



# Board of Directors Meeting

Thursday, January 13, 2022 • 1:00

**PM Virtual Meeting via Teleconference**

---

## PUBLIC NOTICE:

SRTC Board meetings will be held virtually until further notice.

---

Join Zoom Meeting

<https://us02web.zoom.us/j/86066318685?pwd=UTdWWU1kaFlaOGtOYUtJZkE3UUUjQT09>

Meeting ID: 860 6631 8685 | Passcode: 244640

Join by phone: 1-253-215-8782

Meeting ID: 860 6631 8685 | Passcode: 244640

Find your local number: <https://us02web.zoom.us/j/86066318685?pwd=UTdWWU1kaFlaOGtOYUtJZkE3UUUjQT09>

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

SRTC is committed to nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964, and Civil Rights Restoration Act of 1987 (P.O. 100.259) and the Americans with Disabilities Act. Reasonable accommodations can be requested by contacting the SRTC office by telephone at 509-343-6370 or by email at [contact.srtc@srtc.org](mailto:contact.srtc@srtc.org) at least 48 hours in advance.

# Board of Directors Meeting Agenda

Thursday, January 13, 2022 - 1:00 pm

Time	Item	Page #
1:00	1. <b>Call to Order / Record of Attendance / Excused Absences</b>	
1:02	2. <b>Election of 2022 Board Officers</b> ( <i>Lois Bollenback</i> )	3
1:07	3. <b>Public Comments</b>	
1:12	4. <b>Executive Director's Report</b> ( <i>Lois Bollenback</i> ) a) Funding b) Transportation Safety	n/a
	<b><u>FOR ACTION</u></b>	
1:15	5. <b>Consent Agenda</b> a) December 2021 Meeting Minutes b) December 2021 Vouchers c) Spokane Tribe of Indians: Agreement of Voting Membership d) 2022-2025 Transportation Improvement Program (TIP) January Amendment e) Appointment of 2022 Transportation Technical Committee Officers	5 10 11 15 18
1:15	6. <b>Appointment of Major Employer and Rail/Freight Representatives</b> ( <i>Lois Bollenback</i> )	19
1:20	7. <b>Transportation Advisory Committee (TAC) Resolution, Bylaws and Membership</b> ( <i>Kylee Jones</i> )	21
1:30	8. <b>TIP Additional Obligation Authority</b> ( <i>Eve McMenamy</i> )	28
	<b><u>FOR INFORMATION AND DISCUSSION</u></b>	
1:45	9. <b>2024-2026 SRTC Call for Projects &amp; Principles of Investment</b> ( <i>Kylee Jones</i> )	41
2:15	10. <b>DATA Project Update</b> ( <i>Mike Ulrich</i> )	45
2:30	11. <b>2022 Transportation Planning Presentation Series</b> ( <i>Lois Bollenback</i> )	49
2:50	12. <b>Calendar Year 2021 Quarterly Budget Update – 4<sup>th</sup> Quarter</b> ( <i>Greg Griffin</i> )	50
2:55	13. <b>Board Member Comments</b>	
3:00	14. <b>Adjournment</b>	
Attachments	• 2022 Draft Board Agendas	53
	• December Transportation Technical Committee & Transportation Advisory Committee Meetings Summaries	54

To: Board of Directors  
From: Lois Bollenback, Executive Director  
Topic: **Election of 2022 Board Chair and Vice-Chair**

01/06/2022

**Requested Action:**

Elect a Board of Directors Chair and Vice-Chair for 2022.

**Key Points:**

- Section 6 of the [2021 SRTC Interlocal Agreement](#) (ILA) states that a Board Chair and Vice-Chair (“Officers”) shall be elected by a majority vote of the Directors at the first regular meeting of the calendar year.
- To be eligible for the Chair position, the ILA states that a Director shall have served on the Board for at least one year prior to taking office as Chair, must be an elected official, and shall hold a voting position on the Board.
- In addition, the 2019 SRTC Rules of Procedures, Section 3 (see Page 2 of this memo) establishes the process for selection.
- Per the Section 6.A.4 of the 2021 ILA, the office of the Chair shall rotate on a yearly basis among the following parties, in the following sequence beginning January 1, 2022 as follows:
  - a) Towns and cities, excluding the cities of Spokane and Spokane Valley
  - b) City of Spokane
  - c) Spokane County; and
  - d) City of Spokane Valley
- As the past Chair represented the City of Spokane Valley and the presumptive Chair for 2022 is from a small city, the rotation would presume that the 2022 Vice Chair will be from the City of Spokane.
- Officer terms are for one year.

**Board/Committee Discussions:**

Notice of the upcoming action was provided as part of the Executive Directors report in December 2021. This is the first time the 2022 officer elections have been presented for action or discussion.

**Public Involvement:**

Election of the Chair and Vice Chair will occur during a public meeting.

**Supporting Information:*****SRTC Rules of Procedure***

## Selecting the Chair and Vice-Chair

**"Nomination:** The Chair will be selected by the voting Board members. Board members may each nominate one person for Chair. Nominations require a second. Each Board member shall be given the opportunity to submit a nomination for Chair. After all nominations are made, the Chair will call for a vote on the nominations in the order they were made. Voting will be a recorded vote as determined by the Chair. As soon as one nominee receives a majority vote, that Board member will be declared the Chair. No votes will be taken on the remaining nominees. The same process shall be followed for Vice Chair.

**Vice Chair Succession:** The Vice Chair is the presumptive incoming Chair.

**Removal of Chair:** The Chair may be removed from office upon a majority vote of the Board members.

**Chair and Duties:**

The Chair presides at all meetings of the Board. In the absence of the Chair, the Vice Chair shall preside. In the absence of the Chair and Vice Chair, the Board shall elect a temporary chair.

Only Board members who are elected officials may serve as the Chair or Vice-Chair. To be eligible for the Chair position, the Board member shall have served on the Board for at least one (1) year."

**More Information:**

- For additional information contact: Lois Bollenback at [lbollenback@srtc.org](mailto:lbollenback@srtc.org) or 509.435.3823

## MEETING MINUTES

Spokane Regional Transportation Council  
Board of Directors Meeting – Thursday December 9, 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.

#### IN ATTENDANCE

##### **Board Members:**

Mayor Ben Wick, *City of Spokane Valley* (Chair)  
Paul Schmidt, *City of Cheney* (Vice Chair)  
Mayor James Weathers, *City of Airway Heights*  
Council Member Dee Cragun, *City of Deer Park*  
Mayor Cris Kaminskas, *City of Liberty Lake*  
Mayor Shirley Maiké, *City of Medical Lake*  
Mayor Kevin Freeman, *City of Millwood*  
Council Member Lori Kinnear, *City of Spokane*  
Council Member Candace Mumm, *City of Spokane*  
Council Member Linda Thompson, *City of Spokane Valley*  
Larry Stone, *Major Employer Representative*  
Matt Ewers, *Rail/Freight Representative*  
Commissioner Al French, *Spokane County*  
Commissioner Mary Kuney, *Spokane County*  
Susan Meyer, *Spokane Transit Authority*  
Todd Coleman, *Transp. Advisory Committee Chair*  
Adam Jackson, *Transp. Technical Committee Chair*  
Mike Gribner, *WSDOT-Eastern Region*  
Kelly Fukai, *WA State Transportation Commission*

##### **Guests\*:**

Karl Otterstrom, Spokane Transit Authority  
Adam Jackson, City of Spokane Valley  
Tony Newman  
Charles Hansen  
Tom Sahlberg  
Char Kay, WSDOT

##### **Staff:**

Lois Bollenback, Executive Director  
Eve McMenemy, Deputy Executive Director  
Ryan Stewart, Principal Transportation Planner  
Mike Ulrich, Principal Transportation Planner  
David Fletcher, Principal Transportation Planner  
Kylee Jones, Associate Transportation Planner III  
Michael Redlinger, Associate Transportation Planner II  
Greg Griffin, Administrative Services Manager  
Julie Meyers-Lehman, Admin-Exec Coordinator

*\*due to a technical malfunction, not all guest names were recorded.*

Chair Wick stated that Micki Harnois requested an excused absence from the meeting;

**Mr. Schmidt made a motion to excuse the absence. Ms. Cragun seconded. All votes were in favor.**

### # 2 Public Comments

There were no public comments.

### # 3 Executive Director's Report

Ms. Bollenback reported on;

- Funding Update: The new federal infrastructure package contains \$550B in transportation funding; as a comparison the last 5-year re-authorization had \$293B. Most funding in the package are formula funds, based on states/populations, but some are new programs with discretionary funding or competitive grant funds. SRTC primarily distributes Surface Transportation Block Grant (STBG) funding. More details about the federal package to come.
- Nominating Committee: The group initially met on 11/3 and will meet again on 12/13 to review the applications for the Major Employer and Rail/Freight positions, review the proposed TAC bylaws, and review TAC membership applicants. They are expected to make a recommendation to the Board at the January meeting.
- Election of 2022 SRTC Board Chair and Vice-Chair: The new Interlocal Agreement specifies that officers shall be elected at the first regular meeting of the calendar year, so this will be an agenda item at the January meeting. She read the requirements for Board officer position eligibility.

## ACTION ITEMS

### # 4 Consent Agenda

#### a) November 2021 Meeting Minutes

#### b) November 2021 Vouchers

There was no discussion or questions about any item on the Consent Agenda.

***Ms. Cragun made a motion for approval of the Consent Agenda as presented; Ms. Thompson seconded. Motion passed unanimously.***

### # 5 US 195/I-90 Study Final Report

Mr. Stewart recapped the purpose of the study and described how the study advisory team was involved throughout the entire process. He summarized the public outreach, including the past few months of public outreach which generated quite a few comments from the community. Many of those comments were in support of the proposed strategies. A sample of some of the verbatim quotes were shared; several of the comments expressed concern about growth and land development in the area.

He noted that throughout the study process, the team compared potential strategies with the study's five goals; the goals were developed with significant community input at the beginning of the study. Some suggestions from the community for strategies did not align with the goals; for example, a particular suggestion may not have been implementable/fundable within a reasonable timeframe. All public input was made available to the study advisory team and at their last meeting, the study advisory team agreed to support the final report. Board members had no questions or comments.

***Ms. Maiké made a motion to adopt the US 195/Interstate 90 Study Final Report. Ms. Kaminskas seconded. Motion carried with all votes in favor.***

### # 6 Horizon 2045-Metropolitan Transportation Plan (MTP)

Mr. Ulrich shared the importance of the MTP in supporting the Board's project funding decisions and project selection process. He highlighted the critical elements of the plan which were updated.

He presented information about increases in volume and trips from 2019 to 2045 in vehicle miles traveled, vehicle hours traveled, people/vehicle trips, transit trips and walk/bike trips. The MTP contains a financial forecast that reveals a \$5.1B gap in funding for operations/maintenance/preservation. He discussed the MTP Guiding Principles and the implementation strategies covered in Chapter 4 of the document.

Mr. Ulrich summarized the stakeholder and public engagement processes for the MTP update, which had to be modified in light of the pandemic. Next steps in the MTP development include a web-based user interface with interactive elements which will allow users to explore regional transportation data along with other types of visualizations.

Mr. Ewers commented on the need for the plan to have a greater emphasis on freight; increased population growth, even if more people utilize transit or active transportation, will still result in greater freight traffic because about 90% of all goods consumed in Spokane county comes in by truck. More people in the region will mean more truck volume.

***Ms. Thompson made a motion to adopt by Resolution 21-06 the Metropolitan Transportation Plan, Horizon 2045. Ms. Cragun seconded. Motion passed unanimously.***

## **# 7 SRTC Public Participation Plan**

Ms. Jones described the PPP and what it is designed to do. She highlighted the components which were added or updated, including:

- Develop goals and strategies for the plan
- Create a stakeholder engagement matrix
- Update equitable public participation techniques and methods
- Update engagement evaluation
- Other administrative updates

She shared the plan update process timeline and spoke about the significant involvement by members of the Transportation Advisory Committee in the work.

***Ms. Cragun made a motion to adopt the 2021 update to the SRTC Public Participation Plan. Mr. Weathers seconded. All votes were in favor.***

## **# 8 2022 Transportation Improvement Program (TIP) Guidebook**

Ms. Jones summarized what a TIP is and explained the purpose of the TIP Guidebook, which is updated by SRTC each year. There were very few edits from the 2021 version; only revised calendars for TIP amendments and administrative modifications and new information about the upcoming call for projects. No Board members had questions or comments.

***Mr. Ewers made a motion to adopt the 2022 TIP Guidebook and Ms. Thompson seconded. The motion carried with all votes in favor.***

## **INFORMATION & DISCUSSION ITEMS**

### **# 9 2024-2026 Call for Projects Overview**

Ms. Jones reported this is a region-wise call for projects and the Board will discuss principles of investment at their January and February meetings. The call will be released on 2/11/22 and applications due to SRTC by 4/4/22. She said staff will have a more accurate number next month, but preliminary information shows that there will be approximately \$40M of funding available.

She reviewed the five funding categories, the estimated amounts available, and the types of projects eligible in each category. Staff is currently engaging with the TIP Working Group, the TAC and the TTC to review the application. At the January meeting, the Board will discuss:

- Off-the-top requests from SRTMC and SRTC
- Potential set-aside for a preservation only call for projects in 2024
- Potential set-aside for small towns/small cities
- Setting application limits per agency.

