



## Board of Directors Meeting

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Thursday, October 13, 2022 at 1:00 PM

**Hybrid In Person/Virtual Meeting**

In Person at **The Hive, 2904 E Sprague Ave, Spokane WA 99202**

### Online on Zoom

<https://us02web.zoom.us/j/87556646934?pwd=YXlZWGRCVGRYR0pHOU95RDBhMzVXdz09>

Meeting ID: 875 5664 6934 | Passcode: 182384

By Phone 1-253-215-8782 | Meeting ID: 875 5664 6934 | Passcode: 182384

Or find your local number: <https://us02web.zoom.us/u/kgP4A7Hyg>

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

After the Board meeting is adjourns, SRTC invites you to stay at The Hive for our Electric Transportation Grant Project Commencement Community Celebration. Details on the following page.

# SRTC's Electric Transportation

## GRANT PROJECT COMMENCEMENT COMMUNITY CELEBRATION



EV Experience  
EV is for Everyone

You're invited to join Spokane Regional Transportation Council (SRTC), Avista, project partners, and community members to celebrate an electric transportation grant from the Dept. of Commerce that will help to install 50 electric charging stations throughout the Spokane Region!

This is a free event that includes a special children's activity put on by Spokane Public Library staff.

- 2:30pm Kids Activity
- 3:00pm Guest Speakers
- 3:30pm Ribbon Cutting
- Free Refreshments
- Tour a STA Electric Bus



**Thursday, October 13 | 2:30 - 4:00pm**  
at The Hive | 2904 E Sprague Ave | Spokane WA

**This free event sponsored by:**



Time	Item	Page #
1:00	1 Call to Order / Record of Attendance / Excused Absences	
1:02	2 Public Comments	
<b><u>FOR ACTION</u></b>		
1:05	3 <b>Consent Agenda</b>	
	a) September Board of Directors Meeting Minutes	4
	b) September 2022 Vouchers	10
	c) CY 2022 Quarterly Budget Update (3 <sup>rd</sup> Quarter: Jul-Aug-Sep)	11
1:10	4 <b>2023-2026 Transportation Improvement Program (TIP)</b> ( <i>Kylee Jones</i> )	14
1:15	5 <b>Calendar Year (CY) 2023 Work Plan, Budget &amp; Indirect Cost Plan</b> ( <i>Greg Griffin</i> )	18
1:25	6 <b>Update to SRTC Rules of Procedure</b> ( <i>Lois Bollenback</i> )	46
1:30	7 <b>Establishing the Administrative Committee</b> ( <i>Lois Bollenback</i> )	57
1:35	8 <b>Unified List of Regional Transportation Priorities: Process and Screening Criteria</b> ( <i>Eve McMenamy</i> )	61
<b><u>FOR INFORMATION AND DISCUSSION</u></b>		
1:45	9 <b>Unified List of Regional Transportation Priorities: Legislative Priority Statements</b> ( <i>Eve McMenamy</i> )	65
2:05	10 <b>2023 Transportation Improvement Program (TIP) Guidebook</b> ( <i>Kylee Jones</i> )	67
2:15	11 <b>Coordinated Public Transit – Human Services Transportation Plan Update</b> ( <i>Jason Lien</i> )	69
2:25	12 <b>Infrastructure Investment and Jobs Act Work Group: Funding Split Decisions</b> ( <i>Lois Bollenback</i> )	70
2:30	13 <b>Board Member Comments</b>	
2:35	14 <b>Adjournment</b>	
<b><u>FOR INFORMATION: No Action or Discussion</u></b> (Written report only)		
15	Executive Director's Report ( <i>Lois Bollenback</i> )	75
	• Association of MPOs Annual Conference	
	• Potential Safety Program Pilot Study	
	• SRTC Outreach Activity	
16	Transportation Technical Committee & Transportation Advisory Committee Meeting Summaries	76
17	Future Board Agendas	78

# **MEETING MINUTES**

Spokane Regional Transportation Council

Board of Directors Meeting – Thursday September 8, 2022

421 W Riverside Ave, Suite 504, Spokane WA 99201 and remotely via 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 Kaminskas, *City of Liberty Lake*  
 Mayor Kevin Freeman, *City of Millwood*  
 Council Member Zack Zappone, *City of Spokane*  
 Council Member Rod Higgins, *City of Spokane Valley*  
 Sev Jones, *Kalispel Tribe of Indians*  
 Commissioner Al French, *Spokane County*  
 Council Member Tiger Peone, *Spokane Tribe of Indians*  
 Rhonda Young, *Transportation Advisory Committee Chair*  
 Mike Gribner, *WSDOT-Eastern Region*

#### ***Board Alternates:***

Karl Otterstrom, *Spokane Transit Authority*  
 Char Kay, *Transportation Technical Committee Vice Chair*

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

Charles Hansen, *Transportation Advisory Comm.*  
 Adam Jackson, *City of Spokane Valley*  
 LeAnn Yamamoto, *CommuteSmartNW*  
 Paul Kropp  
 Larry Larson, *WSDOT-Eastern Region*  
 Brandi Colyar, *Spokane County*  
 Jose (no last name provided)

#### ***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*  
 Mike Connelly, *Legal Counsel*

Chair Schmidt noted that excused absences had been requested by Matt Ewers, Mayor Pam Haley and Commissioner Mary Kuney.

***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) August 2022 Meeting Minutes
- b) July and August 2022 Vouchers
- c) 2022-2025 Transportation Improvement Program September Amendment
- d) SFY 2022-2023 Unified Planning Work Program (UPWP), Amendment

***Council Member Wilkerson made a motion to approve the Consent Agenda as presented. Council Member Higgins seconded. Motion passed unanimously.***

### # 4 DivisionConnects: Phase 2 Report

Mr. Lien shared the significant milestones of the study and announced that the study has concluded. The Phase 2 final report, titled *DivisionConnects Vision & Implementation Strategy*, has been released. Mr. Lien asked the Board to consider the resolution to approve this report. All DivisionConnects documents will remain posted to [divisionconnects.org](http://divisionconnects.org) for future reference.

Commissioner French asked if the report has been presented to the City of Spokane Planning Commission or City Council since this phase involves land use planning. Mr. Lien said the information will be brought to the Council in the next few months. He said while the report contains information about land use along the Division corridor, it does not provide specific direction or land use recommendations. Study partners were very deliberate not to be too specific regarding land use planning, as that detail will be taken up by the land use jurisdictions to build on the work of DivisionConnects.

***Council Member Wilkerson made a motion to approve Resolution R-22-14 adopting the DivisionConnects Vision and Implementation Strategy Phase 2 Report. Commissioner French seconded. Motion passed unanimously.***

### # 5 Safe Streets and Roads for All: SRTC Grant Proposal

Mr. Ulrich recapped prior Board discussions regarding safety. He shared highlights from the *Safe Streets and Roads for All* (SS4A) grant program, which has two separate funding opportunities: (1) for the development of a safety action plan and (2) for project implementation. To be eligible for implementation funding, there must be an eligible action plan in place. No regional jurisdiction or agency, with the exception of the City of Spokane, currently has an eligible plan. SRTC is proposing to serve as the project lead for the development of a regional safety action plan. One benefit of this plan would be providing an opportunity for regional partners to apply for future funding programs which require a safety action plan.

The cost to create a regional safety action plan is approximately \$500,000 and SS4A has a 20% local match requirement. Proposed funding for the match is as follows: \$15,000 each from City of Spokane, Spokane County and City of Spokane Valley and \$55,000 from SRTC reserve funds. The application is due 09/15/22 and grant awards will be announced this winter. In response to a question from Council Member Wilkerson, Mr. Ulrich said he had been told by City of Spokane staff that the City would not be applying for implementation funding from SS4A in this funding cycle.

***Council Member Cragun made a motion to approve Resolution R-22-15 directing staff to apply to the Safe Streets and Roads for All grant program and develop a regional safety action plan. Council Member Higgins seconded. Motion passed unanimously.***

#### **# 6 Alternate Meeting Location for October Board Meeting**

Ms. Bollenback announced that as part of the electrification grant project, SRTC and other grant partners are coordinating a community celebration at The Hive on October 13 from 2:30pm to 4:00pm. The October 13 Board meeting will be held with both an in-person and online remote meeting format. Holding the in-person meeting at The Hive would be convenient for Board members and staff attending the community celebration afterwards.

***Commissioner French made a motion to approve holding the 10/13/2022 SRTC Board of Directors meeting at The Hive, 2904 E Sprague Ave, Spokane WA. Council Member Higgins seconded. Motion passed unanimously.***

### **INFORMATION & DISCUSSION ITEMS**

#### **# 7 Transportation Planning Discussion Series: Economic Vitality**

Mr. Fletcher provided a summary of the 2022 Transportation Discussion Series; topics have been selected at providing a greater understanding of planning work, specifically as it applies to annual development of the Unified List of Regional Transportation Priorities (UL).

He reviewed the economic vitality evaluation criteria from the 2021 UL process and described how economic vitality, one of Horizon 2045's Guiding Principles, is defined and applied in the Metropolitan Transportation Plan. He shared maps showing 2019 household/employment density values and those being forecast for 2045. He spoke about regional activity centers, noting that connecting jobs to housing creates the most significant impacts on the transportation system. Economic vitality indicators and UL economic vitality criteria were reviewed.

The group discussed and provided comments including:

- Much of this information is based on data from 2019 and may not reflect the past three years of growth. SRTC is currently updating the base year data set, but it may not be complete before the 2022 Unified List is finalized.
- Members discussed how forecast data is collected and how frequently it is updated.
- Updates to the long-range plan, done every four years, have requirements which would be much too challenging to do annually. Development of the Unified List, which will be updated annually, is a strategy to keep current data at the forefront. A long-range forecast (20+ years) ideally won't change dramatically year to year, but there is a need to find a strategy to obtain more current data more frequently.
- SRTC staff responded that they can discuss with the Transportation Technical Committee to look for potential strategies to update economic data to reflect high growth areas and changes which have occurred since the last long-range plan update.
- Employment and land use information isn't always generated by SRTC; often it comes from the project sponsors and member jurisdictions.

## **# 8 Unified List of Regional Transportation Priorities: Process & Screening Criteria**

Ms. McMenamy summarized the purpose of the Unified List, which was initiated by the Board in March 2021 and outlined the steps in the development process. Staff received feedback that the 2021 list was helpful to understand the region's most important needs and helped to provide focus. Of the projects on the 2021 list, nine projects received \$112.6M of federal or state funding last year. Staff is committed to updating the Unified List annually. She described the draft scoring process, which was reviewed by the TTC and TAC and contains their input.

