

## Board of Directors Meeting

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Thursday, September 14, 2023 at **1:30 PM (note time change!)**

### Hybrid In Person/Virtual Meeting

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

<https://us02web.zoom.us/j/88995178182?pwd=SFRkSlRQSHE3UlpQ3ZFeHJvbWMxdz09>

Meeting ID: 889 9517 8182 | Passcode: 604873

By Phone 1-253-215-8782

Meeting ID: 889 9517 8182 | Passcode: 604873

Or find your local number: <https://us02web.zoom.us/j/88995178182?pwd=SFRkSlRQSHE3UlpQ3ZFeHJvbWMxdz09>

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### SRTC welcomes public comments at Board meetings.

The 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 also be provided during the comment period at the beginning of the meeting.

SRTC is committed to nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964, Civil Rights Restoration Act of 1987 (P.O. 100.259) and the Americans with Disabilities Act. Reasonable accommodation 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.

Time	Item #		Page #
1:30	1	Call to Order / Record of Attendance / Excused Absences	
1:32	2	Public Comments	
<b><u>FOR ACTION</u></b>			
1:35	3	<b>Consent Agenda</b>	
	a)	July Board of Directors Meeting Minutes	3
	b)	July & August 2022 Vouchers	7
	c)	CY 2023-2026 Transportation Improvement Program (TIP) July & September Amendments	9
	d)	Safe Streets and Roads for All: Consultant Selection	14
1:40	4	<b>2024 Unified List of Regional Transportation Priorities: Legislative Priority Statements and Priority Projects</b> <i>(Eve McMenamy and David Fletcher)</i>	16
2:00	5	<b>Bicycle Level of Traffic Stress Analysis</b> <i>(Jason Lien)</i>	28
<b><u>FOR INFORMATION AND DISCUSSION</u></b>			
2:10	6	<b>Reconnecting Communities &amp; Neighborhood Grant Program</b> <i>(Guest Presenter on behalf of the collaborative effort between STA, City of Spokane Valley and City of Spokane)</i>	n/a
2:17	7	<b>Draft CY 2024-2027 Transportation Improvement Program</b> <i>(Ryan Stewart)</i>	30
2:32	8	<b>Draft CY 2024 Budget and Indirect Cost Plan</b>	31
2:42	9	<b>Board Member Comments</b>	
2:47	10	<b>Adjournment</b>	
<b><u>FOR INFORMATION: No Action or Discussion</u></b> (Written reports only)			
	11	<b>Executive Director's Report</b> <i>(Lois Bollenback)</i>	60
		<ul style="list-style-type: none"> <li>• Ongoing/Upcoming Events and Activities</li> <li>• Transportation Funding: Awards and Opportunities</li> <li>• Administrative Committee Activity Update</li> <li>• TAC Vacancies and Recruitment</li> <li>• FHWA Urban Area Boundary Adjustments</li> <li>• Continuity of Operations Plan</li> <li>• Staffing Update</li> </ul>	
	12	<b>Transportation, Housing, and Urban Development and Related Agencies Appropriations (THUD) Bill</b>	62
	13	<b>Transportation Technical Committee &amp; Transportation Advisory Committee Meeting Summaries</b>	64
	14	<b>Future Board Agendas</b>	66

# Spokane Regional Transportation Council – Board of Directors

July 13, 2023 | Meeting Minutes

Hybrid Meeting at SRTC, 421 W Riverside Ave Suite 504, Spokane WA and virtually on Zoom

## # 1 Call to Order/Excused Absences

Chair Wilkerson called the meeting to order at 1:01pm and attendance was taken. In attendance were:

### IN ATTENDANCE

#### Board Members:

Council Member Betsy Wilkerson, *City of Spokane* (Chair)  
 Commissioner Al French, *Spokane County* (Vice Chair)  
 Council Member Jennifer Morton, *City of Airway Heights*  
 Council Member Paul Schmidt, *City of Cheney*  
 Mayor Cris Kaminskas, *City of Liberty Lake*  
 Mayor Pam Haley, *City of Spokane Valley*  
 Council Member Rod Higgins, *City of Spokane Valley*  
 Doug Yost, *Major Employer Representative*  
 Matt Ewers, *Rail/Freight Representative*  
 Council Member Micki Harnois, *Small Towns Representative*  
 Commissioner Mary Kuney, *Spokane County*  
 CEO Susan Meyer, *Spokane Transit Authority*  
 Todd Trepanier, *WSDOT-Eastern Region*  
 Heather Trautman, *Transportation Technical Committee Vice Chair*  
 Kim Zentz, *Transportation Advisory Committee Chair*

#### Board Alternates:

n/a

#### Guests:

Adam Jackson, *City of Spokane Valley*  
 Steven Polunsky, *Dept. of Commerce*  
 Tom Sahlberg, *City of Liberty Lake*  
 Kevin Picanco, *City of Spokane*  
 Jody Belsick  
 Karl Otterstrom, *Spokane Transit Authority*  
 LeAnn Yamamoto, *CommuteSmartNW*  
 Paul Kropp  
 Shauna Harshman, *WSDOT-Eastern Region*

#### Staff:

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

Chair Wilkerson stated that the following members requested an excused absence from the meeting:

- Council Member Dee Cragun, *City of Deer Park*
- Mayor Kevin Freeman, *City of Millwood*
- Council Member Zack Zappone, *City of Spokane*
- Kelly Fukai, *Washington State Transportation Commission*

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

## # 2 Public Comments - There were no comments.

## ACTION ITEMS

## # 3 Consent Agenda

- a) June Board of Directors Meeting Minutes
- b) June 2023 Vouchers
- c) 2023-2026 Transportation Improvement Program July Amendment
- d) CY 2023 Quarterly Budget Update (2<sup>nd</sup> Quarter: Apr-May-Jun)

- e) CY 2023 Budget Amendment
- f) CY 2024 Member Financial Contributions
- g) SFY 2024-2025 Unified Planning Work Program Budget Adjustment
- h) Transportation Improvement Program Database Contract with EcoInteractive
- i) Safe Streets and Roads for All Grant Agreement with U.S. Dept. of Transportation

Commissioner French noted an error in the June minutes; both Council Member Wilkerson and Council Member Schmidt were listed as SRTC Board Chair. Council Member Schmidt is the Immediate Past Chair.

***Commissioner French made a motion to approve the consent agenda with the correction to the minutes. Council Member Higgins seconded. Motion passed unanimously.***

#### **# 4 Preservation Call for Projects: Approve Awards**

Ms. Jones provided an overview of the call for projects process and presented the list of projects for proposed funding, eligibility categories, and funding recommendations. She explained the reasons why the annual federal allocation amount is lower than had been projected and said 2024 allocations should return to normal levels. The group discussed the application of future allocations.

***Mr. Ewers made a motion to approve Resolution R-23-22 to award funding allocations for the 2023 Call for Preservation Projects as shown in the Attachment. Council Member Harnois seconded. Motion passed unanimously.***

#### **# 5 Congestion Management Process (CMP): Regional Objectives and CMP Network**

Mr. Fletcher recapped the CMP's purpose and summarized the steps completed so far by the multi-jurisdictional CMP Working Group. He summarized the updates to the 6 regional objectives and presented a map showing additions to the CMP network and network designation criteria.

Commissioner French spoke about the second entrance being built to Fairchild AFB at Craig Rd; some federal funding has already been obtained to make improvements to Craig Rd in anticipation of this project. Currently there is limited congestion data available for this area, but that is not a requirement to be included in the CMP network. There was discussion about the ties between congestion and economic vitality/economic development.

***Ms. Meyer made a motion to amend language of the first regional objective to say "the benefits of improved economic vitality MAY outweigh the disadvantages of congestion". Mr. French seconded. Motion passed unanimously.***

***Commissioner French made a motion to add Craig Rd to the CMP Network map. Council Member Morton seconded. Motion passed unanimously.***

The group considered the context of the CMP's stewardship objective.

***Commissioner French made a motion to approve the CMP Regional Objectives and CMP Network as amended. Council Member Higgins seconded. Motion passed unanimously.***

## INFORMATION & DISCUSSION ITEMS

### # 6 City of Spokane Valley: Transportation Priorities

Mr. Jackson presented status and funding information about Spokane Valley's current and future priority projects. Ms. Bollenback said that over the next several months the Board will receive presentations from various local partners to discuss transportation projects.

### # 7 2024 Unified List of Regional Transportation Priorities: Legislative Priority Statements

Ms. McMenamy provided a summary of the annual Unified List development process. The creation of state legislative priority statements has been moved up to occur earlier in the year since state budget discussions begin in October. The group reviewed the ten draft legislative statements intended to be used with state legislators and modifications from last year's statements:

- A. Expand resources to improve transportation safety in support of Target Zero
- B. Pursue strategies to effectively address maintenance and preservation needs
- C. Support increased funding for Regional Transportation Planning Organizations
- D. Ensure access to transportation in support of affordable housing strategies
- E. Fund regionally critical projects on the SRTC Unified List
- F. Encourage diversity in the development of clean fuel technologies
- G. Address funding gaps that are anticipated due to the loss of gas tax revenues
- H. Enhance transportation investments that support Fairchild Air Force Base as the significant military installation in Spokane County
- I. Maintain Move Ahead Washington investments
- J. Modernize the Federal Funding Formual for transportation

Board members were asked to provide input. There was a suggestion to change "Maintain Move Ahead Washington investments" to "Maintain Legislative investments" since the North Spokane Corridor is not part of the Move Ahead Washington package, and the Division BRT funding is tied to NSC completion as well.

### # 8 Draft 2024 Unified List of Regional Transportation Priorities

Mr. Fletcher spoke about the use of the Unified List as a strategic tool to communicate with legislators about current regional transportation priorities for potential funding opportunities. He summarized the project submittals from member agencies, and presented a map showing where projects are located.

Mr. Fletcher displayed two options of proposed project lists that contained project scores and project status category. Feedback received from legislators last year about the project list was to make it shorter. Using natural scoring breaks, Option A has 16 projects Option B contains 21 projects. At their June meetings the Transportation Technical Committee and Transportation Advisory Committee supported Option B because it more accurately represents the region's true needs. The Board was asked to provide input.

Commissioner French noted that the Craig Rd list is near the bottom of the Initiation category, but some funding has already been obtained. There was discussion about the self-scoring nature of the project application process and challenges of presenting regional needs while supporting member agency priorities.

#### **# 9 SRTC/WSDOT-Eastern Regional Safety Collaboration Pilot Project Update**

Mr. Ulrich reported on the Safety Collaboration project underway between SRTC and WSDOT and the safety project candidate locations. He summarized the process by which the locations were identified and shared metrics for crash severity by road segment, crash severity by intersection, fatal crashes involving pedestrians and bicyclists, and posted speeds at fatal and serious injury crashes occur. Mr. Ulrich reminded the board that this effort is intended to explore opportunities for collaboration between the two agencies.

This activity provides foundational safety analysis that will support the regional safety action plan that will begin later this year.. Selection of the projects will be brought before the Board in September as part of the Unified List. There was discussion about identification of accident causal factors in the future as part of the Safe Streets and Roads for All grant.

#### **# 10 Bicycle Level of Traffic Stress Update**

Mr. Lien stated the purpose of this analysis is to institute a grading system on the Regional Bicycle Priority Network so that users and agency staff can easily identify the level of interaction with vehicular traffic. He explained the Level of Traffic Stress (LTS) grading methodology. Region wide results of the bike network show that 30% of the network is classified as Level 1 (lowest stress) and 45% is Level 4 (highest stress), primarily due to the mileage of rural roads which do not generally have bike facilities. Results from the urban area show 37% of the network at Level 1, 29% at Level 4 and 34% Level 2 and 3 combined.

Results will continue to be reviewed with additional information being added for unsignalized crossings at major intersections. The Board will be asked to approve the LTS analysis in September.

#### **# 11 Working Group Update**

Mr. Redlinger spoke about the effort underway to define the roles and scopes of SRTC's existing working groups, future working groups, and subcommittees more clearly. These are not addressed in existing policies of SRTC. To improve clarity of purpose, SRTC staff has developed a draft charter that defines the role of a working group along with a template to serve as an outline for each group as it is established.

He shared information about the upcoming implementation of the Equity Working Group and summarized highlights of the group's draft charter. Further discussions about the Equity Working Group will be brought back to the Board and both committees later this year.

#### **# 12 Board Member Comments**

Chair Wilkerson thanked SRTC for contributing to the swag bags for the Association of Washington Cities event. Mr. Trepanier shared information about upcoming events for the next section of the North Spokane Corridor and for the Trent Bridge re-opening. Ms. Meyer spoke about the big celebration planned for the City Line launch on July 15. Council Member Harnois expressed concerns about the dangerous driving conditions on Highway 27.

#### **# 13 Adjournment**

There being no further business, the meeting adjourned at 2:31 pm.

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Julie Meyers-Lehman, Clerk of the Board

**VOUCHERS PAID FOR THE MONTH OF JULY 2023**

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
7/14/23	V122138	Washington Trust Bank	Software/Virtual mtg Subsc's; Office splys/equip; Staff reg's virtual mtgs/webinars	1,647.64
	V122139	Visionary Communications, Inc.	Fiber Services, July 2023	1,012.54
	V122140	Intermax Networks	VOIP telecom July 2023	252.89
	V122141	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2023-14	435.00
	V122142	WA State Dept of Retirement	Employee and Employer Contributions: June 2023	14,924.00
	V122143	Pacific Office Automation	Copier Lease/Usage June 2023	182.23
	V122144	Spokesman Review	Public Notice TIP amendment	79.72
	V122145	Rehn & Associates	Admin fee June '23	75.00
	V122146	West Plains Chamber of Commerce	Renewal of annual membership dues	450.00
	V122147	Standard Printworks	Update Board member photo poster	29.96
	V122148	APA Idaho	Advertising Outreach position	50.00
	V122149	Rehn & Associates	Agency H.S.A. contributions for Q-3 2023: LB, GG, JL, MR, MU	2,500.00
	V122150	Adventures in Advertising	Outreach event supplies	347.45
7/28/23	V122151	Avista Utilities	WA Dept of Commerce ETS Grant pass thru for site #'s 7, 21, 29, 32	208,373.05
	V122152	Greater Spokane Inc	Renewal of annual membership dues	775.00
	V122153	ESRI	ArcGIS Online Svc Credits - Block of 1,000	130.80
	V122154	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2023-15	455.00
	V122155	AWC Employee Benefit Trust	July '23 Benefit Insurance Premiums	10,102.78
	V122156	AMPO	Membership renewal thru 7.1.24	2,880.27
	V122157	EMLVO P.C.	June legal svcs: Board mtg; ETS sub-recipient work; meet w/ staff	2,800.00
	V122158	WA State Auditor's Office	CY-22 Federal & Financial Audit (Billing #3)	9,607.50
	V122159	Associated Industries	Q-3 Membership dues	403.75
	V122160	Downtown Spokane Partnership	Membership renewal thru 7.1.24	575.00
	V122161	NW Unity	Booth registration for Unity in Community outreach event	100.00
	V122162	Intrinium	Managed IT Services - Mnthly June; O365 software	2,506.18
	V122163	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for August 2023	7,023.76
		Reimbursement(s)		
		Salaries/Benefits Pay Periods Ending: 7/08/23 & 7/22/23		83,668.32
7/31/23		Spokane County Treasury Monthly SCIP fee - July 2023		31.46

