenditures: Total personnel expenditures were \$560,666 through Q2, or 47% of the CY 2021 budget amount.
- Contractual and Professional Services: Total services expenditures were \$410,879 year-to-date, or 34% of the total budget amount.
- Materials and Services: Total materials and services expenditures were \$42,935 year-to-date or 35% of the total budget amount.
- Travel, Training, and Staff Development (includes and Subscriptions/Memberships): Total expenditures were \$11,921 thru Q2, or 21% 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 \$60,036 thru Q2, or 44% of the total budgeted amount.

Board/Committee Discussions:

The CY 2021 Budget was approved by the Board on December 10, 2020 and staff provides quarterly updates throughout the year.

Public Involvement:

All meetings in which the CY 2021 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:

- Attachment 1: Q2 2021 Budget Summary
- For detailed information contact: Greg Griffin at ggriffin@srtc.org or 509.343.6370

SRTC CY 2021, Report through June 30, 2021

	CY 2021 Approved	CY 2021			Prior Year-to-Date	CY 2021 % of Budget
		1st Qtr	2nd Qtr	Year-to-Date		
REVENUES						
SRTC Cash Balance 12/31/20				729,236		
Designated Local Funds carried over from 2020	87,125					
FHWA PL (Federal Public Law Funds)	678,317	135,627	209,997	345,624	472,128	51%
FTA (Federal Section 5303 Funds)	341,177	116,419	53,122	169,542	86,339	50%
STBG Planning Funds	350,000	36,749	126,211	162,959	31,287	47%
STBG Data & Study Project Funds	627,125	37,066	72,538	109,604	65,707	17%
RTPO (State Planning Funds)	144,651	94,008	29,499	123,507	68,105	85%
Local Dues	231,406	231,405	-	231,405	249,798	100%
Grants - Other	-	650	-	650	26,295	0%
Other Local Study Project Funds (STA 2020 Division Study)	275,000	60,315	101,371	161,686	36,382	59%
Spokane County Treasury Interest		3,318	1,716	5,034	9,953	
TOTAL REVENUES (Received in 2021)	2,734,801	715,557	594,453	1,310,010	1,045,994	49%
EXPENDITURES						
Personnel						
Salaries	846,028	196,464	197,032	393,496	425,799	47%
Accrued Leave Payouts (includes unemployment)	15,000	11,633	-	11,633	-	78%
FICA	65,565	16,144	15,259	31,403	33,194	48%
WA State Retirement System	107,820	27,184	27,801	54,986	53,695	51%
Insurance	166,787	34,534	34,614	69,148	80,804	41%
Total Personnel	1,201,200	285,959	274,707	560,666	593,491	47%
Contractual and Professional Services						
Legal Services	35,000	8,272	6,727	14,999	7,685	43%
Consultants & Professional Svcs	99,108	7,277	15,441	22,717	33,465	23%
MTP Update	20,000	9,351	-	9,351	3,117	47%
Consultant Svcs & Model Development	450,000	23,989	14,755	38,744	25,413	9%
Consultant Svcs & I90/US 195 Systems Study	50,000	49,894	11,978	61,871	198,188	124%
Consultant & Division St Study	550,000	138,049	125,147	263,196	98,397	48%
State Audit Charges	13,000	-	-	-	11,367	0%
Total Contractual and Professional Services	1,217,108	236,832	174,047	410,879	377,632	34%
Materials and Services						
Publications	500	20	39	59	86	12%
Postage	300	56	-	56	170	19%
Operating Supplies	5,000	41	38	79	1,146	2%
Minor Furniture	750	-	0	0	637	0%
Telephone	8,580	1,878	1,835	3,713	3,725	43%
Advertising	3,920	551	899	1,450	738	37%
Rent - Office Space	84,700	14,107	22,436	36,543	33,353	43%
Rent - Meeting Rooms	500	-	-	-	100	0%
Lease - Copier	3,400	448	449	896	1,213	26%
Property and Liability Insurance	13,500	-	-	-	184	0%
Printing	2,000	-	-	-	-	0%
IF Charges	600	65	72	137	376	23%
Total Materials and Services	123,750	17,167	25,768	42,935	41,729	35%
Travel, Training, and Staff Development						
Mileage & Parking	2,400	5	-	5	813	0%
Travel / Training (Staff)	45,200	419	1,334	1,753	9,288	4%
Educational Speaker Series	-	-	-	-	-	0%
Board/Staff Retreats, Facilitators, Food	1,200	18	-	18	1,542	2%
Dues, Subscriptions, and Memberships	7,000	3,448	6,698	10,146	6,148	145%
Total Travel, Training, and Staff Development	55,800	3,890	8,032	11,921	17,791	21%
IT Operations						
IT Professional Svcs	34,200	5,903	7,609	13,511	12,093	40%
Software	51,981	30,327	9,053	39,381	16,779	76%
Hardware - New and Replacement; Repairs/Maint.	38,500	25	90	115	5,047	0%
Online Services	12,262	3,203	3,826	7,029	6,272	57%
Total IT Services	136,943	39,458	20,578	60,036	40,192	44%
TOTAL EXPENDITURES (Paid in 2021)	2,734,801	583,306	503,131	1,086,437	1,070,835	40%
CASH BALANCE 6/30/21				952,809	845,819	