Comments included:

- Affirmation that equity should be one of the scoring criteria and safety criteria should be emphasized as there have been many conversations by legislators that might indicate a pivot to safety as a statewide priority.
- Possibility of state funding to address safety issues along the US 195 corridor.
- Discussion of transit facility developments on the West Plains.
- Staff is considering additional data regarding the number of jobs and type of jobs created as an economic vitality indicator.
- Projects in the Hillyard and East Central areas should be kept in focus.
- The region should be deliberate at providing people access for employment opportunities and also providing business access to employees.
- Linking housing and employment centers is a key point.

## **# 9 Draft 2023-2026 Transportation Improvement Program (TIP)**

Ms. Jones shared details of the draft TIP, which includes 87 projects totaling just over \$1B of local transportation investments to be spent over the next four years. She presented information about the types of projects and noted a project map is available on the SRTC website. The Board will be asked to approve the TIP in October.

## **# 10 Transportation Improvement Program Obligation Target Update**

Ms. Jones provided a background of the annual federal funding obligation target process, the funding types it applies to, and the timeline. The federal fiscal year 2022 target was \$12.79M, which was met on 09/01/22. She thanked the TIP Working Group for their ongoing work; their input was instrumental in reaching the target. There were no questions or discussion.

## **# 11 Draft Calendar Year 2023 Work Plan, Budget & Indirect Cost Plan**

Chair Schmidt said the budget committee members were himself, Kelly Fukai, Susan Meyer, Council Member Wilkerson, Commissioner French and Mike Gribner; they met last month and reviewed the draft budget and indirect cost plan in depth.

Ms. Bollenback recapped the budget development process. She reviewed anticipated revenues, noting that the decrease from last year is due to several large projects which are wrapping up. She reviewed the draft expenditures by category, including a new contingency line item to cover unforeseen expenses that may arise

and a return to more typical travel/training costs as events are now being held in-person again. She addressed costs associated with technology to improve hybrid meeting facilitation.

She said the 2022-2023 Unified Planning Work Plan (UPWP) ends 6-30-23 and staff, in consultation with the advisory committees, will soon be starting to develop the 2023-2025 UPWP. As part of the budget development process, staff creates a 5-year budget forecast, which was reviewed with the budget committee. She emphasized that the agency finances are sound over the upcoming 5-year period.

Chair Schmidt said the budget committee felt that this is a very responsible budget, and the agency is operating within its means. There were no questions or discussion.

## **# 12 Proposed Update to the SRTC Rules of Procedure**

Ms. Bollenback explained that the Rules of Procedure describe how the Board and other meetings will be governed; many rules needed to be updated to be consistent with the 2021 Interlocal Agreement (ILA). In February the Board established an ILA Implementation Subcommittee (members were Chair Schmidt, Council Member Wilkerson, Susan Meyer, Mayor Cooper, Council Member Higgins and Council Member Cragun) and updating the Rules of Procedure was one of the assigned tasks.

She noted that the majority of changes pertained to language needed to conform to the updated ILA and minor administrative details; she reviewed the more significant of the proposed changes. Chair Schmidt thanked the committee members for all their time and effort spend on updating this document and Ms. Bollenback noted that SRTC legal counsel was involved throughout the development of the rules update.

Council Member Harnois pointed out that section 1.3.1 (addressing the appointment of alternate Board members) as written would be very difficult to apply to the Small Towns seat, as it represents five separate towns. Ms. Bollenback acknowledged her comment and said she will further review with legal counsel.

## **# 13 Resolution Establishing Administrative Committee**

This item was also a task assigned to the ILA Implementation Subcommittee. Ms. Bollenback described the proposed membership of the Administrative Committee. The ILA Implementation Subcommittee discussed membership thoroughly in order to get the most geographic diversity, experience, and broad representation of the Board. It is suggested that each January the Chair will recommend a slate of the candidates for the Administrative Committee and the Board will be asked to approve.

Council Member Wilkerson said a lot of conversation and time went into developing the membership of this committee; she is pleased with the list and the flexibility built into it. Chair Schmidt said they decided that seven committee members would be best in terms of achieving quorum and representing Board membership.

Ms. Bollenback reviewed the proposed duties and functions of the committee. Chair Schmidt emphasized that the Administrative Committee is not a decision-making body; it brings recommendations to the Board.



### **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.

**# 14 Executive Director’s Report**

**# 15 Coordinated Public Transit – Human Services Transportation Plan Update**

### **DISCUSSION**

**# 16 Board Member Comments**

There were no comments.

**# 17 Adjournment**

There being no further business, the meeting adjourned at 2:47 pm.

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Julie Meyers-Lehman, Clerk of the Board

**VOUCHERS PAID FOR THE MONTH OF SEPTEMBER 2022**

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
9/9/22	V121938	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2022-18	310.00
	V121942	Resource Systems Group	Project 21104 Tasks 1, 4 - Travel Survey Project - May 2022	122,529.33
	V121943	Washington Trust Bank	Sftwr subscptns; Office splys/eqpt; Admin phone; Conf travel/reg; Panelist travel/food	4,953.87
	V121944	Visionary Communications, Inc.	Fiber Services, September 2022	986.96
	V121945	WA State Dept of Retirement	Employee and Employer Contributions: August 2022	13,712.12
	V121946	Intermax Networks	VOIP telecom September 2022	252.89
	V121947	Rehn & Associates	Admin fee August '22	75.00
	V121948	Adventures in Advertising	Parting gifts for Education Series panelists	569.94
	V121949	Eve McMenamy	Reimbursement of presenter stipend for Walkability panel	750.00
9/23/22	V121950	Spokesman Review	Public Notices for Transportation Panel discussions	287.23
	V121951	Intrinium	Managed IT Services - Monthly September	3,013.48
	V121952	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2022-19	310.00
	V121953	Pacific Office Automation	Copier Lease/Usage August 2022	203.25
	V121954	Parametrix	Division St Corridor Study 7/3/22 - 7/30/22	14,355.98
	V121955	Parametrix	Division St Corridor Study 7/31/22 - 9/02/22	1,079.77
	V121956	EMLVO P.C.	August '22 legal svcs: ILA/Procedural/Resolutions issues	1,050.00
9/30/22	V121957	Resource Systems Group	Proj 21104 Tasks 1.1 & 1.5 - Travel Survey Project - July 2022	5,233.94
	V121958	AWC Employee Benefit Trust	Oct '22 Benefit Insurance Premiums	10,331.08
	V121959	Resource Systems Group	Proj 21105 Tasks 2,3,4,5,6 - D.A.T.A. Project - July 2022	42,703.74
	V121960	Intrinium	Renewal of 1 yr of Fortigate Firewall service/software	790.25
	V121961	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for October 2022	6,865.64
Reimbursement(s) Walkability Group Reimbursement for EM panelist				(750.00)
Salaries/Benefits Pay Periods Ending: 9/03/22 & 9/17/22				76,642.10
9/30/22	Spokane County Treasury Monthly SCIP fee - 2022			18.50
TOTAL September 2022				\$ 306,275.07

**Recap for September 2022:**

Vouchers: V121938 - V121961	\$ 229,614.47
Salaries/Benefits Pay Periods Ending: 9/03/22 & 9/17/22	\$ 76,642.10
Spokane County Treasury Monthly SCIP fee - 2022	\$ 18.50
	<b>\$ 306,275.07</b>

As of 10/13/22, the Spokane Regional Transportation Council Board of Directors approves the payment of the September 2022 vouchers included in the list in the amount of:  
**\$306,275.07**

Chair

To: Board of Directors

10/06/2022

From: Greg Griffin, Administrative Services Manager

TOPIC: CALENDAR YEAR (CY) 2022 QUARTERLY BUDGET UPDATE (3<sup>RD</sup> QUARTER: JUL-AUG-SEP)

**Requested Action:**

Approval of the CY 2022 Q3 Budget Update.

**Key Points:**

- SRTC develops an annual budget outlining the anticipated revenues and expenditures for the upcoming year. SRTC reports on a cash basis, which provides a snapshot in time of the agency's revenues and expenditures.
- SRTC staff reports quarterly to the Board of Directors on revenue and expenditures for the preceding quarter and year to date.
- SRTC began CY 2022 with a cash balance of \$639,721 and ended the third quarter of 2022 with a balance of \$693,642.
- Due to timing, the revenues portion includes funds received in CY 2022 that were for expenditures made near then end of CY 2021. The following spreadsheet (**see Attachment**) provides a comparison of the adopted CY 2022 budget as amended on 03/10/2022, and a summary for the Third Quarter (Q3) of actual 2022 revenues and expenditures, as well as a column showing 2021 year to date revenues/expenses for comparative purposes.

**Board/Committee Discussions:**

The CY 2022 Budget was approved by the Board on 11/11/2021 and amended by the Board on 03/10/2022.

**Public Involvement:**

All meetings in which the CY 2022 Budget and/or quarterly budget updates were presented to the Board were open to the public.

**Staff Contact:** Greg Griffin, SRTC | [ggriffin@srtc.org](mailto:ggriffin@srtc.org) | 509.343.6370

## Supporting Information

### TOPIC: CALENDAR YEAR (CY) 2022 QUARTERLY BUDGET UPDATE (3<sup>rd</sup> QUARTER: JUL-AUG-SEP)

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#### Revenues

- Through the Third Quarter (75% of Calendar Year) of CY 2022 (January – September), SRTC collected \$2,010,025; 59% of the anticipated revenues for the year.
- STBG planning funds utilized in 1<sup>st</sup> quarter instead of FHWA-PL funds due to delayed fiscal year 2022 PL allocation.
- WA Department of Commerce Electrification of Transportation Systems (ETS) grant reimbursements have not yet been initiated.