**TOTAL July 2023 351,419.30**

<b>Recap for July 2023:</b>			
	Vouchers: V122138 - V122163		267,719.52
	Salaries/Benefits Pay Periods Ending: 7/08/23 & 7/22/23		83,668.32
	Spokane County Treasury Monthly SCIP fee - July 2023		31.46
			<b>351,419.30</b>

As of 9/14/23, the Spokane Regional Transportation Council Board of Directors approves the payment of the July 2023 vouchers included in the list in the amount of: **\$351,419.30**

SRTC Board of Directors Chair, City of Spokane Council Member Betsy Wilkerson



**VOUCHERS PAID FOR THE MONTH OF AUGUST 2023**

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
8/11/23	V122164	Washington Trust Bank	Software/Virtual mtg Subsc's; Office splys/equip; Staff reg's virtual mtgs/webinars	2,351.71
	V122165	Visionary Communications, Inc.	Fiber Services, August 2023	1,012.54
	V122166	Intermax Networks	VOIP telecom July 2023	253.41
	V122167	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2023-16	455.00
	V122168	WA State Dept of Retirement	Employee and Employer Contributions: June 2023	13,500.63
	V122169	Enduris	Renewal of Agency Insurance binder for Policy year 2024 (8/31/24)	15,133.00
	V122170	Spokesman Review	Public Notice TIP amendment; Regional Safety Plan RFP	504.80
	V122171	Rehn & Associates	Admin fee July '23	75.00
	V122172	Acranet	New staff background check	80.50
	V122173	Intrinium	Renewal of Fortinet firewall service	956.04
	V122174	EMLVO P.C.	July legal svcs: Board mtg; ETS sub-recipient work	1,225.00
8/25/23	V122175	Intrinium	Managed IT Services - Mnthly August; O365 software	2,492.60
	V122176	Resource Systems Group Inc	Proj 21105 Tasks 2, 4, 5, 6 - DATA Project thru 11.30.22	45,784.32
	V122177	Resource Systems Group Inc	Proj 21105 Tasks 2, 4, 5, 6 - DATA Project thru 1.31.23	27,064.89
	V122178	Rehn & Associates	Q-3 HSA contribution for new staff SH	300.00
	V122179	Lois Bollenback	LB travel Q-3 MPO Directors Mtg Aug 7-8 Vancouver, WA	780.91
	V122180	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2023-17	455.00
	V122181	AWC Employee Benefit Trust	September '23 Benefit Insurance Premiums	10,754.74
	V122182	WA State Auditor's Office	CY-22 Federal & Financial Audit (Billing #4)	1,537.20
	V122183	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for September 2023	7,023.76
Reimbursement(s) Staff reimburse SRTC for employee retroactive PERS contribution/tuition assistance				(2,824.30)
Salaries/Benefits Pay Periods Ending: 8/05/23 & 8/19/23				89,403.38
7/31/23	Spokane County Treasury Monthly SCIP fee - August 2023			31.46

**TOTAL August 2023 218,351.59**

<b>Recap for August 2023:</b>			
	Vouchers: V122164 - V122183		128,916.75
	Salaries/Benefits Pay Periods Ending: 8/05/23 & 8/19/23		89,403.38
	Spokane County Treasury Monthly SCIP fee - August 2023		31.46
			<b>218,351.59</b>

As of 9/14/23, the Spokane Regional Transportation Council Board of Directors approves the payment of the August 2023 vouchers included in the list in the amount of: **\$218,351.59**

SRTC Board of Directors Chair, City of Spokane Council Member Betsy Wilkerson



To: Board of Directors 09/07/2023

From: Ryan Stewart, Principal Transportation Planner

**TOPIC: CY 2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) JULY AND SEPTEMBER AMENDMENTS**

**Requested Action:**

Approval of Resolution R-23-22 for the CY 2023-2026 Transportation Improvement Program July and September amendments.

**Key Points:**

Three member agencies have requested an amendment to the CY 2023-2026 TIP for the following projects. See the **Attachments** for more details. The July amendments were directly related to preparing additional projects that could qualify for redistributed Obligation Authority (OA).

AMENDMENT	AGENCY	PROJECTS
July	Spokane County	• 57 <sup>th</sup> Ave Freya St Roundabout (Redistributed OA)
	City of Spokane	• Thor/Freya Couplet from Hartson to Sprague (Redistributed OA)
September	City of Spokane	• Scott Elementary Sidewalk
		• Washington/Stevens – 3 <sup>rd</sup> Ave to 8 <sup>th</sup> /9 <sup>th</sup> Ave Grind & Overlay
		• Wellesley Ave – Maple to Division Chip Seal
		• Latah Bridge Rehabilitation
	Town of Fairfield	• Railroad Ave Rehabilitation

**Board/Committee Discussions:**

This is the first discussion of the proposed July and September amendments.

**Public Involvement:**

The proposed July amendment was published for a public review and comment period from 07/26/23 through 08/04/23. On 07/26/23 notice of the amendment was published in the Spokesman Review, posted to the SRTC website ([www.srtc.org](http://www.srtc.org)) and social media platforms. This amendment prepared projects for additional redistributed obligation authority. No public comments were received.

The proposed September amendment was published for a public review and comment period from 08/16/23 through 08/25/23. On 08/16/23 notice of the amendment was published in the Spokesman Review, posted to the SRTC website ([www.srtc.org](http://www.srtc.org)) and social media platforms. No public comments were received.

**Staff Contact:** Ryan Stewart, SRTC | [rstewart@srctc.org](mailto:rstewart@srctc.org) | 509.343.6370

RESOLUTION  
of the BOARD OF DIRECTORS of the  
SPOKANE REGIONAL TRANSPORTATION COUNCIL  
R-23-22

**APPROVING AN AMENDMENT TO THE CY 2023-2026  
TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

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 is responsible for developing a 4-year Transportation Improvement Program (TIP); and

WHEREAS, the CT 2023-2026 TIP has been developed under the direction of the SRTC Board in consultation with local government staff, Washington State Department of Transportation, Spokane Transit Authority (STA), and with input from various groups and members of the public; and

WHEREAS, the SRTC Board approved the CY 2023-2026 TIP on 10/13/22.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Spokane Regional Transportation Council adopts the proposed amendment to the CY 2023-2026 TIP to be incorporated into the Statewide Transportation Improvement Program (STIP) of Washington State, as documented in Attachment 1.

ADOPTED: [DATE]

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Betsy Wilkerson, Council Member, City of Spokane  
Chair, SRTC Board of Directors

ATTEST

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Julie Meyers-Lehman, SRTC  
Clerk of the Board

## 2023-2026 Transportation Improvement Program

July Amendment (23-07)

Agency	Project Title Amendment Description		Funding Adjustment	Amendment	
				New Project	Existing Project
Spokane County	<b>57th Ave Freya St Roundabout (Redistributed OA)</b> Submitting for redistributed OA. Additional request of \$640,343 in CMAQ. Increased total project cost. Adjusted amount programmed in CN phase from \$576,000 to what was actually remaining in OA in the amount of \$523,133.	Federal (CMAQ)	\$ 1,216,373		✓
		State			
		Local	<u>\$ 185,246</u>		
		Total	\$ 1,401,619		
City of Spokane	<b>Thor / Freya Couplet from Harston to Sprague (Redistributed OA)</b> Submitting for redistributed OA. Additional request of \$1.8M in STBG. Increased total project cost.	Federal (STBG)	\$ 2,282,716		✓
		State			
		Local	<u>\$ 336,090</u>		
		Total	<u>\$ 2,618,806</u>		
OA	Obligation Authority				
STBG	Surface Transportation Block Grant				
CMAQ	Congestion Mitigation & Air Quality				

# 2023-2026 Transportation Improvement Program

Sept Amendment (23-09)

Agency	Project Title Amendment Description	Funding Adjustment		Amendment	
				New Project	Existing Project
City of Spokane	<b>Scott Elementary Sidewalk</b> New project. Install sidewalk with curb, ADA curb ramps, pedestrian scale crossing illumination, curb extensions/bulb-outs.	Federal (SRTS)	\$ 1,665,802	✓	
		State			
		Local	\$ 293,965		
		Total	\$ 1,959,767		
City of Spokane	<b>Washington/Stevens – 3rd Ave to 8th/9th Ave Grind &amp; Overlay</b> New Project. Pavement grind and overlay. ADA ramp improvements where necessary	Federal (STBG)	\$ 1,477,500	✓	
		State			
		Local	\$ 492,500		
		Total	\$ 1,970,000		
City of Spokane	<b>Wellesley Ave - Maple to Division Chip Seal</b> New Project. Pavement chip seal of nearly 6,000 linear feet of road from the Maple/Wellesley intersection to westerly approach of the Wellesley/Division intersection.	Federal (STBG)	\$ 432,750	✓	
		State			
		Local	\$ 144,250		
		Total	\$ 577,000		
City of Spokane	<b>Latah Bridge Rehabilitation</b> New Project. Replacement of the bridge deck, barriers, railing, sidewalks. Rehabilitation of select structural elements. Total project cost ~\$65M. Future federal discretionary funds anticipated.	Federal		✓	
		State			
		Local	\$ 180,000		
		Total	\$ 180,000		
SRTS	Safe Routes to School				
STBG	Surface Transportation Block Grant				

**Supporting Information****TOPIC: 2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) JULY AND SEPTEMBER  
AMENDMENTS**

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- The TIP is a programming document that identifies specific projects and programs to be implemented during the upcoming four years. Any project with federal funds from the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA), as well as any regionally significant projects, must be included in the TIP.
- After a TIP has been incorporated into the Washington State TIP (STIP), project changes can be requested by local agencies. Minor changes can be made administratively by SRTC staff. Significant changes must be made through the amendment process, which requires a 10-day public comment period and action by the SRTC Board of Directors.
- The additional projects included in the July TIP Amendment are included in anticipation of receiving additional obligation authority. This redistribution of funding is possible if the State meets its obligation targets. In order to receive the additional funding, the projects must be listed in the TIP and incorporated into the STIP.
- The TIP serves as an important tool in implementing the goals, policies, and strategies identified in Horizon 2045, SRTC's long-range plan. As such, any projects included in the TIP, including projects added through monthly amendments, must be consistent with Horizon 2045.
- Consistency with Horizon 2045 includes a demonstration of financial constraint and conformity with regional air quality plans. The proposed July and September amendments have been reviewed by SRTC staff for compliance with federal and state requirements and consistency with Horizon 2045.
- TIP amendments must be approved by the SRTC Board to be incorporated into the Washington State TIP (STIP). Projects receiving federal funds must be in both the TIP and the STIP to access those funds.
- Pending approval by the SRTC Board, the September amendments will be incorporated into the STIP on or around 10/20/2023.

To: Board of Directors

09/07/2023

From: Mike Ulrich, Principal Transportation Planner

**TOPIC: SAFE STREETS AND ROADS FOR ALL: CONSULTANT SELECTION**

**Requested Action:**

Approval of Resolution R-23-23 directing the SRTC Executive Director to execute a contract with Kittelson & Associates to develop a regional safety action plan.

**Key Points:**

- In March 2022, as part of the discussion series, the SRTC Board identified the value in developing a regional safety action plan.
- In May 2022, the USDOT made \$1B available through a discretionary grant program called the Safe Streets and Roads for All (SS4A) grant program. Funding through the program allows for the development of safety action plans for cities, counties, and MPOs, which are required to apply for federal safety implementation grant funding.
- In September 2022, the SRTC Board directed staff to submit an application to the SS4A grant program to develop a regional safety action plan. The 20% local match requirements for the grant funds are provided in partnership with SRTC, City of Spokane, Spokane County and Spokane Valley.
- On 04/19/2023 SRTC was awarded \$400,000 by USDOT.
- SRTC staff convened a committee to develop a request for proposals (RFP) from consulting firms. That committee was made up of one representative from the Transportation Advisory Committee (TAC) plus staff from the following member agencies:
  - City of Spokane
  - Spokane County
  - Washington Dept of Transportation
  - City of Spokane Valley
  - Spokane Regional Health District
  - Spokane Regional Transportation Council
- SRTC staff issued the duly noticed RFP on 7/18/23 and received two proposals. Those proposals were scored by the RFP committee using quantitative criteria included in the RFP.
- The consulting team led by Kittelson & Associates was the highest scoring proposal.

**Board/Committee Discussions:**

See above.

**Public Involvement:**

All Board and committee meetings are open to the public.

**Staff Contact:** Mike Ulrich, SRTC | [mulrich@srtc.org](mailto:mulrich@srtc.org) | 509.343.6370

RESOLUTION  
of the BOARD OF DIRECTORS of the  
SPOKANE REGIONAL TRANSPORTATION COUNCIL  
R-23-23

**DIRECTING THE SRTC EXECUTIVE DIRECTOR TO EXECUTE A CONSULTANT AGREEMENT WITH KITTELSON &  
ASSOCIATES TO DEVELOP A REGIONAL SAFETY ACTION PLAN**

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

WHEREAS, the SRTC Board is the governing body of SRTC and responsible for agency policy decisions establishing agreements with outside organizations; and

WHEREAS, in accordance with 23 CFR 490.209(c), SRTC has adopted transportation safety performance targets in support of WSDOT and agreed to plan and program projects so that they contribute toward the accomplishment of the State DOT safety target; and

WHEREAS, SRTC applied for and was awarded funds through the USDOT Safe Streets for All planning grant program established under Section 24112 of the Infrastructure Investment and Jobs Act (Pub. L. 117–58, November 15, 2021; also referred to as the “Bipartisan Infrastructure Law” or “BIL”).

WHEREAS, the SRTC Board authorized the SRTC Executive Director to execute a grant agreement with the United States Department of Transportation pursuant to a grant award from the Safe Street and Roads for All grant program.

NOW, THEREFORE BE IT RESOLVED, that the SRTC Board directs the SRTC Executive Director to execute a consultant agreement with Kittelson & Associates to develop a regional safety action plan.

ADOPTED: September 14, 2023

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Betsy Wilkerson, Council Member, City of Spokane  
Chair, SRTC Board of Directors

ATTEST

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Julie Meyers-Lehman, SRTC  
Clerk of the Board



To: Board of Directors

09/07/2023

From: Eve McMenemy, Deputy Executive Director and  
David Fletcher, Principal Transportation Planner

**TOPIC: 2024 UNIFIED LIST OF REGIONAL TRANSPORTATION PRIORITIES: LEGISLATIVE PRIORITY  
STATEMENTS AND PRIORITY PROJECTS**

**Requested Action:**

Approval of Resolution R-23-24, adopting the 2024 Unified List of Regional Transportation Priorities.

