

Board of Directors Meeting

Thursday, September 8, 2022 at 1:00 PM

Hybrid Meeting

In-Person at SRTC, 421 W Riverside Ave Suite 504, Spokane WA 99201

Online on Zoom

<https://us02web.zoom.us/j/85610864447?pwd=WkgvbzZNYlJhRk5xYk9JYlo3QmovQT09>

Meeting ID: 856 1086 4447 | Passcode: 390338

By Phone 1-253-215-8782 | Meeting ID: 856 1086 4447 | Passcode: 390338

Or find your local number: <https://us02web.zoom.us/j/85610864447?pwd=WkgvbzZNYlJhRk5xYk9JYlo3QmovQT09>

Public comments are welcome; deadline for submitting written comments is 10:00 am on the day of the meeting and can be submitted

- By email to contact.srtc@srtc.org
- By mail to 421 W Riverside Ave Suite 500, Spokane WA 99201
- By phone to 509.343.6370

Verbal comments may be provided during a comment period at the beginning of the meeting.

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

Time	Item	Page #
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1:00	1. Call to Order / Record of Attendance / Excused Absences	
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1:02	2. Public Comments	
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FOR ACTION

1:05	3. Consent Agenda	
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	a) July 14, 2022 Board of Directors Meeting Minutes	3
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	b) July & August 2022 Vouchers	8
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	c) 2022-2025 Transportation Improvement Program September Amendment	10
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	d) SFY 2022-2023 Unified Planning Work Program (UPWP), Amendment	16
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1:10	4. DivisionConnects: Phase 2 Report (<i>Jason Lien</i>)	18
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1:15	5. Safe Streets for All: SRTC Grant Proposal (<i>Mike Ulrich</i>)	21
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1:25	6. Alternate Meeting Location for October Board Meeting (<i>Lois Bollenback</i>)	n/a
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FOR INFORMATION AND DISCUSSION

1:30	7. Transportation Planning Discussion Series: Economic Vitality (<i>David Fletcher</i>)	23
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1:45	8. Unified List of Regional Transportation Priorities: Process & Screening Criteria (<i>Eve McMenamy</i>)	24
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2:05	9. Draft 2023-2026 Transportation Improvement Program (<i>Kylee Jones</i>)	28
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2:10	10. Transportation Improvement Program Obligation Target Update (<i>Kylee Jones</i>)	30
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2:15	11. Draft Calendar Year 2023 Work Plan, Budget & Indirect Cost Plan (<i>Greg Griffin</i>)	31
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2:30	12. Proposed Update to the SRTC Rules of Procedure (<i>Lois Bollenback</i>)	58
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2:40	13. Resolution Establishing Administrative Committee (<i>Lois Bollenback</i>)	77
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FOR INFORMATION

	14. Executive Director's Report (<i>Lois Bollenback</i>)	81
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	<ul style="list-style-type: none"> • Overview of Transportation Technology Workshop 	
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	<ul style="list-style-type: none"> • Public Outreach/Events Update 	
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	15. Coordinated Public Transit-Human Services Transportation Plan Update (<i>Jason Lien</i>)	85
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DISCUSSION

2:45	16. Board Member Comments	
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2:55	17. Adjournment	
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Attachments: Future Board Agendas, Summaries of 8/24/22 Transportation Technical Committee & Transportation Advisory Committee meetings	86
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MEETING MINUTES

Spokane Regional Transportation Council

Board of Directors Meeting – Thursday July 14, 2022

The Hive, 2904 E Sprague Ave, Spokane WA 99202 and on Zoom

1 Call to Order/Record of Attendance/Excused Absences

Chair Paul Schmidt brought the meeting to order at 1:01 pm and roll was taken.

IN ATTENDANCE

Board Members:

Council Member Paul Schmidt, *City of Cheney* (Chair)
 Council Member Betsy Wilkerson, *City of Spokane* (Vice-Chair)
 Council Member Jennifer Morton, *City of Airway Heights*
 Council Member Dee Cragun, *City of Deer Park*
 Mayor Cris Kaminskis, *City of Liberty Lake*
 Mayor Terri Cooper, *City of Medical Lake*
 Mayor Kevin Freeman, *City of Millwood*
 Council Member Betsy Wilkerson, *City of Spokane*
 Mayor Pam Haley, *City of Spokane Valley*
 Council Member Rod Higgins, *City of Spokane Valley*
 Sev Jones, *Kalispel Tribe of Indians*
 Matt Ewers, *Rail/Freight Representative*
 Susan Meyer, *Spokane Transit Authority*
 Council Member Tiger Peone, *Spokane Tribe of Indians*
 Rhonda Young, *Transportation Advisory Committee Chair*
 Inga Note, *Transportation Technical Committee Chair*
 Mike Gribner, *WSDOT-Eastern Region*
 Kelly Fukai, *WA State Transportation Commission*

Guests:

Char Kay, *WSDOT-Eastern Region*
 Larry Larson, *WSDOT-Eastern Region*
 Paul Kropp
 LeAnn Yamamoto, *CommuteSmartNW*
 Kevin Picanco, *City of Spokane*
 Katherine Miller, *City of Spokane*
 Karen Corkins, *S3R3*
 Francis SiJohn, *Spokane Tribe of Indians*
 Adam Jackson, *City of Spokane Valley*
 Brandi Colyar, *Spokane County*
 Sean Messner, *Civ Tech*

Staff:

Lois Bollenback, *Executive Director*
 Eve McMenamy, *Deputy Executive Director*
 Ryan Stewart, *Principal Transportation Planner*
 Jason Lien, *Principal Transportation Planner*
 David Fletcher, *Principal Transportation Planner*
 Kylee Jones, *Assoc. Transportation Planner III*
 Michael Redlinger, *Assoc. Transpo. Planner II*
 Greg Griffin, *Administrative Services Manager*
 Julie Meyers-Lehman, *Admin-Exec Coordinator*
 Megan Clark, *Legal Counsel*

Chair Schmidt noted that excused absences had been requested by Micki Harnois, Doug Yost, and Zack Zappone.

Commissioner French made a motion to approve the excused absences. Council Member Wilkerson seconded. Motion passed unanimously.

2 Public Comments - There were no comments.

ACTION ITEMS

3 Consent Agenda

- a) June 2022 Meeting Minutes
- b) June 2022 Vouchers
- c) Cancellation of August Board Meeting

Chair Schmidt noted there was a correction submitted for the minutes; Char Kay was in attendance at the June meeting.

Council Member Higgins made a motion to approve the Consent Agenda with the correction to the June minutes. Commissioner French seconded. Motion passed unanimously.

Executive Session

Chair Schmidt said there would be a two-minute recess to allow staff time to modify the virtual meeting settings, then the Board would go into Executive Session for the purpose of discussion of the performance of a public employee; the Executive Session would last approximately 10 minutes.

- The meeting went into recess at 1:06 and the Board went to Executive Session at 1:08.
- At 1:20 Chair Schmidt announced Executive Session would be extended 5 more minutes.
- Executive Session ended at 1:26 then there was a two-minute recess allow staff to restore the virtual meeting back to regular session.
- The regular meeting resumed at 1:29.

4 Committee Recommendation of Salary Adjustment for Executive Director

Ms. Meyer stated that based on the performance of the Executive Director, her qualifications and desire of the Board to retain Ms. Bollenback in this position, she recommends approval of Resolution 22-08 which outlines a pay increase of 8% to \$151,200 to be effective 07/15/2022 and for the salary and performance to be reviewed again as part of the annual cycle of staff evaluations for SRTC CY2023 budget.

Ms. Meyer made a motion to approve Resolution 22-08; Council Member Higgins seconded. Motion passed unanimously.

5 2024-2026 TIP Call for Projects

Ms. Jones recapped the timeline of recent funding discussions by the Board and committees, summarized the call for projects application and scoring process, and shared input by the TTC and TAC regarding funding allocations. She spoke about the differences in the 2018 and 2022 calls for projects applications, noting that (in reference to the *Pines Rd/BNSF Grade Separation* project) it was not typical to receive a single application requesting such a large portion of the total funding available. She addressed other important programming considerations such as the federal obligation target, principles of investment, and noted that the TIP Guidebook contains policies to assist in redistribution of de-obligated funds.

She compared the differences in program of projects in Option 1 and Option 2; based on Board feedback last month. Option 1 was developed to allocate as close to \$10M as possible for the *Pines Rd/BNSF Grade Separation* project (to meet the cities funding request) while still maintaining geographic diversity. Option 2

funded Pines Rd.BNSF Grade Separation at a level consistent with previous funding calls at roughly \$6 million and distributing funds to additional projects.

The group discussed and comments included:

- Clarification about use of toll credits for City of Medical Lake's Lake St ADA Upgrades project.
- Possibly of moving funding from Barker Corridor project to Pines Rd/BNSF Grade Separation.

Commissioner French made a motion to approve Resolution #22-09 to establish a 2024-2026 Program of Projects as represented in Option 2 as shown in Attachment 2. Council Member Higgins seconded. Motion passed unanimously.

6 Freight Mobility Strategic Investment Board Priorities

Mr. Fletcher shared a background of the state legislature's directive to FMSIB to develop a statewide prioritized list of freight investments. The process includes obtaining input from Metropolitan Planning Organizations regarding freight project data and regional freight investment priorities. He noted that no funding source is currently tied to this list development, but it may be available in the future.

Mr. Fletcher summarized the list development process and FMSIB target areas specified. He described the method by which SRTC staff and volunteer TTC members developed a process to prioritize regional freight projects utilizing a series of criteria and then narrowing the focus to current priorities. He then presented two different options for prioritization, based on this process.

Option A prioritized projects using just criteria identified by FMSIB. Option B added SRTC's regional prioritization activities to the base of FMSIB criterion (for example Horizon 2045, the Unified List of Regional Transportation Priorities, Freight Priority Network, and project readiness).

Mr. Fletcher said both the Transportation Technical Committee and Transportation Advisory Committee recommended submitting the shorter, more focused list of projects to FMSIB, but also including of the entire list of all projects in order to demonstrate the total regional freight need.

The group discussed whether it would be better to narrow down the list even further to just two or three projects or to submit the list as presented. Comments included:

- Concern that the list contains some projects that didn't score very high overall.
- The Board should keep in mind that the longer list contains a mix of different projects which could align with the future FMSIB priorities that might be different.
- The FMSIB process has changed quite a bit from the past and is now more politically driven; it is also unknown what future FMSIB priorities might be when the funding becomes available. Having a broader list of regional freight priorities is likely to be able to address whatever changes in priorities might occur.

Mr. Ewers made a motion to approve Resolution #22-10, establishing a regional priority freight projects list for submittal to FMSIB as shown in Attachment 1, along with a secondary list of investments demonstrating the extent of the region's freight related needs. Commissioner French seconded. Motion passed unanimously.

7 Appoint Budget Committee

Ms. Bollenback stated that typically the Administrative Committee reviews the draft budget; the Interlocal Agreement Implementation Committee is still in the process of developing draft roles and responsibilities for the Administrative Committee and will not be done before the budget process starts. Therefore, volunteer Board members are needed to review the draft CY 2023 budget and indirect cost plan and to make a recommendation to the Board.

Chair Schmidt stated he and the Vice Chair, Council Member Wilkerson, should be part of this group. Mr. Gribner, Ms. Fukai, Commissioner French, and Ms. Meyer also volunteered.

Commissioner French made a motion to approve Resolution #22-11 establishing a Budget Committee. Council Member Higgins seconded. Motion passed unanimously.

INFORMATION & DISCUSSION ITEMS

8 DivisionConnects: Presentation of Draft Final Report

Mr. Lien reported that Phase 2 of the study has been completed; he outlined the scope of work done for Phase 2 including land use planning, planning for active transportation, and continued public engagement. The elements coming out of Phase 2 include land use node profiles, a visual sourcebook of development types, active transportation project recommendations, and travel demand modeling. He reviewed some of the travel demand model findings and outreach activities. The final report for Phase 2 is named DivisionConnects Vision and Implementation Strategy, and it is posted on the DivisionConnects.org website. He said the Board will be asked to approve the DivisionConnects Vision and Implementation Strategy in September.

Board member comments included;

- Increase in transit ridership on this corridor can only occur with an increase in development along the corridor.
- The City is aware of land use and zoning changes needed to increase density along the corridor
- Ms. Meyer encouraged members to read the final report; STA, WSDOT and others also contributed to this joint effort and it was very well done. She shared details about the DivisionConnects Steering Committee.

9 Safe Streets and Roads for All: SRTC Grant Proposal

Mr. Ulrich explained that Safe Streets and Roads for All (SS4A) is a new \$5B federal grant program created through the Bipartisan Infrastructure Law. The purpose of the program is to improve roadway safety by significantly reducing or eliminating roadway fatalities and serious injuries for all users and all modes.

He explained that to be eligible for implementation (projects) funding, an applicant must have an adopted action plan. An action plan must include a commitment from the SRTC Board to zero traffic related deaths in Spokane County. The purpose of the grant is to develop a regional safety action plan. He said the exact amount of requested grant funding is not known definitively at this time. He said staff is seeking direction

from the Board about whether SRTC should submit an application to the program and pursue development of a regional safety action plan; the application deadline is 9/15/22.

The group discussed the grant opportunity and comments included:

- The amount of funding SRTC will request is not known at this time, but will be developed if the board directs staff to develop a proposal.
- The action plan does not need to be complete by the application deadline.
- It is likely that the next state revenue package will have a focus on transportation safety.
- There are some funding programs, such as Highway Safety Improvement Program, that require a local safety plan be in place. Right now, only City of Spokane, City of Spokane Valley and Spokane County have safety plans. If there was a regional safety plan in place, the other municipalities and agencies could become eligible for this type of funding.

INFORMATION – Written Reports

The following items were submitted as written reports only; no presentations were given. Chair Schmidt called for any questions or discussion on any the items and there were none.

10 Executive Director’s Report

11 CY 2022 2nd Quarter Budget Update

12 CY 2023 Membership Contributions

13 Coordinated Public Transit – Human Services Transportation Plan Update

14 Equity Framework Update

15 Unified Planning Work Program Amendment

16 Board Member Comments

Ms. Meyer announced that STA’s long-time legal counsel, Ms. Laura McAloon is leaving Spokane and moving to Nebraska. STA will hold a recognition for her next week.

12 Adjournment

There being no further business, the meeting adjourned at 2:50 pm.

Julie Meyers-Lehman, Clerk of the Board

VOUCHERS PAID FOR THE MONTH OF JULY 2022

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
7/1/22	V121883	Rehn & Associates	Staff Payroll Deduction F.S.A/H.S.A Contributions: Pay Period 2022-13	310.00
	V121884	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for July 2022	7,009.92
	V121885	Rehn & Associates	Q-3 2022 Agency H.S.A. contributions LB, GG, JL, MR	2,000.00
7/15/22	V121886	Visionary Communications, Inc.	Fiber Services, July 2022	986.96
	V121887	WA State Dept of Retirement	Employee and Employer Contributions: June 2022	12,867.39
	V121888	Intermax Networks	VOIP telecom July 2022	252.89
	V121889	EMLVO P.C.	May'22 legal svcs: Board mtg; TAC/TTC Bylaws; Parliamentary Procedure	1,400.00
	V121890	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2022-14	310.00
	V121891	Washington Trust Bank	Sftwr subscpts; Office splys/eqpt; Admin phone	567.18
	V121892	The Fig Tree	Advertising in Directory of Community Resources	115.00
	V121893	Intrinium	Managed IT Services - Mnthly July	8,345.00
	V121894	Lois Bollenback	Mileage reimburse for 2/18/22 - 6/30/22	142.74
	V121895	Rehn & Associates	Admin fee June '22	75.00
	V121896	Greater Spokane Inc	Renewal of annual membership dues	775.00
	V121866	Intrinium	MS Migration / Server Decomission	11,700.00
	V121897	Associated Industries	Q-3 2022 membership dues	395.75
	V121898	Parametrix	Division St Corridor Study 5/1/22 - 5/28/22	36,256.45
7/26/22	V121899	AWC Employee Benefit Trust	August '22 Benefit Insurance Premiums	10,331.08
	V121900	DIVCO	Shut down server room cooler and water supply	125.35
	V121901	Kylee Jones	Tuition reimburse Spring Qtr'22	1,601.00
	V121902	Parametrix	Division St Corridor Study 4/3/22 - 4/30/22	80,870.39
	V121903	Pacific Office Automation	Copier Lease/Usage June 2022	183.65
	V121904	WA State Auditor's Office	CY 2021 Accountability & Financial Audit billing #3	2,554.20
	V121905	McAloon Law PLLC	Legal Svcs for ETS Grant discussions (June'22)	344.50
	V121906	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2022-15	310.00
	V121907	EMLVO P.C.	June'22 legal svcs: Board mtg; GMA Joint Planning Interlocal review	825.00
	V121908	Vision Municipal Solutions	GG reg for Annual users conference	475.00
	V121909	AMPO	Membership dues for 7/1/22 to 6/30/23	2,796.38
	V121910	Resource Systems Group	Proj 21105 Tasks 2,3,4,5,6 - D.A.T.A. Project - May 2022	41,729.84
	V121911	Lois Bollenback	LB Reimbursement for travel to IJA working group mtgs; Seattle, July 7/8/15th	1,164.91
	V121912	Downtown Spokane Partnership	Renewal of annual membership dues thru 8/1/23	575.00
		Reimbursement(s) PTV software City Spokane Valley; Nat Assoc Chronic Disease Dir (Walkability)		\$ (3,899.03)
		Salaries/Benefits Pay Periods Ending: 6/25/22, 7/9/22 & 7/23/22		\$ 112,324.25
6/30/22		Spokane County Treasury Monthly SCIP fee - June 2022		\$ 19.58

TOTAL July 2022 \$ 335,840.38

Recap for July 2022:

Vouchers: V121883 - V121912	\$ 223,496.55
Salaries/Benefits Pay Periods Ending: 6/25/22, 7/9/22 & 7/23/22	\$ 112,324.25
Spokane County Treasury Monthly SCIP fee - June 2022	\$ 19.58
	\$ 335,840.38

As of 8/11/22, the Spokane Regional Transportation Council Board of Directors approves the payment of the July 2022 vouchers included in the list in the amount of:
\$335,840.38