#### Expenditures

Through the Third Quarter of CY 2022 SRTC spent \$1,956,104 or 57% of total anticipated expenditures for the year as follows:

- Personnel Expenditures: Total personnel expenditures were \$872,124 through Q3, or 70% of the CY 2022 budget amount.
- Contractual and Professional Services: Total services expenditures were \$881,165 year-to-date, or 47% of the total budget amount. Professional Services - ETS Grant Work is pass through funding for the installation of charging stations throughout the region.
- Materials and Services: Total materials and services expenditures were \$90,556 year-to-date or 72% of the total budget amount. Telephone expenses are higher than anticipated due to an IT related delay in transitioning (completed in June 2022) to less expensive telecom services provider. Property and Liability Insurance variance is high but is only a timing issue.
- Travel, Training, and Staff Development (includes and Subscriptions/Memberships): Total expenditures were \$24,887 thru Q3, or 47% of the total budgeted amount. This category continues to be impacted by COVID-19 related travel restrictions and the move to online conferences, training sessions, etc. It is anticipated that there will be increased travel and conference attendance during the remainder of this calendar year.
- IT Operations: Total expenditures were \$87,372 thru Q3, or 72% of the total budgeted amount. Online Services variance will be monitored thru the remainder of 2022.

**SRTC CY 2022: Report through 09/30/2022**

	CY 2022	CY 2022				Prior	CY 2022
	Approved	1st Qtr	2nd Qtr	3rd Qtr	Year-to-Date	Year-to-Date	% of Budget
<b>REVENUES</b>							
<b>SRTC Cash Balance 12/31/21</b>					<b>639,721</b>		
Designated Local Funds carried over from 2021	20,250						
FHWA PL (Federal Public Law Funds)	698,741	36,055	154,710	221,841	412,606	449,430	59%
FTA (Federal Section 5303 Funds)	280,223	61,535	51,841	81,507	194,883	204,560	70%
STBG Planning Funds	350,000	249,210	105,034	-	354,243	269,346	101%
STBG Data & Study Project Funds	735,250	81,798	150,241	258,111	490,150	128,317	67%
RTPO (State Planning Funds)	144,651	48,715	31,586	39,549	119,851	136,978	83%
Local Dues	272,705	272,471	180	-	272,651	231,405	100%
Grants - Other	850,000	-	463	-	463	650	0%
Other Local Study Project Funds (STA 2020 Division S	50,000	-	-	160,487	160,487	213,355	321%
Spokane County Treasury Interest	10,000	1,430	1,738	1,524	4,692	7,467	47%
<b>TOTAL REVENUES (Received in 2022)</b>	<b>3,411,820</b>	<b>751,213</b>	<b>495,794</b>	<b>763,018</b>	<b>2,010,025</b>	<b>1,641,509</b>	<b>59%</b>
<b>EXPENDITURES</b>							
<b>Personnel</b>							
Salaries	924,323	212,083	198,063	242,786	652,933	639,869	71%
Accrued Leave Payouts (includes unemployment)	1,500	-	-	-	-	14,106	0%
FICA	70,711	16,507	15,363	18,752	50,622	52,157	72%
WA State Retirement System	92,931	22,478	22,176	22,668	67,322	79,945	72%
Insurance	154,552	33,566	33,925	33,756	101,248	115,557	66%
<b>Total Personnel</b>	<b>1,244,017</b>	<b>284,635</b>	<b>269,526</b>	<b>317,963</b>	<b>872,124</b>	<b>901,634</b>	<b>70%</b>
<b>Contractual and Professional Services</b>							
Legal Services	25,000	7,371	3,851	5,232	16,454	22,459	66%
Consultants & Professional Svcs	57,108	3,181	1,061	521	4,763	136,453	8%
Professional Services - ETS Grant Work	850,000	-	-	-	-	-	0%
MTP Update	20,000	731	-	-	731	21,020	4%
Consultant Svcs & D.A.T.A.	700,000	74,427	215,423	212,197	502,046	52,665	72%
Consultant & Division St Study	200,000	65,283	111,862	165,282	342,426	321,460	171%
State Audit Charges	15,000	-	-	14,745	14,745	13,515	98%
<b>Total Contractual and Professional Services</b>	<b>1,867,108</b>	<b>150,992</b>	<b>332,197</b>	<b>397,976</b>	<b>881,165</b>	<b>567,572</b>	<b>47%</b>
<b>Materials and Services</b>							
Publications	500	130	32	48	210	111	42%
Postage	300	179	4	-	183	111	61%
Operating Supplies	4,500	91	-	548	639	1,244	14%
Minor Furniture	1,000	43	-	-	43	296	4%
Telephone	6,120	3,149	3,140	730	7,019	5,591	115%
Advertising	2,620	496	192	835	1,523	2,148	58%
Rent - Office Space	87,600	21,945	14,105	27,617	63,668	67,596	73%
Rent - Meeting Rooms	500	-	-	-	-	653	0%
Lease - Copier	2,200	461	502	540	1,504	1,537	68%
Property and Liability Insurance	15,500	-	-	15,583	15,583	14,509	101%
Printing	750	-	-	-	-	59	0%
IF Charges	4,860	66	63	56	185	196	4%
<b>Total Materials and Services</b>	<b>126,450</b>	<b>26,561</b>	<b>18,038</b>	<b>45,958</b>	<b>90,556</b>	<b>94,051</b>	<b>72%</b>
<b>Travel, Training, and Staff Development</b>							
Mileage & Parking	1,900	58	-	672	730	114	38%
Travel / Training (Staff)	33,650	2,010	6,535	4,982	13,528	6,119	40%
Educational Speaker Series	5,000	-	-	3,326	3,326	-	0%
Board/Staff Retreats, Facilitators, Food	3,700	30	72	100	202	1,096	5%
Dues, Subscriptions, and Memberships	8,625	328	1,816	4,957	7,101	8,631	82%
<b>Total Travel, Training, and Staff Development</b>	<b>52,875</b>	<b>2,427</b>	<b>8,423</b>	<b>14,037</b>	<b>24,887</b>	<b>15,960</b>	<b>47%</b>
<b>IT Operations</b>							
IT Professional Svcs	54,500	6,225	5,448	27,376	39,049	19,661	72%
Software	43,501	24,668	8,971	(255)	33,383	36,633	77%
Hardware - New and Replacement; Repairs/Maint	12,250	801	762	3,326	4,889	1,044	40%
Online Services	11,120	3,157	3,168	3,725	10,050	10,974	90%
<b>Total IT Services</b>	<b>121,371</b>	<b>34,851</b>	<b>18,349</b>	<b>34,172</b>	<b>87,372</b>	<b>68,312</b>	<b>72%</b>
<b>TOTAL EXPENDITURES (Paid in 2022)</b>	<b>3,411,820</b>	<b>499,465</b>	<b>646,533</b>	<b>810,106</b>	<b>1,956,104</b>	<b>1,647,529</b>	<b>57%</b>
<b>CASH BALANCE 9/30/22</b>					<b>693,642</b>	<b>723,216</b>	

To: Board of Directors

10/06/2022

From: Kylee Jones, Associate Transportation Planner III

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

**Requested Action:**

Approval of Resolution #22-16 to adopt the 2023-2026 Transportation Improvement Program.

**Key Points:**

- SRTC is required to develop a TIP that includes a list of projects and programs to be carried out in the Spokane Metropolitan Planning Area over a four-year period.
- 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.
- The draft 2023-2026 TIP document can be viewed [HERE](#).

**Board/Committee Discussions:**

Both the Transportation Technical Committee and Transportation Advisory Committee unanimously recommended Board approval of the 2023-2026 TIP at their 09/08/22 meetings.

**Public Involvement:**

- The draft 2023-2026 TIP document was released for public comment on 09/01/22. Notification was posted to the SRTC website, social media platforms, in the Spokesman Review and to media outlets.
- A hybrid public meeting was held on 09/21/22 from 12:00pm-1:00pm. The meeting was recorded and posted for additional viewing opportunities. Notice of the public meeting was widely distributed.
- All Board and advisory committee meetings at which this topic was discussed were open to the public.

**Staff Contact:** Kylee Jones, SRTC | [kjones@srtc.org](mailto: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
09/21/22	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

RESOLUTION  
of the BOARD of DIRECTORS of the  
SPOKANE REGIONAL TRANSPORTATION COUNCIL  
R 22-16 SRTC

**APPROVING THE 2023-2026  
TRANSPORTATION IMPROVEMENT PROGRAM (TIP)  
FOR THE SPOKANE METROPOLITAN PLANNING AREA**

WHEREAS, the Fixing America's Surface Transportation (FAST) Act of 2015 requires metropolitan planning organizations to develop a four-year program of transportation facilities, programs, and services to be completed in the metropolitan area; and

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

WHEREAS, Horizon 2045 is the Regional Transportation Plan (RTP) for Spokane County; and

WHEREAS, the Horizon 2045 Metropolitan Transportation Plan for the Spokane Metropolitan Planning Area has been determined to confirm with Air Quality Plans; and

WHEREAS, Horizon 2045 has been approved by the SRTC Board; and

WHEREAS, the 2023-2026 Transportation Improvement Program has been developed on the contents, goals and objectives of Horizon 2045; and

WHEREAS, the 2023-2026 TIP for the SMPA has been developed based on the contents, goals, and objectives of Horizon 2045; and

WHEREAS, the 2023-2026 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 draft 2023-2026 TIP document was made available for public review and provided a 30 day comment period; and

WHEREAS, the SRTC Board is responsible for approval of the TIP and the TIP must contain all federally-funded transportation projects in the SMPA prior to the distribution of funds to those projects; and

WHEREAS, the TIP must contain all regionally significant transportation projects in the SMPA requiring an action by the U.S. Department of Transportation, regardless of funding source, prior to the distribution of funds to those projects; and

WHEREAS, these projects must be included in the TIP before the funds can be used for these activities.

NOW THEREFORE, BE IT RESOLVED by the SRTC Board that:

1. The 2023-2026 TIP for the SMPA is hereby approved.
2. The Executive Director of SRTC is authorized to finalize and publish the 2023-2026 TIP and submit to WSDOT for inclusion in the State Transportation Improvement Program for transmittal to the appropriate agencies in the U.S. Department of Transportation.

PASSED and APPROVED this 13<sup>th</sup> day of October 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

10/06/2022

From: Greg Griffin, Administrative Services Manager

TOPIC: **CALENDAR YEAR (CY) 2023 WORK PLAN, BUDGET, AND INDIRECT COST PLAN**

**Requested Action:**

Approval of Resolution #22-17 Approving the Calendar Year 2023 SRTC Budget and Indirect Cost Plan.

**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 07/14/2022 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 \$3,182,580. 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, comment, and approval.
- The CY 2023 ICP is based on the proposed CY 2023 Budget. The only change to the draft budget was an increase to the D.A.T.A. project/study and had no impact on the draft 2023 ICP rate of 47%. The final version of the CY 2023 ICP (see draft ICP document as **Attachment 3**).