**Key Points:**

- The Unified List of Regional Transportation Priorities is a strategic tool used to communicate current regional transportation priorities to state legislators and Congressional representatives for potential funding opportunities. SRTC is committed to annually updating the Unified List.
- In July the SRTC Board of Directors reviewed a proposed Legislative Policy Statements to share with the Washington State Legislators. Staff coordinated with a variety of state organizations, local organizations, and policymakers to identify potential opportunities and areas of alignment.
- In May the SRTC Board of Directors approved the 2024 Unified List project evaluation criteria. This was followed by a project submittal period from 05/17/23 – 06/02/23. Projects were required to be on member jurisdictions' current legislative agendas and consistent with [Horizon 2045](#).
- On 8/23/23, the Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC) recommended a list of projects to be forwarded to the Board for approval. The TAC also supported the policy authority of the Board to include an additional project on the list due to recently secured Congressional Directed Spending. Additional information will be provided at the meeting.

**Board/Committee Discussions:**

The Board Discussed the 2024 Legislative Priority Statements at their 06/08/23 and 07/31/23 meetings. Project evaluation criteria scores, along with potential options for the 2024 Unified List, were presented to TTC and TAC at their June meeting. These items were also presented to the SRTC Board at their July meeting. The 2024 Unified List process and timeline were presented to the TTC and TAC at their April meetings. At their May meeting, the SRTC Board approved Resolution 23-14, outlining the Unified List project evaluation criteria.

**Public Involvement:**

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

**Staff Contacts:** Eve McMenemy, SRTC | [evemc@srtc.org](mailto:evemc@srtc.org) | 509.381-9466  
David Fletcher, SRTC | [dfletcher@srtc.org](mailto:dfletcher@srtc.org) | 509.343.6370

RESOLUTION of the BOARD OF DIRECTORS of the  
SPOKANE REGIONAL TRANSPORTATION COUNCIL  
R-23-24

**APPROVING THE 2024 UNIFIED LIST OF REGIONAL TRANSPORTATION PRIORITIES: LEGISLATIVE STATEMENTS AND  
PRIORITY PROJECTS**

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 Transportation Priorities is a strategic tool developed under the direction of the SRTC Board to communicate current regional transportation priorities to local, state and federal legislators for potential funding opportunities; and

WHEREAS, the Unified List of Regional Transportation Priorities was developed using Board approved screening criteria that considers economic vitality, safety, stewardship, planning cooperation, system operations and asset condition, quality of life, and equity to ensure beneficial outcomes; and

WHEREAS, the 2024 SRTC Legislative Statements were developed under the direction of the SRTC Board to communicate specific needs to improve transportation with local, state, and federal legislators; and

WHEREAS, the 2024 SRTC Legislative Statements are aligned with other public sector and Chambers of Commerce transportation improvement efforts within the Spokane region and the State of Washington; and

NOW, THEREFORE BE IT RESOLVED, that SRTC Board adopts the 2024 Unified List of Regional Transportation Priorities and Legislative Statements for the Spokane Region as shown in Attachment 1.

ADOPTED: September 14, 2023

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Betsy Wilkerson, Council Member, City of Spokane  
Chair, SRTC Board of Directors

ATTEST

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Julie Meyers-Lehman, SRTC  
Clerk of the Board

# 2024



## UNIFIED LIST OF REGIONAL TRANSPORTATION PRIORITIES & POLICY STATEMENTS

SPOKANE REGIONAL TRANSPORTATION COUNCIL



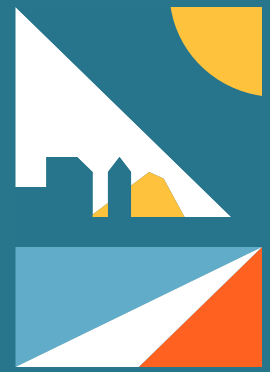
# **SRTC** SPOKANE REGIONAL TRANSPORTATION COUNCIL

421 W RIVERSIDE AVE, SUITE 500 ▪ SPOKANE, WA 99201 ▪ 509.343.6370 ▪ [WWW.SRTC.ORG](http://WWW.SRTC.ORG)



# 2024

## UNIFIED LIST OF REGIONAL TRANSPORTATION PRIORITIES & POLICY STATEMENTS



## CONTENTS

- ▶ 2024 Legislative Priority Statements
- ▶ 2024 Additional Priority Areas
- ▶ 2024 Unified List of Regional Transportation Priorities
- ▶ Project Information Sheets *(available upon request)*

## ABOUT SRTC

Spokane Regional Transportation Council (SRTC) is both the Metropolitan Planning Organization (MPO) and Regional Transportation Planning Organization (RTPO) for Spokane County. SRTC provides regional transportation leadership and coordination by conducting comprehensive, cooperative, and continuing transportation planning with representatives from local jurisdictions, tribes, transportation providers and local stakeholders. SRTC works to ensure that transportation projects and programs are based on mutually agreed upon goals and priorities developed in an impartial and non-partisan platform.

### SRTC operates under the following principles:

- ▶ Finish what we have started by directing resources towards completing existing projects.
- ▶ Adequately fund maintenance and preservation of the existing transportation system.
- ▶ Identify and advance a broad range of project types to meet the needs of a growing region.
- ▶ Invest in projects that improve quality of life in the region in the following ways:
  - Draw on best practices to address transportation safety issues.
  - Emphasize equity and consider the needs of all transportation users.
  - Create safe and convenient forms of active transportation that support public health objectives.
  - Contribute towards building a resilient transportation system to mitigate the impacts of climate change.

### SRTC Board of Directors consists of representatives from:

City of Airway Heights	City of Medical Lake	Freight/Rail Industry	Spokane Transit Authority	WSDOT—Eastern Region
City of Cheney	City of Millwood	Kalispel Tribe of Indians	Spokane Tribe of Indians	WA State Transportation Commission
City of Deer Park	City of Spokane	Major Employers	Small Towns of Spokane County*	
City of Liberty Lake	City of Spokane Valley	Spokane County		

\*The towns of Fairfield, Latah, Rockford, Spangle, and Waverly are represented by a single seat on the SRTC Board of Directors.



# 2024 LEGISLATIVE PRIORITY STATEMENTS

APPROVED BY THE SRTC BOARD OF DIRECTORS ON [APPROVAL DATE]

## Priority A

### Expand resources to improve transportation SAFETY in support of TARGET ZERO



- Direct additional safety funding to state and local agencies to achieve zero fatal and serious injuries by 2030.
- Promote increased coordination and integration between WSDOT, MPOs, and local partners.

Since 2014 roadway fatalities and serious injuries crashes have increased by 62.5% in SRTC's planning area. SRTC has committed to supporting WSDOT's Target Zero goal by 2030. SRTC firmly believes that getting to zero will require new collaboration strategies, additional financial resources, and sustained commitments of collaboration between our transportation partners.

## Priority B

### Pursue strategies to effectively address MAINTENANCE & PRESERVATION needs

- Develop an approach for the programming of maintenance and preservation funds that balances funding needs with the ability to deliver projects over time.

SRTC recognizes that current funding levels are not sufficient to maintain the existing transportation system in a state of good repair. SRTC also recognizes that Move Ahead Washington provided an increase in transportation preservation and maintenance funding by \$3 billion, however the timeframe to deliver projects is difficult to achieve. Workforce challenges and supply chain disruptions have hindered project delivery and will continue to be a factor in the upcoming years. As additional funding for preservation and maintenance is considered, SRTC encourages a balanced approach that programs funding over time so state and local agencies can successfully deliver projects.



## Priority C

### Support increased funding for REGIONAL TRANSPORTATION PLANNING ORGANIZATIONS



- Increase the Regional Transportation Planning Organization (RTPO) program budget as needed to achieve the transportation planning outcomes and requirements of RCW 47.80.

RTPOs have an important responsibility to provide transportation planning support in rural and tribal areas across the state. Funding allocations have not been increased over time to meet the rising cost of operations as well as the expanded responsibilities of RTPOs including most recently new requirements to track and monitor vehicle miles of travel (VMT). SRTC supports an effort to more completely assess the funding needed for RTPOs to perform their duties.

# 2024 ADDITIONAL PRIORITY AREAS

APPROVED BY THE SRTC BOARD OF DIRECTORS ON [APPROVAL DATE]



## Priority D

### Ensure access to transportation in support of AFFORDABLE HOUSING STRATEGIES

- ▶ Ensure access to affordable, reliable, and equitable transportation options which are an integral component of affordable housing strategies.
- ▶ Provide additional resources to local jurisdictions to plan for and accommodate affordable housing.

## Priority E

### Fund regionally critical projects on the SRTC UNIFIED LIST

- ▶ Invest in projects collaboratively identified by the SRTC Board of Directors in the Unified List.



## Priority F

### Encourage diversity in the development of CLEAN FUEL TECHNOLOGIES

- ▶ Assess the need for and continue to develop electric charging infrastructure capacity.
- ▶ Support the emergence of alternative fuels in support of low or no emission transportation across the spectrum of vehicle types through pilot projects or other means.

## Priority G

### Address funding gaps that are anticipated due to the loss of GAS TAX REVENUE

- ▶ Create a strategy to address the loss of gas tax revenue that includes increasing the public's awareness and understating of the issue.
- ▶ Support pilot projects that will assist in identifying transportation revenue strategies.



## Priority H

### Enhance transportation investments that support FAIRCHILD AIR FORCE BASE (FAFB) as the significant military installation in Spokane County

- ▶ Support transportation safety and mobility strategies that ensure air force personnel's ability to access FAFB and ensure adequate military response times.

## Priority I

### Maintain currently committed LEGISLATIVE INVESTMENTS

- ▶ Ensure legislative investments are upheld and continue as scheduled to avoid delays which increase overall project costs and have detrimental impacts on other coordinated projects and community initiatives.

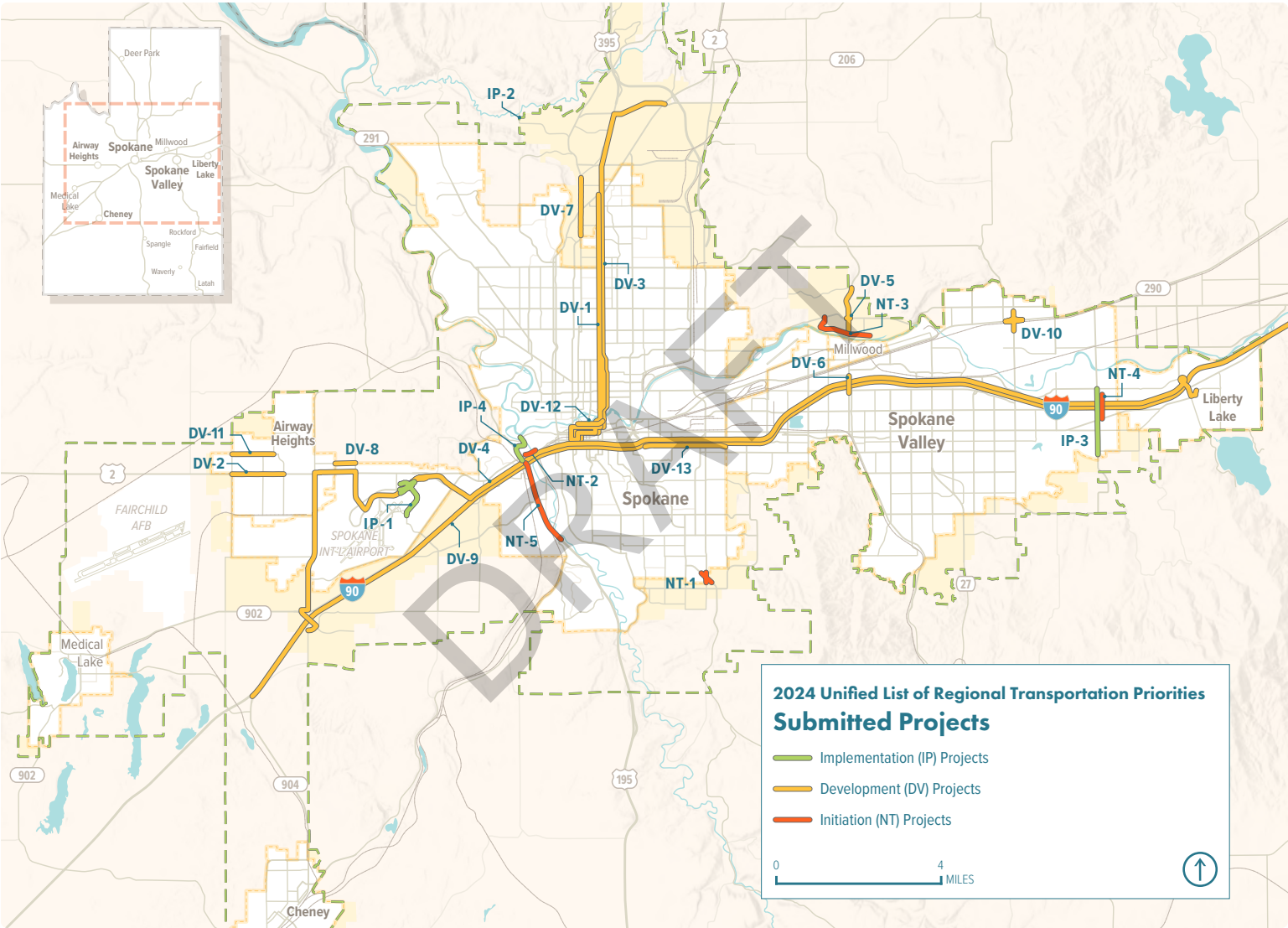




# 2024 UNIFIED LIST OF REGIONAL TRANSPORTATION PRIORITIES

APPROVED BY THE SRTC BOARD OF DIRECTORS ON [APPROVAL DATE]

The SRTC Unified List of Regional Transportation Priorities outlines critical investments to improve the performance of the regional transportation system. The Unified List includes a variety of project types supported collectively by members of SRTC with consideration for equity, economic vitality, and safety among other screening criteria that indicate beneficial outcomes to both the state and the region.