Chair

VOUCHERS PAID FOR THE MONTH OF AUGUST 2022

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
8/5/22	V121913	Rehn & Associates	Admin fee July '22	75.00
	V121914	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for August 2022	6,875.33
	V121915	Enduris	2023 Policy Year ending 8-31-23	15,583.00
	V121916	Visionary Communications, Inc.	Fiber Services, August 2022	986.96
	V121917	WA State Dept of Retirement	Employee and Employer Contributions: July 2022	12,227.33
	V121918	Intermax Networks	VOIP telecom August 2022	252.89
	V121919	Parametrix	Division St Corridor Study 5/29/22 - 7/2/22	32,719.19
8/12/22	V121920	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2022-16	310.00
	V121921	Washington Trust Bank	Sftwr subscpts; Office splys/eqpt; Admin phone; Conf travel/reg; Panelist travel/food	5,313.65
	V121922	EMLVO P.C.	July'22 legal svcs: Board mtg; Executive Session procedure review	950.00
	V121923	Intrinium	Managed IT Services - Mnthly August	2,041.00
	V121924	McAloon Law PLLC	Legal Svcs for ETS Grant discussions (June'22)	662.50
	V121925	Spokesman Review	Public Notices for Transportation Panel discussions	282.44
8/26/22	V121926	Intrinium	Cloud Migration work and Azure cloud usage July '22	2,925.00
	V121927	Intrinium	July'22 Azure Cloud usage	689.60
	V121928	Greg Griffin	Reimbursement for Wellness event supplies	41.34
	V121929	Julie Meyers-Lehman	Reimbursement for Edu Series supplies and get well card	18.67
	V121930	AWC Employee Benefit Trust	Sept '22 Benefit Insurance Premiums	10,331.08
	V121931	American Planning Association	APA dues renewal for KJ	236.00
	V121932	American Planning Association	APA dues renewal for MU	575.00
	V121933	NW Unity	Booth registration for Unity in the Community event	150.00
	V121934	Pacific Office Automation	Copier Lease/Usage July 2022	153.55
	V121935	WA State Auditor's Office	CY 2021 Accountability & Financial Audit billing #4	812.70
	V121936	Randy Iwasaki	Travel reimbursement for Transportation Technology panelist	639.79
	V121937	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2022-17	310.00
	V121938	Voided	Voided	-
	V121939	Adrian Pearmine	Travel reimbursement for Transportation Technology panelist	367.51
	V121940	Eve McMenamy	Mileage reimbursement for 5/9/22 thru 7/11/22	90.73
	V121941	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for September 2022	6,866.40
		Reimbursement(s)	Allstream Telecom; AWC Benefit Trust travel	\$ (450.97)
		Salaries/Benefits	Pay Periods Ending: 6/25/22, 7/9/22 & 7/23/22	\$ 75,093.89
7/31/22		Spokane County Treasury	Monthly SCIP fee - July 2022	\$ 18.88

TOTAL August 2022 \$ 177,148.46

Recap for August 2022:

Vouchers: V121913 - V121941	\$ 102,035.69
Salaries/Benefits Pay Periods Ending: 6/25/22, 7/9/22 & 7/23/22	\$ 75,093.89
Spokane County Treasury Monthly SCIP fee - July 2022	\$ 18.88
	\$ 177,148.46

As of 9/8/22, the Spokane Regional Transportation Council Board of Directors approves the payment of the August 2022 vouchers included in the list in the amount of:
\$177,148.46

Chair

To: Board of Directors 09/01/2022

From: Kylee Jones, Associate Transportation Planner III

TOPIC: Calendar Year (CY) 2022-2025 TRANSPORTATION IMPROVEMENT PROGRAM (TIP), AMENDMENT

Requested Action:

Approve Resolution R-22-12 (**Attachment 2**) adopting the CY 2022-2025 TIP Amendment.

Key Points:

Six agencies have requested an amendment to the CY 2022-2025 TIP for the following twelve projects.

Agency	Project
<ul style="list-style-type: none">City of Airway HeightsCity of Spokane	S.R 2 Pedestrian and Multimodal Enhancements Pacific Avenue Greenway US 195/Meadowlane Fish Lake Trail Connection to Centennial Trail Sunset Hwy (US2) Bicycle Facilities/Shared Use Path Wellesley Ave. - Freya to Havana
<ul style="list-style-type: none">City of Spokane ValleySpokane CountyWSDOT	S. Barker Rd. ROW Acquisition Bigelow Gulch Project 2 S 395/NSC Spokane River Crossing US 2/Sunset Interchange - Illumination Replacement I-90/Sprague I/C TO SR 904 I/C - Illumination Rebuild
<ul style="list-style-type: none">City of Millwood	Argonne Road, Empire to Liberty Congestion Relief

Board/Committee Discussions:

On 08/24/22 the Transportation Technical Committee (TTC) and the Transportation Advisory Committee (TAC) unanimously recommended Board approval. However, the funding opportunity for the *Argonne Road, Empire to Liberty Congestion Relief* project became available after the TTC and TAC meetings; therefore, the committee actions did not include this project. The public comment period was extended to accommodate the addition of this project.

Public Involvement:

The proposed amendment was published for a public review and comment period from 08/18/2022 through 09/03/2022. On 08/18/2022 and 08/25/2022 notice of the amendment was published in the Spokesman Review, posted to the SRTC website (www.srtc.org), and posted to social media platforms. Public comments received during the comment period follow this memo.

Staff Contact: Kylee Jones, SRTC | kjones@srctc.org | 509.343.6370

2022-2025 Transportation Improvement Program

September Amendment (22-09)

Agency	Project Title Amendment Description	Funding Adjustment		Amendment	
				New Project	Existing Project
City of Spokane	Pacific Avenue Greenway Design and build a Neighborhood Greenway along Pacific Avenue and two blocks of alley between Howard Street. and Sherman Street. Includes two new traffic signals at the Browne and Division intersections.	Federal (TAP & CMAQ)	\$ 3,496,000	✓	
		Local	\$ 1,761,000		
		Total	\$ 5,257,000		
City of Spokane	US 195 / Meadowlane Intersection improvements at the US-195/Meadowlane intersection including a J-turn at the north end, and relocate the west leg of the Meadowlane intersection to be in line with Eagle Ridge Boulevard.	Federal (STBG)	\$ 1,607,240	✓	
		Local	\$ 809,760		
		Total	\$ 2,417,000		
City of Spokane	Fish Lake Trail Connection to Centennial Trail Finalize design and build a shared-use path connection from the Fish Lake Trailhead near Lindeke to the Centennial Trail via Sandifur Bridge.	Federal (TAP & STBG)	\$ 4,162,934	✓	
		Local	\$ 768,786		
		Total	\$ 4,931,720		
City of Spokane	Sunset Hwy (US2) Bicycle Facilities/Shared Use Path Construct shared use path along Sunset between Deer Heights and Royal; Construct sidewalk segments to support transit stop locations.	Federal (STBG)	\$ 4,437,000	✓	
		Local	\$ -		
		Total	\$ 4,437,000		
Spokane County	Bigelow Gulch Project 2 Adds \$6M in NHFP federal funding and reduces local match.	Federal (STBG & NHFP)	\$ 6,174,920		✓
		State (CRAB & FMSIB)	\$ 2,520,000		
		Local	\$ 1,604,250		
		Total	\$ 10,299,170		
Spokane Valley	S. Barker Rd. ROW Acquisition Property acquisitions for corridor improvements.	Federal (DEMO)	\$ 2,249,000	✓	
		Local	\$ 351,000		
		Total	\$ 2,600,000		

City of	Wellesley Ave. - Freya to Havana	Federal (DEMO&NHFP)	\$	3,620,000	✓
Spokane	Full reconstruction of Wellesley Ave. within the project limits, widening for turn lanes at intersections. Includes new sidewalk, ADA ramps, lighting, drainage improvements and bike facilities.	Local	\$	700,000	
		Total	\$	4,320,000	
Airway	S.R 2 Pedestrian and Multimodal Enhancements	Federal (STBG)	\$	876,991	✓
Heights	Project design for the pedestrian, and parking improvements along U.S. Highway 2 and roundabouts at Lundstrom Street and Lawson Street	Local	\$	136,871	
		Total	\$	1,013,862	
WSDOT	S 395/NSC Spokane River Crossing	State (CWA)	\$	92,178,544	✓
	Increased total project cost and state funding on project	Local	\$	-	
		Total	\$	92,178,544	
WSDOT	US 2/Sunset Interchange - Illumination Replacement	Federal(STP)	\$	1,362,390	✓
	Increased total project cost. Increased federal funding and local match on project	Local	\$	27,804	
		Total	\$	1,390,194	
WSDOT	I-90/Sprague I/C TO SR 904 I/C - Illumination Rebuild	Federal (NHPP)	\$	1,736,289	✓
	Increased total project cost. Increased federal funding and local match on project	Local	\$	35,434	
		Total	\$	1,771,723	
City of	Argonne Road, Empire to Liberty Congestion Relief	Federal (CMAQ & STBG)	\$	3,710,168	✓
Millwood	Added \$1.4M WSDOT Local Programs funding for project, reduced CMAQ funding to reflected amount remaining in 2022.	Local	\$	505,358	
		Total	\$	4,215,526	

TAP Transportation Alternative Program
 CMAQ Congestion Mitigation Air Quality
 NHFP National Highway Freight Program
 NHPP National Highway Performance Program
 FMSIB Freight Mobility Strategic Investment Board

STBG/STP Surface Transportation Block Grant
 CRAB County Road Administration Board
 DEMO AID Demonstration Project
 CWA Connecting Washington

RESOLUTION
of the BOARD OF DIRECTORS
of the

SPOKANE REGIONAL TRANSPORTATION COUNCIL

R-22-12

**APPROVING AN AMENDMENT TO THE CY 2022-2025
TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

WHEREAS, the Spokane Regional Transportation Council (SRTC Board) 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 is responsible for developing a 4-year Transportation Improvement Program (TIP)

WHEREAS, the CY 2022-2025 TIP has been developed under the direction of the SRTC Board in consultation with local government staff, Washington State Department of Transportation (WSDOT), Spokane Transit Authority (STA), and with input from various groups and members of the general public; and

WHEREAS, the SRTC Board approved the CY 2022-2025 TIP on October 14, 2021; and

WHEREAS, the SRTC Board has made the proposed amendment(s) to the CY 2022-2025 TIP available for public comment, and

NOW THEREFORE, BE IT RESOLVED that the Board of the Spokane Regional Transportation Council adopts the proposed amendments to the CY 2022-2025 TIP to be incorporated into the Statewide Transportation Improvement Program (STIP) of Washington State.

ADOPTED: September 8, 2022

Paul Schmidt, Council Member, City of Cheney
Chair, SRTC Board of Directors

ATTEST

Julie Meyers-Lehman, Clerk of the Board

Public Comments Received

TOPIC: 2022-2025 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) SEPTEMBER AMENDMENT

Project	Name	Date Received	Method Received
Wellesley Ave – Freya to Havana	Tim Sweet	08/29/2022	Email

Comment

I read with interest the blurb in today's paper regarding the potential improvements to Wellesley Ave between Freya and Havana. As someone who has maintained a business presence on East Wellesley since 1990, I can attest to the need. The road surface has had no real improvements during this period and is essentially blown up; major potholes, patches on patches and no storm drainage. While there is a continued interest by many parties to promote development in this area, the city has not done enough to welcome potential investors. Having an improved arterial accessing this neighborhood in concert with the completion of the NSF/Wellesley interchange would go a long way toward helping with this goal. As a side note, it will be critical to address the connection to the proposed Beacon Hill development to the east and how the Valley Springs road will interface with Wellesley Ave (straightening and/or land acquisition?). I will be looking forward to more details regarding these plans and the timing for such improvements.

Project	Name	Date Received	Method Received
Pacific Avenue Greenway	Jim Wilson	08/29/2022	Email

Comment

My name is Jim Wilson. I am a founder of Northern Capital Management. I have lived in Spokane most of my life and attended Whitworth University.

I do not have your credentials, but from my perspective the proposed solution for the Division/Pacific corridor (green belt) is a poor attempt to address the dangers of this pedestrian crossing. It may well provide the solution planners seek - i.e. safer crossing - and seems consistent with how the current city council approaches issues. From a business perspective, it illustrates a fundamental lack of economic understanding about the lifeblood of our community.

At present, most who transit this route on foot are homeless, making their way to and from Catholic Charities and other facilities. I have witnessed this procession for years while playing security guard for my daughter, who trains at Ballet Arts at Pacific and Browne. The current and proposed crossings cut the life blood of responsible citizens attempting to go about their daily lives in order to provide a more convenient transit point. This includes parents running on tight schedules to pick up children, businesspeople engaged in commerce and those trying to get to work.

I suggest some type of overpass or underpass as a better solution. It would likely require a scaled down project and more money.

A decision to block heavily travelled vehicle arterials in favor of those not willing to walk a block South or North to existing crosswalks makes no economic sense. Please reconsider this proposal. I believe it well-intended, but poorly thought out.

Supporting Information**TOPIC: CY 2022-2025 TRANSPORTATION IMPROVEMENT PROGRAM (TIP), AMENDMENT**

- 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.
- 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 amendment will be incorporated into the STIP on or around 10/15/2022.

To: Board of Directors 09/01/2022

From: Eve McMenamy, Deputy Executive Director

TOPIC: STATE FISCAL YEAR (SFY) 2022-2023 UNIFIED PLANNING WORK PROGRAM (UPWP), AMENDMENT

Requested Action:

Approve Resolution R-22-13 (**Attachment**), adopting [SFY 2022-2023 UPWP, Amendment](#).

Key Points:

- Spokane Transit Authority is adding a new project to their work program, Division Street Bus Rapid Transit (BRT) Corridor Land Use and Infrastructure Plan, which necessitates an amendment to the SRTC SFY 2022-2023 UPWP, Appendix C page 52.
- The SRTC UPWP is the foundational document outlining SRTC's core functions, planning studies, technical support, other ongoing planning activities, and anticipated revenue and expenditures to conduct agency work over a two-year period.
- The UPWP also includes major planning activities, expected outcomes, funding types, and timelines identified by our partners at Spokane Transit Authority (STA) and Washington State Department of Transportation-Eastern Region which are included in the UPWP appendices.
- SRTC and WSDOT are not seeking any adjustments in this UPWP amendment.
- Amendments to the UPWP require approval by the SRTC Board of Directors.

Board/Committee Discussions:

This was presented as an informational item for review by the Board in the July agenda. Both the Transportation Technical Committee and Transportation Advisory Committee unanimously recommended Board approval of the UPWP amendment at their August meetings.

Public Involvement:

All meetings at which the SFY 2022-2023 UPWP Amendment will be presented are open to the public.

Staff Contact: Eve McMenamy, SRTC | evemc@srtc.org | 509.381.9466

RESOLUTION
of the BOARD OF DIRECTORS
of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-22-13

APPROVING THE SFY 2022-2023 UNIFIED PLANNING WORK PROGRAM, AMENDMENT

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 U.S. Department of Transportation planning regulations require the preparation and biennial endorsement of the Unified Planning Work Program (UPWP); and

WHEREAS, this document describes ongoing and proposed transportation planning activities for SRTC according to task, anticipated major milestones and deliverables, budget, and funding sources; and

WHEREAS, this document includes ongoing and proposed transportation planning activities for our partners Spokane Transit Authority and Washington State Department of Transportation, Eastern Region; and

WHEREAS, this is the first amendment to the State Fiscal Year (SFY) 2022-2023 UPWP approved by the SRTC Board on June 10, 2021; and

WHEREAS, the Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC) recommended approval to the SRTC Board.

NOW, THEREFORE BE IT RESOLVED, that SRTC Board does hereby adopt SFY 2022-2023 UPWP, Amendment One.

PASSED and APPROVED on this 8th day of September 2022 by the Spokane Regional Transportation Council Board of Directors.

Paul Schmidt, Council Member, City of Cheney
Chair, SRTC Board of Directors

ATTEST

Julie Meyers-Lehman, Clerk of the Board

To: Board of Directors

09/01/2022

From: Jason Lien, Principal Transportation Planner

TOPIC: APPROVAL OF DIVISIONCONNECTS VISION AND IMPLEMENTATION STRATEGY PHASE 2 REPORT

Requested Action:

Approve Resolution R-22-14 (**Attachment**), adopting the DivisionConnects Vision and Implementation Strategy Phase 2 Report.

Key Points:

- DivisionConnects is a multi-jurisdictional study to analyze future improvements to the Division Street corridor as the North Spokane Corridor is completed. Phase 1 of the study focused on selecting a preferred alternative for bus rapid transit (BRT). Phase 2 focused on supportive active transportation projects and land use.
- Final reporting for Phase 2 is contained in the DivisionConnects Vision and Implementation Strategy, completed in July 2022. Key content includes preliminary design information for active transportation projects, profiles of land use opportunity around BRT station locations, and travel demand modeling analysis based on modified land use scenarios along Division Street.
- The DivisionConnects Vision and Implementation Strategy and Appendices are posted under “Study Reports/Documents” at divisionconnects.org. Direct links to key content are:
 - [DivisionConnects Vision and Implementation Strategy](#)
 - [Appendix I: Active Transportation Project Recommendations](#)
 - [Appendix L: Land Use Node Information Sheets](#)
 - [Appendix M: Land Use Visual Sourcebook](#)
 - [Appendix N: Phase 2 Land Use Modeling Results and Analysis](#)
- Staff will highlight the report and request its approval through the attached resolution.

Board/Committee Discussions:

The TTC and TAC were last updated in June 2022. The Board received a presentation on the Phase 2 Report in July.

Public Involvement:

The study was guided by a team of stakeholders and there was extensive public involvement throughout the two-year process.

Staff Contact: Jason Lien, SRTC | jlien@srtc.org | 509.343.6370

RESOLUTION
of the BOARD OF DIRECTORS
of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-22-14

**APPROVING THE
DIVISIONCONNECTS VISION AND IMPLEMENTATION STRATEGY – PHASE 2 REPORT**

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

WHEREAS, SRTC jointly managed a study of the Division Street corridor with Spokane Transit Authority, known as DivisionConnects, that analyzed all modes of transportation and land use; and

WHEREAS, WSDOT, STA, and SRTC contributed financially to the study; and

WHEREAS, the SRTC Board approved the Division Street Corridor Development Plan from Phase 1 of the study on June 10, 2021, which documents the analysis and selection of a locally preferred alternative for bus rapid transit along Division Street; and

WHEREAS, Division Bus Rapid Transit is a regionally significant project identified in the Metropolitan Transportation Plan, Horizon 2045; and

WHEREAS, the Phase 2 report, known as the DivisionConnects Vision and Implementation Strategy, was completed in July 2022 and contains active transportation project recommendations, information on land use, and travel demand modeling in support of future investment in bus rapid transit; and

WHEREAS, the DivisionConnects study was conducted with input from STA, WSDOT, City of Spokane, and Spokane County staff, the study Steering Committee, public outreach activities, and regular updates to the SRTC Board; and

WHEREAS, approval of the DivisionConnects Vision and Implementation Strategy provides support for the corridor recommendations documented in the report and provides direction for development of future Capital Improvement Programs and land use planning by local jurisdictions.

NOW THEREFORE, BE IT RESOLVED BY THE Board of Directors of the Spokane Regional Transportation Council of Washington that:

1. The DivisionConnects Vision & Implementation Strategy – Phase 2 Report is hereby adopted.

PASSED and APPROVED this 8th day of September 2022 by the SRTC Board of Directors of the Spokane Regional Transportation Council of Washington.