The Board will be asked to take action in February. There were no questions or discussion.

### **# 10 TIP: Additional Obligation Authority**

Ms. McMenamy said staff is seeking guidance from the Board to report back to the TIP Working Group and the TTC. She explained how obligation authority works and the reasons behind the additional \$4.26M award from WSDOT. This extra award money increases the 2022 obligation target, therefore staff, in conjunction with the TIP Working Group and the TTC, are looking for projects to advance that can obligate by June 2022. Ms. McMenamy described the amount of funding available by type and which types of projects are eligible.



She reported that three member agencies have submitted requests to SRTC for contingency funding (below) and briefly described the reasons they provided for the additional funding requests:

- City of Airway Heights – Hwy 2 Pathway Gap Project - \$145,761
- City of Millwood – Argonne Road Congestion Relief - \$1,000,000
- Spokane County – Brooks Road - \$1,800,000

Ms. McMenemy presented a list of projects that have been identified as very likely to be able to obligate the additional funds by the required deadline. Several of these projects were partially funded already and, while not dependent on more funding, these projects are already federalized and could obligate the funds quickly. She said the determination process was to start from the top of the contingency list and look for award opportunities for those projects that could deliver by June 2022.

She asked if the Board had any concerns about funding the three member requests. The group discussed the City of Millwood's challenges in coordinating with the Union Pacific Railroad on this project. Mayor Freeman commented that city staff is confident that the \$1M will be sufficient to move the project forward. Ms. McMenemy also asked: (1) Does the Board have any concerns about increasing the federal portions of awards, funding cost overruns or new project phases that can deliver by June 2022; and (2) Does the Board have concerns about funding new projects off the preservation list that can deliver by June 2022. No concerns were raised. There was a comment that the project list is very well thought out.

Ms. McMenemy said the project list will be brought back to the Board for action in January.

#### **# 11 Critical Urban and Rural Freight Corridors Update**

Mr. Fletcher explained that Critical Urban Freight Corridors (CUFC) and Critical Rural Freight Corridors (CRFC) are part of the National Highway Freight Network (NHFN) which is primarily related to federal funding eligibility. WSDOT has created a working group of MPO/RTPO staff from throughout the state to work on this update.

He described the funding amount anticipated from the National Highway Freight Program for 2022-2025, which will be split between WSDOT preservation and local agency projects. Facilities designated as CUFC or CRFC makes them eligible for this funding.

Mr. Fletcher presented information about CUFC/CRFC mileage in Spokane County, which accounts for 8.3% of the statewide total, and described the differences between the 2016 and current CUFC/CRFC update process, which is to:

1. Identify regional freight priorities for NHFP
2. Prepare and submit NHFP applications
3. WSDOT applies statewide freight prioritization criteria
4. Selected projects designated as CUFC/CRFC awarded funding
5. Remaining CUFC/CRFC mileage distributed.

There were no questions or comments.

#### **# 12 Spokane Transit Authority: Strategic Planning Activities**

Ms. Meyer explained that because of the recently passed Bipartisan Infrastructure Bill and STA's current financial status, there is an opportunity to expand existing planned improvements, to develop a plan for the next 10 years, while continuing to implement the 24 projects in STA's *Moving Forward* plan. She shared a map showing locations of STA Moving Forward projects. Other concurrent initiatives are updates to the fare collection system, preliminary engineering and project development of Division Street Bus Rapid Transit, and up to 30 more battery electric buses added to the fleet.



They are almost finished creating their new strategic 10-year plan. The investments have been identified by Board members, staff and the community. The Board is working on a plan approve next week to implement things that can have immediate impact in the next two years.

Ms. Meyer gave the floor to Mr. Otterstrom to discuss near term investments. Spoke about the process to develop these proposed near-term investments. 25 distinct projects that were identified in four categories, service improvement/expansion, fare & mobility partnerships, real estate and transit-oriented development and analysis/studies. He showed a map identifying where the proposed projects are located and provided an overview of some system-wide investment concepts.

Mr. Otterstrom explained that in October the STA Board identified a \$19.1M that could be applied towards these near-term investments. He spoke about the framework identifying the projects (initial screening, evaluation, packaging, and scoring). Two packages of projects/programs have been developed and will be considered by the STA Board. He said this has been a very fast process; only 4 months long. He spoke about the differences in Packages A and B. STA Board will be asked to select and approve the final package of investments next week and then the projects will be incorporated into programs and budgets for implementation.

### **# 13 Board Member Comments**

- Chair Wick thanked Mr. Stone for his many years serving on the SRTC Board. Mr. Stone commented that he has enjoyed his time and getting to know agency leaders in the region. He hopes SRTC can return to in-person meetings soon. He thanked everyone for
- Mr. Weathers thanked Chair Wick and Mr. Schmidt for their leadership on the Board over the past year.

### **# 14 Adjournment**

There being no further business, the meeting adjourned at 2:27pm.

---

Julie Meyers-Lehman, Clerk of the Board

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

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
12/3/21	V12172	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for Dec 2021	7,843.03
	V12172	Pacific Office Automation	Copier Lease/Usage October 2021	161.05
	V12172	Kylee Jones	KJ mileage reimburse & per diem for PAW conf; Chelan, WA; 11/	247.12
	V12172	Lois Bollenback	LB mileage reimburse & per diem for PAW conf; Chelan, WA; 11/	210.12
12/10/2	V12172	WA State Dept of Retirement	Employee and Employer Contributions: November 2021	13,128.94
	V12173	Washington Trust Bank	Sftwr subscptns; Office splys/eqpt; Admin phone; Adv; Trng Reg's	2,429.03
	V12173	Intrinium	Managed IT Services - Mnthly Dec; O365 software	2,486.00
	V12173	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2021	300.00
	V12173	CedarPlank LLC	MTP outreach consultant - Nov Data Collection/Reporting	3,145.00
	V12173	Visionary Communications	Fiber Services, Dec 2021	909.34
	V12173	EMLVO P.C.	Oct legal svcs: Board mtg; Council membership & lease docs revi	2,270.00
	V12173	Verizon Wireless	IT Svcs: Wireless Svcs E.D. Phone, 10/24-11/23/21	65.57
	V12173	Rehn & Associates	Admin fee Nov '21	75.00
	V12173	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2021	300.00
12/17/2	V12173	Spokesman Review	Advertising Public notices - TAC membership recruit; EIS Horizon	249.21
	V12174	EMLVO P.C.	Nov legal svcs: Board mtg; Council membership docs review	875.00
	V12174	Fehr & Peers	US-195/I-90 Study for 9/25/21 - 10/29/21 Phases 3 & 4	1,190.50
	V12174	AWC Employee Benefit Tr	January '22 Benefit Insurance Premiums	10,590.80
	V12174	Allstream	Telephone: Lines to 1/7/22 and Long Distance for Nov 2021	525.90
	V12174	McAloon Law PLLC	Legal Svcs for ETS Grant discussions	106.00
	V12174	Parametrix	Division St Corridor Study 8/1/21 - 9/23/21	26,701.81
12/30/2	V12174	Julie Meyers-Lehman	JML mileage reimburse 12-1-21	8.96
	V12174	Eve McMenamy	EM reimbursement for staff event supplies	142.47
	V12174	Vision Municipal Solutions	Software Assurance - Tech support and updates for 2022	2,054.00
	V12174	Kylee Jones	Tuition reimburse for UW Masters degree coursework	3,655.00
	V12175	Pacific Office Automation	Copier Lease/Usage November 2021	160.46
	V12175	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2021	300.00
	V12175	AWC Employee Benefit Tr	2022 Membership and Fees	1,107.02
	V12175	Washington Trust Bank	Sftwr subscptns; Office splys/eqpt; Admin phone; Adv; Trng Reg's	1,983.39
	V12175	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for January 2022	7,842.22
		Reimbursement(s)	ESD reimburse unemployment 2020 overcharge	(88.89)
		Salaries/Benefits	Pay Periods Ending: 11/27/21, 12/11/21 & 12/25/21	112,381.87
11/30/21		Spokane County Treasury	Monthly SCIP fee - November 2021	17.96

**TOTAL December 2021 203,373.88**

**Recap for December 2021:**

Vouchers: V121725 - V121754	90,974.05
Salaries/Benefits Pay Periods Ending: 11/27/21, 12/11/21 & 12/25/21	112,381.87
Spokane County Treasury Monthly SCIP fee - November 2021	17.96
	<b>203,373.88</b>

As of 1/13/22, the Spokane Regional Transportation Council Board of Directors approves the payment of the December 2021 vouchers included in the list in the amount of: **\$203,373.88**

Chair

To: Board of Directors

01/06/2022

From: Lois Bollenback, Executive Director

**Topic: Spokane Tribe of Indians: Agreement of Voting Membership**

**Requested Action:**

Authorization for SRTC Board Chair to sign Agreement of Voting Membership document.

**Key Points:**

- Section 4B (Pages 4-5) of the [2021 SRTC Interlocal Agreement](#), states that federally recognized tribes that hold reservation or trust lands within the planning area of the regional transportation planning organization (RTPO) shall be offered a voting position on the RTPO Board.
- SRTC is the RTPO for Spokane County.
- SRTC staff and legal counsel have been working with representatives from the Spokane and Kalispel tribes to develop an agreement for voting membership.

**Board/Committee Discussions:**

Updates have been provided during the Executive Directors reports to keep members apprised of the activity.

**Public Involvement:**

All Board and SRTC Interlocal Agreement Signatory meetings at which this topic was discussed were open to the public.

**Supporting Information/Implications:**

Effective regional transportation planning incorporates the perspectives of a diverse range of elected leadership throughout the region. Washington state law ensures this representation on Regional Transportation Organizations (RTPO) by requiring representation from tribal leadership on the board of directors.

**More Information:**

- For additional information contact Lois Bollenback at [lbollenback@src.org](mailto:lbollenback@src.org) or 509.435.3823

**AUTHORIZING THE CHAIRWOMAN OR HER DESIGNEE TO SIGN THE INTERLOCAL AGREEMENT RELATING TO THE FORMATION AND OPERATION OF THE SPOKANE REGIONAL TRANSPORTATION COUNCIL AND OTHER MATTERS RELATING THERETO**

**WHEREAS**, the Spokane Tribal Business Council (“Tribal Council”) is the duly constituted governing body of the Spokane Tribe of Indians by authority of the Constitution of the Spokane Tribe (“Constitution”);

**WHEREAS**, under the Constitution, the Tribal Council is charged with the duty of protecting the general welfare of the Spokane Tribe and all Reservation residents; and

**WHEREAS**, under the Constitution, the Tribal Council is charged with administering the affairs and assets of the Tribe; and

**WHEREAS**, under the Constitution, the Tribal Council is empowered to negotiate with and represent the Tribe before Federal, State and local governments and their departments and agencies; and

**WHEREAS**, on May 25, 2021 Spokane County and various local governments within Spokane County entered into the Interlocal Agreement Relating to the Formation and Operation of the Spokane Regional Transportation Council and Other Matters Relating Thereto (“Interlocal Agreement”); and

**WHEREAS**, recent changes in Washington state law allow for federally-recognized Indian tribes with Indian country within a Washington-chartered county to sit as voting members of a Regional Transportation Council; and

**WHEREAS**, the Spokane Regional Transportation Council recently amended the Interlocal Agreement to allow eligible Indian tribes to be a voting member; and

**WHEREAS**, the Tribal Council determines that it is in the Tribe’s best interest to join the Spokane Regional Transportation Council;

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the Tribal Council approves the Interlocal Agreement, as amended, and hereby authorizes the Chair, or her designee, to sign.

**Certification**

The foregoing was duly enacted by the Spokane Tribal Business Council on the 3rd day of December, 2021, by the vote of 4 for, 0 against, 0 abstain, and 1 absent under authority contained in Article VIII of the Constitution of the Spokane Indians ratified by the Spokane Tribe on November 22, 1980.



**Chairwoman Carol Evans  
Spokane Tribal Business Council**

	Yes	No	Abstain	Absent
CE	X			
GA	X			
MT				X
GF	X			
DK	X			

## **AGREEMENT OF VOTING MEMBERSHIP**

WHEREAS, the parties to this agreement are the Spokane Regional Transportation Council (hereinafter “SRTC”); and the Spokane Tribe of Indians (hereinafter “Tribe”).

WHEREAS, the SRTC was formed as a voluntary association of local governments pursuant to RCW 47.80.020 and WAC 468-86-060; and

WHEREAS, these local governments have entered into the “Interlocal Agreement Relating to the Formation and Operation of the Spokane Regional Transportation Council and Other Matters relating Thereto” on May 25, 2021 (hereinafter referred to as “Interlocal Agreement”), a copy of which is attached hereto and by this reference incorporated herein; and

WHEREAS, the parties to the Interlocal Agreement support the opportunity for the Tribe to become a voting member of SRTC; and

WHEREAS, the Interlocal Agreement specifically addresses this opportunity therein, at Section 4(B) as follows:

### **B. TRIBAL MEMBERSHIP**

RCW 47.80.020(2) states:

In order for a regional transportation planning organization to be eligible to receive state funds that are appropriated for regional transportation planning organizations, a regional transportation planning organization must provide a reasonable opportunity for voting membership to federally recognized tribes that hold reservation or trust lands within the planning area of the regional transportation planning organization. Any federally recognized tribe that holds reservation or trust land within the planning area of a regional transportation planning organization and does not have voting membership in the regional transportation planning organization must be offered voting membership in the regional transportation planning organization every two years or when the composition of the board of the regional transportation planning organization is modified in an interlocal agreement.