## Project Status Categories

### IMPLEMENTATION

- Design ≥ 60% complete, significant progress has been made towards right-of-way, and environmental approvals are underway
- Project is identified in a local, regional, and/or state plan

### DEVELOPMENT

- Design ≥ 30% complete, right-of-way needs identified, environmental has been initiated and/or substantial percentage of funding has been secured
- Project is identified in a local, regional, and/or state plan

### INITIATION

- Design is < 30% complete
- Project is in the early stage of development and has, at a minimum, been identified in a planning study

## IMPLEMENTATION PROJECTS

PROJECT TITLE	AGENCY	MAP ID	DESCRIPTION	TOTAL PROJECT COST	STATE FUNDING REQUEST
<b>From Interstates to Airways: Spotted Rd &amp; Airport Dr Safety &amp; Multimodal Improvements</b>	SIA	IP-1	Construct a grade-separated interchange at Spotted Rd over Airport Dr and relocating Spotted Rd outside of the Runway Protection Zone for the Airport's primary instrument runway.	\$37,217,324	\$3,000,000
<b>STA Fleet Electrification</b>	STA	IP-2	Purchase of battery-electric buses (BEB) and required infrastructure to reach the 40 vehicle capacity at the Boone NW Garage and the required infrastructure.	\$38,800,000	No State Request
<b>South Barker Rd Corridor</b>	Spokane Valley	IP-3	Widen & reconstruct Barker Rd to a 5-lane urban arterial (Mission to Appleway), a 3-lane urban arterial (Appleway to city limits) and add roundabouts at Sprague, 4th, and 8th aves.	\$28,620,000	\$15,338,700
<b>Fish Lake Trail Connection Phases 1-3</b>	Spokane	IP-4	Construct a shared-use path connecting the existing Fish Lake Trail to Centennial Trail.	\$19,474,569	\$14,598,813

## DEVELOPMENT PROJECTS

PROJECT TITLE	AGENCY	MAP ID	DESCRIPTION	TOTAL PROJECT COST	STATE FUNDING REQUEST
<b>Division St Active Transportation Access Improvements</b>	Spokane	DV-1	Install parallel and connecting active transportation improvements along the Division Corridor to support safe first/last mile bike/ped connections to BRT stations.	\$25,800,000	\$25,800,000
<b>US Hwy 2 Multimodal Improvements</b>	Airway Heights	DV-2	Add pathways and sidewalk, improved pedestrian crossings, traffic calming, transit stations, and roundabout traffic control.	\$24,480,200	\$21,467,200
<b>Division Bus Rapid Transit (BRT)</b>	STA	DV-3	Enhances transit along corridor w/more frequent service, transit signal priority, all-door boarding, and dedicated business access and transit lanes (BAT) for more than half the corridor.	\$202,000,000	No State Request
<b>I-90 / Valley High Performance Transit (HPT)</b>	STA	DV-4	Revise to a HPT corridor, from West Plains/SIA to Spokane Valley and Liberty Lake. Construct two new park & rides (Appleway Station and Argonne Station) and modify Mirabeau Point Park & Ride.	\$36,000,000	No State Request
<b>Argonne Rd Safety Improvements</b>	Spokane County	DV-5	Reconstruct Argonne Rd/Upriver Dr Intersection, upgrade bike/ped and ADA connections, and add safety improvements at Wellesley Ave intersection.	\$7,280,000	\$6,680,000
<b>Argonne Bridge at I-90</b>	Spokane Valley	DV-6	Widen or replace existing Argonne Rd bridge over I-90, including the addition of a third travel lane and shared use path.	\$24,000,000	\$22,500,000
<b>Wall St Safety &amp; Capital Improvements</b>	Spokane County	DV-7	Project includes pavement restoration, stormwater infrastructure, new sewer force main, and pedestrian crossing and intersection improvements at Country Homes Blvd.	\$15,490,000	\$7,490,000
<b>West Plains Connection - Spokane Phase</b>	Spokane	DV-8	Extend existing roadway as a two-lane boulevard or three-lane urban collector for a total of 3.65 miles, adding bicycle lanes, separated sidewalks, multi-use paths, and transit stops.	\$4,877,622	\$4,877,622
<b>I-90 TSMO Improvements</b>	WSDOT	DV-9	Various TSMO improvements from SR 904 to Idaho state line, such as variable message signs, ramp meters, variable speed limits, queue warning detection, and wrong way detection.	\$24,000,000	\$2,640,000
<b>Sullivan / Trent Interchange</b>	Spokane Valley	DV-10	Reconstruct Sullivan Rd/SR 290 interchange, including on/off ramps, to restore long-term capacity and satisfy projected traffic growth from 2022 Bigelow Gulch-Forker Road connection.	\$42,774,021	\$35,179,224

DEVELOPMENT PROJECTS (CONTINUED)

PROJECT TITLE	AGENCY	MAP ID	DESCRIPTION	TOTAL PROJECT COST	STATE FUNDING REQUEST
6th Ave Multimodal Improvements	Airway Heights	DV-11	Various multimodal improvements on 6th Ave, from Craig Rd to Russell St.	\$7,280,000	\$2,860,800
Spokane Falls Blvd	Spokane	DV-12	Construct full depth roadway, repair sidewalk, lighting, communication conduit and cable, signal and utility updates, and accessible Pedestrian Signals (APS) updates as appropriate.	\$8,149,426	\$7,397,546
3rd Ave: Perry to Havana Improvements	Spokane	DV-13	Full depth reconstruction aligning with NSC work, including elements not in WSDOT scope—sidewalk, curb ramp, addressing drainage, water/sewer, and streetscaping improvements.	\$8,000,000	\$8,000,000

INITIATION PROJECTS

PROJECT TITLE	AGENCY	MAP ID	DESCRIPTION	TOTAL PROJECT COST	STATE FUNDING REQUEST
Freya St / Palouse Hwy Roundabout	Spokane	NT-1	Construct a roundabout and improve sidewalk or pathway connections in all four directions, including extending the Palouse Hwy shared-use pathway through Freya St.	\$4,988,000	\$4,900,000
Latah Bridge Rehabilitation	Spokane	NT-2	Replace and widen bridge deck, railing, sidewalks, and rehabilitate select structural elements. Project includes improved pedestrian and transit facilities (shared-use path, bike lanes, and space for future light rail transit line).	\$55,966,000	\$55,966,000
Centennial Trail / Argonne Gap Project	Spokane County	NT-3	Improve connectivity at the Argonne Rd crossing adjacent to Centennial Trail, including improved crossings to reduce bike/ped vs vehicular incidents and reduce stress at Argonne Rd/Upriver Dr intersection.	\$8,470,000	\$8,470,000
Barker Rd & I-90 Interchange	Spokane Valley	NT-4	Replace single-lane roundabout and 2-lane bridge with new 2-lane roundabout and 4-lane bridge to accommodate existing traffic and growth.	\$40,000,000	\$40,000,000
US 195 Corridor Projects	Spokane	NT-5	Connect Lindeke St to Thorpe Rd and create a two-way Inland Empire Way and Cheney-Spokane Rd connection. Streetscape improvements include sidewalks, lighting, landscape buffers, and bike lanes.	\$18,394,333	\$18,394,333

2024 Unified List of Regional Transportation Priorities Summary by Project Status Category

PROJECT STATUS CATEGORY	# OF PROJECTS	TOTAL COST OF PROJECTS	TOTAL STATE FUNDING REQUEST	% OF TOTAL COST REQUESTED
IMPLEMENTATION	4	\$121,111,893	\$32,937,513	27.2%
DEVELOPMENT	13	\$430,131,269	\$144,892,392	33.7%
INITIATION	5	\$136,552,333	\$127,730,333	93.5%
TOTAL	22	\$687,795,495	\$305,560,238	44.4%

## REGIONAL SAFETY PROJECTS

As a pilot project, SRTC and WSDOT—Eastern Region worked together to achieve consensus and identify strategic safety investments for the Spokane region. To accomplish this, the agencies collaboratively conducted a vulnerable road users safety analysis and identified two high-priority projects found in the Safety Projects section of the 2024 SRTC Unified List.

Moving forward SRTC will develop a regional safety action plan with funding from the Safe Streets and Roads for All program to further prioritize safety projects and reduce serious injuries and fatalities.

### 2024 Unified List of Regional Transportation Priorities Safety Projects

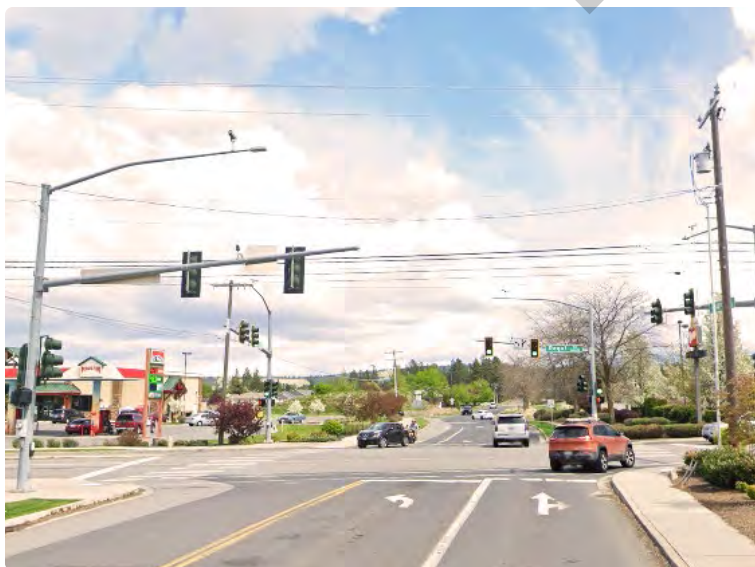
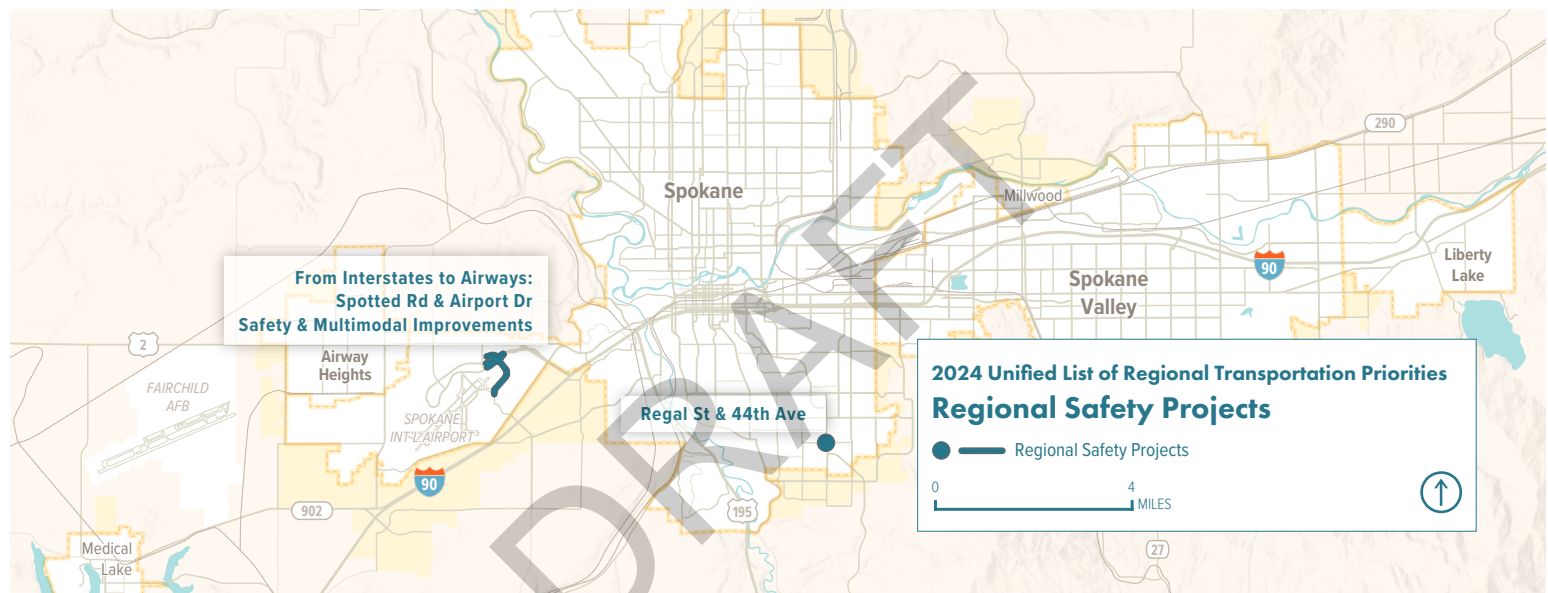
*Identified in WSDOT Eastern Region/SRTC Safety Collaboration Pilot Project*

#### ► Regal St & 44th Ave

Total Project Cost: \$598,679

#### ► From Interstates to Airways: Spotted Rd & Airport Dr Safety & Multimodal Improvements

See Project IP-1 under Implementation Projects for details



Based on a regional crash data analysis, both the Regal Street/44th Avenue (above left) and Spotted Road/Airport Drive (above right) intersections were identified as locations for strategic safety investments in the WSDOT Eastern Region/SRTC Safety Collaboration Pilot Project.



# PROJECT INFORMATION SHEETS

*AVAILABLE UPON REQUEST*



To: Board of Directors

09/07/2023

From: Jason Lien, Principal Transportation Planner

**TOPIC: REGIONAL BICYCLE LEVEL OF TRAFFIC STRESS ANALYSIS**

**Requested Action:**

Approval of Resolution R-23-25, adopting the Regional Bicycle Level of Traffic Stress Analysis.

**Key Points:**

- Conducting a Bicycle Level of Traffic Stress (LTS) analysis was a task initiated as part of the 2022-2023 SRTC Unified Planning Work Program (UPWP). The intent of analyzing LTS is to provide a useful data point in understanding the function of, and barriers on, the Regional Bicycle Priority Network in Horizon 2045.
- Beginning earlier this year, staff collected data that are relevant to bike LTS such as vehicle thru-lanes, speed, presence of parking, bike facility width, and traffic volume. Using this data and established [bike LTS methodology](#), regional LTS values were calculated to indicate the level of stress a rider may experience while cycling along a particular route, ranging from LTS 1 (low stress) to LTS 4 (high stress). The LTS ratings may be viewed in this [AGOL map](#).
- With the technical analysis complete in June, staff coordinated through TTC membership to ensure accuracy of the LTS calculations, and a few adjustments have been made based on review and agency feedback. Additional LTS data were also incorporated at unsignalized crossings of major roads.
- On 8/23/23 both the Transportation Technical Committee and Transportation Advisory Committee unanimously recommended Board approval of the LTS analysis.

**Board/Committee Discussions:**

This item was presented for information to the TTC and TAC in January, March, and June 2023. The committees voted to recommend approval in August. Staff presented updates to the Board in March and July 2023.

**Public Involvement:**

All SRTC Board and committee meetings are open to the public. A project poster was on display at SRTC community events this Spring and Summer—Spokane Bike Swap, Felts Field Neighbor Day, Spokane Summer Parkways, and Unity in the Community.

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

RESOLUTION  
of the BOARD OF DIRECTORS of the  
SPOKANE REGIONAL TRANSPORTATION COUNCIL  
R-23-25

**ADOPTING THE REGIONAL BICYCLE LEVEL OF TRAFFIC STRESS ANALYSIS**

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 is the governing body of SRTC and responsible for agency policy decisions; and

WHEREAS, staff conducted a bicycle level of traffic stress (LTS) analysis of the Regional Bicycle Priority Network established in Horizon 2045, and this work task was identified in the 2022-2023 SRTC Unified Planning Work Program (UPWP); and

WHEREAS, the analysis was finalized in August 2023 consistent with standard methodology for bike LTS and with input from SRTC committees, and the regional LTS data produced by the analysis will be a resource for bicycle system planning at SRTC and with its member jurisdictions; and

NOW, THEREFORE BE IT RESOLVED, that SRTC Board approves the **Regional Bicycle Level of Traffic Stress Analysis**

ADOPTED: September 14, 2023

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Betsy Wilkerson, Council Member, City of Spokane  
Chair, SRTC Board of Directors

ATTEST

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Julie Meyers-Lehman, SRTC  
Clerk of the Board



To: Board of Directors

09/07/2023

From: Ryan Stewart, Principal Transportation Planner

**TOPIC: DRAFT 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

**Requested Action:**

None. For information and discussion.