Paul Schmidt, Council Member, City of Cheney
Chair, SRTC Board of Directors

ATTEST

Julie Meyers-Lehman, Clerk of the Board

To: Board of Directors

09/01/2022

From: Mike Ulrich, Principal Transportation Planner

TOPIC: SAFE STREETS AND ROADS FOR ALL: SRTC GRANT PROPOSAL

Requested Action:

Approve Resolution R-22-15 (**Attachment**) directing staff to apply to the Safe Streets and Roads for All grant program to develop a regional safety action plan.

Key Points:

- The recently passed Bipartisan Infrastructure Law (BIL) includes a new grant program called Safe Streets and Roads for All (SS4A).
- The SS4A program is a discretionary program with \$5 billion in appropriated funds over the next 5 years and makes funds available to develop action plans or implementation plans.
- The purpose of SS4A grants is to improve roadway safety by significantly reducing or eliminating roadway fatalities and serious injuries through safety action plan development and implementation focused on all users, including pedestrians, bicyclists, public transportation users, motorists, personal conveyance and micromobility users, and commercial vehicle operators.
- To be eligible for implementation (projects) funding, an applicant must have an adopted action plan.
- Action Plan Grant awards will be based on estimated costs, with an expected minimum of \$200,000 for all applicants, and an expected maximum of \$5,000,000 for a metropolitan planning organization.
- The total project budget is estimated to be \$500,000. If SRTC is awarded funds, the City of Spokane, the City of Spokane Valley, and Spokane County have each agreed to contribute \$15,000 towards the required local match. SRTC will use \$55,000 in reserve funds to make up the remainder of the \$100,000 required local match.
- If SRTC is awarded funds, SRTC staff will serve as project manager and, in collaboration with the project team, develop an RFP for consultant support.
- The deadline for applications is 5:00 p.m. EDT on 09/15/2022.

Board/Committee Discussions:

The Board discussed this item at their July meeting. The TTC and TAC both recommended that the Board direct staff to make application at their August meetings.

Public Involvement:

All Board and committee meetings are open to the public.

Staff Contact: Mike Ulrich, SRTC | mulrich@srtc.org | 509.343.6370

RESOLUTION
of the BOARD OF DIRECTORS
of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-22-15

**DIRECTING SRTC STAFF TO MAKE APPLICATION TO THE SAFE STREETS AND ROADS FOR ALL GRANT PROGRAM TO
DEVELOP A REGIONAL SAFETY ACTION PLAN**

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, Section 24112 of the Infrastructure Investment and Jobs Act authorized and appropriated \$1 billion to be awarded by the United States Department of Transportation for FY 2022 for the Safe Streets and Roads for All (SS4A) grant program; and

WHEREAS, the SS4A grant program was created to support planning, infrastructure, behavioral, and operational initiatives to prevent death and serious injury on roads and streets involving all roadway users, including pedestrians; bicyclists; public transportation, personal conveyance, and micromobility users; motorists; and commercial vehicle operators; and

WHEREAS, the SRTC Board has identified a need for, and a benefit to, developing a regional safety action plan to support ongoing efforts to meet the goal of Target Zero established at the state and local level; and

WHEREAS, SRTC has coordinated with member agency staff, the Transportation Technical Committee, and the Transportation Advisory Committee, all of which have recommended to the SRTC Board that they direct staff to apply for the grant; and

NOW, THEREFORE BE IT RESOLVED, that the SRTC Board is directing staff to make application to the SS4A grant program to develop a regional safety action plan. The total project cost will be \$500,000 which includes a local match contribution from SRTC in the amount of \$55,000.

PASSED and APPROVED on this 8th day of September 2022 by the Spokane Regional Transportation Council Board of Directors.

Paul Schmidt, Council Member, City of Cheney
Chair, SRTC Board of Directors

ATTEST

Julie Meyers-Lehman, Clerk of the Board

To: Board of Directors

09/01/2022

From: David Fletcher, Principal Transportation Planner

TOPIC: TRANSPORTATION PLANNING PRESENTATION SERIES: ECONOMIC VITALITY

Requested Action:

None. For information and discussion.

Key Points:

- SRTC is interested in developing a more robust process for identifying transportation system needs along with a quantitative evaluation strategy for determining the highest value projects.
- Through calendar year 2022, staff has conducted a series of discussions with the SRTC Board and Committees to develop a deeper understanding of transportation topics, to seek input and direction from members on key issues, and to revisit screening criteria with the intention of developing a more data driven evaluation strategy for transportation project prioritization.
- This month's topic is economic vitality.

Board/Committee Discussions:

This is the ninth in a series of discussions for the Board and Committees. Prior discussions were:

- The Role of an MPO (January)
- Quality of Life (February)
- Safety (March)
- Stewardship (April)
- Equity (May)
- Funding (June)
- Land Use & Transportation (July)
- Transportation Technology (August)

Public Involvement:

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

Staff Contact:

David Fletcher, SRTC | dfletcher@srtc.org | 208.579.5440

To: Board of Directors

09/01/2022

From: Eve McMenamy, Deputy Executive Director

TOPIC: UNIFIED LIST OF REGIONAL TRANSPORTATION PRIORITIES- PROCESS AND SCREENING CRITERIA

Requested Action:

None. For Information and discussion.

Key Points:

- The Unified List of Regional Transportation Priorities is a strategic tool used to communicate the agency's current regional transportation priorities to state legislators and members of Congress for potential funding opportunities. SRTC is committed to annually updating the Unified List.
- Legislators and members of Congress provided feedback that the Unified List is very helpful in identifying current regional priorities and if possible, a shorter more focused list would be beneficial.
- The 2023 Unified List update process and development steps can be found in the **Attachment** to the memo.
- Over the past nine months, SRTC Staff has conducted a Transportation Discussion Series and gathered input from the committees and the Board to help identify any new criteria that should be used to evaluate projects for inclusion on the 2023 Unified List. The Staff has synthesized Board and committee input and provided a draft of the criteria for discussion this month and action next month, see the **Attachment**.
- Several projects have been successfully funded and will be removed from the Unified List, which provides an opportunity to evaluate additional projects that have regional importance and are on member agencies local legislative agendas.

Board/Committee Discussions:

The Transportation Technical Committee and Transportation Advisory Committee received information and provided input during the *Transportation Discussion Series* each month in 2022. Both committees provided input on the Draft Unified List criteria at their 08/24/22 meeting.

Public Involvement:

All meetings at which the Unified List will be presented to the committees are open to the public.

Staff Contact: Eve McMenamy, SRTC | evemc@srtc.org | 509.381.9466

2023 Unified List of Regional Transportation Priorities

List Update Schedule **DRAFT**

	AUG 2022					SEPT 2022				OCT 2022					NOV 2022				DEC 2022			
Project Tasks <i>(red & blue cells indicate TTC/TAC/Board touches)</i>	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19	26
(t1) Develop Draft Criteria				24		8																
(t2) Develop Project Information Form				24		8																
(t3) Project Submittal Period <i>(Sept 12 thru Oct 5)</i>							12			5												
(t4) Finalize Criteria									28		13											
(t5) Develop Draft Project List													26									
(t6) Draft Updated Priority Statements													26		10							
(t7) Finalize Updated Priority Statements																16			8			
(t8) Finalize Project List																16			8			
Project Deliverables <i>(light gray cells indicate preliminary drafts, dark gray cells indicate final drafts)</i>																						
Project Evaluation Criteria				C		B			C		B											
Updated Priority Statements											B				B				B			
Project List													C		B	C			B			
Board & Committee Touches																						
TTC/TAC Info Item <i>(Aug 24, Oct 26 meetings)</i>				24									26									
TTC/TAC Action Item <i>(Sept 28, Nov 16 meetings)</i>									28							16						
Board Info Item <i>(Sept 8, Nov 10 meetings)</i>						8									10							
Board Action Item <i>(Oct 13, Dec 8 meetings)</i>											13								8			

2023 Unified List of Regional Transportation Priorities

Project Evaluation Criteria **DRAFT** *Includes 8/24 TTC & TAC Feedback*

The Unified List of Regional Transportation Priorities is a strategic tool used to communicate the agencies current regional transportation priorities to state legislators and congressional members for potential funding opportunities. SRTC is committed to annually updating the Unified List.

<p>Economic Vitality 30 points possible</p> <p>Targets transportation investments aimed at the development of a multi-modal system that enhances accessibility and connections among regional activity centers.</p>	<p>Question 1a (5 points): Does the project provide access within or between two or more regional/local activity centers?</p> <p>Question 1b (5 points): If yes to 1a, does the project either: A) contain active transportation or transit-supportive elements and improve access in a transit focused, mixed focus, or local activity center; or B) contain freight-supportive elements and improve access in a freight or mixed focus activity center.</p>	<p>Question 2 (10 points): What is the forecasted 2045 population density of transportation analysis zones (TAZ) within a 0.25 mile buffer of the project?</p>	<p>Question 3 (10 points): Is the project located on the FGTS? Points scaled based on FGTS classification—T-1 through T-5</p>
<p>Cooperation & Leadership 30 points possible</p> <p>Relates to SRTC's role to provide a regional forum to identify regional transportation needs, establish regional priorities, and develop strategies to acquire funding in accordance with federal and state planning requirements.</p>	<p>Question 1 (15 points): Is the project identified in the local TIP (or Transit Development Plan) and/or Comprehensive Plan?</p>	<p>Question 2 (15 points): Is the project identified in other agency plans and/or has it gone through a documented public outreach process?</p>	
<p>Stewardship 30 points possible</p> <p>Emphasizes transportation investments that maximize positive impacts on the human environment while minimizing negative impacts to the natural environment.</p>	<p>Question 1 (10 points): Does the project incorporate electrification or other clean fuel strategies?</p>	<p>Question 2 (10 points): Does the project increase resilience by adding redundancy in areas of limited connectivity?</p> <p><i>Note: This question was listed under economic vitality in 2022 Unified List.</i></p>	<p>Question 3 (10 points): Does the project reduce air quality emissions or VHT/ VMT?</p> <p><i>Note: This questions relates to the State Vehicle Miles of Travel Targets Proviso.</i></p>

 Grey shading indicates project scores will be binary, based solely on whether or not the criteria is met

 Yellow shading indicates project scores will be scaled based on the criteria

Bold text indicates criteria was included in the 2022 Unified List project evaluation criteria

Operations, Maintenance & Preservation 30 points possible Involves strategically investing limited resources to maximize the operations and physical condition of the transportation network.	Question 1: Does the project incorporate TDM/TSMO solutions or improve capacity without adding travel lanes or roadways? <i>*This criteria directly relates to federal transportation performance management (TPM) requirements.</i>		Question 2: Does the project improve NHS pavement/bridge condition or contributes to STA's adopted public transit asset management targets? <i>*This criteria directly relates to federal transportation performance management (TPM) requirements.</i>		Question 3: Does the project address a need identified in the SRTMC ITS Architecture Plan, SRTMC Implementation Plan, or local technology plan?
Safety & Security 30 points possible Focuses on designing a safe and secure system for all transportation modes through best-practice design, operational improvements, education and outreach, and technological strategies.	Question 1 (15 points): What countermeasures does the project incorporate to address crashes that result in serious or fatal injury? If the project is a transit project, how does it contribute to STA safety targets? <i>Review collision data to see if countermeasures address existing issues.</i> <i>*This criteria directly relates to federal transportation performance management (TPM) requirements.</i>		Question 2 (15 points): Is the project identified in a state or local plan, or an approved prioritized list of safety projects?		
Quality of Life 30 points possible Aims to improve choice and mobility by providing safe and convenient transportation options for people of all abilities.	Question 1 (10 points): Is the project on the Regional Bicycle Priority Network and does it have active transportation elements; or does the project add a new pedestrian connection or feature beyond what is required for ADA compliance?		Question 2 (10 points): Is the project on the Regional Transit Priority Network and does it have a transit-supportive element? <i>Examples include new/enhanced transit, bus stops, AT facilities, pavement work, signal improvements, TSMO improvements.</i>		Question 3 (10 points): Does the project extend or fill gap in one of the regional trails, or provide new active transportation connectivity to one of the regional trails? <i>Regional trails: Centennial, Children of the Sun, Ben Burr, Fish Lake, Millwood, and Appleway</i>
Equity 30 points possible Addresses protecting disadvantaged communities from disproportionately high adverse impacts, while equitably distributing the benefits of transportation investments. <i>*These criteria directly relate to the federal planning factor for equity, the Justice 40 initiative, and the state HEAL Act.</i>	Question 1 (10 points): Does the project directly benefit residents in an area of potential disadvantage or an area rated 7 or higher for overall environmental health disparities?	Question 2 (10 points): Does the project incorporate appropriate countermeasures to address safety issues, or contribute to STA safety targets, in an area of potential disadvantage or an area rated 7 or higher for overall environmental health disparities?	Question 3 (10 points): Does the project provide access, or increase transit frequency, between an area of potential disadvantage or an area rated 7 or higher for overall environmental health disparities and local/regional activity centers?	Question 4* (not scored): Does the project include potential negative impacts to areas of potential disadvantage? If yes, please describe efforts to mitigate these impacts. <i>*Question not scored; asked for informational purposes only. SRTC is actively developing a methodology to evaluate negative equity impacts for future updates to the Unified List.</i>	

To: Board of Directors

09/01/2022

From: Kylee Jones, Associate Transportation Planner III

TOPIC: DRAFT 2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Requested Action:

None. For information and discussion.

Key Points:

- Metropolitan Planning Organizations such as SRTC are required to develop a TIP that includes a list of projects and programs to be carried out in the Metropolitan Planning Area over a four-year period.
- SRTC staff has developed a [draft 2023-2026 TIP](#).
- A TIP must be updated a minimum of every two years; SRTC updates the TIP annually.
- 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. Once approved by the SRTC Board, the TIP is incorporated into the Washington State TIP (STIP) then reviewed and approved by FHWA and FTA.
- Member jurisdictions and agencies have submitted their TIP project records into the Secure Access Washington Database and SRTC staff is reviewing the records and developing the TIP.

Board/Committee Discussions:

This is the first discussion of the 2023-2026 TIP by the Board. The Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC) received a written memo in their August meeting packets.

Public Involvement:

The draft TIP document was released for a 30-day public comment period on 09/01/2022 and a hybrid in-person/online public meeting is scheduled for 09/21/2022, from 12:00-1:00 PM.

Presentations of the TIP document will be held at Board, TTC and TAC meetings, all of which are open to the public.

Staff Contact: Kylee Jones, SRTC | kjones@srtc.org | 509.343.6370

Supporting Information**TOPIC: 2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM**

The schedule for the development and approval of the 2023-2026 TIP is as follows:

July - Aug	TIP development – SRTC staff reviews project information in Secure Access Washington (SAW) portal, finalizes the project list, conducts fiscal constraint analysis and air quality conformity determination
08/01/22	Agencies must submit the required information for all regionally significant and/or federally funded projects to SRTC through SAW portal
08/01/22	Complete Streets Checklists due to SRTC for projects that are not exempt from the Safe & Complete Streets policy or not previously submitted in conjunction with a SRTC Call for Projects application
08/24/22	Draft TIP presented to TTC and TAC
09/01/22	Start of 30-day public comment period
09/08/22	Draft TIP presented to Board
pending	Public meeting to review draft TIP and receive public comments
09/28/22	TTC and TAC meeting – request to recommend Board approval of TIP
10/13/22	Board meeting – request approval of TIP
10/19/22	WSDOT STIP Due Date
~ 01/15/23	FHWA/FTA Approval

To: Board of Directors

09/01/2022

From: Kylee Jones, Associate Transportation Planner III

TOPIC: 2022 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) OBLIGATION TARGET UPDATE

Requested Action:

None. For information and discussion.

Key Points:

- SRTC is required to meet federal funding obligation targets within its TIP. The Federal Fiscal Year (FFY) 2022 federal funding obligation target for SRTC is \$12.79M. WSDOT allocated an additional \$366,000 in Transportation Alternatives funding to SRTC in April 2022; this was not anticipated and has been added to the FFY 2022 obligation target.
- As of 08/16/22, the region has obligated 99% of the target set for SRTC. The FFY 2022 obligations are \$12.79M, with about \$50,000 remaining to meet the target.
- The most current information submitted to SRTC from member agencies suggests that the target *will be reached by 09/30/2022* deadline. Local agencies are working hard to obligate funds on two projects that will help us reach and exceed our target by the end of the FFY on 9/30/2022.
- If SRTC does not reach our target by 09/30/2022, there is a chance of losing the portion of underdelivered funds through sanctions by WSDOT.
- WSDOT's Local Agency Federal Obligation Authority (OA) Policy establishes the obligation targets for each Metropolitan Planning Organization, Regional Transportation Planning Organization, and County lead agency.
- Three funding sources count toward SRTC's annual obligation target, Surface Transportation Block Grant Program (STBG), Congestion Mitigation Air Quality (CMAQ), and STBG Set-Aside (TAP).
- Highway Improvement Program (HIP) allocations do not count toward SRTC's FFY obligation target. HIP allocations not used by 9/30/2024 will be returned to WSDOT without penalty.
- The TIP Working Group meets monthly and works on options to meet the target.

Board/Committee Discussions:

The Board and committees have been updated of obligation target status throughout the year.

Public Involvement:

All SRTC Board and Committee meetings are open to the public.

Staff Contact: Kylee Jones, SRTC | kjones@srtc.org | 509.343.6370

To: Board of Directors

9/01/2022

From: Greg Griffin, Administrative Services Manager

Topic: **DRAFT CALENDAR YEAR (CY) 2023 BUDGET AND INDIRECT COST PLAN**

Requested Action:

None. For information and discussion.

Key Points:

- Each year SRTC develops an annual budget outlining anticipated revenues and expenditures for the upcoming year (see draft budget summary as **Attachment 1**).
- The annual budget reflects funding for operational expenses as well as the anticipated planning activities of SRTC. In this case, the discussion also included review of updated salary ranges for SRTC positions, as well as options for the SRTC Board room and future hybrid meetings.
- At their July 14, 2022 meeting, the SRTC Board established a Budget Committee to review and recommend a draft CY 2023 budget; the draft Indirect Cost Plan (ICP) is tied to the reviewed budget.
- Total estimated revenues and expenditures for CY 2023 are \$2,982,580. Details are included in the draft CY 2023 Budget document (see **Attachment 2**).
- The budget and ICP are being presented to the SRTC Board for review and comment.
- The CY 2023 ICP is based on the proposed CY 2023 Budget. Any changes to the budget will be reflected in the final version of the CY 2023 ICP (see draft ICP document as **Attachment 3**).
- The CY 2023 Budget and Indirect Cost Plan will be presented to the Board for action on 10/13/2022.

Board/Committee Discussions:

This is the first time the CY 2023 Budget and ICP have been presented to the Board. The Budget Committee reviewed draft 2023 budget documents on 8/10/2022.

Public Involvement:

All Board and committee meetings are open to the public.