**Board/Committee Discussions:**

The draft CY 2023 Budget and ICP were presented to the Board for information at 09/08/2022 meeting. The Budget Committee reviewed draft 2023 budget documents on 08/10/2022.

**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 additional information contact Greg Griffin at [ggriffin@src.org](mailto:ggriffin@src.org) or 509.343.6370

## SRTC CY 2023 DRAFT AMENDED BUDGET

	CY 2022 Approved	CY 2023 Proposed	\$ change	% change
<b>REVENUES</b>				
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	300,000	(435,250)	-59.2%
Designated Funds (STA - Division Study)	50,000	-	(50,000)	-
RTPO (State Planning Funds)	144,651	144,651	-	0.0%
Designated Grants (Commerce - ETS)	850,000	850,000	-	0.0%
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%
<b>TOTAL REVENUES</b>	<b>3,411,820</b>	<b>3,182,580</b>	<b>(229,240)</b>	<b>-6.7%</b>
<b>EXPENDITURES</b>				
<b>Personnel</b>				
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%
<b>Total Personnel</b>	<b>1,244,016</b>	<b>1,458,105</b>	<b>214,089</b>	<b>17.2%</b>
<b>Contractual and Professional Services</b>				
Legal Services	25,000	25,000	-	0.0%
Consultant & Professional Services (Includes expansion suite 504)	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	300,000	(400,000)	-57.1%
Consultant Services & Division St Study	200,000	-	(200,000)	-100.0%
State Audit Charges	15,000	17,000	2,000	13.3%
<b>Total Contractual and Professional Services</b>	<b>1,867,108</b>	<b>1,367,656</b>	<b>(499,452)</b>	<b>-26.8%</b>
<b>Materials and Services</b>				
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%
<b>Total Materials and Services</b>	<b>126,450</b>	<b>150,340</b>	<b>23,890</b>	<b>18.9%</b>
<b>Travel, Training, and Staff Development</b>				
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%
<b>Total Travel, Training, and Staff Development</b>	<b>52,875</b>	<b>64,509</b>	<b>11,634</b>	<b>22.0%</b>
<b>IT Operations</b>				
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%
<b>Total IT Services</b>	<b>121,371</b>	<b>141,970</b>	<b>20,599</b>	<b>17.0%</b>
<b>TOTAL EXPENDITURES</b>	<b>3,411,820</b>	<b>3,182,580</b>	<b>(229,240)</b>	<b>-6.7%</b>





# Calendar Year 2023 Budget

DRAFT

Spokane Regional Transportation Council  
421 W Riverside Ave Suite 500, Spokane WA 99201  
[www.srtc.org](http://www.srtc.org) | 509.343.6370



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# SPOKANE REGIONAL TRANSPORTATION COUNCIL

## BOARD OF DIRECTORS – 2022

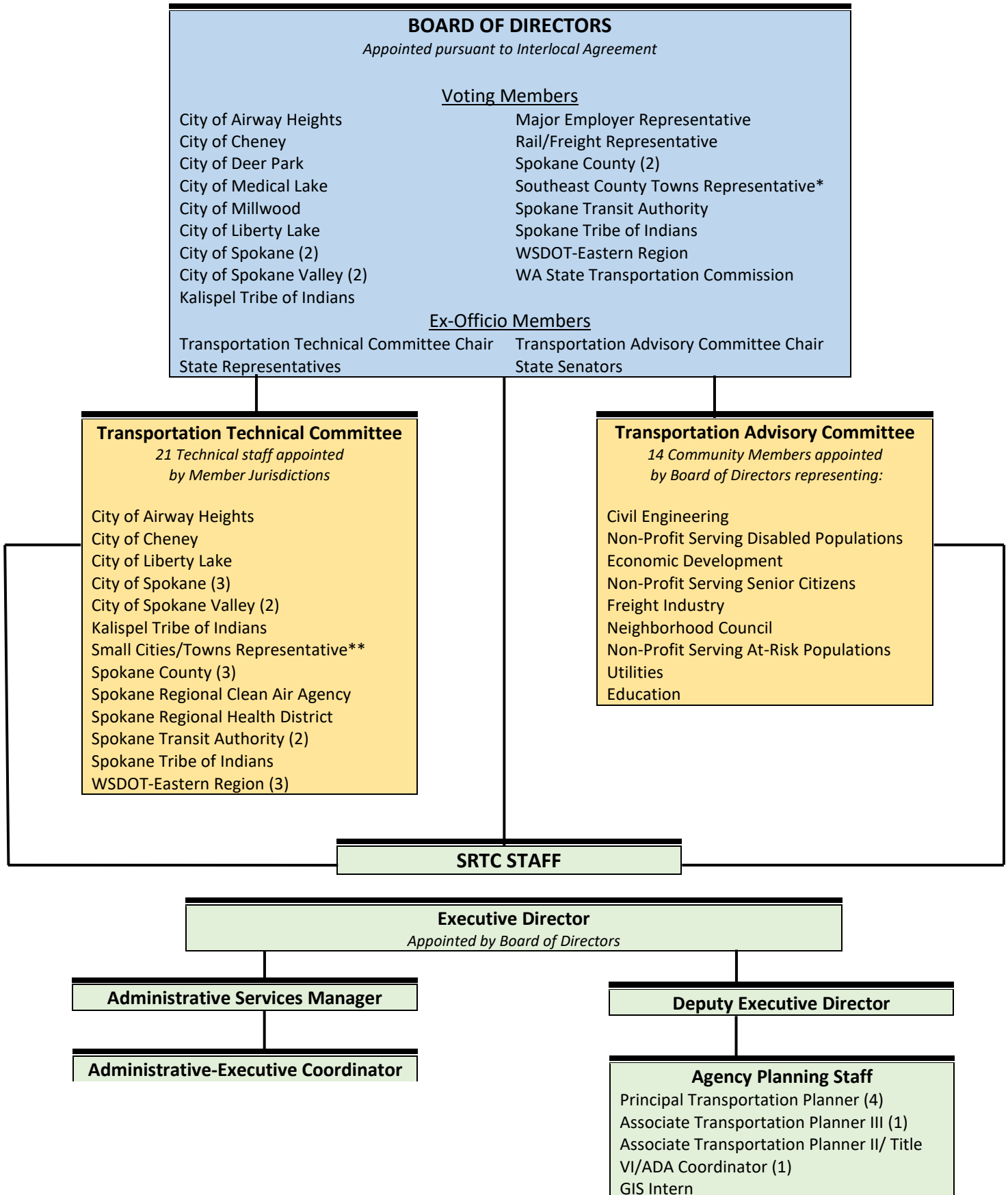
Paul Schmidt .....	Council Member, City of Cheney <b>(Chair)</b>
Betsy Wilkerson .....	Council Member, City of Spokane <b>(Vice-Chair)</b>
Jennifer Morton .....	Council Member, City of Airway Heights
Dee Cragun .....	Council Member, City of Deer Park
Cris Kaminskis .....	Mayor, City of Liberty Lake
Terri 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
Sev Jones .....	Kalispel Tribe of Indians
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



\* Towns of Fairfield, Latah, Rockford, Spangle & Waverly \*\*Southeast County Towns plus cities of Deer Park, Medical Lake & Millwood

## Background

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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 possesses the best multi-modal/multi-jurisdictional transportation network that optimizes safety, capacity, and efficiency in the movement of people and goods in a region of our size.*

*VALUES: Regional Leadership, Collaboration, Accountability, Innovation, Transparency, Inclusiveness, Integrity*

## SRTC Organization

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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
<b>1. Program Administration and Coordination</b>		
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	•	•
<b>2. Public and Stakeholder Participation and Coordination</b>		
2.1 Public Coordination and Outreach	•	•
2.2 Stakeholder Coordination	•	•
2.3 Title VI & Environmental Justice	•	•
2.4 Webpage and Social Media Management	•	•
<b>3. Data Management and Systems Analysis</b>		
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	•	
<b>4. Metropolitan Transportation Plan (MTP) and General Long-Range Transportation Planning</b>		
4.1 Long-Range Transportation Planning	•	•
4.2 Equity Planning	•	
4.3 Climate Change and Resiliency	•	•
4.4 WSDOT Support and Coordination	•	•
<b>5. Transportation Improvement Program</b>		
5.1 TIP Development and Maintenance	•	•
5.2 Coordination and Tracking Projects	•	•
<b>6. Congestion Management Process (CMP)</b>		
All Activities	•	
<b>7. Planning Consultation and Studies</b>		
7.1 I-90/US 195 Study	•	
7.2 Division Street Corridor Study	•	
7.3 Coordinated Public Transit-Human Services Transportation Plan	•	•
<b>8. Regional Transportation Planning Organization (RTPO) Planning Functions</b>		
All Activities		•
<b>9. Unfunded Planning Activities</b>	•	•

## CY 2023 Budget Summary

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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.

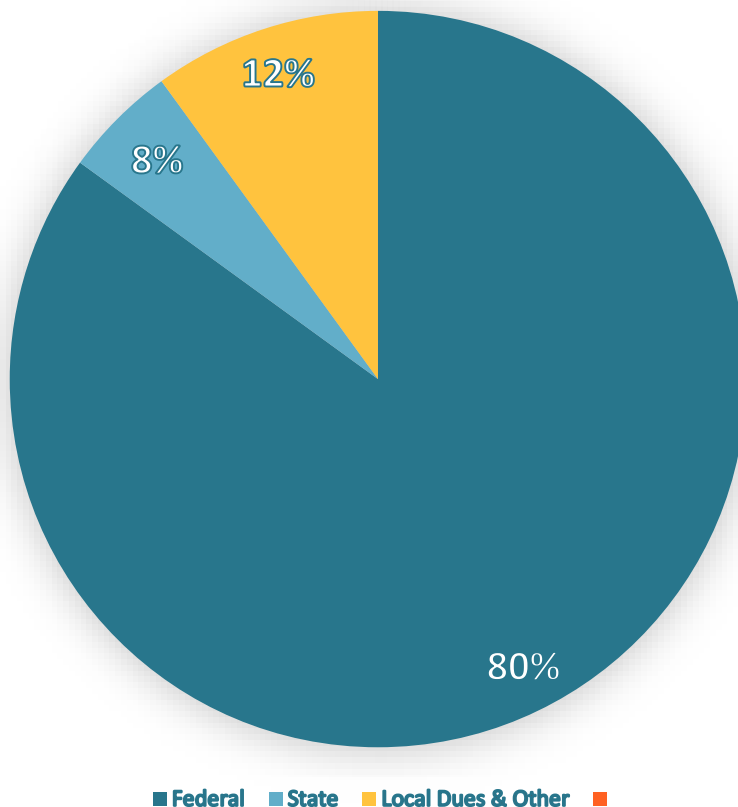


## CY 2023 Revenue Estimates

The CY 2023 estimate for revenues is \$3,182,580 (Table 2). As shown in Figure 2 below, 80% of the revenues included in the CY 2023 Budget are provided by federal sources. State planning support is 8% of total; local dues and other local funds account for 12% of the budgeted revenues.