**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 2024-2027 TIP document is available on the SRTC website at: <https://www.srtc.org/tip/>

**Board/Committee Discussions:**

This is the first briefing on the draft 2024-2027 TIP for the Board. The Transportation Technical Committee and Transportation Advisory Committee received information about this topic on 8/23/23.

**Public Involvement:**

- The draft 2024-2027 TIP document was released for public comment on 09/01/23. Notification has been posted to the SRTC website, social media platforms, in the Spokesman Review and to media outlets.
- A hybrid public meeting is scheduled for 09/21/23 from 12:00pm-1:00pm. The meeting will be recorded and posted for additional viewing opportunities. Notice of the public meeting will be widely distributed.
- All Board and advisory committee meetings at which this topic is discussed are open to the public.

**Staff Contact:** Ryan Stewart, SRTC | [rstewart@srhc.org](mailto:rstewart@srhc.org) | 509.343.6370

To: Board of Directors

09/07/2023

From: Greg Griffin, Administrative Services Manager

**TOPIC: DRAFT CALENDAR YEAR (CY) 2024 BUDGET AND INDIRECT COST PLAN**

**Requested Action:**

None. For information and discussion.

**Key Points:**

- Every year SRTC develops an annual budget outlining anticipated revenues and expenditures for the upcoming calendar year (see draft budget summary: **Attachment 1**).
- The annual budget reflects revenues available to support SRTC activities as well as the operating expenses and anticipated planning activities.
- At their 05/11/23 meeting, the SRTC Board approved the members of the 2023 Administrative Committee; one of the committee's duties is to review and recommend the draft budget for the upcoming calendar year to the Board.
- Total estimated revenues and expenditures for CY 2024 are \$3,830,515. Details are included in the draft CY 2024 Budget document (see **Attachment 2**).
- The CY 2024 ICP is based on the proposed CY 2024 Budget. Any changes to the budget will be reflected in the final version of the CY 2024 ICP (see draft ICP document as **Attachment 3**).
- The draft budget and ICP are being presented for review and comment; the final CY 2024 Budget and Indirect Cost Plan will be presented to the Board for action on 10/12/23.

**Board/Committee Discussions:**

The Budget Committee reviewed draft 2024 budget documents on 07/13/23 and 8/24/23. This is the first time the CY 2024 Budget and ICP have been presented to the Board.

**Public Involvement:**

All Board and committee meetings are open to the public.

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

## SRTC DRAFT CY 2024 BUDGET (9/7/23)

	-	CY 2023 Amended	CY 2024 Proposed	\$\$ change	% change
<b>REVENUES</b>					
1	SRTC Cash Reserve (suite 504 expand & contingency)	160,000	25,000		
2	Designated Local Funds from prior year (SRTC - SS4A)	32,467	38,500	6,033	18.6%
3	FHWA PL (Federal Public Law Funds) \$162,000 forward prior year	811,718	984,488	172,770	21.3%
4	FTA (Federal Section 5303 Funds) \$50,247 forward prior year	296,422	335,077	38,655	13.0%
5	STBG Planning Funds	350,000	500,000	150,000	42.9%
6	Designated Grant - FHWA - SS4A (Safe Streets 4 All)	400,000	280,000	(120,000)	-30.0%
7	STBG D.A.T.A. & Study Project Funds	300,000	-	(300,000)	-100.0%
8	RTPO (State Planning Funds)	144,651	144,651	-	0.0%
9	Designated Grants (WA Dept Commerce - ETS)	850,000	1,200,000	350,000	41.2%
10	Local Member Contributions	274,789	276,299	1,510	0.5%
11	Local Member Contributions - designated SS4A from prior year	45,000	31,500	(13,500)	-30.0%
12	Spokane County Treasury Interest	6,000	15,000	9,000	150.0%
13	<b>TOTAL REVENUES</b>	<b>3,671,047</b>	<b>3,830,515</b>	<b>159,468</b>	<b>4.3%</b>
<b>EXPENDITURES</b>					
<b>Personnel</b>					
16	Salaries	1,079,341	1,136,980	57,639	5.3%
17	Accrued Vacation Payouts \ Unemployment	1,500	15,000	13,500	900.0%
18	FICA	82,684	88,126	5,442	6.6%
19	WA State Retirement System	112,144	108,354	(3,790)	-3.4%
20	Insurance/Benefits	182,436	182,500	64	0.0%
21	<b>Total Personnel</b>	<b>1,458,105</b>	<b>1,530,960</b>	<b>72,855</b>	<b>5.0%</b>
<b>Contractual and Professional Services</b>					
23	Legal Services	25,000	25,000	-	0.0%
24	Consultant & Prof Svcs	208,123	2,250	(205,873)	-98.9%
25	Professional Services - ETS Grant Work	850,000	1,200,000	350,000	41.2%
26	Consultant Services & SS4A	435,000	304,500	(130,500)	-30.0%
27	Consultant Services & MTP Update	-	405,000	405,000	-
28	Consultant Services & TIP Database	21,000	18,750	(2,250)	-10.7%
32	Consultant Services & D.A.T.A.	300,000	-	(300,000)	-100.0%
33	State Audit Charges	17,000	20,500	3,500	20.6%
34	<b>Total Contractual and Professional Services</b>	<b>1,856,123</b>	<b>1,976,000</b>	<b>119,877</b>	<b>6.5%</b>
<b>Materials and Services</b>					
36	Publications	500	500	-	0.0%
37	Postage	300	300	-	0.0%
38	Operating Supplies	4,500	4,500	-	0.0%
39	Minor Furniture/Equipment	1,000	1,000	-	0.0%
40	Telephone	5,760	4,860	(900)	-15.6%
41	Advertising	3,120	3,000	(120)	-3.8%
42	Rent - Office Space	84,500	95,000	10,500	12.4%
43	Rent - Meeting Rooms	500	500	-	0.0%
44	Lease - Copier (and usage charges)	2,550	2,550	-	0.0%
45	Property and Liability Insurance	17,000	20,000	3,000	17.6%
46	Printing	750	750	-	0.0%
47	Interfund Charges County Treasurer (Fees)	4,860	4,860	-	0.0%
48	Contingency	25,000	25,000	-	0.0%
49	<b>Total Materials and Services</b>	<b>150,340</b>	<b>162,820</b>	<b>12,480</b>	<b>8.3%</b>
<b>Travel, Training, and Staff Development</b>					
51	Mileage & Parking	2,400	2,400	-	0.0%
52	Travel / Training (Staff)	42,700	42,700	-	0.0%
53	Educational Speaker Series	5,000	5,000	-	0.0%
54	Board/Staff Retreats, Facilitators, Food	3,700	3,700	-	0.0%
55	Dues, Subscriptions, and Memberships	10,709	9,625	(1,084)	-10.1%
56	<b>Total Travel, Training, and Staff Development</b>	<b>64,509</b>	<b>63,425</b>	<b>(1,084)</b>	<b>-1.7%</b>
<b>IT Operations</b>					
58	IT Professional Services	28,400	29,060	660	2.3%
59	Software	40,640	39,820	(820)	-2.0%
60	Hardware - New, Replacement, Repairs & Maintenance	60,000	10,500	(49,500)	-82.5%
61	Online Services	12,930	17,930	5,000	38.7%
62	<b>Total IT Services</b>	<b>141,970</b>	<b>97,310</b>	<b>(44,660)</b>	<b>-31.5%</b>
63	<b>TOTAL EXPENDITURES</b>	<b>3,671,047</b>	<b>3,830,515</b>	<b>159,468</b>	<b>4.3%</b>

# SRTC

SPOKANE REGIONAL TRANSPORTATION COUNCIL

## CALENDAR YEAR 2024 BUDGET

DRAFT

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

## 2023 BOARD OF DIRECTORS

City of Airway Heights	COUNCIL MEMBER JENNIFER MORTON
City of Cheney	COUNCIL MEMBER PAUL SCHMIDT
City of Deer Park	COUNCIL MEMBER DEE CRAGUN
City of Liberty Lake	MAYOR CRIS KAMINSKAS
City of Medical Lake	MAYOR TERRI COOPER
City of Millwood	MAYOR KEVIN FREEMAN
City of Spokane	COUNCIL MEMBER BETSY WILKERSON (CHAIR)
City of Spokane	COUNCIL MEMBER ZACK ZAPPONE
City of Spokane Valley	MAYOR PAM HALEY
City of Spokane Valley	COUNCIL MEMBER ROD HIGGINS
Kalispel Tribe of Indians	DANIEL CLARK
Major Employer Representative	DOUG YOST
Rail/Freight Representative	MATT EWERS
Small Towns Representative	COUNCIL MEMBER MICKI HARNOIS
Spokane County	COMMISSIONER AL FRENCH (VICE-CHAIR)
Spokane County	COMMISSIONER MARY KUNEY
Spokane Transit Authority	CEO E. SUSAN MEYER
Spokane Tribe of Indians	COUNCIL MEMBER TIGER PEONE
WSDOT-Eastern Region	REGIONAL ADMINISTRATOR TODD TREPANIER
WA Transportation Commission	COMMISSIONER KELLY FUKAI

### Ex-Officio Members

Transportation Technical Committee	CHARLENE KAY
Transportation Advisory Committee	KIM ZENTZ

## 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	WSDOT-Eastern Region
City of Millwood	Town of Fairfield	WA State Transportation Commission
City of Spokane		



## BOARD OF DIRECTORS

### VOTING MEMBERS

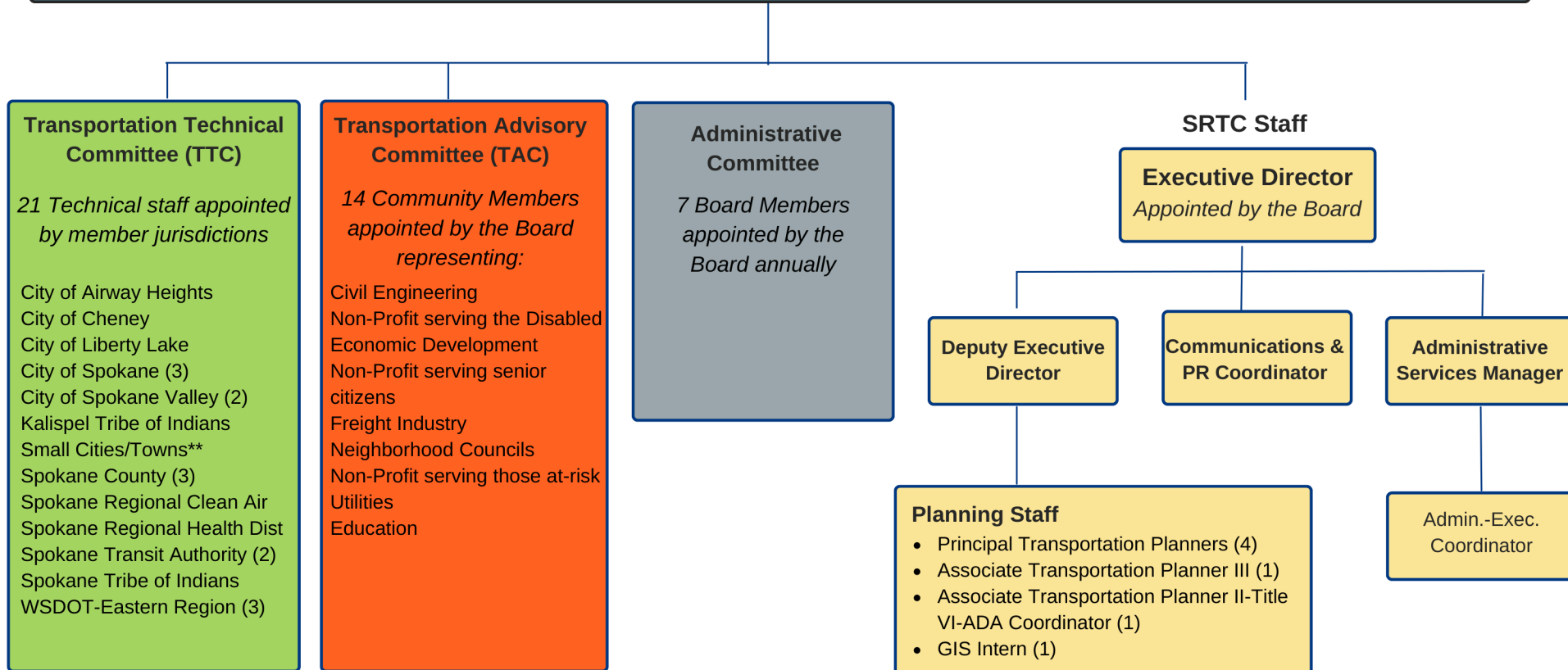
City of Airway Heights  
 City of Cheney  
 City of Deer Park  
 City of Medical Lake  
 City of Millwood  
 City of Spokane (2)  
 City of Spokane Valley (2)  
 Kalispel Tribe of Indians  
 Major Employer Representative  
 Rail/Freight Representative

### Small Towns Representative\*

Spokane County (2)  
 Spokane Transit Authority  
 Spokane Tribe of Indians  
 WSDOT Eastern Region  
 WA State Transportation Commission

### EX-OFFICIO MEMBERS

TTC Chair  
 TAC Chair  
 Regional WA State Legislators



\*Towns of Fairfield, Latah, Rockford, Spangle & Waverly

\*\*Towns listed above plus Cities of Deer Park, Medical Lake & Millwood



## BACKGROUND

The Spokane Regional Transportation Council (SRTC) is the lead agency for coordinating transportation planning activities in the Spokane region. SRTC is governed by a Board that includes local elected officials, transportation executives, and community and business representatives. Each year, the SRTC Board approves a Unified Planning Work Program (UPWP) that describes upcoming work activities and priorities. The Fiscal Years 2024-2025 UPWP (07/01/2023 through 06/30/2025) is available on the SRTC website at <https://www.srtc.org/unified-planning-work-program/>.

This Calendar Year (CY) 2024 Budget outlines SRTC's anticipated revenues and expenditures for the upcoming year. A key objective of the CY 2024 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

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 18 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.

## SFY 2024-2025 UNIFIED PLANNING WORK PROGRAM (UPWP)

On 06/08/2023, the SRTC Board approved the State Fiscal Years (SFY) 2024-2025 Unified Planning Work Program. The 2024-2025 UPWP defines the projects and work activities that will be conducted by the agency during the period of 07/01/2023 through 6/30/2025 and identifies whether each task is primarily an MPO (federal) or RTPO (state) activity.

Table 1 identifies the work activities included in the FY 2024-2025 UPWP.