In accordance with RCW 47.80.020(2), each federally recognized tribe within the SRTC boundaries shall be offered a voting position on the Board as set forth in this Agreement promptly following the ratification of this Agreement. The Board shall review and ensure SRTC’s compliance with RCW 47.80.020 every two years following the date of ratification of this Agreement or whenever this Agreement is modified.

WHEREAS, SRTC has, by and through its Executive Director at the direction of the SRTC Board of Directors, pursuant to statute and the Interlocal Agreement offered a voting membership to the Tribe; and

WHEREAS, the SRTC recognizes the Sovereignty of the Spokane Tribe.

WHEREAS, the Tribe and SRTC wish to enter into an agreement to formalize the same.

NOW, THEREFORE, SRTC, by and through its Board of Directors, as set forth in the Interlocal Agreement wishes to enter into the following Agreement with the Tribe:

1. The Spokane Tribe of Indians shall become a voting member of SRTC pursuant to the terms and conditions set forth in the Interlocal Agreement. All provisions of the Interlocal Agreement shall remain in full force and effect and apply to the Tribe, except as is set forth in Paragraph 2 herein.
2. Entering into this Agreement shall in no way act as a waiver of Sovereignty nor in any way subject the Tribe to provisions of State or Federal law cited in the Interlocal Agreement.
3. The SRTC Representative for the Tribe shall be selected by the procedures adopted by the Tribe.
4. The SRTC Board of Directors, pursuant to the powers conferred upon it by applicable law and provisions of the Interlocal Agreement cited herein shall have the authority to approve this Agreement.

**Spokane Regional Transportation Council**

---

**BOARD CHAIR**

**Spokane Tribe of Indians**

---

**REPRESENTATIVE**

To: Board of Directors 01/06/2022  
From: Kylee Jones, Associate Transportation Planner III  
Topic: **2022-2025 Transportation Improvement Program (TIP) January Amendment**

**Requested Action:**

Approval of the January amendment to the 2022-2025 TIP as shown in the **Attachment**.

**Key Points:**

Four agencies have requested an amendment to the 2022-2025 TIP for the following nine projects. See **Attachment** for more details.

- Spokane County
  - 2021 Horizontal Curve Signing and Area Delineation
  - 2021 NE County Rumble Strips and Delineation
  - Wellesley Ave and Appleway Ave Roundabout
  - Wellesley Ave Railway – Highway Crossings Program (Section 130)
  - Guardrail Safety 2019 County Safety Program
- WSDOT
  - 2021-2023 SRTMC Operations and Maintenance
  - US 2/Colbert Rd Intersection Revision
- Spokane Transit Authority
  - Central City Line
- City of Spokane
  - Hatch Road – Latah Creek 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:**

The Transportation Technical Committee unanimously recommended Board approval of the January amendment on 12/15/21.



**Public Involvement:**

Pursuant to SRTC's Public Participation Plan, this amendment was posted for a public review and comment period from 12/17/2021 through 12/27/2021 at 4:00 p.m. Notice of the amendment was published in the Spokesman Review and posted to the SRTC website ([www.srtc.org](http://www.srtc.org)) and social media platforms on 12/17/2021. 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 2045, SRTC's long-range plan. As such, any projects included in the TIP, including projects added through monthly amendments, must be consistent with Horizon 2045. Consistency with Horizon 2045 includes a demonstration of financial constraint and conformity with regional air quality plans. The September amendment has been reviewed by SRTC staff for compliance with federal and state requirements and consistency with Horizon 2045.

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 January amendment will be incorporated into the STIP on or around 2/15/2022.

**More Information:**

- See Attachment: 2022-2025 TIP January Amendment
- For additional information contact Kylee Jones at [kjones@srctc.org](mailto:kjones@srctc.org) or 509.343.6370

January Amendment (22-01)

Agency	Project Title Amendment Description	Funding Adjustment		Amendment	
				New Project	Existing Project
Spokane County	<b>2021 Horizontal Curve Signing and Area Delineation</b> Add/upgrade horizontal curve signing and flexible guideposts countywide.	Federal (HSIP)	\$420,200	✓	
		Local	\$4,800		
		Total	\$425,000		
WSDOT	<b>2021-2023 SRTMC Operations and Maintenance</b> Project to be removed from the TIP. Funds have been obligated.	No Funding Adjustment			✓
Spokane County	<b>2021 NE County Rumble Strips and Delineation</b> Add mixed treatments of centerline rumble strips, flexible guideposts, and guardrail reflectors at Argonne (MP 1.35-5.04), Bruce (MP 0.00-2.20), Moffat (MP 1.50-3.83), Forker (MP 3.50-6.94)	Federal (HSIP)	\$168,500	✓	
		Local	\$2,500		
		Total	\$171,000		
WSDOT	<b>US 2/Colbert Rd - Intersection Revision</b> Convert 4-leg stop controlled intersection to restricted access u-turn intersection to reduce crash severity and improve intersection operation.	Federal (HSIP)	\$2,032,520	✓	
		Local	\$41,480		
		Total	\$2,074,000		
Spokane County	<b>Wellesley Ave and Appleway Ave Roundabout</b> The project will construct a single lane roundabout at the intersection of Wellesley Ave. Extension, Appleway Ave., and at the WA / Idaho State Line.	Federal (HSIP)	\$1,258,200	✓	
		Local	\$139,800		
		Total	\$1,398,000		
Spokane County	<b>Wellesley Avenue Railway – Highway Crossings Program (Section 130):</b> Project to be removed from the TIP. Funds have been obligated.	No Funding Adjustment			✓
Spokane County	<b>Guardrail Safety 2019 County Safety Program</b> Project to be removed from the TIP. Funds have been obligated.	No Funding Adjustment			✓
City of Spokane	<b>Hatch Road – Latah Creek bridge Deck Repair</b> Project to be removed from the TIP. Funds have been obligated.	No Funding Adjustment			✓
Spokane Transit	<b>Central City Line</b> Project to be removed from the TIP. Funds have been obligated.	No Funding Adjustment			✓
HSIP=	Highway Safety Improvement Program				

To: Board of Directors 01/06/2022  
From: Ryan Stewart, Principal Transportation Planner  
Topic: **2022 Officers for the Transportation Technical Committee**

**Requested Action:**

Board approval of the following Transportation Technical Committee (TTC) officers for calendar year 2022:

- **Chair:** Inga Note, City of Spokane
- **Vice-Chair:** Char Kay, WSDOT-Eastern Region

**Board/Committee Discussions:**

On 11/17/21 the TTC unanimously voted to recommend approval of the Chair and Vice-Chair listed above.

**Public Involvement:**

All Board and advisory committee meetings are open to the public.

**Supporting Information/Implications:**

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

**More Information:**

- For additional information contact Ryan Stewart at [rstewart@src.org](mailto:rstewart@src.org) or 509.343.6370

To: Board of Directors

01/06/2022

From: Lois Bollenback, Executive Director

**Topic: Appointment of Major Employer and Rail/Freight Representatives**

**Requested Action:**

Board confirmation of the following appointments to the SRTC Board of Directors:

**Major Employer Representative** – Doug Yost, Centennial Real Estate/Cowles Company

**Rail/Freight Representative** – Matt Ewers, Inland Empire Distribution Systems

**Key Points:**

- The Nominating Committee met on 11/3/21 to discuss updates to the Major Employer and Rail/Freight membership applications and the recruitment process.
- Page 7 of the [2021 SRTC Interlocal Agreement](#), states that the Board of Directors is responsible for the recruitment and confirmation of the Major Employer and Rail/Freight positions. SRTC received two Major Employer applications and two Rail/Freight applications.
- Membership applications were accepted from 11/10/21 to 12/10/21.
- On 12/13/21 the Nominating Committee reviewed the applications received and developed a membership recommendation for Board consideration.
- The membership terms for these appointments will be January 2022 through December 2024.

**Board/Committee Discussions:**

Resolution 2021-05 creating a Nominating Committee was passed by the SRTC Board in October and volunteers were identified to serve on the committee. The Nominating Committee consisted of the following Board members: Kelly Fukai, Larry Stone, Mike Gribner and Paul Schmidt.

The Nominating Committee met on 11/3/21, to review the membership application forms, to develop a schedule of activities for the recruitment process and set an application deadline for 12/10/21.

The group met again on 12/13/21 to evaluate the applications received and develop a recommendation for the Board.

**Public Involvement:**

The Board meetings at which this topic was discussed were open to the public. Solicitation for the open positions was promoted on the SRTC website.

**Supporting Information/Implications:**

Effective regional transportation planning incorporates the perspectives of business and industry representatives that rely on transportation, including major employers and the freight industry. Federal planning factors also require consideration of freight, economic vitality, and global competitiveness. Inclusion of a major employer and freight representative ensure input to support these efforts.

**More Information:**

- For additional information contact Lois Bollenback at [lbollenback@srtc.org](mailto:lbollenback@srtc.org) or 509.435.3823

To: Board of Directors 01/06/2022  
From: Kylee Jones, Associate Transportation Planner III  
Topic: **Transportation Advisory Committee (TAC) Resolution, Bylaws and Membership**

**Requested Action:**

Board adoption of the following:

1. Resolution 22-01 Establishing a SRTC Transportation Advisory Committee (TAC) and TAC Bylaws (Attachment 1)
2. Slate of recommended Transportation Advisory Committee members (Attachment 2)

**Key Points:**

- The Nominating Committee met on 11/3/21, to discuss proposed revisions to the TAC bylaws, the 2022-2023 TAC membership application, and a resolution to formally establish the TAC.
- Per the ILA, the TAC must be created by a resolution of the SRTC and the bylaws are referenced and approved as an attachment to that resolution.
- The TAC bylaws will be a stand-alone set of bylaws specific to the TAC. The revised bylaws ensure clear expectations of committee members and role of SRTC Board.
- The proposed changes to the TAC Bylaws include the following:
  - Changes membership term length from 3 years to 2 years from the date of appointment.
  - Adds clarification on attendance, excused and unexcused absences.
  - Adds process to fill TAC member vacancy.
  - Increases TAC to 14 individuals.
  - In the unlikely event of the need to remove an individual from the TAC, the proposed bylaws outline the process to be taken by the Board.
- The TAC membership applications were accepted from 11/10/21 to 12/10/21. Notice of the open application period was distributed through several email blasts, multiple social media posts, on SRTC's website, two press releases and a legal notice. SRTC received 24 membership applications.
- On 12/13/21, the Nominating Committee and SRTC staff reviewed applications. The TAC membership recommendation is based on several considerations, such as, current TAC membership, ethnic and geographic diversity, transportation planning and modal areas of interest, expertise, and background.
- The slate of recommended TAC members includes 6 returning TAC members and 8 new individuals, for a total of 14 members.

**Board/Committee Discussions:**

Resolution 2021-05 creating a Nominating Committee was passed by the SRTC Board in October and volunteers were identified to serve on the committee. The Nominating Committee consisted of the following Board members: Kelly Fukai, Larry Stone, Mike Gribner and Paul Schmidt.

At the 10/25/21 TAC meeting, staff presented information and solicited input from the TAC members regarding potential improvements regarding the role and function of the TAC. The group also discussed the format and content of the TAC membership application.

The Nominating Committee met on 11/3/21, to review and update the bylaws and candidate applications, and to develop a schedule of activities for the recruitment process. They requested additional input from the TAC regarding several changes being considered and set a deadline for applications of 12/10/21.

The TAC met on 11/22/21 and reviewed proposed changes to the committee bylaws and provided feedback as requested from the Nominating Committee

The Nominating Committee met again on 12/13/21 to evaluate the applications received, formulate a recommended slate of candidates for consideration by the Board, review updated TAC bylaws, and resolution.

**Public Involvement:**

The Board and TAC meetings at which this topic was discussed were open to the public.

**Supporting Information/Implications**

The TAC is crucial in policy level input for consideration by the Board. Effective regional transportation planning must incorporate perspectives from community members, transportation system users, private sector services/industries, public sector stakeholders, etc.

Planning and funding activities supported through Federal programs require public engagement to both educate and inform the public as well as to seek input that helps to fully inform decision-making. Advisory committees such as the TAC support the public engagement efforts of the SRTC.

**More Information:**

- Attachment 1: Resolution 22-01 and TAC Bylaws
- Attachment 2: Proposed 2022-2023 TAC Members
- For additional information contact Kylee Jones at [kjones@srtc.org](mailto:kjones@srtc.org) or 509.343.6370



RESOLUTION  
of the BOARD OF DIRECTORS  
of the  
SPOKANE REGIONAL TRANSPORTATION COUNCIL  
R-22-01 SRTC  
**ESTABLISHING A SPOKANE REGIONAL TRANSPORTATION COUNCIL  
TRANSPORTATION ADVISORY COMMITTEE**

WHEREAS, the Spokane Regional Transportation Council Board (SRTC Board) of Directors serves as the Metropolitan Planning Organization (MPO) for the Spokane Metropolitan Planning Area (SMPA) and as the Regional Transportation Planning Organization (RTPO) for Spokane County; and

WHEREAS, the SRTC Board operates pursuant to an Interlocal Agreement of the member parties that authorizes the establishment of various advisory committees to make recommendations to the SRTC Board on various transportation matters; and

WHEREAS, Section 6.B.2. of the Interlocal Agreement identifies the establishment of a Transportation Advisory Committee (TAC) as a standing committee of the SRTC Board; and

WHEREAS, Section 6.C. of the Interlocal Agreement requires the SRTC Board to define the duties and powers of the TAC by resolution to contain at a minimum the statement of purpose, duties, responsibilities, and other matters of said Committee.