2021 Draft Board Agenda Items

AUGUST

For Action	For Information & Discussion
Call for Preservation Projects	City of Spokane Valley Streets Sustainability Committee
	Tentative: US 195-I-90 Final Report
	Draft Metropolitan Transportation Plan Needs Analysis

SEPTEMBER

For Action	For Information & Discussion
2022 Member Dues	Board seats for Major Employer and Rail/Freight Representative renew 12/31/21
Tentative: US 195-I-90 Final Report	2022-2025 TIP Overview
Tentative: MTP Needs Analysis	Unified List of Regional Transportation Priorities
	Metropolitan Transportation Plan Public Engagement
	Metropolitan Transportation Plan Financial Plan

OCTOBER

For Action	For Information & Discussion
2022-2025 TIP	2021 Q3 Budget Update
Public Participation Plan Update	Calendar Year 2022 Budget
Unified List of Regional Priorities	

MEETING SUMMARY

Spokane Regional Transportation Council 06/23/21 Transportation Technical Committee (TTC) Meeting Zoom Video Conference

Action Items

- **2021-2024 Transportation Improvement Program July Amendment** - A motion to recommend Board approval passed unanimously.

Information and Discussion Items

- **Purpose of the Metropolitan Transportation Plan (MTP)** – Mr. Ulrich summarized the number of times in the past 16 months that the TTC has discussed the MTP. He noted that in the next four meetings the TTC will be presented with sections of the draft document and will be asked to make a recommendation to the Board in October. He described how the MTP fits into the regional planning process and why it matters, outlined regional vision and goals, and discussed alternative improvement strategies.

- **Metropolitan Transportation Plan: Public Engagement** – Ms. Jones addressed the four Horizon 2045 engagement goals, said that a consultant has been hired to help with the process and highlighted upcoming community engagement milestones. She said the public will have an opportunity to provide input and feedback on the MTP elements through these events before it is before the Board for adoption in December. She said a questionnaire is currently in development to get specific feedback about community transportation needs and described the groups the engagement team will contact.

- **Metropolitan Transportation Plan: Need Analysis Update** – Mr. Fletcher said the needs analysis was refined based on feedback from the workshop held with TTC members in May and a draft analysis is anticipated to be completed by July. He emphasized that a needs analysis is for planning purposes only and looks over the MTP's 20+ year planning horizon; he also highlighted components modified based on TTC feedback. Outcomes from Needs Analysis workshop were discussed; the largest challenge to the region being insufficient funding for preservation and maintenance, which at last estimate was \$12.2 B.

- **Call for Preservation Projects** – Mr. Lien provided a background of the \$6M Call for Projects and the Board approved Principles of Investment to 1) Limited call to preservation projects 2) Cap awards at \$1M/project 3) Cap \$2M/agency 4) Adhere to STBG funding award requirements to include rural and small cities. He said 18 project applications were received totaling \$12M and showed a map of where they are located. He provided information about the group assembled to score the applications and presented a list of ranking/requested amount and project score. The group discussed the pros and cons of fully funding fewer projects or partially funding more projects. This item will come back for to the TTC for action next month.

- **Unified List of Regional Transportation Project Priorities** – Mr. Ulrich updated the committee on where staff is at in the unified list development. He explained that at their last meeting the Board approved the criteria as included in the packet. Staff is currently reviewing projects from local jurisdictions. He noted that if the State Legislature meets for a special session to discuss funding packages, the Board has indicated their desire to have a list of preservation and maintenance projects ready to provide, separate from the Unified List that has been under discussion for the past several months.

MEETING SUMMARY

Spokane Regional Transportation Council 06/28/2021 Transportation Advisory Committee (TAC) Meeting Zoom Video Conference

Action Items

- Approval of May meeting minutes passed unanimously.

Information & Discussion Items

- **City of Spokane Sustainability Action Plan** – Ms. Kara Odegard, City of Spokane Manager of Sustainability Initiatives, gave an overview of the City's plan to create a framework to meet state and local requirements in terms of clean energy and climate change goals. She highlighted the ways in which citizens can get involved and stay informed of the process. She emphasized that the plan is not finalized and the City is still actively seeking input from both residents and local agency staff.
- **Regional Economic Development** – Mr. Gary Ballew, VP of Economic Development at Greater Spokane Incorporated, spoke about the update to the Comprehensive Economic Development Strategy (CEDS). The group discussed how this plan interacts with regional transportation issues.
- **Transportation Improvement Program Call for Preservation Projects** – Mr. Jason Lien provided background information and a status update, including the information about the 18 projects for which applications were received. He reviewed the amount of funding available and asked the committee their thoughts about whether the remaining flex dollars should be spent on current projects or rolled into the 2022 call. The group agreed that spending the money in the 2021 call was preferred. This item will come before the TAC in July for a formal recommendation.
- **Metropolitan Transportation Plan Engagement** – Ms. Kylee Jones described the Horizon 2045 engagement goals, milestones, and timeline. She spoke about the transportation questionnaire currently being developed and outlined some of the groups to which the questionnaire will be distributed. She emphasized that the focus of community outreach will be on quality versus quantity, meaning that a special effort will be made to interact with hard to reach populations to obtain their input.