Task	MPO	RTPO	Task	MPO	RTPO
<b>Task 1: Program Administration &amp; Coordination</b>			<b>Task 2: Public &amp; Stakeholder Participation &amp; Coordination</b>		
1.1 Program Management & Support	•	•	2.1 Public Coordination & Outreach	•	•
1.2 Certifications, Agreements, Work Program	•	•	2.2 Stakeholder Coordination	•	•
1.3 Coordination with State/Federal Legislators	•	•	2.3 Title VI & Environmental Justice	•	•
1.4 Professional Development & Training	•		2.4 Website and Social Media Management	•	•
<b>Task 3: Data Management &amp; Systems Analysis</b>			<b>Task 4: Metropolitan Transportation Plan &amp; General Long Range Transportation Planning</b>		
3.1 Data & Software Management	•	•	4.1 Long Range Transportation Planning	•	•
3.2 GIS & Spatial Analysis	•	•	4.2 Equity Planning	•	•
3.3 Data Visualization & Cartography	•	•	4.3 Climate Change & Resiliency	•	•
3.4 Socioeconomic Data Collection/Forecasting	•	•	4.4 Agency Support & Coordination	•	•
3.5 Systems Analysis & Data Application	•		4.5 Active & Public Transportation	•	•
3.6 Air Quality & Transportation Conformity	•				
<b>Task 5: Transportation Improvement Program</b>			<b>Task 6: Congestion Management Process</b>		
5.1 TIP Development & Maintenance	•	•	6.1 CMP Activities	•	
5.2 Coordination & Tracking Projects	•	•	6.2 SRTMC Support/TSMO	•	
<b>Task 7: Planning Consultation &amp; Studies</b>			<b>Task 8: RTPO Planning Activities</b>		
7.1 General Planning Support/Coordination	•		8.1 General RTPO Activities		•
7.2 Regional Transportation Priorities	•		8.2 Comp Plan & CWPP Certification Update		•
7.3 Safety	•	•			

## CY 2024 BUDGET SUMMARY

SRTC prepares and adopts a proposed budget for each calendar year and submits anticipated dues to the legislative bodies of each member agency. Member dues for the CY 2024 Budget were reviewed by the SRTC Board on 07/13/2023. This information was submitted by letter to each member agency on 07/21/2023. 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 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.

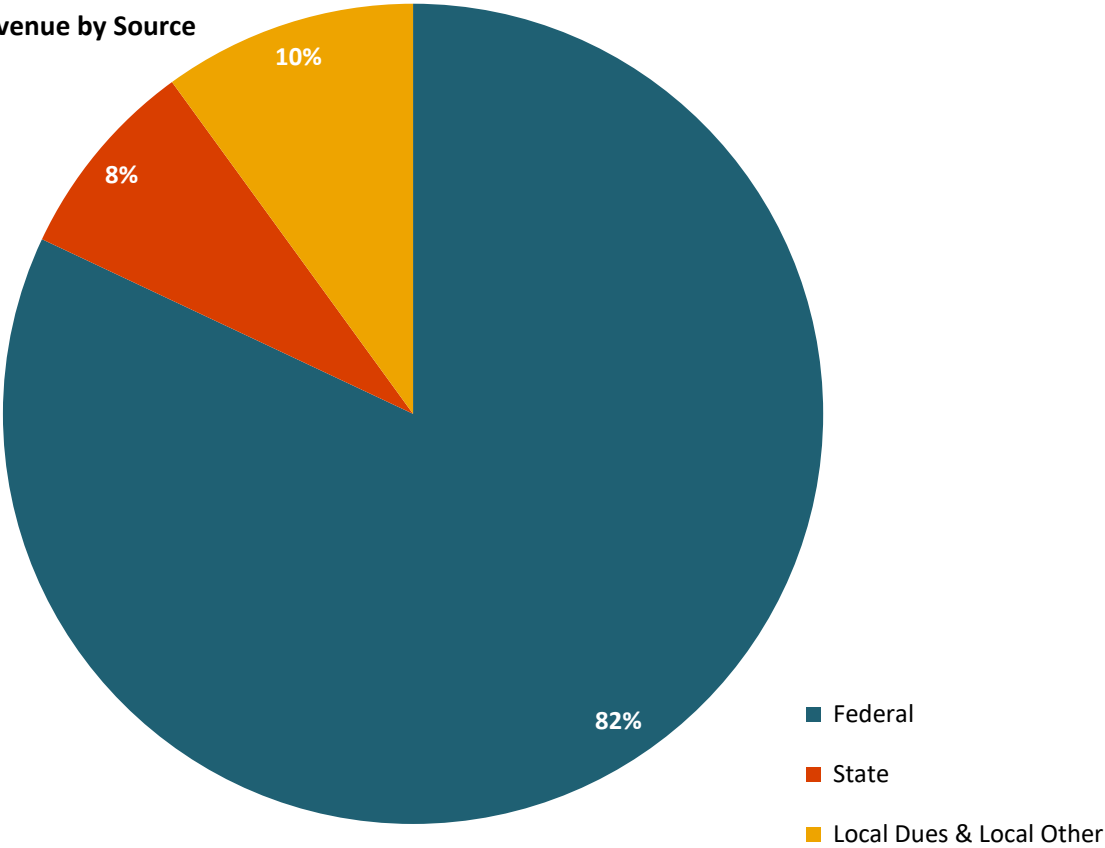
SRTC has one governmental fund (General Fund). The fund has a set of single-entry accounts that comprises its cash, investments, revenues, and expenditures, as appropriate. It is SRTC's policy to deposit all cash with the Spokane County Treasurer.

## CY 2024 REVENUE ESTIMATES

The CY 2024 estimate for revenues is \$3,830,515 (Table 2). As shown in Figure 2, 82% of the revenues included in the CY 2024 Budget are provided by federal sources. State planning support is 8% of total; local dues and other local funds account for 10% of the budgeted revenues.

TABLE 2: CY 2024 ESTIMATED REVENUES	
FHWA PL Funds	\$ 984,488
FTA 5303 Funds	335,077
STBG Planning Funds	500,000
Designated Grant – FHWA – SS4A (Safe Streets for All)	280,000
RTPO State Planning Funds	144,651
Designated Grants – WA Dept of Commerce – Electric Chargers	1,200,000
Local Member Contributions	276,299
Local Member Contributions – designated SS4A match from prior year	31,500
SRTC Cash Reserve – designated SS4A match from prior year	38,500
SRTC Cash Reserve - Contingency	25,000
Spokane County Treasury Interest	15,000
<b>TOTAL ESTIMATED REVENUES</b>	<b>\$ 3,830,515</b>

Figure 2: CY 2024 Revenue by Source



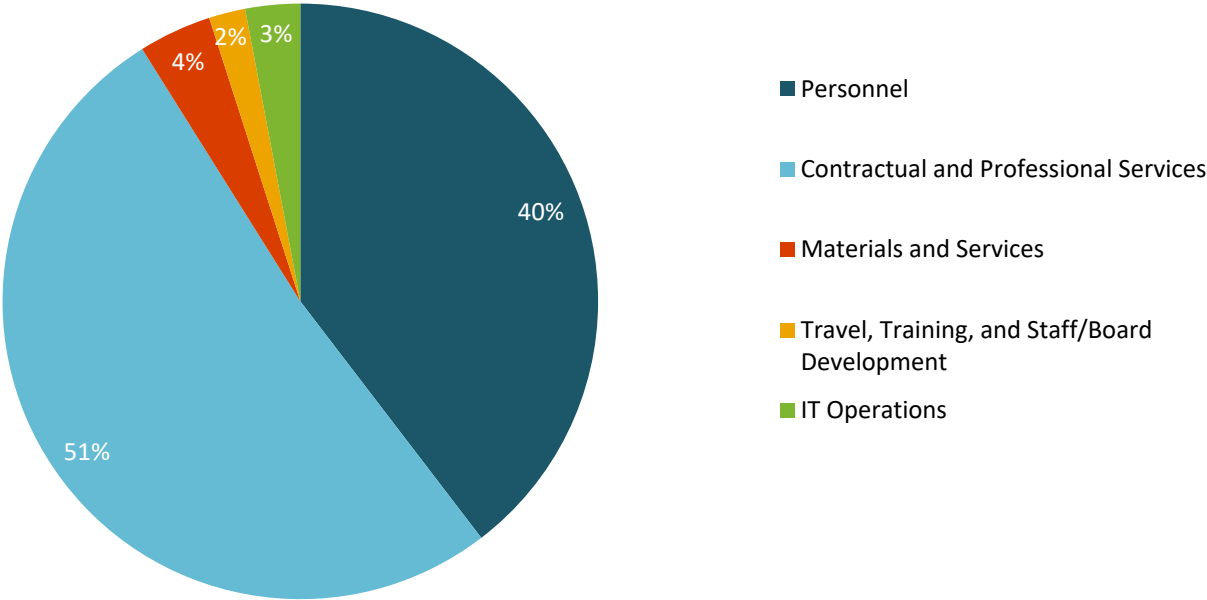
CY 2024 EXPENDITURE ESTIMATES

The CY 2024 estimate for expenditures is balanced to estimated revenues at \$3,830,515. 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 40% of the total agency budget. Contractual and Professional Services account for 51%; followed by Materials & Services at 4%; Training and Memberships at 2%, and IT Operations at 3%.

TABLE 3: CY 2024 ESTIMATED EXPENDITURES	
Personnel	\$ 1,530,960
Contractual and Professional Services	1,976,000
Materials and Services	162,820
Training and Memberships	63,425
IT Operations	97,310
TOTAL ESTIMATED EXPENDITURES	\$ 3,830,515

Figure 3: CY 2024 Expenditures by Budget Division



The CY 2024 budget includes the addition of a Communication and Public Relations Coordinator position for 11.50 Full Time Equivalent (FTE) positions. Table 4 provides a summary of the budgeted positions for CY 2023 and CY 2024.

TABLE 4: SUMMARY OF BUDGETED POSITIONS		
Position	CY 2023	CY 2024
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
Communications and Public Relations Coordinator	1.00	1.00
GIS Intern	0.50	0.50
Associate Transportation Planner II	1.00	2.00
Associate Transportation Planner III	1.00	0.00
Principal Transportation Planner	4.00	4.00
TOTALS	11.50	11.50

## CY 2024 BUDGET DETAILS

Appendix A presents the budget details for the CY 2024 Budget. The following provides detail 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 2024 is anticipated to be \$822,488. An additional \$162,000 is from prior year remaining funds for a total of \$984,488.

**FTA (FEDERAL SECTION 5303 FUNDS):** SRTC’s allocation of FTA Section 5303 funds in CY 2024 is budgeted at \$284,830. An additional \$50,247 is from prior year remaining funds for a total of \$335,077.

**STBG (FEDERAL DISCRETIONARY FUNDS-METROPOLITAN PLANNING):** SRTC’s current 2024-2027 Transportation Improvement Program (TIP) includes \$500,000 in annual Surface Transportation Program (STBG Planning) funds for Metropolitan Transportation Planning in 2024.

**OTHER GRANTS, STUDIES, AND PROJECTS:** The SS4A (Safe Streets 4 All) Project is to be funded with revenues from FHWA and other local revenue sources. It is anticipated that the Electrification of Transportation Systems (ETS) grant revenue will be \$1,200,000 in 2024.

**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 RTPO funds is anticipated to remain at \$144,651 in CY 2024.

**LOCAL CONTRIBUTIONS:** Local contributions are budgeted to remain at \$.30 cents per capita. The dues 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 2023 and CY 2024. The contributions for SRTC members in CY 2024 are \$276,299.

**TABLE 5: CY 2024 LOCAL DUES**

Jurisdiction	Population*	% of 2023 Population	CY 2023 Dues	CY 2024 Dues
Airway Heights	11,280	2.03%	3,312	3,384
Cheney	13,160	1.86%	3,876	3,948
Deer Park	4,925	5.46%	1,401	1,478
Fairfield	600	0.00%	180	180
Latah	185	0.00%	56	56
Liberty Lake	13,150	2.18%	3,861	3,945
Medical Lake	4,915	1.55%	1,452	1,475
Millwood	1,925	0.52%	575	578
Rockford	570	4.59%	164	171
Spangle	280	0.00%	84	84
Spokane	232,700	0.78%	69,270	69,810
Spokane County	163,390	0.41%	69,270	69,810
Spokane Valley	107,400	0.28%	32,130	32,220
Waverly	120	0.00%	36	36
<b>Jurisdiction Subtotal</b>	<b>554,600</b>	<b>100%</b>	<b>185,667</b>	<b>187,715</b>
Kalispel Tribe of Indians	TBD	n/a	-	-
Spokane Transit Authority	Flat Rate	n/a	58,706	58,706
Spokane Tribe of Indians	TBD	n/a	-	-
WSDOT-Eastern Region	Flat Rate	n/a	30,418	30,418
<b>Special Subdistrict Subtotal</b>			<b>89,124</b>	<b>93,124</b>
<b>TOTAL DUES</b>			<b>274,791</b>	<b>276,299</b>

\* (4/1/2023 WA Office of Financial Management Estimate)

## EXPENDITURES

### **PERSONNEL:** *Increase of \$72,855 (5.0%) vs 2023*

**Salaries:** Total wages budgeted for 2024 increase 5.3% over the 2023 budget. The increase coming from projected merit increases is based on performance reviews, as well as a requested 4.0% wage adjustment. Insurance increases after SRTC's earned Well City discount are anticipated to increase 7.0%.

**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 July 2023 the employer rate decreased 1% to 9.39 %. In September 2023, the employer contribution rate increased to 9.53% and equates to an overall decrease of \$3,800 vs 2023 budget.

**Insurance Benefits:** As of 01-01-2019 SRTC began procuring health insurance benefits through the Association of Washington Cities as a non-city entity sponsored by the City of Spokane Valley. Medical insurance is estimated to increase 7.0% for 2024. Dental, Vision and life insurance rates will not change. Industrial Insurance is also included in this category.

**CONTRACTUAL AND PROFESSIONAL SERVICES:** *Increase of \$119,877 (6.5%) vs 2023.* This is primarily due to the budget increase in activity on the Electrification grant funded by WA Dept of Commerce, and various proposed contracts for the Metropolitan Transportation Plan (MTP) update. The increase is offset by wrapping up the D.A.T.A. project and decreased budget in 2024 for the Safe Streets for All (SS4A) grant.

**Legal Services:** No change from 2023 budget.

**Contractual/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 state audit services. \$31,500 budgeted in 2023 for potential remodel of Suites 500 & 504 removed for 2024 budget.

Consultant Services for DATA Project and SS4A are \$430,000 less than 2023 budget. Other projects include a TIP database and other projects included as part of the MTP update due in 2025.

Avista and STA have 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 and STA anticipate billing \$1,200,000 to the grant in 2024 (these are pass through funds for SRTC).



**MATERIALS AND SERVICES:** *Increase* of \$12,480 (8.3%) vs 2023 – Primarily due to increases to the final year of the SRTC office lease and anticipated increases in the cost of agency property/liability insurance.

<b>Operating Supplies:</b> General office supplies, outreach and wellness program supplies.
<b>Minor Furniture/Equipment:</b> Includes replacement of older office chairs & furniture as necessary.
<b>Telephone:</b> VOIP telephone service for office; cell service for Executive and Deputy Directors.
<b>Advertising:</b> Expenses for legal notices related to items such as public meetings, outreach events, plan comment periods, and Transportation Improvement Program (TIP) amendments.
<b>Office Space Rent:</b> SRTC leases Suites 500 & 504 at the Paulsen Center. The amount for lease in the 2024 budget includes CAM charges through the expiration of the lease at the end of May 2024. The budgeted amount for the office lease includes an estimate of a Paulsen Center lease extension or a new lease at another site.
<b>Copy Machine Lease:</b> This includes the copier lease expense as well as the copier usage charges.
<b>Property and Liability Insurance:</b> Anticipated to increase approximately 18% for 2024.