NOW, THEREFORE BE IT RESOLVED, that SRTC Board is establishing a Transportation Advisory Committee (TAC):

1. To provide broad and diverse community perspectives on the transportation planning activities and project priorities of the SRTC; and
2. For the purposes of ensuring compliance with the continuous, comprehensive, and cooperative (3C) transportation-planning; and
3. To operate in accordance with the committee bylaws as established in Attachment A of this resolution.

PASSED and APPROVED on this 13<sup>th</sup> day of January 2022 by the Spokane Regional Transportation Council Board of Directors.

---

Chair, SRTC Board of Directors

ATTEST

---

Julie Meyers-Lehman  
Clerk of the Board

**ATTACHMENT to RESOLUTION 22-01**  
**SPOKANE REGIONAL TRANSPORTATION COUNCIL**  
**TRANSPORTATION ADVISORY COMMITTEE BYLAWS**  
**[Adoption Date pending]**

The Spokane Regional Transportation Council (SRTC) Board of Directors is the policy decision-making body for the purpose of carrying out the transportation planning and programming processes in the Spokane Region. The membership structure of the SRTC Board is developed through an interlocal agreement of local governments and other interested parties established to perform the functions of a MPO and RTPPO.

**Per Section 6.B. of the 2021 SRTC Interlocal Agreement the SRTC Board shall create or maintain a Transportation Advisory Committee (TAC), as a standing committee to serve in support of the Board.**

## **PURPOSE**

The TAC is established to provide a broad community perspective on the transportation planning activities and priorities of the SRTC and to advise the Board on regional transportation related matters. The primary focus of the TAC is to bring topical, contextual policy recommendations to the SRTC staff, and SRTC Board of Directors in the development of SRTC planning work. The TAC will base their work on the adopted SRTC mission, vision, values and the Guiding Principles of the adopted Metropolitan Transportation Plan (MTP). The TAC is comprised of individuals who bring their professional expertise and diverse community perspectives to transportation policy and planning discussions.

## **MEMBERSHIP**

The Transportation Advisory Committee shall consist of 14 members. Members will be appointed by the SRTC Board and selected through an open application process complying with federal requirements and in alignment with SRTC's commitment that no person shall be excluded from participation in any program or activity based upon the grounds of race, color, sex, national origin, income or disability.

Members shall be chosen to represent a broad and diverse population of users of the transportation system and community/industry areas providing context to transportation planning and important to the implementation of the SRTC mission and vision. TAC members shall not be elected officials or members of the SRTC Board.

## **TERMS**

The term of a TAC member shall extend for two (2) years from the date of appointment. Reappointments for subsequent terms are at the discretion of the board.

## **OFFICERS**

The TAC shall recommend by majority vote the Committee Chair and Vice-chair to the SRTC Board for approval. The Chair will represent the TAC on the SRTC Board. Officers will be elected for a one (1) year term, with eligibility for election to an additional one-year term. The Vice-Chair may become the Chair upon completion of the Chair's term or vacation for any reason. In the instance the Chair vacates his/her position, and SRTC Advisory Committee Bylaws & Procedures states that; the Vice Chair will fill the Chair position the Vice Chair may serve out the remainder of the Chair's term and remains eligible to serve an additional term as Chair.

## **ATTENDANCE**

Members shall be able and willing to attend meetings of the TAC on a regular basis. TAC members should provide SRTC staff at least 24 hours advance notice of meeting absence for excused absence and TAC members will vote to approve excused absences during the meeting. Members who are absent from 25% of regularly scheduled meetings in a 12-month period will have their participation reviewed by the Committee Chair. TAC members who have three unexcused absences in a 12-month period will receive a letter from the TAC Chair requesting their membership resignation.

## **VACANCIES**

Should a vacancy occur on the TAC, SRTC staff will seek direction from the Board to review the most recent TAC member applications or begin a public TAC member application process.

## **MEETINGS**

SRTC advisory committees shall meet as needed to perform the duties of the committee as requested by SRTC staff or as directed by the SRTC's Board. All meeting dates shall be issued to the general public as described in SRTC's Public Involvement Policy.

All meetings of SRTC advisory committees shall be open and public and all persons shall be permitted to attend any meeting unless otherwise provided in RCW Chapter 42.30.

## **QUORUM**

A quorum is a simple majority of committee members. No advisory committee shall take action without a quorum.

Per the SRTC 2021 Interlocal Agreement, the Chair of the TTC and the TAC serve as an ex-officio member of the SRTC Board of Directors. The Vice-Chair shall serve as Chair in the absence of the Chair and shall serve on the SRTC Board in the absence of the Chair.

## **SUB-COMMITTEES**

The Chair of an SRTC advisory committee may appoint and establish sub-committees composed of members and non-members to carry out the functions of the general committee. Membership on subcommittees shall not include a quorum of the advisory committee. To encourage broad regional discussion, SRTC advisory committees may, on occasion, form joint sub-committees.

## **ADMINISTRATIVE SUPPORT**

SRTC staff shall provide administrative support to SRTC advisory committees. This includes developing committee agendas, arranging for materials and presentations as requested by the TAC, providing meeting notices and arranging meeting venues.

## **MINUTES**

Minutes for all SRTC advisory committees will be taken and distributed by SRTC staff. Approved minutes will be posted on the SRTC website. A summary of SRTC advisory committee's discussions will be included in the SRTC Board monthly packet.

## **AGENDA**

An agenda should be provided in advance of each meeting. Staff coordinates with the committee Chair to develop the agenda.

## **RULES OF ORDER AND MOTION PROCEDURES**

Current informal practice encourages regional discussion and collaboration. Advisory committee votes shall occur following a motion, second and discussion. The Chair/Vice Chair will rely upon Roberts Rules of Order when clarification is required on rules of order and/or motion procedures.

## **REMOVAL**

All TAC Members serve at the pleasure of the SRTC Board of Directors. The Board may remove by a majority vote any TAC member for a violation of these Bylaws or acting in a manner contrary to the general purpose of the SRTC or TAC. The TAC may also recommend the removal by majority vote to the SRTC Board.

<b>Proposed 2022-2023 Transportation Advisory Committee Members</b>			
<b>#</b>	<b>Name</b>	<b>Employer (if known)</b>	<b>Existing TAC</b>
1	Bolen, Leasa	Halo Medical Travel Services	
2	Callary, Raychel	Lilac Services for the Blind	X
3	Christensen, Heidi	Heidi Duty	
4	Coleman, Todd	S3R3	X
5	Hall, Liz	Peninsula Trucking	X
6	Hoffman, Carlie	Spokane County Library	X
7	Rasmussen, Jorgen		
8	Sahlberg, Thomas	Retired	
9	White, Bill	T-O Engineers	
10	Williams, Todd	Inland Power & Light	
11	Wolff, Charlie		
12	Young, Rhonda	Gonzaga University	X
13	Zender, Claudine	Retired	
14	Zentz, Kim	Urbanova	

To: Board of Directors 1/06/2022  
From: Eve McMenamy, Deputy Executive Director  
Topic: **Transportation Improvement Program (TIP): Additional Obligation Authority**

**Requested Action:**

Recommend funding awards to projects in Table 1 to meet member agency requests and to assist SRTC in meeting our 2022 Federal Funding Obligation Target.

**Key Points:**

- SRTC will be awarded an additional \$4.26M in Federal Obligation Authority (OA) in January 2022. The \$4.26M will be added to our 2022 federal obligation target.
- The award was due to successfully meeting and exceeding our federal obligation target for 2021. The TIP Working Group did an excellent job adjusting to the new internal Board deadline to obligate projects by June 1.
- The new funding awarded by WSDOT Local Programs will be Surface Transportation Block Grant (STBG) funding or the equivalent in the new federal transportation bill.
- SRTC is required to meet federal OA targets within our Transportation Improvement Program (TIP). WSDOT's Local Agency Federal Obligation Authority (OA) Policy establishes the obligation targets for each Metropolitan Planning Organization (MPO).
- In October and November, SRTC received two cost overrun requests: one from Airway Heights regarding Highway 2 Shared-use Path and one from Millwood regarding Argonne Road Congestion Relief project. SRTC received a request for a two-year extension to continue to seek funding for a Brooks Road project from Spokane County, see **Attachment 1** for all letters.
- In addition to \$4.26M in STBG, SRTC also has available \$986,000 in Congestion Mitigation Air Quality (CMAQ) funding and \$600,000 STBG-Set Aside for alternative transportation projects from project de-obligations.
- In 2018, the SRTC Board of Director's conducted a Call for Projects and developed a Regional Priority Project List to utilize for contingency funding opportunities. In 2021 SRTC conducted a Preservation Call for projects and maintains a list of preservation projects for potential funding opportunities, see **Attachment 2**.
- TIP Guidebook policies that are relevant to this matter can found in the supplemental information of this memo. The TIP Working Group used the policies and contingency lists to identify opportunities to award projects that could obligate by June 1, 2022, see Table 1.

- The TTC and TAC recommend the Board award projects as identified in Table 1.

**Table 1: Recommendation for Awards**

Agency	Project	Recommended Award	Fund Type
Airway Heights	SR 2-Path Gap Project	\$145,761	STBG-Set Aside
Spokane County	Little Spokane Connection Rd Separated Path	\$375,000	STBG-Set Aside
Spokane Valley	Wilbur Sidewalk	\$57,000	STBG-Set Aside
Millwood	Argonne Rd Congestion Relief	\$1,000,000	CMAQ/HIP
Spokane	Thor/Freya Couplet Reconstruction	\$1,250,000	STBG
Spokane	Spokane Falls Blvd (PE Phase)	\$500,000	STBG
Spokane County	Brooks Rd	\$1,684,000	STBG
Spokane Valley	Evergreen Preservation	\$824,519	STBG

**Board/Committee Discussions:**

The Board was notified of the additional funding in the Director's report on November 11 and were provided a presentation at their December 9 meeting. The TAC and TTC made a recommendation for the Board to award projects in Table 1 at their December meetings.

**Public Involvement:**

SRTC Board and committee meetings are open to the public.

**Supporting Information/Implications**

The following is a summary of 2021 TIP Guidebook policies relevant to making funding decisions.

**Policy 4.5** – If a project sponsor is unable to meet a targeted obligation date after the one-time grace period, the project sponsor may request an extension from the SRTC Policy Board. The Board may grant the extension or may act to remove the project from the TIP. If the agency is permitted an extension, it must submit a revised schedule to SRTC within 30 calendar days of the Board action. If the Board acts to remove the project from the TIP, any regional federal funds awarded to the project shall be returned to SRTC for reallocation. If the project is eligible to receive regionally selected federal funds, it may be placed on the contingency list of projects for that fund source at the discretion of the Board.

**Policy 4.7** - SRTC will maintain a Regional Project Priority List selected through a regional process and approved by the SRTC Board of Directors. Projects on the Regional Priority List may be selected for future funds available through the contingency funding process (see Policy 6.8). The most recently approved Regional Priority List replaces and supersedes any previously approved priority list.



**Policy 4.8** - SRTC will consider the following strategies to meet an obligation target when shortfalls are anticipated:

- Advancing projects from future years
- Exchange federal funds for local funds between phases or stages of a single project or between projects in the same agency.
- Advancing contingency list projects
- Increase the federal share of awarded projects (no more than maximum federal share can be awarded)

**Policy 6.8** –Contingency funds become available if previously selected projects from that fund source are removed from the TIP by Board action, funds are voluntarily returned by the sponsoring agency, or additional funds become available for some other reason (for example: annual allocations higher than anticipated). The SRTC is responsible to reassign those funds.

As stated in Policy 4.7 SRTC maintains a Regional Project Priority List which will be used as the basis for this contingency funding process for available STBG, STBG-SA, CMAQ or other SRTC-awarded funds. The following criteria guide the contingency funding process:

- Evaluate the eligibility of Regional Project Priority List projects that meet the technical requirements of the available funding source;
- Review project readiness from the above identified projects to maximize project delivery;
- Review the capability of available funding to complete a project or phase;
- Analyze obligation authority targets and schedules to ensure the programming of SRTC managed federal funds meet project obligations targets; and
- Provide a recommendation for the use of contingency funds.