TABLE 2: CY 2023 ESTIMATED REVENUES	
FHWA PL Funds	\$ 835,718
FTA 5303 Funds	316,420
STBG Planning Funds	350,000
STBG DATA Study Funds	300,000
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
<b>TOTAL ESTIMATED REVENUES</b>	<b>\$ 3,182,580</b>

Figure 2: CY 2023 Revenue by Source



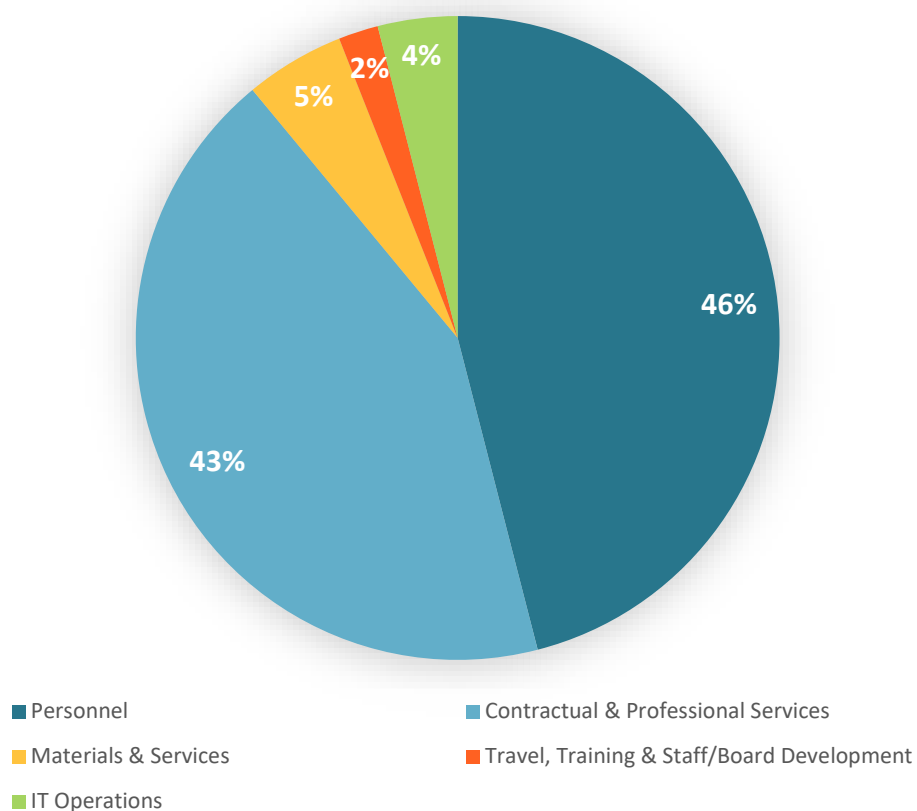
## CY 2023 Expenditure Estimates

The CY 2023 estimate for expenditures is balanced to estimated revenues at \$3,182,580. 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 46% of the total agency budget. Contractual and Professional Services account for 43%; followed by Materials & Services at 5%; Training and Memberships at 2%, and IT Operations at 4%.

TABLE 3: CY 2022 ESTIMATED EXPENDITURES	
Personnel	\$ 1,458,105
Contractual and Professional Services	1,367,656
Materials and Services	150,340
Training and Memberships	64,509
IT Operations	141,970
<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$ 3,182,580</b>

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	1.00
Administrative Services Manager	1.00	1.00
Administrative-Executive Coordinator	1.00	1.00
Outreach Coordinator	-	1.00
GIS Intern	0.50	0.50
Associate Transportation Planner II	1.00	1.00
Associate Transportation Planner III	1.00	1.00
Principal Transportation Planner	4.00	4.00
<b>TOTALS</b>	<b>10.50</b>	<b>11.50</b>

## CY 2023 Budget Details

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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 \$765,718. An additional \$70,000 is from prior year remaining funds for a total of \$835,718.

#### FTA (Federal Section 5303 Funds)

SRTC's allocation of FTA Section 5303 funds in CY 2023 is budgeted at \$271,579. An additional \$44,841 is from prior year remaining funds for a total of \$316,420.

#### 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 contributions for 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
<b>Jurisdiction Subtotal</b>	<b>550,700</b>	<b>100%</b>	<b>183,582</b>	<b>185,667</b>
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
<b>Special Subdistrict Subtotal</b>			<b>89,124</b>	<b>89,124</b>
<b>TOTAL DUES</b>			<b>272,706</b>	<b>274,791</b>

## 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 7.5% for 2022. The increase

coming from projected merit increases based on performance reviews, as well as a requested 4.5% cost of living adjustment (COLA). 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 ~ 4.0% for 2023. Dental, Vision and Life insurance rates will not change. Industrial Insurance is also included in this category.

**Contractual and Professional Services** – **Decrease** of \$499,452 <26.8%> 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 \$400,000 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 AMENDED BUDGET**

	CY 2022 Approved	CY 2023 Proposed	\$ change	% change
<b>REVENUES</b>				
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	300,000	(435,250)	-59.2%
Designated Funds (STA - Division Study)	50,000	-	(50,000)	-
RTPO (State Planning Funds)	144,651	144,651	-	0.0%
Designated Grants (Commerce - ETS)	850,000	850,000	-	0.0%
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%
<b>TOTAL REVENUES</b>	<b>3,411,820</b>	<b>3,182,580</b>	<b>(229,240)</b>	<b>-6.7%</b>
<b>EXPENDITURES</b>				
<b>Personnel</b>				
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%
<b>Total Personnel</b>	<b>1,244,016</b>	<b>1,458,105</b>	<b>214,089</b>	<b>17.2%</b>
<b>Contractual and Professional Services</b>				
Legal Services	25,000	25,000	-	0.0%
Consultant & Professional Services (Includes expansion suite 504)	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	300,000	(400,000)	-57.1%
Consultant Services & Division St Study	200,000	-	(200,000)	-100.0%
State Audit Charges	15,000	17,000	2,000	13.3%
<b>Total Contractual and Professional Services</b>	<b>1,867,108</b>	<b>1,367,656</b>	<b>(499,452)</b>	<b>-26.8%</b>
<b>Materials and Services</b>				
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%
<b>Total Materials and Services</b>	<b>126,450</b>	<b>150,340</b>	<b>23,890</b>	<b>18.9%</b>
<b>Travel, Training, and Staff Development</b>				
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%
<b>Total Travel, Training, and Staff Development</b>	<b>52,875</b>	<b>64,509</b>	<b>11,634</b>	<b>22.0%</b>
<b>IT Operations</b>				
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%
<b>Total IT Services</b>	<b>121,371</b>	<b>141,970</b>	<b>20,599</b>	<b>17.0%</b>
<b>TOTAL EXPENDITURES</b>	<b>3,411,820</b>	<b>3,182,580</b>	<b>(229,240)</b>	<b>-6.7%</b>





# Calendar Year 2023 Indirect Cost Plan

DRAFT

Spokane Regional Transportation Council  
421 W Riverside Ave Suite 500, Spokane WA 99201  
[www.srtc.org](http://www.srtc.org) | 509.343.6370

## INDIRECT COST PROPOSAL CERTIFICATION STATEMENT

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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

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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

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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 49%. 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

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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			325,000	325,000	325,000	0	325,000
	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	2,332,580	1,899,965	432,615	2,332,580

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



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	Description	Type	87100	87100	87171	87172	98724	98770	98771	98766	98774	98799	Direct to	Indirect to
		[1]	44414	44415	44401-44429	44401-44429	44429	44402-44428	44402-44428	44402-44428	44402	44404	ALL Activ.	ALL Activ.
												TOTAL		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
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	146,217.59
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	236,573.70
Other Expenditures:														
51620	Move Staff	D/I	20,620.66	0.00									20,620.66	75,885.76
53102	Publications	D/I	0.00	0.00									0.00	312,459.46
53103	Postage	D/I	121.00	0.00									121.00	
53104	Software	D/I	13,216.29	0.00	17,712.03								30,928.32	
53201	Operating Supplies	D/I	477.50	2,686.62		1,605.70							4,769.82	
53502	Minor Equipment	D	0.00	3,516.80									3,516.80	
54101	Prof. Services	D/I	55,800.20	0.00		183.12							55,983.32	
54105	Legal Services	I	31,090.00	0.00									31,090.00	
54120	State Audit Charges	I	14,476.80	0.00									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	
54209	Online Services	D/I	14,071.95	0.00									14,071.95	
54301	Telephone	D/I	6,591.58	0.00	494.88	387.63							7,474.09	
54401	Travel/Mileage	D/I	7,795.90	40.70		718.43							8,555.03	
54451	Advertising	D/I	825.03	0.00	851.39	1,180.70							2,857.12	
54501	Rentals/Leases	D/I	93,081.06	0.00									93,081.06	
54601	Prop/Liability Ins.	I	14,509.00	0.00									14,509.00	
54803	Equip. Maint.	D/I	223.01	681.92									904.93	
54820	Software Maintenance	D/I	0.00	0.00	15,704.57								15,704.57	
54902	Registration	D/I	728.50	325.00	999.00	784.00							2,836.50	
54904	Dues,Subs.,Memberships	D/I	275.00	9,256.12									9,531.12	
54908	Permits/Fees	D/I	0.00										0.00	
54909	Printing	D/I	58.84										58.84	
55120	IG Services - General	D											0.00	
59100	IF Charges	D/I	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
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