**TRAVEL, TRAINING, AND STAFF/BOARD DEVELOPMENT:** *Decrease* of \$1,084 (2.0%) vs 2023 budget.

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
- Educational Speaker Series
- Dues, Subscriptions, and Memberships

**INFORMATION TECHNOLOGY (IT) OPERATIONS – Decrease** of \$44,660 (31.5%) vs 2023. Decrease results from removal of 2023 budgeting \$48,500 for Audio-Visual upgrades to the Board meeting room.

IT Management Services: Slight increase projected for 2024.
Software: Software purchases and software maintenance: support for the VISUM model, ESRI Software for GIS, 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 2024.

**Hardware – New/Replacement:** Replacement of network equipment and workstation replacement. The 2024 budget does include workstation replacement & minor equipment, as well as improvements to hybrid office equipment/hardware.

**Hardware – Repairs/Maintenance/Upgrades:** Repair supplies and equipment repair.

**Online Services:** Internet service, metro Ethernet connection, website hosting, spam filtering, domain names, virtual meeting platform services.

**SRTC DRAFT CY 2024 BUDGET (9/7/23)**

	-	CY 2023 Amended	CY 2024 Proposed	\$\$ change	% change
<b>REVENUES</b>					
1	SRTC Cash Reserve (suite 504 expand & contingency)	160,000	25,000		
2	Designated Local Funds from prior year (SRTC - SS4A)	32,467	38,500	6,033	18.6%
3	FHWA PL (Federal Public Law Funds) \$162,000 forward prior year	811,718	984,488	172,770	21.3%
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7	STBG D.A.T.A. & Study Project Funds	300,000	-	(300,000)	-100.0%
8	RTPO (State Planning Funds)	144,651	144,651	-	0.0%
9	Designated Grants (WA Dept Commerce - ETS)	850,000	1,200,000	350,000	41.2%
10	Local Member Contributions	274,789	276,299	1,510	0.5%
11	Local Member Contributions - designated SS4A from prior year	45,000	31,500	(13,500)	-30.0%
12	Spokane County Treasury Interest	6,000	15,000	9,000	150.0%
13	<b>TOTAL REVENUES</b>	<b>3,671,047</b>	<b>3,830,515</b>	<b>159,468</b>	<b>4.3%</b>
<b>EXPENDITURES</b>					
15	<b>Personnel</b>				
16	Salaries	1,079,341	1,136,980	57,639	5.3%
17	Accrued Vacation Payouts \ Unemployment	1,500	15,000	13,500	900.0%
18	FICA	82,684	88,126	5,442	6.6%
19	WA State Retirement System	112,144	108,354	(3,790)	-3.4%
20	Insurance/Benefits	182,436	182,500	64	0.0%
21	<b>Total Personnel</b>	<b>1,458,105</b>	<b>1,530,960</b>	<b>72,855</b>	<b>5.0%</b>
22	<b>Contractual and Professional Services</b>				
23	Legal Services	25,000	25,000	-	0.0%
24	Consultant & Prof Svcs	208,123	2,250	(205,873)	-98.9%
25	Professional Services - ETS Grant Work	850,000	1,200,000	350,000	41.2%
26	Consultant Services & SS4A	435,000	304,500	(130,500)	-30.0%
27	Consultant Services & MTP Update	-	405,000	405,000	-
28	Consultant Services & TIP Database	21,000	18,750	(2,250)	-10.7%
32	Consultant Services & D.A.T.A.	300,000	-	(300,000)	-100.0%
33	State Audit Charges	17,000	20,500	3,500	20.6%
34	<b>Total Contractual and Professional Services</b>	<b>1,856,123</b>	<b>1,976,000</b>	<b>119,877</b>	<b>6.5%</b>
35	<b>Materials and Services</b>				
36	Publications	500	500	-	0.0%
37	Postage	300	300	-	0.0%
38	Operating Supplies	4,500	4,500	-	0.0%
39	Minor Furniture/Equipment	1,000	1,000	-	0.0%
40	Telephone	5,760	4,860	(900)	-15.6%
41	Advertising	3,120	3,000	(120)	-3.8%
42	Rent - Office Space	84,500	95,000	10,500	12.4%
43	Rent - Meeting Rooms	500	500	-	0.0%
44	Lease - Copier (and usage charges)	2,550	2,550	-	0.0%
45	Property and Liability Insurance	17,000	20,000	3,000	17.6%
46	Printing	750	750	-	0.0%
47	Interfund Charges County Treasurer (Fees)	4,860	4,860	-	0.0%
48	Contingency	25,000	25,000	-	0.0%
49	<b>Total Materials and Services</b>	<b>150,340</b>	<b>162,820</b>	<b>12,480</b>	<b>8.3%</b>
50	<b>Travel, Training, and Staff Development</b>				
51	Mileage & Parking	2,400	2,400	-	0.0%
52	Travel / Training (Staff)	42,700	42,700	-	0.0%
53	Educational Speaker Series	5,000	5,000	-	0.0%
54	Board/Staff Retreats, Facilitators, Food	3,700	3,700	-	0.0%
55	Dues, Subscriptions, and Memberships	10,709	9,625	(1,084)	-10.1%
56	<b>Total Travel, Training, and Staff Development</b>	<b>64,509</b>	<b>63,425</b>	<b>(1,084)</b>	<b>-1.7%</b>
57	<b>IT Operations</b>				
58	IT Professional Services	28,400	29,060	660	2.3%
59	Software	40,640	39,820	(820)	-2.0%
60	Hardware - New, Replacement, Repairs & Maintenance	60,000	10,500	(49,500)	-82.5%
61	Online Services	12,930	17,930	5,000	38.7%
62	<b>Total IT Services</b>	<b>141,970</b>	<b>97,310</b>	<b>(44,660)</b>	<b>-31.5%</b>
63	<b>TOTAL EXPENDITURES</b>	<b>3,671,047</b>	<b>3,830,515</b>	<b>159,468</b>	<b>4.3%</b>

# SRTC

SPOKANE REGIONAL TRANSPORTATION COUNCIL

## CALENDAR YEAR 2024 INDIRECT COST PLAN

DRAFT

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



## INDIRECT COST PROPOSAL CERTIFICATION STATEMENT

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

All costs included in this proposal, 10/12/23, to establish billing or final indirect costs rate for January – December 2024 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.

Spokane Regional Transportation Council

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Lois Bollenback, Executive Director  
Spokane Regional Transportation Council

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Date

## PURPOSE

This document serves as the Calendar Year (CY) 2024 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 2024 Indirect Cost Plan will be effective for the months of January through December 2024.

## METHODOLOGY

A consistent approach has been followed in the treatment of direct or indirect costs; in no case have costs charged as direct costs to programs been included as indirect costs. Actual expenditure information used to prepare the plan was obtained from financial statements. SRTC has not made any significant changes to the accounting treatment of any expense category or to its accounting system for CY 2024. The expenses will continue to be allocated between direct and indirect costs as described in the approved CY 2024 Indirect Cost Plan. The CY 2024 indirect rate calculation is based on the approved 2024 budget. Based on this amount, the new indirect cost rate will be 50% of total direct salaries and wages. This proposal is for a fixed rate, with any over/under cost recovery amount adjusted in a subsequent year.

For CY 2024, 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 the 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 2024 INDIRECT RATE

The CY 2024 indirect cost is based on a calculated 2024 total of indirect costs of \$481,088 plus a 2022 adjustment of <\$769>, and a direct salary base of \$968,755 yielding an indirect cost rate of 50%. This information is documented in the Appendix in **Table 1: Total Proposed Indirect Costs for CY 2024**. 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.

$$\$480,319 / \$968,755 = 50\%$$

CY 2022 shows an under-recovery amount of <\$769>. This information is documented in the Appendix in **Table 2: CY 2022 Indirect Cost Recovery Analysis Worksheet**.

SRTC will use this indirect cost rate of 50% for the January - December 2024 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: (1) Administrative Services Manager – 100%  
(2) 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 2024 budget. Based on the line items of expense in the CY 2024 budget the following classifications of costs as direct or indirect were developed:

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

\* 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 2024 unless prior approval is sought for specific equipment acquisitions.

## INCONSISTENTLY TREATED COSTS

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

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

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

## APPENDIX

Table 1:	CY 2024 Indirect Cost Proposal Worksheet
Table 2:	CY 2022 Indirect Cost Recovery Analysis Worksheet
Table 3:	Schedule of Federal Funds Expenditures for Calendar Year 2024
Table 4:	SRTC Organizational Chart

**TABLE 1 – SRTC CY 2024 INDIRECT COST PROPOSAL WORKSHEET**

	Cost Type	Indirect Cost expenditures	Unallowable Cost expenditures	Transp. Grants eligible expenditures	TOTAL	Cost Classified Direct to All Activity	Indirect to All Activity	TOTAL
<b>SALARIES &amp; FRINGE BENEFITS</b>								
Salaries & Wages	D/I	183,225	6,617	962,138	1,151,980	968,755	183,225	1,151,980
Fringe Benefits	D/I	60,973	4,677	313,330	378,980	318,007	60,973	378,980
<b>Total Salaries/Fringe Benefits</b>		244,198	11,294	1,275,468	1,530,960	1,286,762	244,198	1,530,960
<b>OTHER EXPENDITURES</b>								
<i>Contractual/Professional Services</i>								
Legal Services	I	25,000	0	0	25,000	0	25,000	25,000
Consultant Services	D/I	0	0	728,250	728,250	728,250	0	728,250
State Audit Charges	I	20,500	0	0	20,500	0	20,500	20,500
Misc. Professional Services	D/I	0	1,750	500	2,250	2,250	0	2,250
<i>Materials &amp; Services</i>								
Publications	D/I	0	240	260	500	500	0	500
Postage	I	300	0	0	300	0	300	300
Operating Supplies	D/I	1,500	3,000	0	4,500	3,000	1,500	4,500
Minor Equipment	D	0	1,000	0	1,000	1,000	0	1,000
Telephone	D/I	3,540	600	720	4,860	1,320	3,540	4,860
Advertising	D	0	0	3,000	3,000	3,000	0	3,000
Rent – Office	I	95,000	0	0	95,000	0	95,000	95,000
Rent – Meeting Rooms	D/I	400	0	100	500	100	400	500
Lease – Copier	I	2,550	0	0	2,550	0	2,550	2,550
Property/Liability Insurance	I	20,000	0	0	20,000	0	20,000	20,000
Printing	I	0	0	750	750	750	0	750
Unemployment	I	0	0	0	0	0	0	0
Treasury Services	I	4,860	0	0	4,860	0	4,860	4,860
Contingency	D/I	0	25,000	0	25,000	25,000	0	25,000
<i>Travel, Training, Staff Development</i>								
Mileage & Parking	D/I	200	0	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, Subscrip., Memberships	D/I	0	9,625	0	9,625	9,625	0	9,625
<i>IT Operations</i>								
IT Management	I	29,060	0	0	29,060	0	29,060	29,060
Software	D/I	12,800	0	27,020	39,820	27,020	12,800	39,820
Hardware-new & replacement	D/I	0	4,000	3,500	7,500	7,500	0	7,500
Hardware-repair,maint.upgrades	D/I	0	3,000	0	3,000	3,000	0	3,000
Online Services	I	17,930	0	0	17,930	0	17,930	17,930
<b>Total Other Expenditures</b>		236,890	51,165	811,500	1,099,555	862,665	236,890	1,099,555
<b>TOTAL</b>		481,088	62,459	2,086,968	2,630,515	2,149,427	481,088	2,630,515
Adjustment for (over)/Under Recovery of Indirect Cost in FY 2022 (from Table 2) will be made in the CY 2024 IDC Plan							(769.05)	
Total Indirect Costs to be Recovered in CY 2024							480,319	

Proposed Indirect Cost Allocation Rates for CY 2024	50%	

TABLE 2 - CY 2022 INDIRECT COST RECOVERY ANALYSIS WORKSHEET- page 1 of 2														
Type	Description	Cost Type	2022 Indirect Expenses	2022 Ineligible Expenses	Eligible Grant Expenses	Eligible Grant Expenses	Eligible Grant Expenses	Eligible Grant Expenses	Consultant Corridor Studies	Consultant D.A.T.A. Studies	TOTAL	Costs Classified Direct to All. Activ.	Indirect to All Activ.	TOTAL
51000	Salaries/Wages	D/I	141,148.80	884.64	299,198.11	397,926.42	46,178.55	10,614.00			895,950.72	754,801.92	141,148.80	895,950.72
52000	Fringe Benefits	D/I	62,910.17	254.63	94,600.12	116,538.26	16,939.05	1,813.28			293,055.51	230,145.34	62,910.17	293,055.51
Total Sal/Fringe Benefits			204,058.97	1,139.27	393,798.23	514,464.68	63,117.60	12,427.48	0.00	0.00	1,189,006.23	984,947.26	204,272.94	1,189,006.23
Other Expenditures														
51620	Move Staff	D/I	0.00	0.00	0.00	0.00					0.00	0.00	0.00	0.00
53102	Publications	D/I	19.16	0.00	0.00	0.00					19.16	0.00	19.16	19.16
53103	Postage	D/I	302.50	0.00	0.00	0.00					302.50	0.00	302.50	302.50
53104	Software	D/I	14,155.67	0.00	19,166.62	218.00					33,540.29	19,384.62	14,155.67	33,540.29
53201	Operating Supplies	D/I	480.39	3,570.27	374.52	5,398.20	93.63				9,917.01	9,436.62	480.39	9,917.01
53502	Minor Equipment	D/I	0.00	6,413.36	0.00	0.00					6,413.36	6,413.36	0.00	6,413.36
54101	Prof. Services	D/I	44,176.74	0.00	0.00	0.00					44,176.74	0.00	44,176.74	44,176.74
54105	Legal Services	I	22,196.30	0.00	0.00	0.00					22,196.30	0.00	22,196.30	22,196.30
54120	State Audit Charges	I	14,744.78	0.00	0.00	0.00					14,744.70	0.00	14,744.78	14,744.70
54201	Contractual Services	D/I	0.00	3,256.14	0.00	0.00			343,882.99	612,280.74	959,419.87	959,419.87	0.00	959,419.87
54209	Online Services	D/I	14,114.57	0.00	0.00	0.00					14,114.57	0.00	14,114.57	14,114.57
54301	Telephone	D/I	7,533.90	0.00	135.04	395.65					8,064.59	530.69	7,533.90	8,064.59
54401	Travel/Mileage	D/I	9,197.05	1,217.70	0.00	7,657.94					18,072.69	8,875.64	9,197.05	18,072.69
54451	Advertising	D/I	0.00	0.00	687.87	2,146.00					2,833.87	2,833.87	0.00	2,833.87
54501	Rentals/Leases	D/I	85,837.87	0.00	0.00	0.00					85,837.87	0.00	85,837.87	85,837.87
54601	Prop/Liability Insurance	I	15,583.00	0.00	0.00	0.00					15,583.00	0.00	15,583.00	15,583.00
54803	Equip. Maintenance	D/I	263.50	125.35	0.00	0.00					388.85	125.36	263.50	388.85
54820	Software Maintenance	D/I	0.00	0.00	3,880.05	0.00					3,880.05	3,880.05	0.00	3,880.05
54902	Registration	D/I	1,629.93	654.28	1,784.00	2,650.00					6,718.21	5,088.28	1,629.93	6,718.21
54904	Dues, Subscrip, Mberships	D/I	25.00	7,676.38	0.00	0.00					7,701.38	7,676.38	25.00	7,701.38
54908	Permits/Fees	D/I	0.00	0.00	0.00	0.00					0.00	0.00	0.00	0.00
54909	Printing	D/I	0.00	0.00	0.00	0.00	730.58				730.58	730.58	0.00	730.58
55120	IG Services – General	D	0.00	0.00	0.00	0.00					0.00	0.00	0.00	0.00
59100	IF Charges	D/I	4,516.34	0.00	0.00	0.00					4,516.34	0.00	4,516.34	4,516.34
Total Other Expenditures			234,776.62	22,913.48	26,028.10	18,465.79	824.21	0.00	343,882.99	612,280.74	1,259,171.93	1,024,395.31	234,776.62	1,259,171.93
TOTAL			438,835.59	24,052.75	419,826.33	532,930.47	63,941.81	12,427.48	343,882.99	612,280.74	2,448,178.16	2,009,342.57	438,835.59	2,448,178.16