The Evergreen Preservation project award will utilize TIP Guidebook Policy 4.8, “Exchange federal funds for local funds between projects in the same agency.” The City of Spokane Valley’s previously awarded Sprague Ave. preservation project will receive the \$824,519 funding and it will be stipulated in the award letter the Valley will need to obligate both the Sprague and Evergreen project to be eligible for the 2024 preservation call for projects. This will speed up delivery for Evergreen by limiting the federal regulatory burden to one the project

**More Information:**

- See Attachment 1: Request letter from Airway Heights, Millwood, and Spokane County
- See Attachment 2: 2018 Contingency List and 2021 Preservation Call for Projects List
- For additional information contact Eve McMenamy at [evemc@srtc.org](mailto:evemc@srtc.org) or 509.381.9466

October 20, 2021

Spokane Regional Transportation Council  
421 W. Riverside Ave.  
Suite 500  
Spokane, WA 99201

Attention: Lois Bollenback, Director

Regarding: Airway Heights  
SR-2 Path Gap Project – Funding Increase Request

Dear Lois;

The City of Airway Heights has been working through the design and ROW for the SR-2 Path Gap Project funded with federal TAP funds from SRTC. Over the course of this past year. The City has encountered significant challenges in wrapping up the Design and Right-of-way (ROW) to obtain approval to bid the project. These are summarized below:

O'Reilly's

O'Reilly's Auto Parts was required to construct the segment of shared use path directly in front of their store when it was constructed in 2012, prior to the City annexing this area, as part of the terms of their development agreement approval. However, WSDOT, who had jurisdiction at the time, did not enforce the requirement for the path to be constructed. The City was made aware of the lapse during a subsequent development review of a nearby parcel.

To address the situation, the City re-established discussions with O'Reilly's regarding the section of shared use pathway in front of their store at the time that the TAP grant application was submitted in 2017. The City worked out an informal agreement with O'Reilly's to honor the original development agreement and pay for the cost of the path in front of their parcel.

Subsequently, there have been several staff changes at O'Reilly's corporate office, and the knowledge of the original agreement and earlier City discussions have been lost. While trying to re-establish contact with O'Reilly's corporate office this past year, the City was passed around to several different contacts. Our ROW agent was finally able to re-establish a contact and dialog with O'Reilly's. However, to-date, they have not shown a willingness to honor the original cost sharing agreement.

The amount of O'Reilly's share identified at the time of application was approximately \$51,037. The City is currently evaluating its options for pursuing recourse against O'Reilly's for failure to honor the development agreement. However, the time and cost for resolving this issue through legal means is unknown and TIB, a funding partner for the project, is very concerned about the project delays and the City is at risk of losing that funding if it doesn't proceed to bidding and construction in the next couple months.

Further complicating the process, existing stormwater facilities within the Right-of-way (ROW) serving Highway US-2 in front of O'Reilly's parcel require that the shared use path extension be constructed partially outside of ROW along the frontage of O'Reilly's parcel. Without O'Reilly's cooperation, the

project will incur significant additional cost to revise the grading and drainage facilities for Highway US-2 to keep the path inside of ROW.

#### Right-of-Way (ROW)

During the preparation of project ROW Plan, it was discovered that almost every connection to the existing sidewalk and path along both the north and south sides of US-2 was located outside of ROW. The original application had anticipated one or two potential construction easements with the entirety of the improvements located within ROW. In total, the City actually needed to secure easements affecting six (6) parcels and four (4) property owners. Furthermore, with O'Reilly's not being cooperative, it is anticipated that the City will have to purchase property rights needed to construct the path in front O'Reilly's parcel instead of those rights being provided as required in the development agreement.

The City also incurred some additional ROW agent costs to accommodate the Sadaqa Group's new Hazelwood Square development. However, this was a net benefit to the project. During preliminary coordination discussions with Sadaqa about the upcoming Path Gap project, they invited us to locate the sidewalk outside of ROW along their frontage to better complement their new improvements. Earthwork needed to construct the project in front of their parcels would instead be completed as part of Sadaqa's frontage improvements. Sadaqa also donated the property rights for the permanent easement. This effort was ongoing during the ROW phase this summer and did not affect the project timeline.

#### Summary

Based on the most recent cost estimate for the project, the City is expected to incur approximately \$55,000 in additional ROW costs and \$51,000 in additional construction costs for the O'Reilly segment alone. Overall ROW costs increased by approximately \$50,700 for the other parcels affected by the project. The City is also incurring additional engineering and construction costs related to these challenges and current bidding climate conditions due to supply chain issues.

#### Project Costs & Funding Summary

<b>Phase</b>	<b>Original Budget</b>	<b>Cost Changes</b>	<b>Updated Costs</b>	<b>Proposed Fed. Increase</b>
PE	\$35,478	\$12,296	\$47,774	\$9,795
ROW	\$4,000	\$105,700	\$109,700	\$0
CN	\$307,299	\$45,633	\$352,932	\$135,966
<b>Total</b>	<b>\$346,777</b>	<b>\$163,629</b>	<b>\$510,406</b>	<b>\$145,761</b>
				<b>Proposed Funding</b>
<b>Funding</b>				
Fed. Funds	\$198,471	\$0	\$198,471	\$344,232
TIB	\$97,269	\$0	\$97,269	\$97,269
O'Reilly	\$51,037	(\$51,037)	\$0	\$0
City:	\$0	\$214,666	\$214,666	\$68,905
<b>Total</b>	<b>\$346,777</b>	<b>\$163,629</b>	<b>\$510,406</b>	<b>\$510,406</b>

Overall, the net increase in project cost is approximately \$163,629 after taking into account construction cost savings from the Sadaqa Development improvements and earthwork that complimented our project from the recent US-2/Deer Heights Roundabout project. This is an increase of 47% over the original project budget and an extremely large hit to the City's transportation budget. Without additional funding, the City's share will jump to approximately \$214,700 (42%). A detailed project cost estimate is provided for additional information.

The City of Airway Heights is proposing to increase their matching ratio to \$68,905 (13.5%) and agree to cover any future potential costs overruns beyond the current request. We respectfully submit a request for an increase in Federal funding of \$145,761 to cover a portion of the project cost increase. This would increase the federal share from 57.2% to 67.4%.

Please feel free to contact us if you have any questions.

Sincerely

**CITY OF AIRWAY HEIGHTS**

A handwritten signature in blue ink that reads "Mark Bergam, P.E.".

Mark Bergam, P.E.  
City Engineer

Enclosure

CC: Eve McMenamy, SRTC  
Keith Martin, WSDOT





November 15, 2021

Lois Bollenback, Executive Director  
Spokane Regional Transportation Council  
421 W Riverside Avenue, Suite 504  
Spokane WA 99201

**Re: Request for Additional Funds  
Argonne Road Widening Project  
CMAQ-4041(016)**

Dear Ms. Bollenback:

The City of Millwood ("Millwood" or "the City") presents to Spokane Regional Transportation Council (SRTC) this request for additional funding for the Millwood Congestion Relief – Argonne Road Widening Project; CMAQ-4041(016), referred to within as "the Project". The City has been working diligently on this Project for several years but has experienced multiple delays related the COVID-19 pandemic, coordination and negotiation with Union Pacific Railroad (UPRR) regarding the UPRR Argonne Road crossing, and Right-of-Way (ROW) acquisition. These circumstances (COVID, UPRR, ROW) resulted in general project cost increases for engineering and consulting fees, but also unforeseen increases attributed to inflation of property values and construction (labor and material) costs, and cost increases related to UPRR, chiefly (1) their protracted engineering review process that adds multiple review/comment cycles to the design (of which the Project is responsible for both the Project engineer costs and UPRR engineering costs) and (2) UPRR's demand for advanced signal preemption equipment as part of the Project .

#### **EXPLANATION OF COST INCREASES**

##### *Union Pacific Railroad Cost Unknowns*

The City has dedicated significant time and effort coordinating with UPRR staff and their subconsultants to accommodate their demands for an "advanced" preemptive crossing signal/traffic signal interconnect system as part of the Project. The City agrees that the Project must provide a safe and efficient crossing for the traveling public. UPRR has policies in place that, while understandable, are not advantageous to a local jurisdiction or agency. One of those policies is the refusal to provide an opinion of cost for construction work required for a project until the design work is complete. Due to the protracted coordination and design process, Millwood is still without accurate budgetary numbers for the Project. The City originally estimated UPRR's work at \$250,000. However, based on a recent cost estimate for a similar project completed in the area, the City anticipates that UPRR's cost estimate for their required work will total approximately \$730,000.



### *Property Values*

The project was approved and funded for design and construction in 2016. Since then, property values in the Inland Northwest have increased significantly. The City originally estimated ROW acquisition at approximately \$85,000. Based on the recently completed appraisals, the City anticipates the ROW acquisition will cost approximately \$260,000.

### *Additional Signal Costs*

Spokane County administers, maintains, and controls the Argonne Road traffic signals within the City of Millwood. As the requested interconnection of UPRR and traffic signal design expanded, the cost of the required signal modifications increased. The original estimate for modifying the existing Empire/Euclid Avenue signal was approximately \$150,000; the anticipated final cost based on current design requirements is expected to be approximately \$350,000.

### *Additional Design Costs*

Additional design costs were incurred after multiple delays and review iterations in railroad coordination and the ROW phase. Additionally, ROW appraisal fees increased dramatically due to high demand in the Inland Northwest. The appraisal fees amounted to approximately \$90,000.

### **ADDITIONAL FUNDING REQUEST**

The table below shows a summary of the current project funding and costs. **The City of Millwood is requesting an additional \$1,000,000 in CMAQ funds, or other SRTC funding sources, for completion of the Project.**

<b>FUNDING SUMMARY</b>	<b>AMOUNT</b>
PE - CMAQ	\$ 121,619
PE - City	\$ 18,981
ROW - CMAQ	\$ 83,473
ROW - City	\$ 13,027
CN - CMAQ	\$ 1,650,000
CN - City	\$ 200,000
CN - City REET Funding	\$ 82,992
<b>Total Funding Received</b>	<b>\$ 2,170,092</b>
<b>CURRENT TOTAL PROJECT COST ESTIMATE</b>	<b>\$ 3,168,186</b>
<b>Funding Shortfall (Estimate less Received)</b>	<b>\$ (998,094)</b>
<b>Additional City Funds Required (Assuming 13.5% match)</b>	<b>\$ (134,743)</b>



We respectfully ask that you grant our additional funding request. Thank you for your consideration.

Regards,

A handwritten signature in blue ink that reads "Kevin M. Freeman". The signature is fluid and cursive.

Kevin M. Freeman, Mayor  
City of Millwood, Washington

**Attachments:**

**Copies:**





# Public Works Department

Spokane County, Washington

Chad W. Coles, P.E. – Director / County Engineer

October 19, 2021

To: Lois Bollenback  
SRTC Board of Directors  
421 W. Riverside Ave Suite 500  
Spokane, WA 99201

From: Spokane County Public Works Department  
1026 W Broadway Ave  
Spokane, WA 99208

RE: WA-06998 Brooks Road

Dear Lois,

In 2014 SRTC awarded \$727,665 in STBG grant dollars to partially fund the Spokane County Brooks Road project, from beginning mile post 0.00 to ending mile post 1.87. The project was scheduled for a road reconstruction with the intent to not only reconstruct a failing road but to widen the roadway from 11' drive lanes with 2' shoulders to 12' drive lanes with 6' shoulders. The purpose of the project was to improve the surface driving conditions, provide shoulders for improved bicycle access, add additional room for maneuverability, and allow for emergency parking access. Brooks Road is important to our region as a rural major collector in the West Plains and the only major collector that goes from Medical Lake to Fairchild Air Force Base. It is also commonly used to get to US-2, the City of Airway Heights, the City of Spokane, as well as access western Spokane County.

The Brooks Road project was not able to meet the required construction phase targeted obligation date and was granted a one-time extension of two years in 2019. This extension was primarily due to the project not being able to obtain the remaining construction funding necessary for project completion. The extension secured the project funding through December of 2021. Spokane County is grateful for the extension and has utilized the time to complete the project right of way and prepare a construction ready PS&E Package with the allocated STBG funding.

Spokane County has been committed to the completion of this project and is working diligently to make efforts that guarantee this project makes forward progress. Fully completed phases include the preliminary engineering phase and securing right of way. Both phases utilized the STBG awarded grant funding for a total of \$313,861 spent to date and are a substantial part of completing the project in its entirety. This project can be considered "shovel ready" and is only waiting on additional construction funding to see this project through to completion. The federal balance remaining from the original SRTC STBG grant is \$413,804, but this is not enough money to obligate construction funds and complete the project.



## Public Works Department

Spokane County, Washington

Chad W. Coles, P.E. – Director / County Engineer

Spokane County has received an updated local programs agreement with WSDOT allowing for the obligation of Construction funding by 2024, and have been actively pursuing grant funding opportunities in a good faith effort to get this project completed. In 2018 Spokane County applied for the SRTC STBG call for grants but did not receive funding in that grant cycle. In 2020 Spokane County applied for funding to complete the project with the County Road Administration Board (CRAB). The project fell short of CRAB's funding capacity, coming in second in line to be funded if additional state funding were to be made available, please see the attached North-East Priority Array issued by CRAB 11-2-2020. It should be noted that this Brooks Road Project was the second highest scoring reconstruction project that was not selected due to funding constraints in the CRAB 2020 project array. Spokane County will continue to petition funding through any available grant opportunities including the SRTC 2022 spring call for projects for the remaining construction funding needed to break ground on this project.