More Information:

- Attachment 1: Draft CY 2023 Budget Summary with prior year comparison
- Attachment 2: Draft CY 2023 Budget document
- Attachment 3: Draft CY 2023 Indirect Cost Plan
- For detailed information contact Greg Griffin at ggriffin@srtc.org or 509.343.6370

	CY 2022 Approved	CY 2023 Proposed	\$ change	% change
REVENUES				
SRTC Cash Reserve		105,000		
FHWA PL (Federal Public Law Funds)	698,741	835,718	136,977	19.6%
FTA (Federal Section 5303 Funds)	280,223	316,422	36,199	12.9%
STBG Planning Funds	350,000	350,000	-	0.0%
Designated Grant - STBG - D.A.T.A.	735,250	100,000	(635,250)	-86.4%
Designated Funds (STA - Div Study)	50,000	-	(50,000)	-100.0%
RTPO (State Planning Funds)	144,651	144,651	-	0.0%
Designated Grants (Commerce - ETS)	850,000	850,000	-	-
Designated Funds (WSDOT - Match for Division Study)	20,250	-	(20,250)	-
Local Member Contributions	272,705	274,789	2,084	0.8%
Spokane County Treasury Interest	10,000	6,000	(4,000)	-40.0%
TOTAL REVENUES	3,411,820	2,982,580	(429,240)	-12.6%
EXPENDITURES				
Personnel				
Salaries	924,323	1,079,341	155,018	16.8%
Accrued Leave Payouts \ Unemployment	1,500	1,500	-	0.0%
FICA	70,711	82,684	11,973	16.9%
WA State Retirement System	92,931	112,144	19,213	20.7%
Insurance/Benefits	154,552	182,436	27,884	18.0%
Total Personnel	1,244,016	1,458,105	214,089	17.2%
Contractual and Professional Services				
Legal Services	25,000	25,000	-	0.0%
Consultant & Professional Services *	57,108	175,656	118,548	207.6%
Professional Services - ETS Grant Work	850,000	850,000	-	-
MTP Update	20,000	-	(20,000)	-100.0%
Consultant Services & D.A.T.A.	700,000	100,000	(600,000)	-85.7%
Consultant Services & Division St Study	200,000	-	(200,000)	-100.0%
State Audit Charges	15,000	17,000	2,000	13.3%
Total Contractual and Professional Services	1,867,108	1,167,656	(699,452)	-37.5%
Materials and Services				
Publications	500	500	-	0.0%
Postage	300	300	-	0.0%
Operating Supplies	4,500	4,500	-	0.0%
Minor Furniture	1,000	1,000	-	0.0%
Telephone	6,120	5,760	(360)	-5.9%
Advertising	2,620	3,120	500	19.1%
Rent - Office Space	87,600	84,500	(3,100)	-3.5%
Rent - Meeting Rooms	500	500	-	0.0%
Lease - Copier (and usage charges)	2,200	2,550	350	15.9%
Property and Liability Insurance	15,500	17,000	1,500	9.7%
Printing	750	750	-	0.0%
Interfund Charges County Treasurer (Fees)	4,860	4,860	-	0.0%
Contingency	-	25,000	25,000	0.0%
Total Materials and Services	126,450	150,340	23,890	18.9%
Travel, Training, and Staff Development				
Mileage & Parking	1,900	2,400	500	26.3%
Travel / Training (Staff)	33,650	42,700	9,050	26.9%
Educational Speaker Series	5,000	5,000	-	0.0%
Board/Staff Retreats, Facilitators, Food	3,700	3,700	-	0.0%
Dues, Subscriptions, and Memberships	8,625	10,709	2,084	24.2%
Total Travel, Training, and Staff Development	52,875	64,509	11,634	22.0%
IT Operations				
IT Professional Services	54,500	28,400	(26,100)	-47.9%
Software	43,501	40,640	(2,861)	-6.6%
Hardware - New, Replacement, Repairs & Maintenance	12,250	60,000	47,750	389.8%
Online Services	11,120	12,930	1,810	16.3%
Total IT Services	121,371	141,970	20,599	17.0%
TOTAL EXPENDITURES	3,411,820	2,982,580	(429,240)	-12.6%

*Includes expansion suite 504

FOR INFORMATION

AGENDA ITEM 11

Attachment 2

09/08/2022 Board Meeting

SRTC

SPOKANE REGIONAL TRANSPORTATION COUNCIL



Calendar Year 2023 Budget

DRAFT

Spokane Regional Transportation Council
421 W Riverside Ave Suite 500, Spokane WA 99201
www.srtc.org | 509.343.6370

Table of Contents

Spokane Regional Transportation Council 2

Background & Organization 4

FY 2022-2023 Unified Planning Work Program (UPWP) 5

CY 2023 Budget Summary 6

Estimated Revenues 6

Estimated Expenditures..... 7

CY 2023 Budget Details 8

Local Dues..... 9

Appendix: SRTC CY 2023 Budget 12

SPOKANE REGIONAL TRANSPORTATION COUNCIL

BOARD OF DIRECTORS – 2022

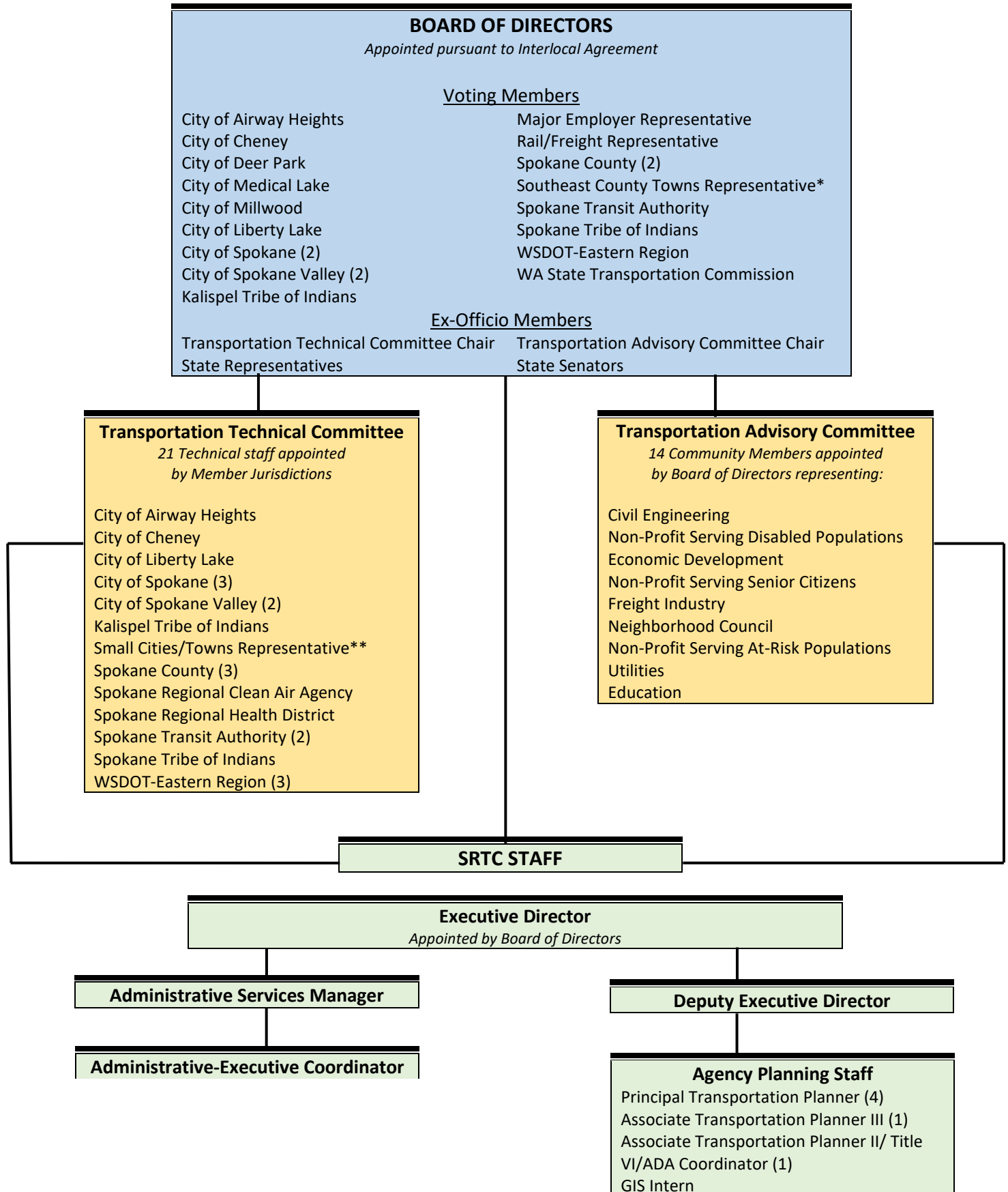
Paul Schmidt	Council Member, City of Cheney (Chair)
Betsy Wilkerson	Council Member, City of Spokane (Vice-Chair)
Jennifer Morton	Council Member, City of Airway Heights
Dee Cragun	Council Member, City of Deer Park
Sev Jones	Kalispel Tribe of Indians
Cris Kaminskas	Mayor, City of Liberty Lake
Terri Cooper	Mayor, City of Medical Lake
Kevin Freeman	Mayor, City of Millwood
Zack Zappone	Council Member, City of Spokane
Pam Haley	Mayor, City of Spokane Valley
Rod Higgins	Council Member, City of Spokane Valley
Doug Yost	Major Employer Representative
Matt Ewers	Rail/Freight Representative
Micki Harnois	Council Member, Rockford - Small Towns Representative
Al French	Spokane County Commissioner
Mary Kuney	Spokane County Commissioner
E. Susan Meyer	CEO, Spokane Transit Authority
Tiger Peone	Council Member, Spokane Tribe of Indians
Mike Gribner	Regional Administrator, WSDOT-Eastern Region
Kelly Fukai	Washington State Transportation Commission
Rhonda Young	Transportation Advisory Committee Chair (Ex-Officio)
Inga Note	Transportation Technical Committee Chair (Ex-Officio)

SRTC MEMBER JURISDICTIONS, TRIBES, AND AGENCIES

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

Spokane Regional Transportation Council Organizational Chart

02.10.2022



Background

The Spokane Regional Transportation Council (SRTC) is the lead agency for coordinating transportation planning activities in the Spokane region. SRTC is governed by a Board that includes local elected officials, transportation executives, and community and business representatives. Each year, the SRTC Board approves a Unified Planning Work Program (UPWP) that describes upcoming work activities and priorities. The Fiscal Years 2022-2023 UPWP (07/01/21 through 06/30/23) is available on the SRTC website at <https://www.srtc.org/unified-planning-work-program/>.

This Calendar Year (CY) 2023 Budget outlines SRTC's anticipated revenues and expenditures for the upcoming year. A key objective of the CY 2023 Budget is to provide adequate resources to address core planning functions, as defined by federal and state requirements. Together, the UPWP and annual budget provide a comprehensive picture of SRTC's work activities and financial resources. Both documents are aligned with SRTC's mission, vision and values statements:

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

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

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

SRTC Organization

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

SRTC is organized through an interlocal agreement as a voluntary association and joint board. As shown on page 1, the agency is governed by a Board of Directors which receives policy input from a Transportation Advisory Committee (TAC) and technical input from a Transportation Technical Committee (TTC). The Board of Directors includes 20 voting members and two ex-officio, or non-voting, members. Also, pursuant to RCW 47.80.040, area members of the House of Representatives and the State Senate are considered ex officio, non-voting policy board members of SRTC.

FY 2022-2023 Unified Planning Work Program (UPWP)

On 06/10/2021, the SRTC Board approved the Fiscal Years (FY) 2022-2023 Unified Planning Work Program. The 2022-2023 UPWP defines the projects and work activities that will be conducted by the agency during the period of 07/01/2021 through 06/30/2023 and identifies whether each task is primarily an MPO (federal) or RTPO (state) activity. Table 1 below identifies the work activities included in the FY 2022-2023 UPWP. The FY 2024-2025 UPWP will be approved by May 2023 and will include the second half of the CY 2023 SRTC budget.

TABLE 1: FY 2022-2023 UPWP TASKS AND SUBTASKS		
Task	MPO	RTPO
1. Program Administration and Coordination		
1.1 Program Management and Support	•	•
1.2 Federal Transportation Planning Certification	•	
1.3 MPO Agreements	•	
1.4 Coordination with State and Federal Legislators	•	
1.5 Professional Development and Training	•	
1.6 Unified Planning Work Program	•	•
2. Public and Stakeholder Participation and Coordination		
2.1 Public Coordination and Outreach	•	•
2.2 Stakeholder Coordination	•	•
2.3 Title VI & Environmental Justice	•	•
2.4 Webpage and Social Media Management	•	•
3. Data Management and Systems Analysis		
3.1 Data and Software Management	•	•
3.2 GIS and Spatial Analysis	•	•
3.3 Data Visualization and Cartography	•	•
3.4 Socioeconomic Data Collection and Forecasting	•	•
3.5 Systems Analysis and Data Application	•	
3.6 Air Quality and Transportation Conformity	•	
4. Metropolitan Transportation Plan (MTP) and General Long-Range Transportation Planning		
4.1 Long-Range Transportation Planning	•	•
4.2 Equity Planning	•	
4.3 Climate Change and Resiliency	•	•
4.4 WSDOT Support and Coordination	•	•
5. Transportation Improvement Program		
5.1 TIP Development and Maintenance	•	•
5.2 Coordination and Tracking Projects	•	•
6. Congestion Management Process (CMP)		
All Activities	•	
7. Planning Consultation and Studies		
7.1 I-90/US 195 Study	•	
7.2 Division Street Corridor Study	•	
7.3 Coordinated Public Transit-Human Services Transportation Plan	•	•
8. Regional Transportation Planning Organization (RTPO) Planning Functions		
All Activities		•
9. Unfunded Planning Activities	•	•

CY 2023 Budget Summary

SRTC prepares and adopts a proposed budget for each calendar year and submits anticipated dues to the legislative bodies of each member agency. Member dues for the CY 2023 Budget were reviewed by the SRTC Board on July 14, 2022. This information was submitted by letter to each member agency on July 22, 2022. The annual budget may be amended by vote of the Board, provided such amendment does not require additional budget appropriation, or by joint approval of the Board and participating members where such amendment does require additional member agency budget appropriation.

Financial Management Practices

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

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

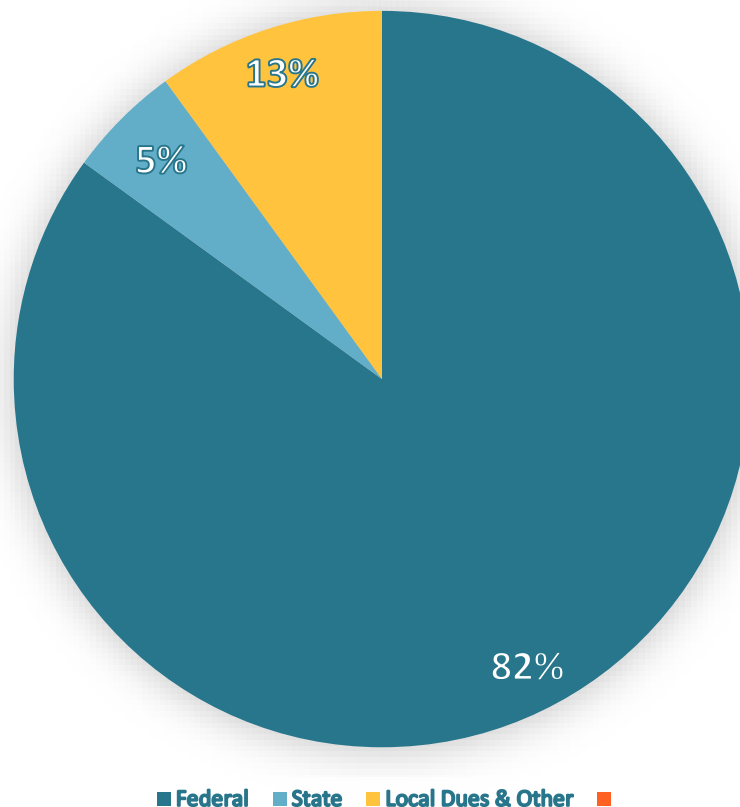
SRTC has one governmental fund (General Fund). The fund has a set of single-entry accounts that comprises its cash, investments, revenues, and expenditures, as appropriate. It is SRTC's policy to deposit all cash with the Spokane County Treasurer.

CY 2023 Revenue Estimates

The CY 2023 estimate for revenues is \$2,982,580 (Table 2). As shown in Figure 2 below, 82% of the revenues included in the CY 2023 Budget are provided by federal sources. State planning support is 5% of total; local dues and other local funds account for 13% of the budgeted revenues.

TABLE 2: CY 2023 ESTIMATED REVENUES	
FHWA PL Funds	\$ 835,717
FTA 5303 Funds	316,421
STBG Planning Funds	350,000
STBG DATA Study Funds	100,000
RTPO State Planning Funds	144,651
Designated Grants – WA Dept of Commerce – Electric Chargers	850,000
Local Member Contributions	274,791
SRTC Cash Reserve	105,000
Spokane County Treasury Interest	6,000
TOTAL ESTIMATED REVENUES	\$ 2,982,580

Figure 2: CY 2023 Revenue by Source



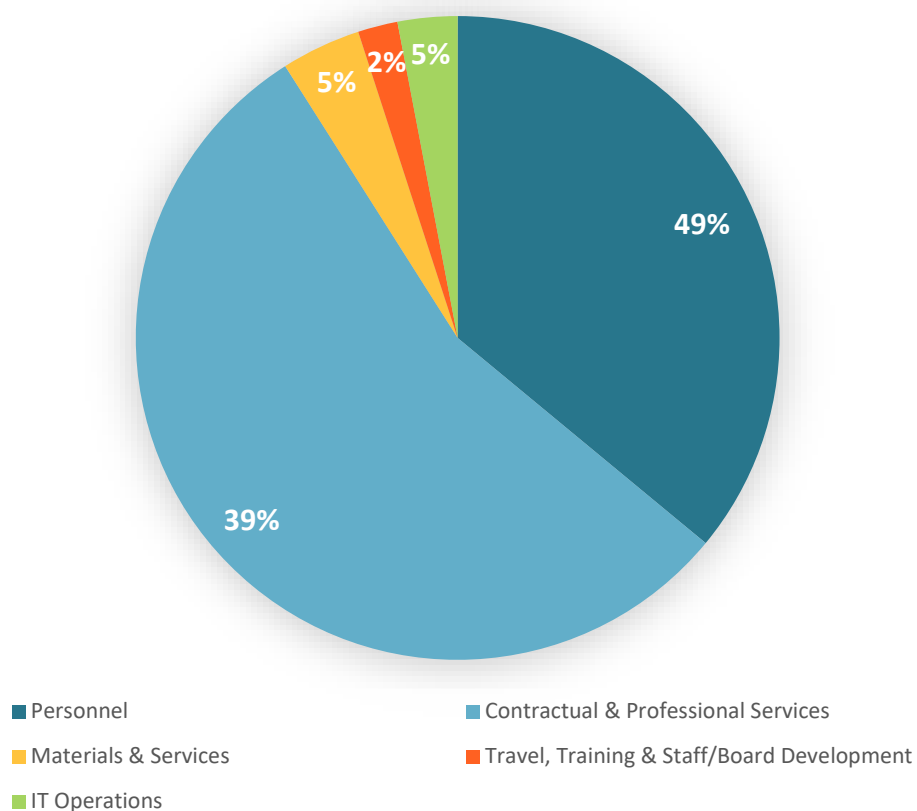
CY 2023 Expenditure Estimates

The CY 2023 estimate for expenditures is balanced to estimated revenues at \$2,982,580. Budget expenditures are divided into the following five divisions: 1) Personnel; 2) Contractual and Professional Services; 3) Materials and Services; 4) Travel, Training, and Staff Development; and 5) IT Operations.