**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
<b>Federal Revenue</b>	337,176	104,912	258,180	135,820	<b>836,088</b>	170,627	325,282	97,068	100,642	<b>693,619</b>	<b>1,529,708</b>
<b>Required Local Match</b>	45,519	14,163	34,854	18,336	<b>112,872</b>	23,035	43,913	13,104	13,587	<b>93,639</b>	<b>206,511</b>
<b>Additional Local</b>	7,104	2,210	5,440	2,862	<b>17,616</b>	3,595	6,853	253,642	58,001	<b>322,091</b>	<b>339,707</b>
<b>Total</b>	<b>389,799</b>	<b>121,285</b>	<b>298,474</b>	<b>157,018</b>	<b>966,576</b>	<b>197,257</b>	<b>376,049</b>	<b>363,813</b>	<b>172,229</b>	<b>1,109,348</b>	<b>2,075,925</b>
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
<b>Total</b>	<b>389,799</b>	<b>121,285</b>	<b>298,474</b>	<b>157,018</b>	<b>966,576</b>	<b>197,257</b>	<b>376,049</b>	<b>363,813</b>	<b>172,229</b>	<b>1,109,348</b>	<b>2,075,925</b>
<b>Direct Salaries/Wages</b>				394,644	<b>394,644</b>					<b>247,358</b>	<b>642,002</b>
<b>Direct Fr. Benefits</b>				129,211	<b>129,211</b>					<b>73,968</b>	<b>203,179</b>
<b>Other Direct Expend</b>				39,929	<b>39,929</b>					<b>467,584</b>	<b>507,513</b>
<b>Indirect Cost Plan</b>				272,305	<b>272,305</b>					<b>170,677</b>	<b>442,982</b>
<b>Total Federal Revenues</b>					<b>836,089</b>					<b>959,587</b>	<b>1,795,676</b>

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.

RESOLUTION  
of the BOARD of DIRECTORS of the  
SPOKANE REGIONAL TRANSPORTATION COUNCIL  
R 22-17 SRTC

**APPROVING THE  
SPOKANE REGIONAL TRANSPORTATION COUNCIL  
CALENDAR YEAR 2023 BUDGET AND INDIRECT COST PLAN**

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

WHEREAS, on 07/14/2022 the SRTC Board established the *2022 Budget Committee*; and

WHEREAS, on 08/10/2022 the *SRTC Budget Committee* met to review and evaluate the draft 2023 Budget and Indirect Cost Plan; and

WHEREAS, at the 09/08/2022 Board meeting the SRTC Board received a presentation of the draft budget and Indirect Cost Plan;

NOW, THEREFORE BE IT RESOLVED, that the SRTC Board is adopting the Calendar Year 2023 SRTC Budget and Indirect Cost Plan.

PASSED and APPROVED on this 13th day of October 2022 by the Spokane Regional Transportation Council Board of Directors.

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

ATTEST

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Julie Meyers-Lehman, Clerk of the Board

To: Board of Directors

10/06/2022

From: Lois Bollenback, Executive Director

**TOPIC: UPDATE TO SRTC RULES OF PROCEDURE**

**Requested Action:**

Approve Resolution #22-18 Adopting the SRTC Rules of Procedure.

**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 were 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.

**Board/Committee Discussions:**

At the 09/08/2022 meeting the Board reviewed the draft update to the Rules of Procedure.

**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](mailto: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 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.

**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.

All participants to an executive session must keep confidential all oral and written information provided or communicated therein. 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.
- 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.

#### 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 **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.
- 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.

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

RESOLUTION  
of the BOARD of DIRECTORS of the  
SPOKANE REGIONAL TRANSPORTATION COUNCIL  
R 22-18 SRTC

APPROVING  
SPOKANE REGIONAL TRANSPORTATION COUNCIL  
RULES OF PROCEDURE

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

WHEREAS, the SRTC Board operates pursuant to an Interlocal Agreement of the member parties; and

WHEREAS, on 02/10/2022 the SRTC Board established the *2022 Interlocal Agreement Implementation Subcommittee* and one of the committee's assigned tasks was to update the Rules of Procedure; and

WHEREAS, SRTC legal counsel has reviewed the updated Rules of Procedure

NOW, THEREFORE BE IT RESOLVED, that the SRTC Board is establishing updates Rules of Procedure as outlined in Attachment A of this resolution.

PASSED and APPROVED on this 13th day of October 2022 by the Spokane Regional Transportation Council Board of Directors.

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

ATTEST

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Julie Meyers-Lehman, Clerk of the Board

To: Board of Directors

10/06/2022

From: Lois Bollenback, Executive Director

**TOPIC: ESTABLISHING THE ADMINISTRATIVE COMMITTEE**

**Requested Action:**

Approve Resolution #22-19 Establishing the SRTC Administrative Committee.

**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 a draft resolution for review by the full board.
- The proposed draft resolution was presented for review and discussion at the September meeting. A final version is shown in the **Attachment**.

**Board/Committee Discussions:**

The proposed draft resolution was presented for review and discussion at the September Board meeting.

**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](mailto:lbollenback@srtc.org) | 509.435-3823

RESOLUTION  
of the BOARD OF DIRECTORS  
of the  
SPOKANE REGIONAL TRANSPORTATION COUNCIL  
R-22-19 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 13th day of October 2022 by the Spokane Regional Transportation Council Board of Directors.

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

ATTEST

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Julie Meyers-Lehman, Clerk of the Board

To: Board of Directors

10/06/2022

From: Eve McMenamy, Deputy Executive Director

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

**Requested Action:**

Approval of Resolution #22-20 Adopting the Process and Screening Criteria to develop the 2023 Unified List of Regional Transportation Priorities.

**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 helpful in identifying current regional priorities and if possible, a shorter more focused list would be beneficial.
- The 2023 Unified List draft process development steps and screening criteria are reported the **Attachment** to the memo.
- The Transportation Technical Committee (TTC) and the Transportation Advisory Committee (TAC) recommended approval of the process and screening criteria in the **Attachment**.
- Board member feedback included that equity should be a focus area for scoring, safety should be emphasized as a strategy, and additional economic development criteria should be considered that accounts for annual growth and includes job creation. SRTC Staff indicated we are evaluating future opportunities to integrate new economic development information and criteria in the future.

**Board/Committee Discussions:**

The Board, TTC and TAC received information and provided input during the *Transportation Discussion Series* each month in 2022 to help identify any new criteria that should be used to evaluate projects for inclusion on the 2023 Unified List. The TTC and TAC provided input and revisions on the Draft Unified List criteria at their 08/24/22 meeting and subsequently recommended approval at their 09/28/22 meeting. The Board provided input at their 09/08/22 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@src.org](mailto:evemc@src.org) | 509.381.9466 | Click [here](#) for the project website.

## 2023 Unified List of Regional Transportation Priorities

# Project Evaluation Criteria **DRAFT**

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><b>Economic Vitality</b> <b>30 points possible</b></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><b>Question 1a (5 points):</b> <b>Does the project provide access within or between two or more regional/local activity centers?</b></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 employment 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><b>Cooperation &amp; Leadership</b> <b>30 points possible</b></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><b>Stewardship</b> <b>30 points possible</b></p> <p>Emphasizes transportation investments that maximize positive impacts on the human environment while minimizing negative impacts to the natural environment.</p>	<p><b>Question 1 (10 points):</b> <b>Does the project incorporate electrification or other clean fuel strategies?</b></p>	<p><b>Question 2 (10 points):</b> <b>Does the project increase resilience by adding redundancy in areas of limited connectivity?</b></p> <p><i>Note: This question was listed under economic vitality in 2022 Unified List.</i></p>	<p><b>Question 3 (10 points):</b> <b>Does the project reduce air quality emissions or VHT/ VMT?</b></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

**Red text** indicates revisions made since September 8, 2022 SRTC Board Meeting



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

RESOLUTION  
of the BOARD OF DIRECTORS of the  
SPOKANE REGIONAL TRANSPORTATION COUNCIL  
R-22-20 SRTC

**APPROVING THE CALENDAR YEAR 2023 UNIFIED LIST OF  
REGIONAL PRIORITIES PROCESS AND SCREENING CRITERIA**

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 Unified List of Regional Priorities is developed by the SRTC Board in cooperation with the SRTC Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC) to strategically position regional transportation priorities for federal and state funding opportunities; and

WHEREAS, the CY 2023 Unified List of Regional Priorities process and screening criteria was developed and reviewed by the Board, TTC and TAC through the 2022 SRTC Transportation Discussion Series.

NOW, THEREFORE BE IT RESOLVED, that SRTC Board is approving the process and screening criteria to be utilized for the 2023 Unified List of Regional Transportation Priorities.

PASSED and APPROVED on this 13th day of October 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

10/06/2022

From: Eve McMenamy, Deputy Executive Director

**TOPIC: UNIFIED LIST OF REGIONAL TRANSPORTATION PRIORITIES: LEGISLATIVE PRIORITY STATEMENTS**

**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.
- In addition to the Unified List of priority projects, the SRTC Board also develops legislative priority statements to share with the Washington State Legislators. Please find the past legislative priority statements in the **Attachment**.
- During the October Board meeting staff will be collecting feedback on topics of interests for potential 2023 Legislative Priority Statements. Safety was mentioned as an important priority at the September meeting. What follows are emerging topics for consideration, the Board is not limited to this list for discussion:
  - Expand resources to improve transportation safety in support of Target Zero
  - Pursue transportation funding strategies to address known gaps
  - Ensure access to transportation in support of affordable housing strategies
  - Support increased funding for Regional Transportation Planning Organizations (RTPOs) to ensure adequate resources are available to fulfill responsibilities outlined in RCW 47.80
  - Fund regionally critical projects on the Unified List of Regional Transportation Priorities

**Board/Committee Discussions:**

This is the first discussion the Board is having on the legislative priority statements.

**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](mailto:evemc@srtc.org) | 509.381.9466

# Legislative Priority Statements

## Priority One

### Completion & Acceleration of the Connecting Washington Program

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

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

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

Additionally, the Board supports advancing funds to complete the NSC in 2026 than 2029 as currently programmed.