To see the project completed, Spokane County Public Works department would like to propose that an additional two-year extension on the Brooks Road project be granted providing time to secure the construction funding required for project completion. If an additional two-year extension cannot be granted, Spokane County respectfully offers to de-obligate the remaining funding for the Brooks Road project. Spokane County asks to have this project placed on the SRTC contingency list, and be given future consideration for any available funding as this is a "shovel ready" project benefitting our region and may be used to fill programming gaps.

Considering that Spokane County has made every reasonable attempt to apply for grants to secure construction funds and has completed the preliminary engineering and acquired the right of way needed, we request that if asked to de-obligate this project that Spokane County is not required to pay back the \$313,861 obligated to date. Spokane County would like to thank you for this consideration and values the ongoing and collaborative relationship with SRTC.

Sincerely,

Chad Coles P.E.  
County Engineer

## 2019 SRTC Priority List - Board Approved 9/12/19 (From 2018 Call for Projects Prioritization) Updated 3/12/21

				AWARD
Priority	Project #	Project Name	Requested	Total Award
1	Board -1	Supplement to Henry Road Overpass ROW Preservation		
2	SC-1	Bigelow Gulch Project 5	\$1,568,000	\$1,568,000
3	COS-3	Thor-Freya Couplet (rec'd funding in 2018 and 2020)	\$8,119,105	\$8,119,105
4	SRHD-1	Safe Routes to School Walking School Bus	\$611,181	\$600,000
5	SV-1	Pines Grade Separation (RW only) (funding in 2018 and 2020)	\$3,795,000	\$3,795,100
6	COS-1	Riverside-Monroe to Wall	\$5,003,141	\$850,000
7	SRHD-2	Walk Bike Bus Downtown Spokane	\$304,202	\$304,000
8	SC-12	Commute Trip Reduction	\$898,157	\$881,327
9	STA-1	Upgrade 6 diesel buses to electric	\$2,670,000	\$2,670,000
10	SC-3	Bigelow Gulch Project 2 (\$1.45M in 2020)	\$2,601,000	\$1,450,000
11	MW-1	Argonne Rd, Frederick-Liberty congestion relief (1.27M in 2018 & \$380,000-2019)	\$1,270,000	\$1,650,000
12	SC-2	Bigelow Gulch Project 6 (\$2.814 in 2018, \$1.27M in 2019 & \$429,689 in 2021)	\$4,085,000	\$4,514,680
13	SV-2	Barker Corridor reconstruction & widening (can be split into 3 segments)	\$6,331,800	\$2,050,000
14	STA-2	5-Mile Park & Ride Study (funded in 2019)	\$200,000	\$200,000
15	COS-12	Havana St-Sprague to Broadway	\$5,836,971	\$0
16	DP-1	Crawford & Colville Roundabout/N Colville reconstructions	\$1,943,514	\$1,944,000
17	SV-6	Argonne Rd Reconstruction	\$2,508,500	\$0
18	WSDOT-1	US 2 Garfield Rd intersection improvement	\$2,220,000	\$0
19	COS-7	Maple-Wellesley Intersection	\$761,822	\$762,000
20	SC-5	57th Avenue	\$2,126,000	\$0
21	AH-2	21st Ave Craig Rd to Deer Heights Rd (Property Survey)	\$89,545	\$0
22	SV-4	Pines & Mission intersection imp. (\$450,500 in 2018 & \$1,418,600 in 2021 )	\$1,211,000	\$1,869,100
23	COS-10	Spokane Falls Blvd-Lincoln to Division	\$7,305,931	\$0
24	DP-3	Colville Reconstruction Third St to north City Limits-Rural	\$2,021,738	\$0
25	SV-7	Park Road reconstruction (RW only)	\$268,150	\$0
26	COS-5	Centennial Trail Summit Gap	\$2,532,198	\$2,532,000
27	SC-6	57th Avenue & Freya St Roundabout	\$728,300	\$728,000
28	COS-6	Ben Burr Crossing Improvements	\$746,099	\$746,000
29	SC-14	Harvard Rd	\$4,827,000	\$0
30	COS-8	Driscoll-Alberta-Cochran Sidewalk Infill ( 530,000 in 2018, \$175,200 2019 & 330,000 in 2020)	\$1,060,452	\$1,040,725
31	COS-4	Washington-Stevens, Spokane Falls to Boone	\$2,014,581	\$0
32	SC-13	Centennial Trail at Argonne	719000	\$0
33	COS-2	Freya St - Wellesley to Decatur	\$3,658,690	\$0
34	COS-13	North Bank Trail Study	\$166,250	\$0
35	SV-3	Sprague & Barker intersection improvement	\$1,159,979	\$349,000
36	COS-9	Napa-2nd Ave to Sprague	\$1,508,697	\$0
37	SC-9	Craig Rd	\$962,700	\$0
38	CH-1	Washington St (Cheney)	\$730,691	\$731,000
39	AH-1	10th Ave Garfield Rd to Hayford Rd	\$3,203,000	\$0
40	DP-2	E Crawford Preservation-Rural	\$575,650	\$0
41	COS-11	37th Ave Sidewalk	\$726,183	\$0
42	SC-11	Cascade Way	\$601,200	\$0
43	SC-4	Brooks Rd Phase 1-Rural	\$1,608,000	\$0
44	SV-5	Mullan Road preservation	\$1,211,000	\$0
45	SC-8	Greta to Whitworth Bike Route (funded 2020)	\$299,300	\$299,300
46	SC-10	Columbia Dr	\$1,536,000	\$0
47	FF-2	First St Sidewalk Phase 2	\$272,034	\$315,000
48	SV-8	Wilbur Rd sidewalk (funded in 2020)	\$557,060	\$500,000
49	FF-1	Rattler Run Road reconstruction-Rural	\$799,433	\$0
50	SC-7	Cheney-Spokane Rd-Rural	\$2,132,000	\$0

**2021 SRTC Call for Preservation Projects**  
**\$6,000,000 Available - Recommended Awards**

						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-Chattaroy Preservation	25.0%	\$696,000	63.7			\$185,760	\$429,809
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	\$0	\$0

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

To: Board of Directors 01/06/2022  
From: Kylee Jones, Associate Transportation Planner III  
Topic: **2024-2026 SRTC Call for Projects Overview & Principles of Investment**

**Requested Action:**

For information and discussion.

**Key Points:**

- There will be approximately \$40 million in future annual allocations available for the region-wide 2024-2026 Call for Projects. The funding must be spent in the years 2024-2026, some limited funding will be available for use in 2023. The new transportation infrastructure bill is anticipated to increase SRTC's annual allocations. We will have more clarity on available funding in early 2022.
- The Board will begin discussions about the principle of investments for the call for projects at the January meeting. This will include, but is not limited to, agency requests for "off-the-top" funding and a funding set aside for a preservation call for projects for years 2025 and 2026.
- Historically, the "Principles of Investment" include but are not limited to funding decisions about off-the-top requests, set-aside for a preservation call, potential set-aside for small towns/small cities, and setting application limits per agency.
- **Off-The-Top Requests:**
  - SRTMC 2024-2026 Request - \$2,104,115 distributed over three years for operations
    - WSDOT will present additional information at the January Board Meeting.
    - In the 2021-2023 Call for Projects, WSDOT requested and received \$1,834,000 for three years of operations of the Spokane Regional Traffic Management Center (SRTMC).
    - Reason for increased request: Increases in labor costs, rent and software.
  - SRTC 2024-2026 Request - \$1,500,000 distributed over three years for transportation planning
    - SRTC will present additional information at the January Board Meeting.
    - In the 2021-2023 Call for Projects, SRTC requested \$1,050,000 for transportation planning purposes.



- Reason for increased request: additional funding for project development support (economic analyses); improve data collection and reporting; replace a community outreach staff position that was vacated in March 2020.
- **Set-Aside:**
  - Preservation Set-aside Request for use in 2025-2026 – \$9.2M or 23% of the total call for project allocation
    - In the 2022-2023 Preservation Call for Projects, The Board set-aside \$6 million for maintenance and preservation projects or 15% of the total \$40M available. There was \$12 million in requests for projects.
    - Reason for increased request: In 2021 SRTC reported a \$5B shortfall in maintenance and preservation funding over the next 23 years. Also, the SRTC Board developed a [2021 Priority Statement](#) requesting the WA state legislature increase maintenance and preservation funding for local agencies by \$65M /biennium to cover preservation needs for roadways and bridges in the Spokane Region. This request would result in the State increasing their 2021-2023 preservation budget (P1-P3) of \$781M/biennium by 8%. SRTC could also mirror an 8% increase to approximately \$9.2M for a preservation set-aside to be obligated in 2025 and 2026.
  - Small Town 2024-2026 Minimum Request– 3.75% of total call for project allocation
    - In the 2021-2023 Call for Projects, the Board ensured a minimum of \$1,500,000 or 3.75% of the total \$40M call for projects for small town projects. The Board awarded \$2,259,000 in small town projects.
    - Reason for request: Funding SRTC receives must be spent in specific geographical areas which includes urbanized areas >200,000 population; small-urbanized areas between 5,000-200,000 population; rural areas with less than 5,000 population; and finally, flexible spending that can be used in any area. Due to the limited amount of rural funds available it is recommended to maintain a minimum percentage of flexible funding to be awarded to small towns under 5,000 population to address their transportation needs.
- Project/programs that are not funded of-the-top, will compete in a call for projects application process. The SRTC Board of Directors will award funding based on the overall project application scores but may distribute funding based on other criteria such as geographic diversity, performance benefits, and/or project type to ensure an appropriate distribution and timely delivery of regional funding.

**Board/Committee Discussions:**

The TIP Working Group has reviewed and suggested improvements to the call for projects application and will meet on 12/14/21 to discuss the application and “Principles of Investment”.

At the January TTC and TAC meeting, committee members will be discuss the call for projects application and the “Principles of Investment.” Also, TTC and TAC members will also be asked to participate in the scoring of project applications.

The Board will decide on a set of “Principles of Investment” at their February meeting.

**Public Involvement:**

The 2024-2026 SRTC Call for Projects Overview & Principles of Investment topics have been covered at the December TAC, TTC and Board meeting, all of which are open to the public. Additionally, the 2022 TIP Guidebook houses the 2024-2026 Call for Projects Schedule, of which was discussed during all committee meetings in November and December 2021.

**Supporting Information/Implications****Call for Projects Schedule**

<b>2021</b>	
Nov 17 & 21	TAC & TTC meetings – Call for Projects Overview
Dec 9	SRTC Board of Directors – Call for Projects overview
Dec 13 & 15	TAC & TTC meetings – Call for Projects update, principles of investment discussion, applications & evaluation criteria update
<b>2022</b>	
Nov 2021 – Jan 2022	Call for Projects Working Group – develop applications, evaluation criteria, principles of investment discussion
Jan 14	SRTC Board of Directors - Begin Principles of Investment discussion, off the top funding
Jan 22 & 24	TAC & TTC meetings – Call for Projects update, principles of investment discussion, applications & evaluation criteria update
Feb 10	SRTC Board of Directors - Principles of investment, off the top funding
<b>Feb 11</b>	<b>CALL FOR PROJECTS RELEASED</b>
<b>Mar 7</b>	<b>Project Eligibility Worksheet and Complete Streets Checklist DUE by 4:00 pm.</b>
<b>Apr 4</b>	<b>APPLICATION Package DUE by 4:00 pm.</b>
Apr 5-22	SRTC staff screens projects for completeness, consistency with the MTP and CMP. SRTC staff will also calculate the air quality benefits for each CMAQ project at this time
Apr 25 – May 13	Project scoring
May 23	TAC & TTC meetings - review preliminary results
Jun 9	SRTC Board - review preliminary results
Jun 22	TAC & TTC meetings - recommend prioritized lists of STBG, CMAQ STBG Set-Aside, HIP and HIP CRRSAA projects to fund and contingency lists for Board approval
Jul 14	SRTC Board – Approve STBG, CMAQ, STBG Set-Aside, HIP and HIP COVID projects to fund and contingency lists.
Aug – Oct	2023-2026 TIP development process which includes a 30-day public comment period on the draft TIP.

### Approximate Available Funding

- On 2/11/2022 SRTC will release a Call for Projects for the following funding types:
  - Surface Transportation Block Grant (STBG) program
  - Congestion Mitigation & Air Quality (CMAQ) program
  - STBG Set-Aside Funds
  - Highway Infrastructure Program (HIP) Funds
  - Highway Infrastructure Programs-Coronavirus Response and Relief Supplemental Appropriations Act (HIP-CRRSAA) Funds
- STBG is the most flexible of all FHWA funding programs. Eligible STBG project types include; roadway and bridge construction, transit capital projects and repair, safety, active transportation, programs and studies.
- The purpose of the CMAQ program is to fund transportation projects that improve air quality in the Spokane region. CMAQ funding can be expended on projects that reduce carbon monoxide (CO) and/or coarse particulate matter (PM<sub>10</sub>) emissions. Eligible CMAQ project types include transit improvements, travel demand management strategies, traffic flow improvements and pedestrian and bicycle facilities.
- STBG Set-Aside, introduced with the Fixing America's Surface Transportation (FAST) Act, replaces the Transportation Alternatives Program (TAP). Examples of eligible projects include on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and safe routes to school projects.
- HIP provides federal funds for road, bridge, ferry, transit capital, and Intelligent Transportation System (ITS) capital projects for the elimination of hazards and the installation of protective devices at railway-highway crossing. Additionally, HIP funds can be used for charging infrastructure along alternative fuel corridors.
- HIP-CRRSAA may be used for activities that are eligible under the STBG funding program in addition to covering revenue losses, supplanting, or replacing funds, personnel salaries, operation, and maintenance. There is no local match required with this funding type.