Table 3 provides a breakdown of expenses by these categories. Figure 3 illustrates that personnel expenditures account for 49% of the total agency budget. Contractual and Professional Services account for 39%; followed by Materials & Services at 5%; Training and Memberships at 2%, and IT Operations at 5%.

TABLE 3: CY 2022 ESTIMATED EXPENDITURES	
Personnel	\$ 1,458,105
Contractual and Professional Services	1,167,656
Materials and Services	150,340
Training and Memberships	64,509
IT Operations	141,970
TOTAL ESTIMATED EXPENDITURES	\$ 2,982,580

Figure 3: CY 2023 Expenditures by Budget Division



The CY 2023 budget includes addition an Outreach position for 11.50 Full Time Equivalent (FTE) positions. Table 4 provides a summary of the budgeted positions for CY 2022 and CY 2023.

TABLE 4: SUMMARY OF BUDGETED POSITIONS		
Position	CY 2022	CY 2023
Executive Director	1.00	1.00
Deputy Executive Director	-	1.00
Administrative Services Manager	1.00	1.00
Administrative-Executive Coordinator	1.00	1.00
Outreach Coordinator	0.00	1.00
GIS Intern	0.50	0.50
Associate Transportation Planner II	2.00	2.00
Associate Transportation Planner III	1.00	1.00
Principal Transportation Planner	4.00	3.00
TOTALS	10.50	11.50

CY 2023 Budget Details

Appendix A presents the budget details for the CY 2023 Budget. Following is an explanation of some of the revenue and expenditure items contained in Appendix A.

Revenues

FHWA PL (Federal Public Law Funds)

SRTC's allocation of PL funds in CY 2023 is anticipated to be \$765,717. An additional \$70,000 is from prior year remaining funds for a total of \$835,717.

FTA (Federal Section 5303 Funds)

SRTC's allocation of FTA Section 5303 funds in CY 2023 is budgeted at \$271,579. An additional \$44,842 is from prior year remaining funds for a total of \$316,421.

STBG (Federal Discretionary Funds-Metropolitan Planning)

SRTC's current 2021-2024 Transportation Improvement Program (TIP) includes \$350,000 in annual Surface Transportation Program (STBG Planning) funds for Metropolitan Transportation Planning in 2023.

Other Grants, Studies and Projects

The DATA (Data Applications for Transportation Analysis) Project is to be funded with revenues from STBG and other local revenue sources. It is anticipated that the Electrification of Transportation Systems (ETS) grant revenue will be \$850,000 in 2023.

RTPO (State Planning Funds)

The State of Washington provides \$2.45 million annually to RTPOs to conduct transportation planning in support of the State's Growth Management Act (GMA). For large MPO's such as SRTC, this funding has been used to supplement

the overall planning program in fulfillment of the GMA, and to support transportation planning activities in the non-urbanized areas of Spokane County. SRTC's allocation of RTPD funds is anticipated to remain at \$144,651 in CY 2023.

Local Member Contributions

SRTC member contributions increased 15% in 2019, 2020 and 2022. Member contributions are budgeted to remain at **.30 cents per capita**. The contributions structure also calls for Spokane County to pay dues at the City of Spokane assessment. Table 5 provides an overview of contributions for each member in CY 2022 and CY 2023. The total contributions from SRTC members in CY 2023 are \$274,791.

TABLE 5: CY 2022 LOCAL MEMBER CONTRIBUTIONS				
Jurisdiction	Population (4/1/2022 OFM Estimate)	% of 2022 Population (Estimate)	CY 2022 Dues	CY 2023 Dues
City of Airway Heights	11,040	2.00%	3,228	3,312
City of Cheney	12,920	2.35%	3,717	3,876
City of Deer Park	4,670	0.85%	1,356	1,401
Town of Fairfield	600	0.11%	180	180
Town of Latah	185	0.03%	56	56
City of Liberty Lake	12,870	2.34%	3,744	3,861
City of Medical Lake	4,840	0.88%	1,461	1,452
City of Millwood	1,915	0.35%	575	575
Town of Rockford	545	0.10%	156	164
Town of Spangle	280	0.05%	84	84
City of Spokane	230,900	41.93%	68,820	69,270
City of Spokane Valley	107,100	19.45%	31,350	32,130
Town of Waverly	120	0.02%	36	36
Spokane County	162,715	29.55%	68,820	69,270
Jurisdiction Subtotal	550,700	100%	183,582	185,667
Kalispel Tribe of Indians	TBD		-	TBD
Spokane Transit Authority	Flat Rate	n/a	58,706	58,706
Spokane Tribe of Indians	TBD		-	TBD
WSDOT-Eastern Region	Flat Rate	n/a	30,418	30,418
Special Subdistrict Subtotal			89,124	89,124
TOTAL DUES			272,706	274,791

Contributions for Tribal representation have not yet been determined.

Expenditures

Personnel - Increase of \$214,089 (17.2%) vs 2022

- Salaries: Total wages budgeted for 2023 increase 16.8% over the 2022 budget. This is primarily the result of an Outreach position being added. SRTC staff wages are budgeted to increase based on a 4.5% cost of living adjustment, as well as projected merit/structural adjustment increases. SRTC position salary ranges

have been updated with a regional salary range survey conducted in 2022. Updated ranges were reviewed by the SRTC Budget Committee.

- FICA: The Federal Insurance Contributions Act tax includes employer contributions for Social Security and Medicare.
- WA State Retirement System: SRTC provides the employer match for its employees as members of the Washington State Retirement System. Contribution rates are set by the State Legislature and may be adjusted as needed, usually at the beginning of the State's Biennium. In September 2022, the employer contribution rate increases to 10.39% and equates to increase of \$19,200 vs 2022 budget.
- Insurance Benefits: As of 01-01-2019 SRTC began procuring health insurance benefits through the Association of Washington Cities (AWC) as a non-city entity sponsored by the City of Spokane Valley. Medical insurance is estimated to increase 5.5%, and Dental insurance 2% for 2023. Vision and life insurance rates will not change. Industrial Insurance is also included in this category. Final insurance rates will be available in September and adjustments will be made if final rates are different from those projected.

Contractual and Professional Services – **Decrease** of \$699,452 (37.5%) vs 2022. This is primarily due to the Division Study wrapping up, and about 90% of the DATA project being completed by the end of 2022.

- Legal Services: No change from 2022 budget.
- Professional Services: This category includes available funds from prior year grant balances available for project work to be identified in the 2024-2025 UPWP which includes the second half of CY 2023, website update, translation, fire extinguisher and audit services. This category also includes funds for possible expansion of the SRTC Board meeting room.
- Consultant Services for DATA Project and Corridor Studies are \$600,000 less than 2022 budget.
- Avista has commenced work on installing charging stations as part of the \$2,500,000 ETS grant administered by WA Dept of Commerce using US Dept. of Energy funds. Avista anticipates billing \$850,000 to the grant in 2023 (these are pass through funds for SRTC).

Materials and Services – **Increase** of \$23,890 (18.9%) vs 2022 – Primarily due to budgeting \$25,000 for a new 'Contingency' line item.

- Operating Supplies: General office supplies, outreach and wellness program supplies.
- Minor Furniture/Equipment: Includes replacement of older office chairs & furniture as necessary.
- Telephone: Telephone lines, long distance, conference calling, cell service for Executive and Deputy Directors.
- Advertising: Expenses for legal notices related to items such as public meetings, outreach events, plan comment periods, and Transportation Improvement Program (TIP) amendments.
- Rent – Office Space: SRTC leases Suites 500 & 504 at the Paulsen Center. The amount for lease in the 2023 budget includes CAM charges. This item decreases from 2022 budget as there is no longer a utility charge associated with cooling the server room since servers have been shut down. Note that the current lease expires in June of 2024.
- Lease – Copier: This includes the copier lease expense as well as the copier usage charges.
- Property and Liability insurance is anticipated to increase approximately 10% for 2024 plan year.
- Spokane County Treasury Services.

Travel, Training, and Staff/Board Development – **Increase** of \$11,634 (22.0%) vs 2022 amended budget; original 2022 budget was decreased to resolve failed servers in 2022. Increase over original 2022 budget is 3.3%. Because of the specialized and technical nature of the services provided, this category is to ensure adequate resources for travel, as

well as resources for needed technical training related to travel demand modeling, air quality modeling, geographic information systems, transportation planning, information technology, financial management, updates and changes to employment law, public records law and public involvement. Regular travel is also necessary for coordination with other organizations.

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

Information Technology (IT) Operations – **Increase** of \$20,599 (17.0%) vs 2022. Increase is result of budgeting \$48,500 for Audio-Visual upgrades to the Board meeting room if that option is followed.

- IT Management Services.
- Software: Software purchases and software maintenance: support for the VISUM model, ESRI Software for GIS, backup system replacement software and firewall maintenance, finance/payroll software. Software purchases include Presentation software, MS Office 365 and Planner/Data software, Adobe Acrobat. Network security software and investments in ArcGIS software and data storage are also budgeted in 2022.
- Hardware – New and Replacement: Replacement of network equipment and workstation replacement. The 2023 budget does address technology upgrades to SRTC meeting spaces to accommodate an increased number of board members and hybrid meeting technology. Discussions continue to consider audio-visual (A/V) upgrades to current meeting room; expansion of meeting room and investment in A/V upgrades for larger space; as well as options for an alternative location for future in person or hybrid SRTC Board meetings. This issue was discussed at the SRTC Budget Committee meeting on August 10, 2022.
- Hardware – Repairs, Maintenance, and Upgrades: Repair supplies and equipment repair.
- Online Services: Internet service, metro Ethernet connection, website hosting, spam filtering, domain names, Internet access for tablets, Remote meeting platform services.

SRTC CY 2023 DRAFT BUDGET

	CY 2022 Approved	CY 2023 Proposed	\$ change	% change
1 REVENUES				
2 SRTC Cash Reserve		105,000		
3 FHWA PL (Federal Public Law Funds)	698,741	835,717	136,976	19.6%
4 FTA (Federal Section 5303 Funds)	280,223	316,421	36,198	12.9%
5 STBG Planning Funds	350,000	350,000	-	0.0%
6 Designated Grant - STBG - D.A.T.A.	735,250	100,000	(635,250)	-86.4%
7 Designated Funds (STA - Div Study)	50,000	-	(50,000)	-100.0%
8 RTPD (State Planning Funds)	144,651	144,651	-	0.0%
9 Designated Grants (Commerce - ETS)	850,000	850,000	-	-
10 Designated Funds (WSDOT - Match for Division Study)	20,250	-	(20,250)	-
11 Local Member Contributions	272,705	274,791	2,086	0.8%
12 Spokane County Treasury Interest	10,000	6,000	(4,000)	-40.0%
13 TOTAL REVENUES	3,411,820	2,982,580	(429,240)	-12.6%
14 EXPENDITURES				
15 Personnel				
16 Salaries	924,323	1,079,341	155,018	16.8%
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23 Legal Services	25,000	25,000	-	0.0%
24 Consultant & Professional Services *	57,108	175,656	118,548	207.6%
25 Professional Services - ETS Grant Work	850,000	850,000	-	-
26 MTP Update	20,000	-	(20,000)	-100.0%
27 Consultant Services & D.A.T.A.	700,000	100,000	(600,000)	-85.7%
28 Consultant Services & Division St Study	200,000	-	(200,000)	-100.0%
29 State Audit Charges	15,000	17,000	2,000	13.3%
30 Total Contractual and Professional Services	1,867,108	1,167,656	(699,452)	-37.5%
31 Materials and Services				
32 Publications	500	500	-	0.0%
33 Postage	300	300	-	0.0%
34 Operating Supplies	4,500	4,500	-	0.0%
35 Minor Furniture	1,000	1,000	-	0.0%
36 Telephone	6,120	5,760	(360)	-5.9%
37 Advertising	2,620	3,120	500	19.1%
38 Rent - Office Space	87,600	84,500	(3,100)	-3.5%
39 Rent - Meeting Rooms	500	500	-	0.0%
40 Lease - Copier (and usage charges)	2,200	2,550	350	15.9%
41 Property and Liability Insurance	15,500	17,000	1,500	9.7%
42 Printing	750	750	-	0.0%
43 Interfund Charges County Treasurer (Fees)	4,860	4,860	-	0.0%
44 Contingency	-	25,000	25,000	0.0%
45 Total Materials and Services	126,450	150,340	23,890	18.9%
46 Travel, Training, and Staff Development				
47 Mileage & Parking	1,900	2,400	500	26.3%
48 Travel / Training (Staff)	33,650	42,700	9,050	26.9%
49 Educational Speaker Series	5,000	5,000	-	0.0%
50 Board/Staff Retreats, Facilitators, Food	3,700	3,700	-	0.0%
51 Dues, Subscriptions, and Memberships	8,625	10,709	2,084	24.2%
52 Total Travel, Training, and Staff Development	52,875	64,509	11,634	22.0%
53 IT Operations				
54 IT Professional Services	54,500	28,400	(26,100)	-47.9%
55 Software	43,501	40,640	(2,861)	-6.6%
56 Hardware - New, Replacement, Repairs & Maintenance	12,250	60,000	47,750	389.8%
57 Online Services	11,120	12,930	1,810	16.3%
58 Total IT Services	121,371	141,970	20,599	17.0%
59 TOTAL EXPENDITURES	3,411,820	2,982,580	(429,240)	-12.6%

*Includes expansion suite 504



Calendar Year 2023 Indirect Cost Plan

DRAFT

Spokane Regional Transportation Council
421 W Riverside Ave Suite 500, Spokane WA 99201
www.srtc.org | 509.343.6370

INDIRECT COST PROPOSAL CERTIFICATION STATEMENT

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

All costs included in this proposal, 10/13/22, to establish billing or final indirect costs rate for January – December 2023 are allowable in accordance with the requirements of the Federal awards to which they apply and the provisions of 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards. Unallowable costs have been adjusted for in allocating costs as indicated in the Indirect Cost proposal.

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

I declare that the foregoing is true and correct.

Lois Bollenback, Executive Director
Spokane Regional Transportation Council

Date

Purpose

This document serves as the Calendar Year (CY) 2023 Indirect Cost Allocation Plan for the Spokane Regional Transportation Council (SRTC) and was prepared in accordance with the policies and procedures contained in 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards. The 2023 Indirect Cost Plan will be effective for the months of January through December 2023.

Methodology

A consistent approach has been followed in the treatment of direct or indirect costs; in no case have costs charged as direct costs to programs been included as indirect costs. Actual expenditure information used to prepare the plan was obtained from financial statements. SRTC has not made any significant changes to the accounting treatment of any expense category or to its accounting system for CY 2023. The expenses will continue to be allocated between direct and indirect costs as described in the approved CY 2023 Indirect Cost Plan. The CY 2023 indirect rate calculation is based on the approved 2023 budget. Based on this amount, the new indirect cost rate will be 47% of total direct salaries and wages. This proposal is for a fixed rate, with any over/under cost recovery amount adjusted for in a following year.

For CY 2023, SRTC will continue using Vision Municipal Solutions software for financial accounting and payroll processes. Vision MS is designed with the WA State Auditor's Office BARS reporting codes to provide seamless reporting for annual audits. The general ledger provides the capability of tracking overall expenses by calendar year and fiscal year, enabling an overall audit by either period. Salaries for hours worked, fringe benefits, and direct costs for each work element will be recorded in the appropriate task code.

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

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

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

Development of the CY 2023 Indirect Rate

The CY 2023 indirect cost is based on a calculated 2023 total of indirect costs of \$432,615 plus a 2021 adjustment of \$7,267, and a direct salary base of \$928,233, yielding an indirect cost rate of 47%. This information is documented in the Appendix in **Table 1: Total Proposed Indirect Costs for CY 2023**. Table 1 also demonstrates that unallowable costs associated with SRTC staff interaction with state and federal officials are not included in the calculated indirect cost rate.

$$\$439,882 / \$928,233 = 47\%$$

CY 2021 shows an under-recovery amount of \$7,267. This information is documented in the Appendix in **Table 2: CY 2021 Indirect Cost Recovery Analysis Worksheet**.

SRTC will use this indirect cost rate of 47% for the January - December 2023 billings, as reflective of anticipated expenditures.

Indirect Cost Rate Assumptions

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

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

Estimates of the time spent on these activities were made and the salary and fringe benefit costs involved were calculated from the approved CY 2023 budget. Based on the line items of expense in the CY 2023 budget the following classifications of costs as direct or indirect were developed:

DIRECT	INDIRECT	
Advertising	Advertising	Registration/Schooling
Computer Hardware	Computer Hardware	Rentals –Eqpt/Buildings/Facilities
Contractual Professional Services	Contractual Professional Services	Software
Direct Fringe Benefit Expenses	Dues, Subscriptions, Memberships	Software/Equipment Maintenance
Direct Salary Expenses	Indirect Fringe Benefit Expenses	State Audit Charges
Education Series / Guest Speakers	Indirect Salary Expenses	Telephone
Operating Supplies	Interfund Reprographics	Termination Sick Leave/Vacation Pay
Postage	Interfund Services*	Travel
Printing	Lease of Equipment	Unemployment
Publications	Online IT Services	
Registration/Schooling	Operating Supplies	
Rentals –Eqpt/Buildings/Facilities	Permits/Fees	
Software	Postage	
Software/Equipment Maintenance	Printing	
Telephone	Property/Liability Insurance	
Travel / Training / Conferences	Publications	

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

Capital Expenditures were classified as allowed or not allowed, without prior approval from the grantor agencies, using the 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit

Requirement for Federal Awards. These line items will be funded entirely from additional local funds in CY 2023 unless prior approval is sought for specific equipment acquisitions.