## Priority Two

### Increase Transportation System Preservation & Maintenance Funding

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

*Washington State Department of Transportation has identified the need for \$30 million in additional biennial cash flow to address growing programmatic preservation and maintenance needs and to address larger unanticipated infrastructure needs. In the current highly constrained budget environment, biennial cash flow is not sufficient to keep the state system in good repair and thus each year increases the risks of system failures that have economic consequences to the region and the users of the system.*

*Over the next ten years in Spokane County, SRTC has identified with local jurisdictions \$2.6 billion in maintenance preservation needs on all local roadways. Based on historical expenditures, local agencies could fund \$1.1 billion of this need leaving a gap of \$1.74 billion over the next ten years. An additional \$65 million per biennium directed into Spokane County would cover a portion of unfunded need on important local arterials and collectors and could be reasonably delivered by local agencies.*

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

## Priority Three

### Maintain Funding for Projects Identified in the Forward Washington & Miles Ahead Washington Spending Bills

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

The SRTC Board supports the inclusion of projects in a new transportation revenue package that were previous identified in the Forward Washington and Miles Ahead Washington programs.

To: Board of Directors

10/06/2022

From: Kylee Jones, Associate Transportation Planner III

**TOPIC: 2023 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) GUIDEBOOK**

**Requested Action:**

None. For information and discussion.

**Key Points:**

- The SRTC TIP Guidebook establishes goals and objectives for the TIP, outlines specific programming policies, and provides critical TIP timelines and information for various processes.
- The TIP Guidebook is a programming resource for SRTC member agencies, the Board of Directors, and advisory committee members.
- The first TIP Guidebook was developed in 2013 and is updated yearly to incorporate new schedules, procedures, and programming policies.
- Changes to the 2023 Guidebook include:
  - Addition of a Toll Credits Policy, which was approved by the SRTC Board of Directors on 05/12/22.
  - Modification to Policy 3.2 and Policy 4.4
  - Update to the cyclical dates and removal of the 2022 Call for Projects schedule
  - Update to the term “Regional Project Priority List” to “Contingency List” throughout the guidebook
- A copy of the draft Guidebook can be found [HERE](#)

**Board/Committee Discussions:**

Both the Transportation Technical Committee and Transportation Advisory Committee were presented with the draft Guidebook in September for information and discussion. The Board will be asked to approve the document in November 2022.

**Public Involvement:**

All meetings at which the 2023 TIP Guidebook will be discussed are open to the public.

**Staff Contact:** Kylee Jones, SRTC | [kjones@srtc.org](mailto:kjones@srtc.org) | 509.343.6370

**Supporting Information****TOPIC: 2023 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) GUIDEBOOK**

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Substantive changes to Policies 3.2 and 4.4.

**Current Policy 3.2:**

SRTC is responsible for determining whether a project change is an amendment or administrative modification.

**Proposed Policy 3.2 presented at September Transportation Technical Committee (TTC) & Transportation Advisory Committee (TAC) Meeting:**

SRTC is responsible for determining whether a project change is an amendment or administrative modification.

**SRTC reserves the right to process amendments as often as necessary.**

**Current Policy 4.4:**

If a project phase does not meet its targeted obligation date; SRTC may administratively grant the project sponsor a one-time extension of up to two (2) years. The project sponsor has 30 calendar days from the date it was notified of the administrative extension to submit a revised project delivery schedule for the project to SRTC. If a revised schedule has not been received within that time period, the project will be presented to the SRTC Policy Board for direction and possible removal from the TIP.

**Proposed Policy 4.4 presented at September Transportation Technical Committee (TTC) & Transportation Advisory Committee (TAC) Meeting:**

If a project phase will not meet its targeted obligation date; SRTC may grant the project sponsor a one-time extension of up to two (2) years **with a written request from the project sponsor by January 17, 2023. The SRTC Board will be given an informational presentation of the projects requesting an extension at their February Board meeting.** The project sponsor has 30 calendar days from the date it was notified of the administrative extension to submit a revised project delivery schedule for the project to SRTC. If a revised schedule has not been received within that time period, the project will be presented to the SRTC Policy Board for direction and possible removal from the TIP.

To: Board of Directors

10/06/2022

From: Jason Lien, Principal Transportation Planner

**TOPIC: COORDINATED PUBLIC TRANSIT – HUMAN SERVICES TRANSPORTATION PLAN UPDATE**

**Requested Action:**

None. For information and discussion.

**Key Points:**

- The planning process to update the Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP) began in early 2022. SRTC is leading the process, in partnership with STA. Since February, all interested parties and target groups have been encouraged to provide input through a survey. With the survey closing in August, staff has incorporated this feedback and completed the [Draft 2022 CPT-HSTP](#) and [Draft Appendices](#), published on September 1.
- The Draft CPT-HSTP is currently in a public review period, with a comment deadline of 10/14/22. Staff will finalize the Draft Plan and present it as an action item at the November Board meeting.
- 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 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.
- Staff will present an overview of the Plan at the meeting.

**Board/Committee Discussions:**

The Board was updated with an informational memo in September 2022. Committees were briefed in September 2022. Staff will seek a recommendation from the TTC and TAC this month, with Board approval of the CPT-HSTP update on the November meeting agenda.

**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 and is open for public comment until 10/14/22. Comments may be submitted to staff contact Jason Lien.

**Staff Contact:** Jason Lien, SRTC | [jlien@srtc.org](mailto:jlien@srtc.org) | 509.343.6370

To: Board of Directors

10/06/2022

From: Lois Bollenback, Executive Director

**TOPIC: INFRASTRUCTURE INVESTMENT AND JOBS ACT (IIJA) WORK GROUP REPORT**

**Requested Action:**

None. For information and discussion.

**Key Points:**

- In November 2021, Congress passed, and the President signed the Infrastructure Investment and Jobs Act (IIJA), which included a five-year authorization of federal-aid highway formula program funding.
- In addition to the reauthorization of several surface transportation programs, IIJA creates four new federal-aid highway formula programs.
- When new federal transportation authorization laws are enacted, Washington state has a tradition of convening a work group to make recommendations on future distributions of federal-aid highway formula program funding to state and local governments.
- This year, the 2022 Supplemental Transportation Budget directed the Joint Transportation Committee to convene this Work Group.
- The Work Group met three times in June and July 2022 and issued a set of recommendations as shown in the attachment.
- While specific budget details are not currently available, SRTC staff will provide an overview of the working group recommendations.

**Board/Committee Discussions:**

The SRTC Board discussed the establishment of the IIJA Working Group at the May 2022 Board meeting and agreed by consensus to appoint a SRTC Board member and alternate to serve on the working group as a representative of the RTPO's. Updates were provided as part of the Executive Directors report at SRTC Board meetings in June and July.

**Public Involvement:**

Meetings of the SRTC Board are open to the public and all agendas are noticed in advance.

**Staff Contact:** Lois Bollenback, SRTC | [lbollenback@srtc.org](mailto:lbollenback@srtc.org) | 509.435.3823





September 15, 2022

Delivered via email

To: IJJA Work Group Members:

Thank you for your participation on the IJJA Work Group. We appreciate your thoughtful input and your continuing commitment to providing a transportation system that works for every Washingtonian. The purpose of this memo is to document the decisions that we have made based upon the information we all received and the input from the Work Group. A summary of these decisions is provided below. Additional background information on the IJJA and the Work Group is available here: <https://leg.wa.gov/JTC/Pages/IJJAWorkgroup.aspx>.

### **Background**

In November 2021, Congress passed, and the President signed the Infrastructure Investment and Jobs Act (IIJA), which included a five-year authorization of federal-aid highway formula program funding. Washington is expected to receive approximately \$5.433 billion in apportioned funds over the life of the Act. In addition to the reauthorization of several surface transportation programs, IIJA creates four new federal-aid highway formula programs and provides \$1.7 billion more in federal-aid funding for Washington state than was included in the Fixing America's Surface Transportation (FAST) Act.

When new federal transportation authorization laws are enacted, Washington state has a tradition of convening a work group to make recommendations on future distributions of federal-aid highway formula program funding to state and local governments. This year, the 2022 Supplemental Transportation Budget directed the Joint Transportation Committee to convene this Work Group. The Work Group met three times in June and July 2022.

### **Summary of funding split decisions for the five-year IIJA authorization**

Attached to this memo is a chart summarizing the five-year average split percentages for the five-year authorization of the IIJA (FFY 2022-2026). Those splits are described in more detail below.

#### **National Highway Performance Program -**

- Retain similar splits as FAST Act which was also assumed in the Move Ahead Washington allocation— 87% state/13% local
- The local share is to be administered through the NHS Asset Management Program administered through the WSDOT Local Programs Office

#### **Surface Transportation Block Grant program –**

- Maintain FFY 2022 and FFY 2023 at the Move Ahead Washington identified split (28% state/72% local)

- For FFY 2024 – FFY 2026, the split is revised to 16% state/84% local to effectively provide the historic split of 21% state/79% local, over the course of the five years.

#### **Highway Safety Improvement Program -**

No change from FAST Act distribution – continue to allocate funds based on updated crash data to support the Target Zero statewide safety plan – FFY 2022 data reflects split 30% state/70% local.

#### **Congestion Mitigation & Air Quality (CMAQ) Program -**

No change from FAST Act – continue to allocate funds to the five eligible Metropolitan Planning Organizations to help meet the requirements of the federal Clean Air Act– 100% local.

#### **Bridge Replacement Program (NEW) –**

- Maintain FFY 2022 and FFY 2023 at the Move Ahead Washington identified splits (85% state/15% local).
- For FFY 2024 – FFY 2026, the split is revised to 46% state/54% local to effectively provide an average split of 61% state/39% local, over the course of the five years.
- The local share is to be administered through the Local Bridge grant program administered by the WSDOT Local Programs Office
- The maximum funding cap for local bridges is raised to \$25M
- Non-federal match for local off-system bridges will not be required by the state

#### **National Highway Freight Program –**

- Retain current splits (50% state/50% local) as identified in Move Ahead Washington to ensure that Washington's Freight System Plan can be submitted to the Federal Highway Administration for approval by the federal October 2022 deadline.

#### **Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation Program (PROTECT) –**

- For FFY 2022 no change to Move Ahead Washington allocation (100% state).
- For FFY 2023-2026, \$25m set aside for tribal resiliency projects.
- Remaining \$75m shall be directed to local fish passage projects (over 4 years).
  - The Brian Abbot Fish Barrier Removal Board shall facilitate the project selection process. The Board shall work with WSDOT Local Programs to ensure that project selection criteria is consistent with federal requirements.
- WSDOT Local Programs shall administer funding for all projects awarded PROTECT funds.

#### **National Electric Vehicle Program -**

New IIJA program – funds are provided 100% to the state.