Fund Type	Fund Qualifications	Projected Amount
STBG	Flexible	\$23,300,000
STBG-Set Aside	Transportation Alternatives	\$2,800,000
CMAQ	Congestion Relief	\$10,600,000
HIP	Highway Infrastructure	\$347,000
HIP-CRRSSA	Highway Infrastructure-Flexible	\$2,440,000

### More Information:

- For additional information contact: Kylee Jones at [kjones@srtc.org](mailto:kjones@srtc.org) or 509.343.6370



To: Board of Directors 01/06/2022  
From: Mike Ulrich, Principal Transportation Planner  
Topic: **Data Application for Transportation Analysis (DATA) Project Update**

**Requested Action:**

None. For information and discussion.

**Key Points:**

- The concept of the DATA Project began with a recognition by the SRTC Board in 2018 that there was a need to acquire data to support updates to the travel demand model which is used to forecast future travel patterns.
- As part of the 2018 call for projects, the SRTC Board set aside \$1M for data acquisition intended to strengthen the agency's ability to analyze, forecast, and plan for impacts to the regional transportation network. Expected outcomes include, but are not limited to, a refined ability to prioritize projects, improved scenario planning capabilities, and performance management enhancements.
- SRTC staff, in consideration of feedback from the project team, began scoping a holistic project which would evaluate the state of the travel demand model as well as other opportunities and needs for data application within SRTC's planning process.
- Ultimately, a two-phased project was developed. Phase I focused on assessment of SRTC's current practice as well as an evaluation of the state of best practice. Those assessments informed a design plan. In March of 2021, the SRTC Board approved that design plan (**Attachment One**) and Phase II began.
- The Household Travel Survey task is substantially underway. The survey instrument has been designed, the sample plan is finalized, and the survey will be deployed beginning on February 4.
- Both the Travel Demand Model Update and Traffic Count Tasks are underway and will be considered by the project team during three planned stakeholder engagement meetings.
- On January 19, the model users will meet to discuss the consultant team's model network review findings, discuss preferences for network enhancements, and present/discuss an approach to use for model validation, including traffic counts that would be needed.
- Through the course of the stakeholder engagement meetings the project team will finalize detailed, task-level scopes and budgets for all the project's tasks. That work is scheduled to be completed by mid-March.
- The project's overall schedule is attached for reference (**Attachment Two**).

**Board/Committee Discussions:**

The Board approved the design plan and authorized 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 in March 2021. The TTC and TAC will be presented with an update on the project at their January meetings.

**Project Team Involvement:**

The project team, which has been informing this project since its inception, is made up of staff-level partners who are consumers of SRTC data products. The project team was instrumental in developing the project's RFQ and in the consultant selection process. More recently, the project team was used to help the consultant team understand investment priorities. The project has relied on the feedback from a larger stakeholder group. A summary of that feedback and how it was applied to the draft design plan can be found [here](#). As mentioned previously, the project team will be participating in a three-meeting stakeholder engagement process which will inform some of the task-level decisions in the project. The project team membership is as follows:

Jurisdiction	Project Team Member		
	City of Spokane Valley	Mike Basinger	Adam Jackson
WSDOT	Shea Suski	Greg Figg	Jeremy Clark
City of Liberty Lake	Lisa Key		
Spokane Airports	Lisa Corcoran		
City of Spokane	Louis Meuler	Inga Note	Shauna Harshman
City of Airway Heights	Bill White		
S3R3 Solutions	Todd Coleman		
Spokane County	Tammy Jones	Barry Greene	Jami Hayes
Spokane Transit	Hamid Hajjafari	Mike Tresidder	

**Public Involvement:**

The funds for this project were included in the 2019-2022 TIP which was adopted 10/11/2018. A public meeting was held on 09/19/2018 to review and discuss the 2019-2022 TIP. A public comment period of thirty days ran from 09/01/18-09/30/18.

**More Information:**

- Attachments: Draft phase II design plan summary and project schedule
- For additional information contact: Mike Ulrich at [mulrich@srtc.org](mailto:mulrich@srtc.org) or 509.343.6384

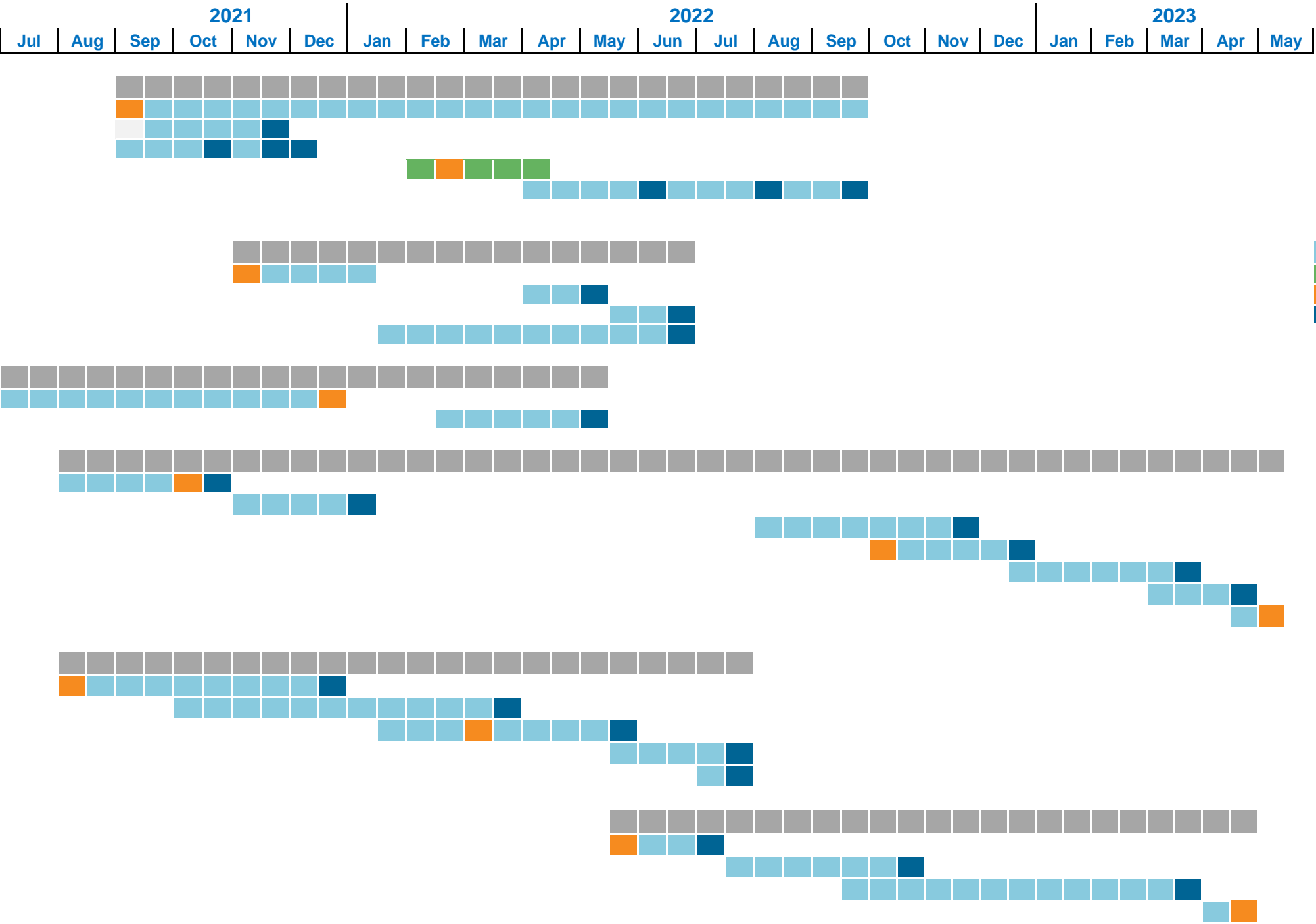
# DATA PROJECT DESIGN PLAN SUMMARY

DATA/TOOL	COST	DESCRIPTION	SRTC SUPPORT	WHY PROPOSED
<b>HOUSEHOLD TRAVEL SURVEY</b>	<b>\$345,000</b>	A 1,500 household, smartphone enabled household travel survey	0.2 FTE for project management, coordination, and outreach	<ul style="list-style-type: none"> <li>• Data necessary for a credible, analytically valid travel demand model</li> <li>• Benefits beyond the travel demand model – useful for other regional and local planning applications too</li> <li>• Helps policymakers understand region-specific travel behaviors</li> </ul>
<b>PASSIVE DATA</b>	<b>\$135,000</b>	Passenger and heavy truck trip tables from passive (location-based services) data	None	<ul style="list-style-type: none"> <li>• Cost effective data source to compliment smaller sample HHTS</li> <li>• Supports SRTC's responsibilities to monitor and report on regional system performance trends</li> </ul>
<b>TRAFFIC COUNT DATA</b>	<b>\$50,000</b>	Selected traffic counts at key locations	Coordination with jurisdictions, obtaining permissions/permits as needed. Exact level of effort TBD	<ul style="list-style-type: none"> <li>• Necessary for travel demand model validation</li> <li>• Needed to address gaps in data currently available from partner agencies</li> </ul>
<b>LAND USE ALLOCATION TOOL</b>	<b>\$100,000</b>	A system for management of existing and future land-use data and allocation of countywide population and employment controls to TAZs, taking into account land capacity and recent developments.	0.05 - 0.1 FTE for project management. 0.5 FTE analyst support for tool development (1 year)	<ul style="list-style-type: none"> <li>• Streamlines land use data inputs to the travel demand model</li> <li>• Makes more frequent model updates possible</li> <li>• Modest-cost tool to help agencies allocate their future population and employment projections to TAZs</li> <li>• Keeping land use information more current was a need expressed by several stakeholders during listening sessions</li> </ul>
<b>TRAVEL DEMAND MODEL UPDATES</b>	<b>\$250,000</b>	Update travel model zones, and networks. Calibrate models to survey and passive data. Validate to counts and boardings. Implement a data driven heavy truck model from passive data. Documentation, user's guide and training.	0.05 - 0.1 FTE for project management. 0.25 analyst FTE over 3 months for collection and geocoding available traffic counts from jurisdictions	<ul style="list-style-type: none"> <li>• Federally required regional planning tool</li> <li>• Improves information for regional planning</li> <li>• Makes model more useful to partner agencies</li> </ul>
<b>ONLINE DATA HUB</b>	<b>\$100,000</b>	A regional online data and tools platform to manage and share SRTC's data and tools with the community.	0.05 - 0.1 FTE for project management is assumed, along with additional planner/analyst FTE to periodically update the data and tools as needed. Limited IT support to help maintain the site	<ul style="list-style-type: none"> <li>• Supports SRTC's public information obligations</li> <li>• Data visualization helpful for policy makers</li> <li>• Makes extremely technical model outputs consumable by non-technical audiences (SRTC Board, economic development partners, public, etc.)</li> </ul>

SRTC LAST UPDATED: 1/4/22

Task Subtask

- 1 Household Travel Survey
- 1 1.1 Project Management
- 1 1.2 Public Outreach
- 1 1.3 Survey Design and Sampling Plan
- 1 1.4 Survey Execution
- 1 1.5 Report and Supplemental Materials
- 2 Passive Data Collection
- 2 2.1 Design
- 2 2.2 Passenger Data Processing
- 2 2.3 PassengerData Expansion
- 2 2.4 Freight Data
- 3 Traffic Count Data Collection
- 3 3.1 Analysis
- 3 3.2 Collection
- 4 Travel Demand Model Update
- 4 4.1 Initial Network Assessment
- 4 4.2 Update Model Zones and Network
- 4 4.3 Model Updates
- 4 4.4 Reporting Functions
- 4 4.5 Final Calibration and Validation
- 4 4.5 Documentation
- 4 4.7 Training
- 5 Land Use Allocation Tool
- 5 5.1 Tool Design
- 5 5.2 Tool Development
- 5 5.3 Testing
- 5 5.4 Documentation
- 5 5.5 Training
- 6 Online Data Hub
- 6 6.1 Tool Design
- 6 6.2 Data Processing
- 6 6.3 Implement Site
- 6 6.4 Training



To: Board of Directors  
From: Lois Bollenback, Executive Director  
Topic: **2022 Transportation Planning Presentation Series**

01/06/2022

**Requested Action:**

None. For information and discussion.

**Key Points:**

- SRTC has been interested in developing a more robust process for identifying transportation system needs along with a quantitative evaluation strategy for determining the highest value projects.
- Near the end of calendar year 2021, SRTC approved a Unified List of Regional Transportation Priorities using a series of screening criteria that are consistent with the Metropolitan Transportation Plan as well as transportation goals set forth in Washington statutes.
- During the first half of 2022, staff will conduct a series of discussions with the SRTC Board and Committees to; develop a deeper understanding of transportation topics, seek input and direction from members on key issues, and revisit screening criteria to develop a more data driven evaluation strategy for transportation project prioritization.

**Board/Committee Discussions:**

This is the first in a series of discussions for the SRTC Board and advisory Committees.