Inconsistently Treated Costs

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

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

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

APPENDIX

Table 1: CY 2023 Indirect Cost Proposal Worksheet

Table 2: CY 2021 Indirect Cost Recovery Analysis Worksheet

Table 3: Schedule of Federal Funds Expenditures for Calendar Year 2022

TABLE 1: SPOKANE REGIONAL TRANSPORTATION COUNCIL - CY 2023 INDIRECT COST PROPOSAL WORKSHEET

CY 2023 BUDGET:

		Cost	INDIRECT	UNALLOWABLE	TRANSP.	Costs Classified:			
Type	Description	Type	6760-87100 44414	6760-87100 44415	6770-87173 & grants 44402-28	TOTAL	Direct to All Activ.	Indirect to All Activ.	TOTAL
Salaries and Fringe Benefits:									
	Salaries and Wages	D/I	152,608	6,048	922,185	1,080,841	928,233	152,608	1,080,841
	Fringe Benefits	D/I	61,988	4,608	310,668	377,264	315,276	61,988	377,264
Total Salaries/Fringe Bene.			214,595	10,656	1,232,853	1,458,105	1,243,510	214,595	1,458,105
Other Expenditures:									
Contractual/Professional Services:									
	Legal Services	I	25,000			25,000	0	25,000	25,000
	Consultant Services	D/I			125,000	125,000	125,000	0	125,000
	State Audit Charges	I	17,000			17,000	0	17,000	17,000
	Misc. Prof Services	D/I		1,608	142,548	144,156	144,156	0	144,156
Materials and Services									
	Publications	D/I		150	350	500	500	0	500
	Postage	D/I	300			300	0	300	300
	Operating Supplies	D/I	2,500	2,000	0	4,500	2,000	2,500	4,500
	Minor Equipment	D		1,000		1,000	1,000	0	1,000
	Telephone	D/I	4,440	600	720	5,760	1,320	4,440	5,760
	Advertising	D/I			3,120	3,120	3,120	0	3,120
	Rent - Office	I	84,500	31,500		116,000	31,500	84,500	116,000
	Rent - Mtg Rooms	D/I	400		100	500	100	400	500
	Lease - Copier	D/I	2,550			2,550	0	2,550	2,550
	Prop/Liability Ins.	I	17,000			17,000	0	17,000	17,000
	Printing	D/I	250		500	750	500	250	750
	Unemployment	I	0			0	0	0	0
	Treasury Svc	D/I	4,860			4,860	0	4,860	4,860
Travel, Training, and Staff Development									
	Mileage & Parking	D/I	200		2,200	2,400	2,200	200	2,400
	Travel/Training	D/I	2,500	2,750	39,350	44,600	42,100	2,500	44,600
	Registration	D/I	750	200	5,850	6,800	6,050	750	6,800
	Dues,Subs.,Memberships	D/I		10,709		10,709	10,709	0	10,709
IT Operations									
	IT Management	D/I	28,400			28,400	0	28,400	28,400
	Software	D/I	14,440	0	26,200	40,640	26,200	14,440	40,640
	Hardware-New and Replacement	D		55,500	4,500	60,000	60,000	0	60,000
	Hardware-Repairs,Maint,Upgrades	D/I		0		0	0	0	0
	Online Services	D/I	12,930			12,930	0	12,930	12,930
Total Other Expenditures			218,020	106,017	350,438	674,475	456,455	218,020	674,475
TOTAL			432,615	116,673	1,583,291	2,132,580	1,699,965	432,615	2,132,580

Adjustment for (Over)/Under Recovery of Indirect Costs in CY 2021 (from Table 2)

will be made in the CY 2023 IDC Plan

Total Indirect Costs To Be Recovered in CY 2023

7,267
439,882

Proposed Indirect Cost Allocation Rates for CY 2023
47%

 Expenditure Types Codes are: I = Indirect Cost Pool Charges D = Direct Charges D/I - Direct Charges and Indirect Cost Pool
 Page 53 Page #1

TABLE 1 (cont.) SPOKANE REGIONAL TRANSPORTATION COUNCIL - CY 2023 INDIRECOT COST PROPOSAL WORKSHEET

CY 2023 ESTIMATED REVENUES:

FEDERAL FUNDS:	TOTAL
FHWA PL & FTA Funds	1,152,140
STBG Project Funds	100,000
Metropolitan Transportation Planning	350,000
Electrification of Transportation Systems (ETS)	850,000
TOTAL FEDERAL FUNDS	2,452,140
STATE FUNDS:	
WSDOT - Transportation Studies	0
RTPO	144,651
TOTAL STATE FUNDS	144,651
LOCAL FUNDS:	
Spokane County Treasury proceeds	6,000
SRTC Cash Reserves	105,000
Local Jurisdictions	274,789
TOTAL LOCAL FUNDS	385,789
TOTAL PROPOSED REVENUES	2,982,580

TABLE 2: SPOKANE REGIONAL TRANSPORTATION COUNCIL - CY 2021 INDIRECT COST RECOVERY ANALYSIS WORKSHEET

		Cost											Costs Classified:			
		Type	87100	87100	87171	87172	98724	98770	98771	98766	98774	98799		Direct to	Indirect to	
Type	Description	[1]	44414	44415	44401-44429	44401-44429	44429	44402-44428	44402-44428	44402-44428	44402	44404	TOTAL	All Activ.	All Activ.	TOTAL
Salaries and Benefits:																
51000	Salaries/Wages	D/I	146,217.59	548.75	245,740.62	321,600.80	0.00	180,698.46	0.00				894,806.22	748,588.63	146,217.59	894,806.22
52000	Fringe Benefits	D/I	75,885.76	148.24	88,843.13	88,699.33	0.00	58,883.00	0.00				312,459.46	236,573.70	75,885.76	312,459.46
Total Sal/Fringe Bene.			222,103.35	696.99	334,583.75	410,300.13	0.00	239,581.46	0.00	0.00	0.00	0.00	1,207,265.68	985,162.33	222,103.35	1,207,265.68
Other Expenditures:																
51620	Move Staff	D/I	20,620.66	0.00									20,620.66	0.00	20,620.66	20,620.66
53102	Publications	D/I	0.00	0.00									0.00	0.00	0.00	0.00
53103	Postage	D/I	121.00	0.00									121.00	0.00	121.00	121.00
53104	Software	D/I	13,216.29	0.00	17,712.03								30,928.32	17,712.03	13,216.29	30,928.32
53201	Operating Supplies	D/I	477.50	2,686.62		1,605.70							4,769.82	4,292.32	477.50	4,769.82
53502	Minor Equipment	D	0.00	3,516.80									3,516.80	3,516.80	0.00	3,516.80
54101	Prof. Services	D/I	55,800.20	0.00		183.12							55,983.32	183.12	55,800.20	55,983.32
54105	Legal Services	I	31,090.00	0.00									31,090.00	0.00	31,090.00	31,090.00
54120	State Audit Charges	I	14,476.80	0.00									14,476.80	0.00	14,476.80	14,476.80
54201	Contactual Services	D/I	9,351.33	5,424.66		16,545.90			58,738.22	477,302.53			567,362.64	558,011.31	9,351.33	567,362.64
54209	Online Services	D/I	14,071.95	0.00									14,071.95	0.00	14,071.95	14,071.95
54301	Telephone	D/I	6,591.58	0.00	494.88	387.63							7,474.09	882.51	6,591.58	7,474.09
54401	Travel/Mileage	D/I	7,795.90	40.70		718.43							8,555.03	759.13	7,795.90	8,555.03
54451	Advertising	D/I	825.03	0.00	851.39	1,180.70							2,857.12	2,032.09	825.03	2,857.12
54501	Rentals/Leases	D/I	93,081.06	0.00									93,081.06	0.00	93,081.06	93,081.06
54601	Prop/Liability Ins.	I	14,509.00	0.00									14,509.00	0.00	14,509.00	14,509.00
54803	Equip. Maint.	D/I	223.01	681.92									904.93	681.92	223.01	904.93
54820	Software Maintenance	D/I	0.00	0.00	15,704.57								15,704.57	15,704.57	0.00	15,704.57
54902	Registration	D/I	728.50	325.00	999.00	784.00							2,836.50	2,108.00	728.50	2,836.50
54904	Dues,Subs.,Memberships	D/I	275.00	9,256.12									9,531.12	9,256.12	275.00	9,531.12
54908	Permits/Fees	D/I	0.00										0.00	0.00	0.00	0.00
54909	Printing	D/I	58.84										58.84	0.00	58.84	58.84
55120	IG Services - General	D											0.00	0.00	0.00	0.00
59100	IF Charges	D/I	249.20										249.20	0.00	249.20	249.20
Total Other Expenditures			283,562.85	21,931.82	35,761.87	21,405.48	0.00	0.00	0.00	58,738.22	477,302.53	0.00	898,702.77	615,139.92	283,562.85	898,702.77
TOTAL			505,666.20	22,628.81	370,345.62	431,705.61	0.00	239,581.46	0.00	58,738.22	477,302.53	0.00	2,105,968.45	1,600,302.25	505,666.20	2,105,968.45

TABLE 2 (cont.) SPOKANE REGIONAL TRANSPORTATION COUNCIL - CY 2021 INDIRECT COST RECOVERY ANALYSIS WORKSHEET

TOTAL INDIRECT EXPENDITURES				505,666.20
Indirect Costs charged to SRTC Projects:CY 2020 approved indirect cost rate - 64%				
		2021		
RECOVERED:		1st Half	2nd Half	
44402	TS Reg. Transp. Plan Update	20,018.69	15,863.43	35,882.12
44404	Congeston Management Process	470.49	675.23	1,145.72
44405	TS Program Mgmt/Administration	59,586.23	69,007.50	128,593.73
44423	Public/Stakeholder Participation & Education	9,223.45	10,092.57	19,316.02
44424	Systems Analysis & Information Management	41,528.62	49,028.58	90,557.20
44426	Transportation Improvement Plan	12,577.89	2,508.60	15,086.49
44428	Planning Consultation & Studies	18,612.84	5,608.83	24,221.67
44429	RTPO Planning Functions	906.62	3,107.01	4,013.63
44415	Transportation Coordination	227.55	167.88	395.43
98772-44402/26/28	MTP Update - FY 2022		58,802.19	58,802.19
98771-44402/26/28	MTP Update - FY 2021	67,347.42	71,164.54	138,511.96
		-	-	0.00
		230,499.80	286,026.36	516,526.16
TOTAL INDIRECT COSTS RECOVERED FROM PROJECTS				516,526.16
Amount Under-Recovered in CY 2021				10,859.96
Amount Under-Recovered in CY 2020				(18,127.01)
Amount to be Adjusted in CY 2023 - Under-Recovered				(7,267.05)

Expenditure Types Codes are:
I = Indirect Cost Pool Charges D = Direct Charges D/I = Direct Charges and Indirect Cost Pool
L = Locally funded items only (no federal funds)

Table 3 for Indirect Cost Plan - Schedule of Federal Funds Expenditures for Calendar Year 2021

Item	1st Half CY 2021		2nd Half CY 2021		Consolidated	1st Half	2nd Half	1st Half	2nd Half	STBG	Total Federal
	PL	FTA	PL	FTA	PL/FTA Funds	STBG	STBG	STBG	STBG	Funds	Funds
Federal Revenue	337,176	104,912	258,180	135,820	836,088	170,627	325,282	97,068	100,642	693,619	1,529,708
Required Local Match	45,519	14,163	34,854	18,336	112,872	23,035	43,913	13,104	13,587	93,639	206,511
Additional Local	7,104	2,210	5,440	2,862	17,616	3,595	6,853	253,642	58,001	322,091	339,707
Total	389,799	121,285	298,474	157,018	966,576	197,257	376,049	363,813	172,229	1,109,348	2,075,925
Total Salaries	179,798	55,011	144,918	76,509	456,236	97,605	188,358	-	-	285,963	742,199
Total Benefits	66,013	18,972	42,342	22,050	149,377	32,305	53,208	-	-	85,512	234,889
Total Other	19,928	9,344	11,221	5,668	46,161	-	4,517	363,813	172,229	540,559	586,720
Total IDC's	124,060	37,958	99,993	52,791	314,803	67,347	129,967	-	-	197,314	512,117
Total	389,799	121,285	298,474	157,018	966,576	197,257	376,049	363,813	172,229	1,109,348	2,075,925
Direct Salaries/Wages				394,644	394,644					247,358	642,002
Direct Fr. Benefits				129,211	129,211					73,968	203,179
Other Direct Expend				39,929	39,929					467,584	507,513
Indirect Cost Plan				272,305	272,305					170,677	442,982
Total Federal Revenues					836,089					959,587	1,795,676

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

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

To: Board of Directors

09/01/2022

From: Lois Bollenback, Executive Director

TOPIC: PROPOSED UPDATE TO SRTC RULES OF PROCEDURE

Requested Action:

None. For information and discussion.

Key Points:

- In February 2022 the Board approved the creation of an Interlocal Agreement Implementation Subcommittee to review and recommend updates to the Rules of Procedure document to ensure consistency with the SRTC Interlocal Agreement adopted in 2022.
- The Rules of Procedure are intended to govern the meetings and business of the Council's governing body, the "Board," and activities related to the Standing Committees as applicable.
- Subcommittee members included Chair Paul Schmidt, Vice Chair Betsy Wilkerson, Susan Meyer, Mayor Terri Cooper, Council Member Dee Cragun and Council Member Rod Higgins.
- With support from SRTC staff and legal counsel, the subcommittee reviewed and provided input as needed to update the Rules of Procedure.
- A marked-up version to indicate changes of substance, as well as a "clean" version of the document, is being presented for review and discussion.
- A final version will be presented for action at the October meeting.

Board/Committee Discussions:

This is the first presentation and discussion of the draft update to the Rules of Procedure by the SRTC Board.

Public Involvement:

All meetings of the SRTC are open to the public. The purpose and role of subcommittee was established by board action and updates have been provided monthly as part of the Executive Directors Report.

Staff Contact: Lois Bollenback, SRTC | lbollenback@srtc.org | 509.435-3823

Spokane Regional Transportation Council

Rules of Procedure

Through the execution of an Interlocal Agreement, units of state and local governments and other interested parties established the Spokane Regional Transportation Council (SRTC) to perform the functions of a Metropolitan Planning Organization (MPO) and a Regional Transportation Planning Organization (RTPO).

These Rules of Procedure are adopted pursuant to the 2021 Interlocal Agreement (ILA) and are intended to govern the meetings and business of the Council's governing body, known as the "Board." These rules govern activities related to the Standing Committees and other committees of the Board, as applicable. For decisions on points of order, the Board shall refer to the most recent edition of Robert's Rules of Order.

Capitalized terms shall have the meaning set forth in the Interlocal Agreement, unless otherwise defined in these rules of procedure.

1. GENERAL RULES

- 1.1 **Meeting to Be Public:** All meetings of the Board shall be open to the public with the exception of executive sessions as defined in Chapter 42.30 RCW.
- 1.2 **Quorum:** A simple majority of the voting Directors of the Board ~~members~~ (excluding ex officio members) shall constitute a quorum and be necessary for the transaction of business. Vacant positions shall not be included in determining the quorum necessary for Board action. If a quorum is not present, those in attendance may adjourn to a later time, but no adjournment shall be for a longer period than until the next regular meeting.
- 1.3 **Attendance and ~~Excused~~ Absences:** When a Director has three unexcused absences from regular Board meetings during a calendar year, the Board, following an approved motion, shall send a letter to the representative's Party requesting that a new Director be appointed to the Board. An excused absence shall be approved by motion and majority approval of the Board at the meeting from which the Director is absent or at the next regular meeting immediately following the Director's absence.

If attendance is not possible; Board members should contact the SRTC Executive Director and/or administrative staff Chair prior to the meeting and state the reason for the inability to attend the meeting. ~~If the member is unable to contact the Chair, the member should contact the Executive Director. SRTC staff shall notify~~ the Chair in advance of the meeting. The Chair shall inform the Board of the member's absence, state the reason for such absence and inquire if there is a motion to excuse the member.

Upon passage of such motion, the absent member shall be considered excused, and the appropriate notation will be made in the minutes. If the motion is not passed, the minutes will reflect that the absence is unexcused.

- 1.3.1 Alternate ~~Representatives Board Member~~: An alternate representative Board member may serve in the absence of Board member designated representative. If the designated representative Board member is an elected official, the alternate must also be an elected official from that agency's governing body. For non-elected officials, the alternate shall be a manager or senior official from the appointing agency. Members are encouraged to appoint alternates along with the appointment of the Board member. If no standing alternate is identified, notification of an alternate shall be submitted to SRTC in writing (to include e-mail) in advance of the meeting.
- 1.3.2 New Board Member. When an agency appoints a new Board member due to a resignation or early termination of the designated representative, the appointee shall serve the remainder of the departing Board member's term or appointee's tenure in office, whichever first occurs. SRTC shall maintain a record of the term being served by Board members, designees, and appointees to the Board.
- 1.4 **Attendance of Staff**: The Executive Director shall attend all meetings of the Board unless excused by the Chair. SRTC staff shall attend Board meetings at the request of the Chair or Executive Director.
- 1.5 **Journal of Proceedings**: A journal of all proceedings (minutes) of the Board shall be kept by the Clerk of the Board. The approved minutes shall constitute the official record of the Board.
- 1.6 **Recording of Meetings**: SRTC makes audio recordings of the regular meetings of the Board of Directors, the Transportation Advisory Committee (TAC) and the Transportation Technical Committee (TTC). Recordings that include video are also made for remote/virtual meetings when held using remote/virtual meeting formats. Recordings of other meetings or workshops are made as directed by the Board or as needed to facilitate the completion of meeting minutes or summaries.

2. TYPES OF MEETINGS

- 2.1 **Regular Board Meetings**: The Board shall meet regularly on the second Thursday of each month beginning at 1:00 p.m. and ending at 3:00 p.m., with a up to a one (1) hour extension upon a duly adopted motion of the Board. The location of the meetings shall be the SRTC offices located at 421 W Riverside Ave Suite 500, Spokane WA 99201 (The Paulsen Center), unless

specified otherwise by a majority vote of the Board.

2.2 Hybrid and Remote/Virtual Meetings: SRTC recognizes the advantages of providing remote meeting opportunities or hybrid meetings (some members on site and others participating remotely). Remote options can expand meeting attendance for Board and Committee members as well as members of the public. Remote and hybrid meetings are provided as directed by the SRTC Board or as required under state-wide executive orders. In all cases, SRTC will comply with the Open Public Meetings Act (Chapter 42.30 RCW).

2.3 Special Meetings: Special meetings may be called by the Chair or a majority of Board members. The Administrative Secretary shall prepare a notice of the special meeting stating the time, place and business to be transacted. The Clerk of the Board shall notify each member of the Board, either by telephone, fax, e-mail, or otherwise of the special meeting. The Administrative Secretary shall give at least 24 hours' notice of the special meeting to each local newspaper of general circulation, to the SRTC website, social media platforms, and to each local radio and/or television station which has filed with the Clerk of the Board a written request to be notified of special meetings. No subjects other than those specified in the notice shall be considered. In all cases, SRTC will comply with the Open Public Meetings Act (Chapter 42.30 RCW).

Special meetings may be called without the notice required in this section, to deal with emergencies involving injury or damage to persons or property or the likelihood of such injury or damage if the notice requirements would be impractical or increase the likelihood of such injury or damage.

2.4 Continued And Adjourned Sessions: Any meeting of the Board may be continued or adjourned from day to day, or for more than one day, but no adjournment shall be for a longer period than until the next regular meeting.