#### **Carbon Reduction Program -**

New IIJA program funds are split 35% state/65% local

#### **NOTE:**

If a Federal Continuing Resolution occurs in FFY 2027, the intent is to

- continue the overall five-year split ratios for all programs (not the final/5th year split ratios) for that FFY, and
- reconvene a work group to reevaluate the splits for subsequent years and progress toward upholding Move Ahead Washington principles and goals.

**Other decisions:**

In response to the input from the IJIA Work Group, members of the JTC Executive Committee support the following:

**Pilot federal fund exchange program**

WSDOT shall work with the Governor's office and the legislature to establish in the 2023-25 biennial budget a federal fund exchange pilot program. Local governments should anticipate less than a full dollar-for-dollar swap to account for the additional administrative costs for WSDOT. We encourage WSDOT to engage with local government representatives when establishing the program and setting the exchange rate. The primary purpose of the swap is to reduce administrative burden on smaller cities and counties.

**Federal grants coordination**

To maximize the federal funding coming to Washington state, the JTC Executive Committee encourages more federal grants coordination between state and local governments. The existing WSDOT/MPO/RTPO Coordinating Committee, may be a good home for this effort. Beyond coordination, we encourage the Coordinating Committee to share recommendations with us on other strategies and resources that could increase the level of federal transportation grants coming to our state.

**Maximizing local transportation investments**

To maximize local transportation investments the legislature intends to require a maintenance of effort by counties, to ensure that new state and federal transportation monies distributed to counties result in a corresponding increased investment in local transportation infrastructure.

**Truck parking**

The JTC Executive Committee shares work group members concern about the need to address truck parking issues in Washington state and is committed to identifying appropriate funds in an upcoming budget.

Thank you for your participation on the IJIA Workgroup. If you have questions about this memo, please direct them to Dave Catterson, JTC Coordinator, [dave.catterson@leg.wa.gov](mailto:dave.catterson@leg.wa.gov).

Sincerely,

JTC Executive Committee



Sen. Marko Liias



Rep. Jake Fey



Sen. Curtis King



Rep. Andrew Barkis

## IIJA Work Group 2022 – Summary of State/Local Distributions

	FFY 2015 (MAP-21)		FFY 2020 (FAST Act)		FFY 2022-26 - (IIJA) <sup>1</sup>	
Program	State	Local	State	Local	State	Local
<b>National Highway Performance Program (NHPP)</b>	94%	6%	87%	13%	87%	13%
<b>Surface Transportation Block Grant Program (STBGP)</b>	<b>25%</b>	<b>75%</b>	<b>21%</b>	<b>79%</b>	<b>21%</b>	<b>79%</b>
Off-system Bridge (set-aside)	0%	100%	0%	100%	0%	100%
Population Distribution	0%	100%	0%	100%	0%	100%
Any area of the state	67%	33%	79%	21%	52%	48%
Transportation Alternatives	0%	100%	0%	100%	0%	100%
Recreational Trails	100%	0%	100%	0%	100%	0%
<b>Highway Safety Improvement Program (HSIP)</b>						
Highway Safety Component of HSIP	30%	70%	30%	70%	30%	70%
Rail Crossing Safety Component of HSIP	100%	0%	0%	100%	0%	100%
<b>Congestion Mitigation and Air Quality (CMAQ)</b>	0%	100%	0%	100%	0%	100%
<b>Metropolitan Planning (MPO)</b>	0%	100%	0%	100%	0%	100%
<b>Statewide Planning and Research (SPR)</b>	100%	0%	100%	0%	100%	0%
<b>National Highway Freight Program (NHFP)</b>	-	-	14%	86%	50%	50%
<b>Formula Bridge Program</b>					61%	39%
<b>National Electric Vehicle Program</b>					100%	0%
<b>PROTECT</b>					19%	81% <sup>2</sup>
<b>Carbon Reduction</b>					35%	65%
<b>Overall</b>	<b>66%</b>	<b>34%</b>	<b>61%</b>	<b>39%</b>	<b>59%</b>	<b>41%</b>

<sup>1</sup> Five-year average split for IIJA

<sup>2</sup> Includes \$25 million set-aside for tribal resiliency projects

To: Board of Directors

From: Lois Bollenback, Executive Director

**TOPIC: EXECUTIVE DIRECTOR'S REPORT**

10/06/2022

**Requested Action:**

None. For information.

**Key Points:**

- **Association of MPOs Annual Conference**
  - The annual conference of MPOs is scheduled for the last week in October (beginning on Monday, October 24). SRTC Principal Planner, Jason Lien along with Mike Tresidder from STA and Darby Watson from Parametrix will be presenting the work completed as part of the Division Connects Bus Rapid Transit Corridor Study. This is a wonderful opportunity to showcase the good work and partnerships that represent the Spokane Region.
- **Potential Safety Program Pilot Study**
  - SRTC staff and WSDOT Eastern Region are discussing an opportunity to work together in developing a communication and collaboration model for identifying and pursuing transportation safety improvements that will help meet targets established in the region.
  - The purpose of the effort is to develop a process that will lead to a more efficient and effective program that can potentially be replicated throughout the state and across other areas of transportation.
  - These discussions are in their initial stage and a proposed scope and schedule will be presented to the SRTC as the details of the program are identified.
- **SRTC Outreach Activity**
  - SRTC staff continue to participate in various activities to build community and business relationships throughout the local region and state. In the past few weeks, SRTC staff participated in the FMSIB Bus Tour, the Good Roads Bus Tour, an EWU Community Planners Networking Social, the East Spokane Business Association Annual Dinner, supported the Bike, Walk & Roll conference, attended the Association of Washington Cities Employee Benefit Advisory Committee conference, and held a public meeting for the draft 2023-2026 Transportation Improvement Program.

**Staff Contact:** Lois Bollenback, SRTC | [lbollenback@srtc.org](mailto:lbollenback@srtc.org) | 509.435-3823

### **ACTION ITEMS**

**2023-2026 Transportation Improvement Program (TIP)** – The motion to recommend Board approval of Resolution #22-16 for the 2023-2026 TIP passed unanimously.

**Unified List of Regional Transportation Priorities: Process & Screening Criteria** – The group discussed challenges with the timing of the project applications submittals for the upcoming Unified List. The motion to recommend Board approval of the Unified List Process and Screening Criteria passed unanimously.

### **INFORMATION & DISCUSSION ITEMS**

**Equity Planning Framework** – Staff shared information about the ongoing development of the SRTC Equity Planning Framework. A draft framework will be brought to the TTC in October for review.

**Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP)** – Staff summarized the plan, the update process, and community engagement completed. Volunteers from the TTC will be needed to assist with ranking projects submitted through the WSDOT Consolidated Grant Program.

**CY 2023 Transportation Improvement Program Guidebook** – Staff reviewed the proposed revisions to the 2023 Guidebook. The most substantial change is the following addition to Policy 4.4 “... *with a written request from the project sponsor by 01/17/2023. The SRTC Board will be given an information presentation of the projects requesting an extension at their February Board meeting*” and there was considerable discussion about this revision. Comments included:

- The TIP Working Group discussed this previously; the January date was a compromise from SRTC’s initial suggestion of a November notification date.
- Concern about January being so early in the construction year; it may be too early to know if a delay will occur.
- As awards to agencies are getting larger, it becomes more challenging for SRTC to fill the programming gap in case of a project delay.
- Concern that every agency will automatically request an extension just to be on the safe side.
- This policy revision is being proposed to solve a problem because not meeting the federal obligation target puts funding in jeopardy. Extensions were more manageable when awards were smaller.
- Requesting an extension is not just a delay but technically a swap of project allocation funding, because other projects must be found to use the funding to meet the federal obligation target.
- Suggestion for SRTC to review prior requests to see if there is a pattern; SRTC may want to consider each agency’s delivery practice/timing.
- Would like to see actual project examples in order to make this policy more tangible and grasp what the impacts could be.
- The introduction of a deadline is what is the most concerning.
- SRTC staff would be responsible for presenting the request for an extension to the Board.
- Suggestion to soften the language of policy 4.4.
- Need for clarification about when the 30-day period begins for the submittal of a revised project delivery schedule. It doesn’t seem feasible with a notification date of January 17. For example, what if the project sponsor learns of a project delay in early February?

**SFY 2023-2023 Unified Planning Work Program (UPWP) Update** – Staff spoke about the purpose of the UPWP and what it contains. Lists of completed, in progress, and upcoming tasks were provided in the meeting packet.

## ***ACTION ITEMS***

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**2023-2026 Transportation Improvement Program (TIP)** – The group discussed the definition of “regionally significant.” The motion to recommend Board approval of Resolution #22-16 to approve the 2023-2026 TIP passed unanimously.

**Unified List of Regional Transportation Priorities: Process & Screening Criteria** –There was discussion about if the criteria may change next year and about how projects submitted for this list are typically part of each agencies own legislative priorities and need to be of regional importance to qualify for the list. The motion to recommend Board approval of the Unified List Process and Screening Criteria passed unanimously.

## ***INFORMATION & DISCUSSION ITEMS***

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**Equity Planning Framework** – Staff shared information about the ongoing development of the SRTC Equity Planning Framework; the draft framework will be presented next month for review. There was discussion about the potential creation of an Equity Advisory Committee and what the role of that group might be.

**Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP)** – Staff summarized the plan, reviewed the update process and the public outreach completed to gather community input. A few volunteers from the TAC will be sought next month to assist with ranking projects submitted through the WSDOT Consolidated Grant Program.

**CY 2023 Transportation Improvement Program Guidebook** – Staff reviewed the purpose of the Guidebook, its annual update and the proposed revisions to the 2023 Guidebook. Staff shared the comments/concerns of the TTC.

**SFY 2023-2023 Unified Planning Work Program (UPWP) Update** – Staff spoke about the purpose of the UPWP and how it directs the work done at SRTC. Lists of completed tasks and tasks in progress were provided in the meeting packet. The TAC will be asked to provide input on future tasks for the next iteration of the UPWP.

<b>Draft Board Agenda Items</b>	
<b>For Action</b>	<b>For Information</b>
<b>NOVEMBER</b>	
Coordinated Public Transit-Human Services Transportation Plan	Unified List and Priority Statements
2023 Transportation Improvement Program Guidebook	Equity Framework
	DATA Project Update: Household Travel Survey Final Report
	Transportation Performance Management: Introduction
<b>DECEMBER</b>	
Equity Framework	Transportation Performance Management: Safety
Unified List and Priority Statements	
<b>JANUARY</b>	
Transportation Performance Management: Safety	Transportation Performance Management: Infrastructure