**Public Involvement:**

All meetings of the SRTC Board and Advisory Committees are noticed and open to the public.

**More Information:**

- For detailed information contact Lois Bollenback at [lbollenback@srtc.org](mailto:lbollenback@srtc.org) or 509.435.3823

To: Board of Directors  
From: Greg Griffin, Administrative Services Manager  
Topic: **Calendar Year (CY) 2021 Quarterly Budget Update - 4th Quarter**

01/06/2022

**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 Fourth Quarter of 2021 with a balance of \$643,506. The reduction in cash balance results from dedicated local funds for Division Connects and US195-I90 studies being spent down in 2021. Dedicated local funds balance going forward is \$75,878.
- 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 Fourth Quarter (Q4) of actual 2021 revenues and expenditures, as well as a column showing 2020 year to date revenues/expenses for comparative purposes.
- Key revenues and expenditures are as follows:

**Revenues:**

Through Q4 (100% of Calendar Year) of CY 2021 (January – December), SRTC collected \$2,020,240; 76% of the anticipated revenues for the year.

**Expenditures:**

Through Q4 of CY 2021 SRTC spent \$2,105,969; 77% of the total anticipated expenditures for the year as follows:

- Personnel Expenditures: Total personnel expenditures were \$1,219,090 through Q4, or 101 % of the CY 2021 budget amount.
- Contractual and Professional Services: Total services expenditures were \$659,448 year-to- date, or 54% of the total budget amount.
- Materials and Services: Total materials and services expenditures were \$121,904 year-to-date or 99% of the total budget amount.
- Travel, Training, and Staff Development (includes and Subscriptions/Memberships): Total expenditures were \$21,949 thru Q4, or 39% 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 \$83,587 thru Q4, or 61% of the total budgeted amount.

**Board/Committee Discussions:**

The CY 2021 Budget was approved by the Board on December 10, 2020, and staff provide 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: Q4 2021 Budget Summary
- For additional information contact Greg Griffin at [ggriffin@srtc.org](mailto:ggriffin@srtc.org) or 509.343.6370



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

	CY 2021 Approved	CY 2021					Prior Year-to-Date	CY 2021 % of Budget
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year-to-Date		
<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	209,997	103,806	160,074	609,504	689,703	90%
FTA (Federal Section 5303 Funds)	341,177	116,419	53,122	35,019	54,190	258,751	165,490	76%
STBG Planning Funds	350,000	36,749	126,211	106,387	113,159	382,505	344,539	109%
STBG Data & Study Project Funds	627,125	37,066	72,538	18,713	14,219	142,535	292,924	23%
RTPO (State Planning Funds)	144,651	94,008	29,499	13,471	36,234	173,213	131,464	120%
Local Dues	231,406	231,405	-	-	59	231,464	249,798	100%
Grants - Other	-	650	-	-	-	650	48,305	0%
Other Local Study Project Funds (STA 2021 Division Study)	275,000	60,315	101,371	51,670	-	213,355	115,147	78%
Spokane County Treasury Interest		3,318	2,403	1,746	796	8,262	16,987	
<b>TOTAL REVENUES (Received in 2021)</b>	<b>2,734,801</b>	<b>715,557</b>	<b>595,140</b>	<b>330,813</b>	<b>378,731</b>	<b>2,020,240</b>	<b>2,054,357</b>	<b>76%</b>
<b>EXPENDITURES</b>								
<b>Personnel</b>								
Salaries	846,028	196,464	197,032	246,373	241,540	881,410	868,377	104%
Accrued Leave Payouts (includes unemployment)	15,000	11,633	-	2,473	(89)	14,017	4,711	93%
FICA	65,565	16,144	15,259	20,754	18,612	70,770	67,900	108%
WA State Retirement System	107,820	27,184	27,801	24,959	22,685	102,630	107,172	95%
Insurance	166,787	35,372	34,614	45,571	34,698	150,254	144,756	90%
<b>Total Personnel</b>	<b>1,201,200</b>	<b>286,797</b>	<b>274,707</b>	<b>340,130</b>	<b>317,446</b>	<b>1,219,080</b>	<b>1,192,916</b>	<b>101%</b>
<b>Contractual and Professional Services</b>								
Legal Services	35,000	8,272	6,727	7,460	8,632	31,090	25,535	89%
Consultants & Professional Svcs	99,108	7,654	20,111	23,802	377	51,944	81,338	52%
MTP Update	20,000	9,351	-	11,668	4,878	25,897	41,823	129%
Consultant Svcs & Model Development	450,000	23,989	14,755	13,922	6,073	58,738	108,259	13%
Consultant Svcs & I90/US 195 Systems Study	50,000	49,894	11,978	23,015	7,608	92,494	303,091	185%
Consultant & Division St Study	550,000	138,049	125,147	58,264	63,348	384,808	219,477	70%
State Audit Charges	13,000	-	-	13,515	961	14,477	12,215	111%
<b>Total Contractual and Professional Services</b>	<b>1,217,108</b>	<b>237,209</b>	<b>178,717</b>	<b>151,646</b>	<b>91,876</b>	<b>659,448</b>	<b>791,738</b>	<b>54%</b>
<b>Materials and Services</b>								
Publications	500	20	39	52	39	150	156	30%
Postage	300	56	-	55	10	121	261	40%
Operating Supplies	5,000	41	38	1,164	672	1,916	2,350	38%
Minor Furniture	750	-	0	296	315	611	844	81%
Telephone	8,580	1,878	1,835	1,878	1,883	7,474	7,310	87%
Advertising	3,920	551	899	697	709	2,857	1,180	73%
Rent - Office Space	84,700	14,107	22,436	31,053	23,627	91,223	84,764	108%
Rent - Meeting Rooms	500	-	-	653	-	653	100	131%
Lease - Copier	3,400	448	449	640	545	2,081	1,943	61%
Property and Liability Insurance	13,500	-	-	14,509	-	14,509	12,496	107%
Printing	2,000	-	-	59	-	59	-	3%
IF Charges	600	65	69	62	53	250	511	42%
<b>Total Materials and Services</b>	<b>123,750</b>	<b>17,167</b>	<b>25,766</b>	<b>51,119</b>	<b>27,853</b>	<b>121,904</b>	<b>111,914</b>	<b>99%</b>
<b>Travel, Training, and Staff Development</b>								
Mileage & Parking	2,400	5	-	109	395	509	873	21%
Travel / Training (Staff)	45,200	419	1,334	4,367	4,395	10,514	18,326	23%
Educational Speaker Series	-	-	-	-	-	-	-	0%
Board/Staff Retreats, Facilitators, Food	1,200	18	-	1,078	300	1,396	1,705	116%
Dues, Subscriptions, and Memberships	7,000	2,208	1,988	4,436	900	9,531	9,797	136%
<b>Total Travel, Training, and Staff Development</b>	<b>55,800</b>	<b>2,649</b>	<b>3,322</b>	<b>9,989</b>	<b>5,990</b>	<b>21,949</b>	<b>30,701</b>	<b>39%</b>
<b>IT Operations</b>								
IT Professional Svcs	34,200	5,903	7,609	6,150	6,150	25,811	24,041	75%
Software	51,981	30,353	9,092	(2,812)	4,165	40,798	25,431	78%
Hardware - New and Replacement; Repairs/Maint.	38,500	25	90	929	1,862	2,906	10,990	8%
Online Services	12,262	3,203	3,826	3,945	3,098	14,072	12,986	115%
<b>Total IT Services</b>	<b>136,943</b>	<b>39,484</b>	<b>20,617</b>	<b>8,211</b>	<b>15,275</b>	<b>83,587</b>	<b>73,448</b>	<b>61%</b>
<b>TOTAL EXPENDITURES (Paid in 2021)</b>	<b>2,734,801</b>	<b>583,306</b>	<b>503,129</b>	<b>561,095</b>	<b>458,440</b>	<b>2,105,969</b>	<b>2,200,717</b>	<b>77%</b>
<b>CASH BALANCE 12/31/21</b>						<b>643,506</b>	<b>724,300</b>	



# 2022 Draft Board Agenda Items

## FEBRUARY

2024-2026 Call for Projects: Principles of Investment

Transportation Planning Discussion

Equity Framework

DivisionConnects Update

Critical Urban/Rural Freight Corridors (Feb or Mar)

## MARCH

Critical Urban/Rural Freight Corridors (Feb or Mar)

Transportation Planning Discussion

Coordinated Public Transit-Human Services  
Transportation Plan Update

## APRIL

Transportation Planning Discussion

DivisionConnects Update

CY 2022 Q1 Budget Update

### **Action Items**

---

- **2022-2025 Transportation Improvement Program (TIP) January Amendment:** Ms. Jones outlined the 9 projects in the proposed amendment. There was discussion about the difference between TIP administrative modifications and TIP amendments. *The motion to recommend Board approval of the January amendment passed unanimously.*
- **TIP Additional Obligation Authority:** Ms. McMenamy summarized federal obligation authority (OA), the annual OA targets, and the circumstances that led up to the additional funding available for SRTC to award. She shared information about the amounts and types of funding available and spoke about requests for contingency funding received from three member agencies. Staff and the TIP Working Group reviewed projects that are able to deliver by the deadline and have recommended the project list presented as Table 1 in the packet. The group discussed details about two City of Spokane projects and the need for applicants of projects already awarded funds to provide the details about requests for additional funding. *A motion to recommend that the Board award projects in Table 1 to meet member agency requests and assist SRTC in meeting the 2022 Federal Funding Obligation Target passed with all votes in favor.*

### **Information & Discussion Items**

---

- **Spokane Transit Authority Near-Term Investments:** Mr. Otterstrom, STA Director of Planning and Development, explained that STA's financial position and the Infrastructure Investment and Jobs Act has created an opportunity for STA to augment current planned improvements along with continued implementation of STA's Moving Forward plan and other initiatives. He outlined current key initiatives, new initiatives, development of an updated strategic plan and the development of the near-term investment process. The STA Board will be asked to select between two packages of near-term investments at their next meeting.
- **Critical Urban/Rural Freight Corridor Update:** Mr. Fletcher reviewed how the two types of corridors fit into the National Highway Freight Network. WSDOT is working with MPO/RTPOs statewide on an update. He shared information about the update process, the timeline, project prioritization criteria. He presented a list of potential projects from the Unified List process and the MTP and regional freight priority considerations.
- **2024-2026 Call for Projects Overview:** Ms. Jones reported this will be a region-wide call with approximately \$40M of funding available. She outlined the different amounts of funding available in four different categories and described the types of projects eligible for each. More information for member agencies will be out very soon. She said the TTC will be involved in developing proposed principles of investment for consideration by the Board.
- **Agency Update:** Ms. McMenamy announced that starting in January TTC meetings will start at 1:00 instead of 1:30. The Board's Nominating Committee convened and has a recommended slate of candidates to be members of the Transportation Advisory Committee, which will be presented to the Board for consideration in January. Staff will be reaching out to member agencies for information to be included on the bike network.

### ***Action Items***

- **2022-2025 Transportation Improvement Program (TIP) January Amendment:** Ms. Jones outlined the 9 projects in the proposed amendment. *All votes were in favor of a motion to recommend Board approval of the January TIP amendment as presented.*
- **TIP Additional Obligation Authority:** Ms. McMenamy summarized federal obligation authority (OA), the annual OA targets, and the circumstances that led up to the additional funding available for SRTC to award. She shared information about the amounts and types of funding available and spoke about requests for contingency funding received from three member agencies. Staff and the TIP Working Group reviewed projects that are able to deliver by the deadline and have recommended the project list presented as Table 1 in the packet.

The group discussed the proposal to increase the federal portion of projects which have already received partial awards, the CMAQ funding de-obligated by SRHD from the Safe Routes to School program, and the level of confidence of projects being able to obligate by the deadline. *A motion to recommend that the Board award projects in Table 1 to meet member agency requests and assist SRTC in meeting the 2022 Federal Funding Obligation Target passed unanimously.*

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

- **Spokane Transit Authority Near Term Investments:** Ms. Kathleen Weinand, , gave an overview of project status in STA Moving Forward program. She spoke about updating the fare collection system, Division Bus Rapid Transit and fleet electrification. She provided a background of the additional funds made available by the federal infrastructure package and local sales tax revenue and she shared details about proposed projects in two separate packages which the STA Board will be asked to decide upon. Comments included support for free year-round transit passes for youth.
- **2024-2026 Call for Projects Overview:** Ms. Jones described the different funding categories, the estimated amount available in each, and what types of projects qualify for which categories. The TIP Working Group is reviewing the application form and making minor adjustments and in January the Board will discuss principles of investments for this call. There was discussion about what kinds of agencies or organizations can apply for federal transportation funding.
- **Critical Urban/Rural Freight Corridors Update** – Mr. Fletcher summarized again the critical urban and rural freight corridors and described how WSDOT's Rail, Freight, Ports Division has created a working group to work coordinate with state MPOs for this 2022 plan update. He shared the project prioritization
- **DivisionConnects Update** – Ms. Lien shared details about the most recent public engagement push, and the two online maps and questionnaires currently open; the Land Use Storymap and the active transportation planning map. Next steps in the study are an agency workshop, bus rapid transit planning and preliminary engineering work by STA. Members discussed timing of BRT implementation and completion of the NSC.