2.5 Study Sessions or Workshops: The Board may meet in study sessions or workshops, which shall be open to the public. The purpose is to review and discuss current or proposed programs or projects including the receipt of information from Staff or others. No final action by the Board shall occur at a study session or workshop. In all cases, SRTC will comply with the Open Public Meetings Act (Chapter 42.30 RCW).

2.6 Executive Sessions: The Board may hold an executive session during a regular or special meeting. Executive sessions refer to a portion of a regular or special meeting of a governing body closed to the public for the purposes established by RCW 42.30.110. Before convening in executive session, the Chair shall publicly announce the purpose for excluding the public from the meeting and the time when the executive session will be concluded. The announced time limit for executive sessions may be extended by

announcement from the Chair. No final action by the Board shall occur during an Executive Session.

~~Board members, Chair and All~~ participants to an executive session must keep confidential all oral and written information provided or communicated therein during executive sessions. Confidentiality also extends to and includes information provided to Board members outside of executive sessions when the information is considered exempt from disclosure under the Public Records Act or the Code of Ethics for Municipal Officers.

3. SELECTING THE CHAIR AND VICE CHAIR

3.1 **Officers and Eligibility:** The Board shall select a Chair and Vice-Chair ("Officers") from among the voting Directors. Only voting Directors who are elected officials are eligible to be Officers. To be eligible to be Chair, the Director must have served on the Board for at least one year prior to taking office as Chair.

~~The officers shall be elected by majority vote of the Directors at the first regular meeting of the calendar year. Only representatives who are elected officials may be Officers. Ex officio and non-voting Directors may not serve as Officers.~~

~~The office of the Chair shall rotate on a yearly basis as outlined in the ILA. 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 by 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 and immediately assume Chair responsibilities. No vote will be taken on the remaining nominees. The same process shall be followed for the Vice Chair.~~

3.2 **Nomination and Election:** At the first regular meeting of the calendar year, the Board, Board members may each nominate one person for Chair. All nominations require a second. After all nominations are made, the existing Chair will call for a vote on the nominations in the order they were made. Voting will be by a recorded vote as determined by the existing Chair. As soon as one nominee receives a majority vote, that Board member will be declared the Chair and immediately assume Chair responsibilities. No votes will be taken on the remaining nominees. The same process shall be followed for the nomination and election of the Vice Chair.

3.3 **Term:** The office of the Chair shall rotate on a yearly basis pursuant to

Section 6(A)(3)-(4) of the ILA. In any year, the rotation for the office of the Chair may be altered at the request of the jurisdiction holding the right to the Chair position, upon motion and approval of a majority of the voting members of the Board, at a regular or special meeting of the Board. The term for Chair may not, however, exceed ~~two (2) one (1)~~ years from the date of election. ~~If no term is stated, the term for the Chair or Vice Chair shall be for one (1) year.~~

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

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

4. CHAIR DUTIES

4.1 **Chair:** 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, a majority of the remaining Board may, by a majority vote of those present, appoint a presiding officer for one meeting. 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 service on the Board at least one (1) year.

4.2 **Call to Order:** The meetings of the Board shall be called to order by the Chair. In the absence of both the Chair and Vice Chair, the meeting shall be called to order by the Administrative Secretary Clerk of the Board for the election appointment of a temporary Chair a presiding officer.

4.3 **Points of Order:** The Chair with the assistance of the Board-SRTC Attorney shall determine all points of order, subject to the right of any member to appeal to the Board.

4.4 **Questions to Be Stated:** Prior to a vote, the Chair shall state the motion, call the question, and announce the result.

4.5 **Presiding Officers' Powers:** The Chair may move, second, debate and vote subject only to such limitations of debate as are by these rules imposed on all members and shall not be deprived of any of the rights and privileges of a Board member by reason of acting as the Chair.

4.6 **Robert's Rules of Order:** Robert's Rules of Order shall govern all Board meetings, including regular and special meetings.

5. BOARD ORDER OF BUSINESS AND AGENDA

- 5.1 **Order of Business:** The order of business for all regular meetings shall be set forth in an agenda.

Except for the Consent Agenda and, unless waived by the Board, matters requiring action should generally have appeared for presentation and discussion on a preceding agenda.

6. VOTING AND MOTIONS

- 6.1 **Voting:** Votes during Board meetings shall be taken by voice. At the request of the Chair or any voting Board member a roll call vote shall be recorded by the Clerk of the Board.

A simple majority (more than half of those present) is required to approve an action. A tie vote results in no action, unless a weighted vote is requested.

- 6.2 **Weighted Voting:** To provide a measure of proportionate representation between the Parties, the Board shall utilize a weighted voting process, which may be requested on any action item by any two voting Directors from different representative entities. A request for a weighted vote shall be stated on the record and seconded by another voting Director either: (1) prior to the vote on the proposed motion; or (2) after the vote but prior to the Board taking action on the next immediate agenda item. If the weighted vote achieves greater than fifty percent (50%) of the vote, the weighted vote shall take precedence over a prior non-weighted vote. Following the request for weighted voting, the Chair shall thereafter conduct a weighted vote on the matter, with the weight of each vote calculated according to the percentages set forth in Attachment 1 to the ILA. A weighted vote may not occur with respect to the adoption of bylaws and rules of procedure, the appointment or discharge of the Executive Director, and/or adoption of the SRTC budget.

- 6.3 **Motions:** No motion shall be considered or debated until duly seconded. Thereafter, the motion shall be recorded and, if desired by any Board member, it shall be read by the Clerk of the Board before it is discussed.

- 6.4 **Disqualification-Conflict of Interest:** Any Board member who is disqualified from voting on a matter for any purpose, including but not limited to a conflict of interest, shall not participate in the discussion or debate of a Motion. Prior to the discussion or debate, the Board member shall state-identify the reason for their disqualification or conflict.

- 6.5 **Motions to Reconsider:** A motion to reconsider must be made by a person who voted with the majority on the principal question and must be made at the same or succeeding regular meeting.
- 6.6 **Motion to Amend:** A motion to amend a pending motion may be accepted by the Maker unless there is an objection from a voting Board member. Upon objection, the motion to amend shall be treated as a separate question to include a second and vote of the Board.

7. PUBLIC PARTICIPATION

- 7.1 **Meeting Participation:** The public is welcome at all Board meetings and is encouraged to attend and participate. Recognition of a speaker by the Chair is a prerequisite for an orderly and effective meeting. It is expected that all speakers will deliver their comments in a courteous and efficient manner and will speak only to the subject under consideration.

When hosting meetings in a hybrid format that provides for physical attendance as well as remote attendance, the Chair will also provide an opportunity to provide public comment for members of the public participating remotely.

The Board may remove anyone in attendance if such person's attendance is disruptive and/or makes further conduct of the meeting unfeasible.

- 7.2 **Subjects Not on The Current Agenda:** Under agenda item "Public Comments" persons may address any item they wish to discuss with the Board. They shall first obtain recognition by the Chair, state their name, address and subject of their comments. The Chair shall then allow the comments, subject to a three (3) minute limitation per speaker, or other limitations as the Chair or Board may deem necessary. Following such comments, if action is required or has been requested, the Chair may place the matter on the current agenda or a future agenda or refer the matter to staff or a Board Committee for action or investigation and a report at a future meeting.
- 7.3 **Subjects on the Current Agenda:** Any member of the public who wishes to address the Board on an item on the current agenda shall make such request to the Chair.

8. PREPARATION OF AGENDA

- 8.1 **Staff Duties:** The Clerk of the Board under the direction of the Executive Director, will prepare the agenda for each Board meeting setting

forth a brief description of each item to be considered by the Board. The agenda prior to submission to the Board shall be reviewed by the Chair.

8.2 Agenda Items: An item to be considered by the Board at a regular meeting may be placed on the agenda by the Chair, voting Board member or the Executive Director.

8.3 Timing of Preparation: The agenda will be put in final form by 4:00 p.m. Monday prior to the following Thursday meeting. Nothing contained herein shall prevent the Chair, Board members or the Executive Director from adding a matter to the agenda of a regular meeting.

9. COMMITTEES

9.1 Standing Committees: The Board establishes the following Standing advisory committees ("Standing Committee(s)"):

9.1.1 Administrative Committee: The Administrative Committee is a subcommittee of the SRTC Board intended to facilitate the advancement of business activities of SRTC.

9.1.2 Transportation Advisory Committee (TAC). The Transportation Advisory Committee provides comments, recommendations and reports on plans, programs and activities conducted by SRTC. The TAC shall draft and may amend its Committee Charter, which shall be reviewed and approved by the Board.

9.1.3 Transportation Technical Committee (TTC). The Transportation Technical Committee is comprised of professional staff from various local and state agencies. The TTC reviews projects, SRTC work programs and consultant contracts, and offers comments, expertise and recommendations to the Board.

9.1.4 The Board shall define the duties and powers of each Standing Committee by Resolution to contain, at a minimum, a statement of the Standing Committee's purpose, duties, responsibilities.

~~The Board shall further define the duties and powers of each Standing Committee by Resolution to contain at a minimum the statement of purpose, duties, responsibilities, and other matters, provided. Other, ad hoc Committees shall be established by vote of the Board as needed. The Board shall not delegate any of its decision-making authority to any committee.~~

9.1.5 **Other Committees:** The Board may establish ad hoc committees or

subcommittees as necessary by a simple majority vote under Section 6.1. The Board shall define the duties and powers of each committee by Resolution to contain, at a minimum, a statement of the committee's purpose, duties, and responsibilities.

9.1.6 The Board expressly does not delegate any decision-making authority to any Standing Committee or Other Committee.

10. SUSPENSION AND AMENDMENT OF RULES

10.1 **Suspension of These Rules:** Any provision of these rules may be temporarily suspended by a vote of a majority of the Board.

10.2 **Amendment of These Rules:** These rules may be amended, or new rules adopted by a seventy-five percent (75%) positive vote of all voting members of the Board, provided that the proposed amendments or new rules shall have been introduced into the record at a prior Board meeting.

ADOPTED this ____ day of _____ 2022 at a duly convened meeting of the Board of the Spokane Regional Transportation Council.

Spokane Regional Transportation Council Rules of Procedure

Through the execution of an Interlocal Agreement, units of state and local governments and other interested parties established the Spokane Regional Transportation Council (SRTC) to perform the functions of a Metropolitan Planning Organization (MPO) and a Regional Transportation Planning Organization (RTPO).

These Rules of Procedure are adopted pursuant to the 2021 Interlocal Agreement (ILA) and are intended to govern the meetings and business of the Council's governing body, known as the "Board." These rules govern activities related to the Standing Committees and other committees of the Board, as applicable. For decisions on points of order, the Board shall refer to the most recent edition of Roberts Rules of Order.

Capitalized terms shall have the meaning set forth in the Interlocal Agreement, unless otherwise defined in these rules of procedure.

1. GENERAL RULES

- 1.1 **Meeting to Be Public:** All meetings of the Board shall be open to the public with the exception of executive sessions as defined in Chapter 42.30 RCW.
- 1.2 **Quorum:** A simple majority of the voting Directors of the Board (excluding ex officio members) shall constitute a quorum and be necessary for the transaction of business. Vacant positions shall not be included in determining the quorum necessary for Board action. If a quorum is not present, those in attendance may adjourn to a later time, but no adjournment shall be for a longer period than until the next regular meeting.
- 1.3 **Attendance and Absences:** When a Director has three unexcused absences from regular Board meetings during a calendar year, the Board, following an approved motion, shall send a letter to the representative's Party requesting that a new Director be appointed to the Board. An excused absence shall be approved by motion and majority approval of the Board at the meeting from which the Director is absent or at the next regular meeting immediately following the Director's absence.

If attendance is not possible, Board members should contact the SRTC Executive Director and/or administrative staff prior to the meeting and state the reason for the inability to attend the meeting. SRTC staff shall notify the Chair in advance of the meeting. The Chair shall inform the Board of the member's absence, state the reason for such absence and inquire if there is a motion to excuse the member.

Upon passage of such motion, the absent member shall be considered excused, and the appropriate notation will be made in the minutes. If the motion is not passed, the minutes will reflect that the absence is unexcused.

- 1.3.1 **Alternate Representatives:** An alternate representative may serve in the absence of a Board member. If the Board member is an elected official, the alternate must also be an elected official from that agency's governing body. For non-elected officials, the alternate shall be a manager or senior official from the appointing agency. Members are encouraged to appoint alternates along with the appointment of the Board member. If no standing alternate is identified, notification of an alternate shall be submitted to SRTC in writing (to include e-mail) in advance of the meeting.
- 1.3.2 **New Board Member:** When an agency appoints a new Board member due to a resignation or early termination of the designated representative, the appointee shall serve the remainder of the departing Board member's term or appointee's tenure in office, whichever first occurs. SRTC shall maintain a record of the term being served by Board members, designees, and appointees to the Board.
- 1.4 **Attendance of Staff:** The Executive Director shall attend all meetings of the Board unless excused by the Chair. SRTC staff shall attend Board meetings at the request of the Chair or Executive Director.
- 1.5 **Journal of Proceedings:** A journal of all proceedings (minutes) of the Board shall be kept by the Clerk of the Board. The approved minutes shall constitute the official record of the Board.
- 1.6 **Recording of Meetings:** SRTC makes audio recordings of the regular meetings of the Board, the Transportation Advisory Committee (TAC) and the Transportation Technical Committee (TTC). Recordings that include video are also made for remote/virtual meetings when held using remote/virtual meeting formats. Recordings of other meetings or workshops are made as directed by the Board or as needed to facilitate the completion of meeting minutes or summaries.

2. TYPES OF MEETINGS

- 2.1 **Regular Board Meetings:** The Board shall meet regularly on the second Thursday of each month beginning at 1:00 p.m. and ending at 3:00 p.m., with up to a one (1) hour extension upon a duly adopted motion of the Board. The location of the meetings shall be the SRTC offices located at 421 W Riverside

Ave Suite 500, Spokane WA 99201 (The Paulsen Center), unless specified otherwise by a majority vote of the Board.

2.2 Hybrid and Remote/Virtual Meetings: SRTC recognizes the advantages of providing remote meeting opportunities or hybrid meetings (some members on site and others participating remotely). Remote options can expand meeting attendance for Board and Committee members as well as members of the public. Remote and hybrid meetings are provided as directed by the SRTC Board or as required under state-wide executive orders. In all cases, SRTC will comply with the Open Public Meetings Act (Chapter 42.30 RCW).

2.3 Special Meetings: Special meetings may be called by the Chair or a majority of Board members. The Clerk of the Board shall prepare a notice of the special meeting stating the time, place and business to be transacted. The Clerk of the Board shall notify each member of the Board, either by telephone, email, or otherwise of the special meeting. The Clerk of the Board shall give at least 24 hours' notice of the special meeting to each local newspaper of general circulation, to the SRTC website, social media platforms, and to each local radio and/or television station which has filed with the Clerk of the Board a written request to be notified of special meetings. No subjects other than those specified in the notice shall be considered. In all cases, SRTC will comply with the Open Public Meetings Act (Chapter 42.30 RCW).

Special meetings may be called without the notice required in this section, to deal with emergencies involving injury or damage to persons or property or the likelihood of such injury or damage if the notice requirements would be impractical or increase the likelihood of such injury or damage.

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2.6 Executive Sessions: The Board may hold an executive session during a regular or special meeting. Executive sessions refer to a portion of a regular or special meeting of a governing body closed to the public for the purposes

established by RCW 42.30.110. Before convening in executive session, the Chair shall publicly announce the purpose for excluding the public from the meeting and the time when the executive session will be concluded. The announced time limit for executive sessions may be extended by announcement from the Chair. No final action by the Board shall occur during an Executive Session.

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3. SELECTING THE CHAIR AND VICE CHAIR

- 3.1 Officers and Eligibility:** The Board shall select a Chair and Vice-Chair ("Officers") from among the voting Directors. Only voting Directors who are elected officials are eligible to be Officers. To be eligible to be Chair, the Director must have served on the Board for at least one year prior to taking office as Chair.
- 3.2 Nomination and Election:** At the first regular meeting of the calendar year, the Board, Board members may each nominate one person for Chair. All nominations require a second. After all nominations are made, the existing Chair will call for a vote on the nominations in the order they were made. Voting will be by a recorded vote as determined by the existing Chair. As soon as one nominee receives a majority vote, that Board member will be declared the Chair and immediately assume Chair responsibilities. No votes will be taken on the remaining nominees. The same process shall be followed for the nomination and election of the Vice Chair.
- 3.3 Term:** The office of the Chair shall rotate on a yearly basis pursuant to Section 6(A)(3)-(4) of the ILA. In any year, the rotation for the office of the Chair may be altered at the request of the jurisdiction holding the right to the Chair position, upon motion and approval of a majority of the voting members of the Board, at a regular or special meeting of the Board. The term for Chair may not, however, exceed one (1) year from the date of election.
- 3.4 Vice Chair Succession:** The Vice Chair is the presumptive incoming Chair.
- 3.5 Removal of Chair:** The Chair may be removed from office upon a majority vote of the Board members.

4. CHAIR DUTIES

- 4.1 **Chair:** 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, a majority of the remaining Board may, by a majority vote of those present, appoint a presiding officer for one meeting.
- 4.2 **Call to Order:** The meetings of the Board shall be called to order by the Chair. In the absence of both the Chair and Vice Chair, the meeting shall be called to order by the Clerk of the Board for the appointment of a presiding officer.
- 4.3 **Points of Order:** The Chair with the assistance of the SRTC Attorney shall determine all points of order, subject to the right of any member to appeal to the Board.
- 4.4 **Questions to Be Stated:** Prior to a vote, the Chair shall state the motion, call the question, and announce the result.
- 4.5 **Presiding Officers' Powers:** The Chair may move, second, debate and vote subject only to such limitations of debate as are by these rules imposed on all members and shall not be deprived of any of the rights and privileges of a Board member by reason of acting as the Chair.
- 4.6 **Robert's Rules of Order:** Robert's Rules of Order shall govern all Board meetings, included regular and special meetings.

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- 5.1 **Order of Business:** The order of business for all regular meetings shall be set forth in an agenda.

Except for the Consent Agenda and, unless waived by the Board, matters requiring action should generally have appeared for presentation and discussion on a preceding agenda.

6. VOTING AND MOTIONS

- 6.1 **Voting:** Votes during Board meetings shall be taken by voice. At the request of the Chair or any voting Board member a roll call vote shall be recorded by the Clerk of the Board.

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- 6.2 **Weighted Voting:** To provide a measure of proportionate representation between the Parties, the Board shall utilize a weighted voting process, which may be requested on any action item by any two voting Directors from different representative entities. A request for a weighted vote shall be stated on the record and seconded by another voting Director either: (1) prior to the vote on the proposed motion; or (2) after the vote but prior to the Board taking action on the next immediate agenda item. If the weighted vote achieves greater than fifty percent (50%) of the vote, the weighted vote shall take precedence over a prior non-weighted vote. Following the request for weighted voting, the Chair shall thereafter conduct a weighted vote on the matter, with the weight of each vote calculated according to the percentages set forth in Attachment 1 to the ILA. A weighted vote may not occur with respect to the adoption of bylaws and rules of procedure, the appointment or discharge of the Executive Director, and/or adoption of the SRTC budget.
- 6.3 **Motions:** No motion shall be considered or debated until duly seconded. Thereafter, the motion shall be recorded and, if desired by any Board member, it shall be read by the Clerk of the Board before it is discussed.
- 6.4 **Conflict of Interest:** Any Board member who is disqualified from voting on a matter for any purpose, including but not limited to a conflict of interest, shall not participate in the discussion or debate of a Motion. Prior to the discussion or debate, the Board member shall identify the reason for their disqualification or conflict.
- 6.5 **Motions to Reconsider:** A motion to reconsider must be made by a person who voted with the majority on the principal question and must be made at the same or succeeding regular meeting.
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When hosting meetings in a hybrid format that provides for physical attendance as well as remote attendance, the Chair will also provide an opportunity to provide public comment for members of the public participating remotely.

The Board may remove anyone in attendance if such person's attendance is disruptive and/or makes further conduct of the meeting unfeasible.

- 7.2 **Subjects Not on The Current Agenda:** Under agenda item "Public Comments" persons may address any item they wish to discuss with the Board. They shall first obtain recognition by the Chair, state their name, address and subject of their comments. The Chair shall then allow the comments, subject to a three (3) minute limitation per speaker, or other limitations as the Chair or Board may deem necessary. Following such comments, if action is required or has been requested, the Chair may place the matter on the current agenda or a future agenda or refer the matter to staff or a Board Committee for action or investigation and a report at a future meeting.
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Monday prior to the following Thursday meeting. Nothing contained herein shall prevent the Chair, Board members or the Executive Director from adding a matter to the agenda of a regular meeting.

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9.1 **Standing Committees:** The Board establishes the following Standing advisory committees ("Standing Committee(s)"):

9.1.1 Administrative Committee: The Administrative Committee is a subcommittee of the SRTC Board intended to facilitate the advancement of business activities of SRTC.

9.1.2 Transportation Advisory Committee (TAC). The Transportation Advisory Committee provides comments, recommendations and reports on plans, programs and activities conducted by SRTC. The TAC shall draft and may amend its Committee Charter, which shall be reviewed and approved by the Board.

9.1.3 Transportation Technical Committee (TTC). The Transportation Technical Committee is comprised of professional staff from various local and state agencies. The TTC reviews projects, SRTC work programs and consultant contracts, and offers comments, expertise and recommendations to the Board.

9.1.4 The Board shall define the duties and powers of each Standing Committee by Resolution to contain, at a minimum, a statement of the Standing Committee's purpose, duties, responsibilities.

9.1.5 Other Committees: The Board may establish ad hoc committees or subcommittees as necessary by a simple majority vote under Section 6.1. The Board shall define the duties and powers of each committee by Resolution to contain, at a minimum, a statement of the committee's purpose, duties, and responsibilities.

9.1.6 The Board expressly does not delegate any decision-making authority to any Standing Committee or Other Committee.

10. SUSPENSION AND AMENDMENT OF RULES

10.1 Suspension of These Rules: Any provision of these rules may be temporarily suspended by a vote of a majority of the Board.

10.2 Amendment of These Rules: These rules may be amended, or new rules adopted by a seventy-five percent (75%) positive vote of all voting members of the Board, provided that the proposed amendments or new rules shall have been introduced into the record at a prior Board meeting.

ADOPTED this ____ day of _____ 2022 at a duly convened meeting of the Board of the Spokane Regional Transportation Council.

DRAFT

To: Board of Directors

09/01/2022

From: Lois Bollenback, Executive Director

TOPIC: RESOLUTION ESTABLISHING ADMINISTRATIVE COMMITTEE

Requested Action:

None. For information and discussion.

Key Points:

- Per the 2021 Interlocal Agreement, all SRTC standing committees must be established by resolution.
- In February 2022 the Board approved creation of a subcommittee to develop and recommend a resolution defining the duties and powers of the Administrative Committee to contain at a minimum the statement of purpose, duties, responsibilities, and other matters of the Administrative Committee, as well as several other items.
- Subcommittee members included Chair Paul Schmidt, Vice Chair Betsy Wilkerson, Susan Meyer, Mayor Terri Cooper, Council Member Dee Cragun and Council Member Rod Higgins.
- With support from SRTC staff and legal counsel, the Interlocal Agreement Implementation Subcommittee reviewed and provided input on the draft resolution (see **Attached**).
- The proposed draft is being presented for review and discussion and a final version will be presented for action at the October meeting.

Board/Committee Discussions:

This is the first presentation and discussion by the SRTC Board regarding the draft Resolution establishing the Administrative Committee.

Public Involvement:

All meetings of the SRTC are open to the public. The purpose and role of subcommittee was established by board action and updates have been provided monthly as part of the Executive Directors Report.

Staff Contact: Lois Bollenback, SRTC | lbollenback@srtc.org | 509.435-3823

RESOLUTION
of the BOARD OF DIRECTORS
of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-22-XX SRTC
**ESTABLISHING A SPOKANE REGIONAL TRANSPORTATION COUNCIL
ADMINISTRATIVE 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 transportation matters; and

WHEREAS, the Interlocal Agreement identifies the establishment of an Administrative Committee as a standing committee of the SRTC Board; and

WHEREAS, the Interlocal Agreement requires the SRTC Board to define the duties and powers of the Administrative Committee 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 an Administrative Committee (“the Committee”) pursuant to the authority set forth above and as specifically set forth below:

Section 1. Name

As stated in Section 6 of the 2021 Interlocal Agreement, this committee shall be called the Administrative Committee and established as a standing committee selected from members of the Board as set forth in Section 3 below.

Section 2: Purpose and Direction

The Committee is established to provide, as requested by the SRTC Board, and with the assistance of the Executive Director, the review of various administrative functions of the SRTC Board and to make recommendations to the SRTC Board. The Committee will be guided by the direction of the SRTC Board, the Executive Director, the adopted SRTC mission, vision, and values, as well as the committee members’ respective experience and expertise.

Section 3: Membership

The Committee shall consist of seven members of the Board, consisting of the following:

- Chair
- Vice-Chair
- Immediate Past Chair
- One Tier-One or Tier-Two City/Town Representative
- Two Board Members currently serving as representatives of the Spokane International Airport, Spokane Transit Authority (STA), or Washington Department of Transportation (WSDOT)
- One At-Large Member, or up to two At-Large Members, if two Board Members serving as CEOs are not available.

Members shall be recommended by the Chair and confirmed by the full Board in January of each year for a one-year term. Any Board member can nominate a committee member for these positions, other than positions specifically designated above. If vacancies occur during a committee member's term, vacancies shall be filled, if possible, by a member of the organization vacating the seat, for the remainder of the one-year term. The Chair shall recommend, and the Board shall approve such a replacement. Members appointed to the Committee should have at least one year of experience on the Board. Representation by each of the entities specified in the Chair rotation should be ensured.

Section 4: Meetings

Four members shall constitute a Quorum. The Committee shall meet as needed to complete the duties and functions of the Committee.

Meetings of the Committee shall comply with the provisions of the Open Public Meetings Act (OPMA) with notice and a published agenda to the extent required by the OPMA. The Committee may establish a regularly scheduled meeting if appropriate. Executive sessions may be held in limited circumstances as permitted under Washington Law.

Section 5: Duties and Functions

The duties and functions of the Committee may include, but are not limited to the following:

1. Work with SRTC staff annually to review and develop a budget proposal for the upcoming calendar year; and
2. Participate annually in the financial audit and exit conference; and
3. Meet as needed to review and recommend budget amendments; and
4. Complete a performance appraisal of and make a recommendation of compensation adjustment for of the Executive Director on an annual basis; and

5. Meet as needed to review and propose updates to critical operating documents including the Employee Handbook, the Interlocal Agreement, the SRTC Bylaws, and the Rules of Procedure; and
6. Aide in the development of policies and legislative positions for recommendation to the SRTC Board.
7. Complete other assignments as directed by the SRTC Board of Directors.

PASSED and APPROVED on this x day of x 2022 by the Spokane Regional Transportation Council Board of Directors.

Paul Schmidt, Council Member, City of Cheney
Chair, SRTC Board of Directors

ATTEST

Julie Meyers-Lehman, Clerk of the Board

To: Board of Directors

From: Lois Bollenback, Executive Director

TOPIC: EXECUTIVE DIRECTOR'S REPORT

09/01/2022

Requested Action:

None. For information and discussion.

Overview of Transportation Technology Workshop:

- As part of the 2022 Discussion Series, a workshop was held to explore emerging transportation technologies and the potential impacts and opportunities for the Spokane Region.
- The workshop included four industry experts representing both the public and private sector.
- Speakers explored the emergence of automated, connected, electric and shared-use (ACES) transportation technologies and emphasized the importance of MPO's in developing the regional vision for the advancement of transportation technology.
- Panelists emphasized the benefits of new technologies and the need for thoughtful planning of communities as well as the workforce to take advantage of these benefits.
- The event was held in a hybrid (in-person and on-line) format with 74 participants representing elected officials, advisory committee members and members of the public.
- A more detailed summary of the event is attached.

Public Outreach/Events Update:

- SRTC staffed an informational booth at the annual Unity in the Community event on Saturday, 08/20/22. School supplies were distributed along with SRTC outreach materials and families enjoyed playing transportation trivia with staff.
- Mark Your Calendars -- A community event is being planned for October 13th to recognize and promote the community partnership between SRTC, Avista, STA, the Department of Commerce and a variety of site hosts that will involve the installation of electric vehicle charging stations throughout the region.

Staff Contact: Lois Bollenback, SRTC | lbollenback@srtc.org | 509.435-3823

Transportation

TECHNOLOGY

PANEL DISCUSSION

SUMMARY



On Thursday, 8/11/22 SRTC hosted a Panel Discussion about innovations in transportation technology; this hybrid in-person/online event was held at The Hive, 2904 E Sprague Ave, Spokane WA and on the Zoom Webinar platform.

SRTC Deputy Executive Director Eve McMenamy moderated a dialogue with four esteemed guest panelists, listed below. The event was open to the public and 74 people attended.

PANELISTS

ADRIAN PEARMINE

National Director for Smart Cities and Connected Vehicles at DKS Associates



REEMA GRIFFITH

Executive Director of the Washington State Transportation Commission



"Transportation technology can significantly enhance safety and multimodal mobility. MPOs can help reach out to your community to find out how we can make technology work best for your county, cities, and towns. Think about equity in this equation and the opportunity to reverse past detrimental effects of transportation. We have a chance through the transportation technology revolution to get it right."

"The State of Washington is preparing for an automated, connected, electric and shared (ACEs) transportation future which puts safety at the forefront. An important role for an MPO is to facilitate a collective vision and plan that carries the region forward. I encourage finding ways to build partnerships within your region and with nearby regions, so both rural and urban areas can benefit from technology solutions."

GLENN WAGEMANN

Washington State Dept of Transportation Eastern Region Traffic Engineering Manager



RANDY IWASAKI

Leader of State and Local Transportation for Amazon Web Services



"Technology serves as the backbone for the future of 'Safe and Smart Complete Streets.' A street is more complete if we utilize a smart technology to address safety for all users and multiple modes of transportation. The MPO can help address bringing smart technologies into our planning efforts."

"Create a unified vision for technology and start planning for it. There are opportunities at the MPO level to partner with the private sector to test technology strategies that the community needs and to create an environment of innovation. This may require the MPOs to take risks, but you will learn both from your successes and failures."



COMMENTS from the meeting

- The MPO is collaborative in nature, we are in a great position to facilitate a collective innovative vision for the region, plan it with precision, and then address implementation through partnerships.
- Create an environment of innovation and take risks and learn from those successes and failures.
- Take opportunities to partner with the private sector and pilot technology including proof of concept. Pilots allow local governments time to test concepts before making final commitments.
- The next revolution of transportation is changing the paradigm from transportation solutions to mobility solutions and how we move people. There is an opportunity to avoid past negative impacts on communities and create more equitable solutions.
- Automated technologies will require new policies to allow driving without drivers or steering wheels.
- Connected vehicles can communicate with other vehicles and infrastructure and provide advanced warnings. Advanced communication in vehicles and infrastructure is key to success.
- As we switch to electrification, the core gas tax funding is decreasing. Consider road user charges so the burden of gas tax is only on those driving older, less fuel-efficient cars.
- Car ownership levels will change as a result of shared vehicle opportunities and subscriptions.
- Evacuation plans should consider how to handle citizens who do not own vehicles.
- Prepare for robot (sidewalk) and drone (rooftop) delivery and on demand first and last mile delivery.
- Artificial intelligence software can evaluate crash causalities and help improve safety.
- Prepare to put data in the cloud so you can process data and information more quickly.
- Transportation grids are moving towards adaptive technology which improves safety.
- Use models and digital model twins to test innovative concepts when applicable.
- Bring in community leaders into the technology conversation.

COMMENTS cont.

- Encourage asking questions about equitable distribution of technology, how can we be proactive. Precision in planning is helpful to minimize disruptions.
- Be resilient, prepare for redundancy in communication networks, if communication networks go down there needs to be backups.
- Safe and Smart Complete Streets- consider adding Smart technology reviews to our Safe and Complete Street policy - build streets to move all users AND improve safety AND capitalize on innovative technology solutions.
- Streamline regulation by utilizing and evaluating potential non-federal funding sources, example given was a sales tax revenue for transportation solutions. Non-federal funding reduces the need to comply with federal requirements so solutions can be tested more swiftly.
- Curb management policies encourage drop off and pick up zones and may decrease parking revenue, what outcomes do we want.
- Begin training and focusing on your future workforce needs now. Technology innovations require a different set of skills than most agencies currently have on board.
- Planning needs to go beyond our region and look toward the development of anticipated mega-regions.



A video recording of the panel discussion is on YouTube
<https://youtu.be/A1mWbp3c8Lw>

To: Board of Directors

09/01/2022

From: Jason Lien, Principal Transportation Planner

TOPIC: COORDINATED PUBLIC TRANSIT – HUMAN SERVICES TRANSPORTATION PLAN UPDATE

Requested Action:

None. For information.

Key Points:

- An update is underway for the Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP). SRTC is leading this planning process, in partnership with STA. The current Plan was adopted in 2018.
- The planning process has been underway since early 2022, with all interested parties and target groups encouraged to take a survey that opened in February. Staff has incorporated this feedback and completed the first draft of the 2022 CPT-HSTP, published on September 1.
- The CPT-HSTP addresses human services transportation within the planning area of Spokane County, with emphasis on projects and programs that serve persons with disabilities, older adults, and individuals with lower incomes. The plan's goal is to identify unmet needs, minimize duplication of services, enhance public transportation access, and identify strategies and projects to facilitate this.
- The CPT-HSTP is the guiding document for human services transportation project programming. Organizations applying to WSDOT's Consolidated Grant Program must cite the need they are addressing as identified in local CPT-HSTPs. Human services transportation planning is also a required component of FTA's Section 5310 grant program – Enhanced Mobility for Seniors and Individuals with Disabilities.

Board/Committee Discussions:

The Board was updated in July 2022 and Committees were last updated in June. Board approval of the CPT-HSTP update is scheduled for November 2022.

Public Involvement:

The planning process includes extensive public involvement. The [Project Page](#) is the public facing site for information. The Draft 2022 CPT-HSTP is posted on the Project Page.

Staff Contact: Jason Lien, SRTC | jlien@srtc.org | 509.343.6370

2022 Draft Board Agenda Items	
For Action	For Information
OCTOBER	
2023-2026 TIP	2023 TIP Guidebook
CY 2023 Work Plan, Budget & Indirect Cost Plan	Project Screening Criteria – Prioritization Strategies
Unified List – Process & Screening Criteria	Coordinated Public Transit-Human Services Transportation Plan Update
Rules of Procedure Update	2022 Q3 Budget Update
Resolution Establishing Admin. Committee	
NOVEMBER	
2023 TIP Guidebook	Unified List & Priority Statements – Draft Review
Coordinated Public Transit-Human Services Transportation Plan Update	Equity Framework
DECEMBER	
Unified List & Priority Statements – Draft Review	
Equity Framework	
Human Services Transportation Plan project priorities – approval of project rankings	

ACTION ITEMS

- **2022-2025 Transportation Improvement Program September Amendment & Unified Planning Work Program Amendment One** – Motion to recommend Board approval of both amendments passed unanimously.
- **Safe Streets and Roads for All Grant** – All votes were in favor of a motion to recommend the SRTC Board direct staff to apply to the Safe Streets and Roads for All program; the grant application will be for a total project cost of \$500,000 which requires a \$100,000 local match.

INFORMATION & DISCUSSION ITEMS

- **STA: Strategic Plan** – STA staff shared highlights of the new STA Strategic Plan.
- **Transportation Planning Discussion Series: Economic Vitality** – Staff spoke about economic vitality as it appears in the Metropolitan Transportation Plan and how economic vitality criteria is used in the development of the Unified List of Regional Transportation Priorities. The group discussed what metrics identify a regional activity center and economic vitality versus impacts of land use.
- **Unified List of Regional Transportation Priorities: Process & Screening Criteria** – Staff provided a background of last year's Unified List development process and the narrowing of focus for the 2023 list. There was a review of draft project evaluation criteria and categories. The group discussed the draft scoring and suggested several modifications to application questions. The project submittal period is 09/12/22 to 10/5/22.

INFORMATION ITEMS. Written reports only - no action or discussion.

- TIP Obligation Target Update
- Draft 2023-2026 TIP
- Summary of Land Use and Transportation Technology Panel Discussions

ACTION ITEMS

- **2022-2025 Transportation Improvement Program September Amendment & Unified Planning Work Program Amendment One** – Chair Young summarized the two items. There was no discussion. Motion to recommend Board approval of both amendments passed unanimously.
- **Safe Streets and Roads for All Grant** – The group discussed the proposed contributions from member agencies, City of Spokane’s existing safety program, and the equity/public engagement requirement for a regional safety plan. The motion to recommend the SRTC Board direct staff to apply to the Safe Streets and Roads for All grant program passed unanimously.

INFORMATION & DISCUSSION ITEMS

- **STA: Strategic Plan** – STA staff shared highlights of the new STA Strategic Plan. There was discussion about expanding routes to make commuting more convenient; several members spoke in favor of encouraging STA to take a strong role in land use decisions and advising local jurisdictions about planning with mass transit in mind.
- **Transportation Planning Discussion Series: Economic Vitality** – Members discussed how the definition of economic vitality can vary, using data from existing area studies, and jurisdictions individual economic development targets.
- **Unified List of Regional Transportation Priorities: Process & Screening Criteria** – The group discussed and shared input for criteria, scoring, and inclusion of equity as a scoring area.

INFORMATION ITEMS. Written reports only - no action or discussion.

- TIP Obligation Target Update
- Draft 2023-2026 TIP
- Summary of Land Use and Transportation Technology Panel Discussions