Expenditure Code Types

Indirect Cost Pool Charges: I  
Direct Charges & Indirect Cost Pool: D/I  
Page 56

Direct Charges: D  
Locally funded items only: L



**TABLE 2 - CY 2022 INDIRECT COST RECOVERY ANALYSIS WORKSHEET- page 2 of 2**[illegible]

TABLE 3 – SCHEDULE OF FEDERAL FUNDS EXPENDITURES FOR CY 2022											
	1 <sup>st</sup> Half CY 2022		2 <sup>nd</sup> Half CY 2022		Consolidated	1 <sup>st</sup> Half 98770	2 <sup>nd</sup> Half 98770	1 <sup>st</sup> Half 98774	1 <sup>st</sup> Half 98774	STBG	Total
Item	PL	FTA	PL	FTA	PL/FTA Funds	STBG	STBG	STBG	STBG	Funds	Federal Funds
Federal Revenue	281,821	99,819	461,435	165,111	1,008,186	204,091	20,838	322,078	327,705	874,711	1,882,897
Required Local Match	38,046	13,476	62,294	22,290	136,105	27,552	2,813	43,481	44,240	118,086	254,191
Additional Local	5,938	2,103	9,722	3,479	21,242	4,300	439	102,892	115,768	223,399	244,641
TOTAL	325,804	115,398	533,451	190,880	1,165,533	235,943	24,090	468,451	487,713	1,216,196	2,381,729
Total Salaries	167,921	59,531	275,619	99,229	602,299	112,342	13,587	-		125,930	728,228
Total Benefits	53,997	19,035	81,060	28,865	182,958	36,988	2,486	-		39,475	222,432
Total Other	4,814	1,709	14,157	4,242	24,920	20,330	-	468,451	487,713	976,494	1,001,414
Total IDC's	99,073	35,123	162,615	58,545	355,356	66,282	8,016	-		74,298	429,655
TOTAL	325,804	115,398	533,451	190,880	1,165,533	235,943	24,090	468,451	487,713	1,216,196	2,381,729
Direct charges – (Total amount less local match, usually at 13.5%)											
Direct Salaries/Wages				520,988	520,988					108,929	629,917
Direct Fringe Benefits				158,258	158,258					34,145	192,403
Other Direct Expenditures				21,556	21,556					667,369	688,925
Indirect Cost Plan				307,383	307,383					64,268	371,651
Total Federal Revenues					1,008,185					874,711	1,882,897

Per the Uniform Administrative Requirement (Super Circular) 200.425 Audit Services (a) A reasonably proportionate share of the costs of audits required by, and 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.

## BOARD OF DIRECTORS

### VOTING MEMBERS

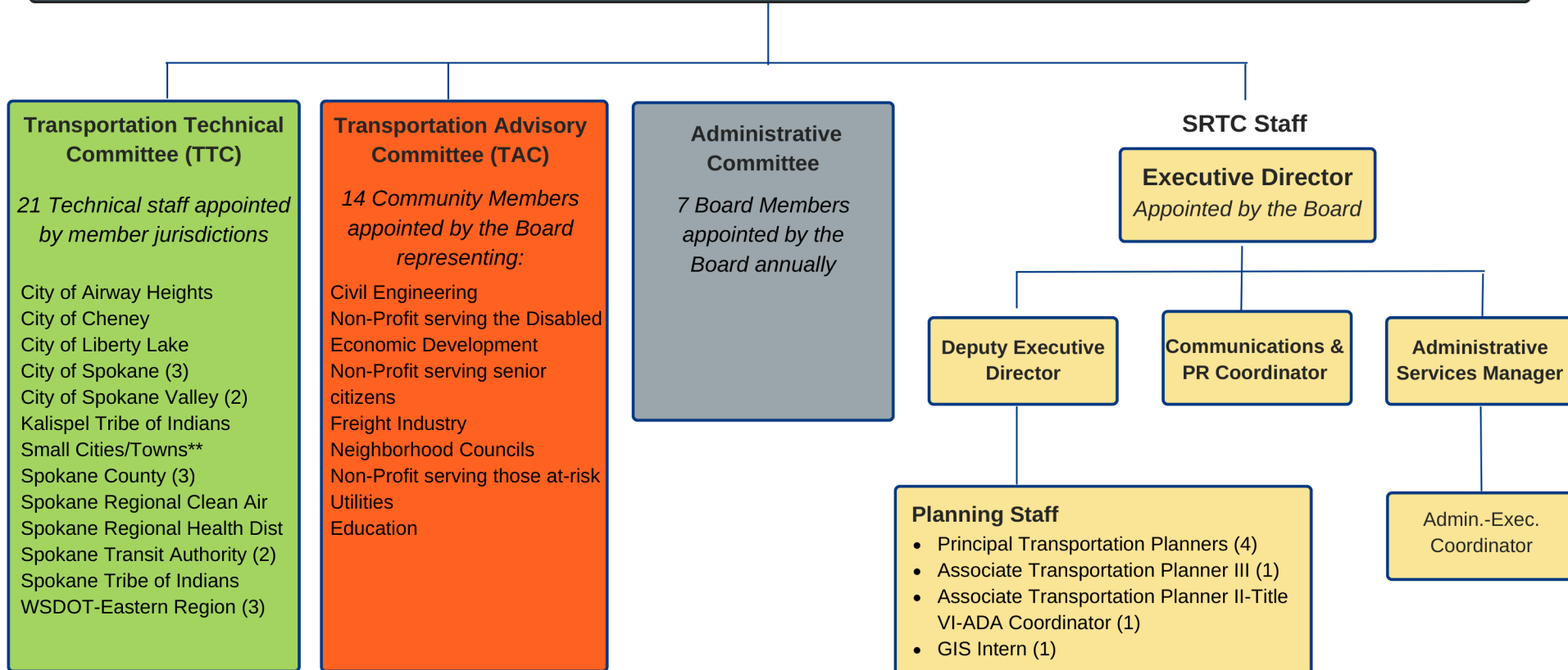
City of Airway Heights  
 City of Cheney  
 City of Deer Park  
 City of Medical Lake  
 City of Millwood  
 City of Spokane (2)  
 City of Spokane Valley (2)  
 Kalispel Tribe of Indians  
 Major Employer Representative  
 Rail/Freight Representative

### Small Towns Representative\*

Spokane County (2)  
 Spokane Transit Authority  
 Spokane Tribe of Indians  
 WSDOT Eastern Region  
 WA State Transportation Commission

### EX-OFFICIO MEMBERS

TTC Chair  
 TAC Chair  
 Regional WA State Legislators



\*Towns of Fairfield, Latah, Rockford, Spangle & Waverly

\*\*Towns listed above plus Cities of Deer Park, Medical Lake & Millwood

To: Board of Directors

From: Lois Bollenback, Executive Director

**TOPIC: EXECUTIVE DIRECTOR'S REPORT**

09/07/2023

**Requested Action:**

None. For information only.

**Key Points:**

- **Ongoing/Upcoming Events & Activities**
  - **TIP Public Meeting:** SRTC will host a hybrid in-person/online public meeting on 9/21/23 to share information and obtain input regarding the draft 2024-2027 Transportation Improvement Program.
  - **Annual Transportation Summit:** SRTC, in partnership with Good Roads Association, Greater Spokane Valley Chamber of Commerce, and Greater Spokane Incorporated will host "Accelerating to a Clean Future: The Road to Sustainable Transportation" on 10/19/23 from 8:00-10:00am at the CenterPlace Regional Event Center.
- **Transportation Funding – Awards & Opportunities**
  - With the assistance of the TIP Working Group, the Spokane region has received and distributed **\$8.1M** of additional Obligation Authority (OA) from FHWA for project cost overruns submitted by three agencies. Qualifying projects had to be in the construction phase by September 2023 to be eligible for this opportunity. WA State received \$116M redistributed OA with \$71.9M for local agencies.
- **Administrative Committee Activity Update**
  - An update was provided for ongoing activities including the determination of dues for tribal members; the pending expiration of the office lease for SRTC; and updates needed to the Employee Handbook. Direction was provided to utilize the assistance of Jeff McGougan with NAI Black, Inc. to assist in identifying office lease options.
  - Committee members met in August to complete a second round of discussions regarding the proposed Calendar Year 2024 Budget for SRTC. A draft budget was finalized for presentation to the full Board.
  - Discussion occurred and direction was provided for the development of a draft tool to support the annual evaluation of the SRTC Executive Director. Work is ongoing.
- **Transportation Advisory Committee (TAC) Recruitment**
  - TAC membership consists of 14 members with appointments made by the SRTC Board. Resignations over the past year have resulted in three (3) vacancies. Staff will initiate a volunteer recruitment effort and make recommendations to the full SRTC Board.

- **FHWA Urban Area Boundary Adjustments**

- The FHWA urban area boundaries are revisited every 10 years following the decennial census. WSDOT is facilitating the technical review of boundaries statewide.
- For the SRTC planning area, staff coordinated with agency partners to evaluate the urban boundary in accordance with FHWA requirements. SRTC urban boundaries include the greater Spokane- Spokane Valley area and a separate urban small area for Cheney. Areas outside of these boundaries are defined as rural for FHWA purposes.
- Boundary adjustments will be submitted to the WSDOT Urban Boundary Review team this month.

- **Continuity of Operations Plan**

- SRTC has developed a Continuity of Operations Plan (COOP) to ensure emergency situations are planned for to safeguard personnel, equipment and operations of SRTC. The COOP plans for activities such as a building fire or bomb threat, as well as outages that require remote working such as an ice storm or extended power outage.

- **Staffing Update**

- SRTC is pleased to announce: Savannah Hayward has joined our organization as the Communications and Public Relations Coordinator. Ms. Hayward is a recent graduate of Whitworth University.
- After eight years of dedicated service, Julie Meyers-Lehman is leaving SRTC to take a position with Spokane Valley. Her humor and professionalism will be missed.

**Staff Contact:** Lois Bollenback, SRTC | [lbollenback@srtc.org](mailto:lbollenback@srtc.org) | 509.435-3870

August 23, 2023

The Honorable Kevin McCarthy  
Speaker  
House of Representatives  
Washington, D.C. 20515

The Honorable Steve Scalise  
Majority Leader  
House of Representatives  
Washington, D.C. 20515

The Honorable Kay Granger  
Chair, U.S. House Committee on  
Appropriations  
Washington, D.C. 20515

The Honorable Rosa DeLauro  
Ranking Member, U.S. House Committee on  
Appropriations  
Washington, D.C. 20515

Dear Speaker McCarthy, Majority Leader Scalise, Chair Granger, and Ranking Member DeLauro:  
The Association of Metropolitan Planning Organizations (AMPO), National Association of Regional Councils (NARC), National Association of Development Organizations (NADO), National Association of Counties (NACo) and National League of Cities (NLC) would like to express our concerns surrounding the Fiscal Year (FY) 2024 House Transportation, Housing and Urban Development (THUD) Appropriations bill. Our organizations are writing to request the House of Representatives reconsider or remove the proposed transportation funding cuts in the THUD Appropriations bill, to uphold the commitments made under the Infrastructure Investment and Jobs Act (IIJA) and support the continued development of our nation's transportation infrastructure.

As organizations committed to enhancing transportation, we believe that these steep funding reductions will undermine the progress made through the IIJA and hinder the advancement of our nation's transportation infrastructure. The IIJA presented a transformative opportunity to modernize our country's transportation systems. However, the current House THUD appropriations bill poses a serious threat to the funding provided under the IIJA. The proposed bill slashes funding for critical transportation and housing programs by a staggering 38 percent, compromising the effectiveness and potential of these vital initiatives.

One of the most concerning aspects of this bill is that several critical grant programs, including the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grants, National Infrastructure Project Assistance (Mega) grants, and Consolidated Rail Infrastructure and Safety Improvement (CRISI) grants, would not receive any appropriations in FY 2024 if this bill is approved. These programs have consistently demonstrated their impact and importance in promoting sustainable infrastructure, fostering equity, and supporting economic growth in communities across the country.

Many of the programs currently under threat have a history of being oversubscribed. The RAISE grant program received applications totaling \$15 billion for eligible projects, despite having only \$2.26 billion available this year. The demand for these grants is evident, and it is crucial that we ensure sufficient funding to meet the needs of our communities.

Furthermore, funding for essential entities such as the Federal Transit Administration's Capital Investment Grants (CIG) is being significantly reduced. These cuts directly impede the enhancement of public transportation, jeopardize the improvement of services, and hamper nationwide connectivity.



As the bill proceeds to the full House, we hope that this measure will be opposed, and that the House will advocate for a comprehensive funding bill that upholds the commitments made under the IIJA. Your support for a fully funded FY 2024 THUD appropriations bill will demonstrate your dedication to our nation's infrastructure and the well-being of constituents.

We request you to consider our concerns and actively work towards preserving the funding necessary to build and maintain an efficient and effective transportation system. We are grateful for your attention to this matter and appreciate your ongoing commitment to representing the interests of the nation.

Sincerely,



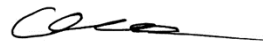
William Keyrouze  
Executive Director  
Association of Metropolitan Planning  
Organizations



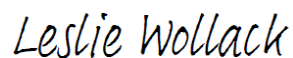
Matthew D. Chase  
CEO/Executive Director  
National Association of Counties



Joe McKinney  
Executive Director  
National Association of Development  
Organizations



Clarence Anthony  
CEO and Executive Director  
National League of Cities



Leslie Wollack  
Executive Director  
National Association of Regional Councils

## **ACTION ITEMS**

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### **Consent Agenda**

The consent agenda contained July TAC meeting minutes and a recommendation for Board approval of the 2023-2026 Transportation Improvement Program July v2 and September amendments. A motion to approve the consent agenda passed unanimously.

### **Regional Bicycle Level of Traffic Stress**

A motion to recommend Board approval of the regional Bicycle Level of Stress Analysis passed unanimously.

### **2024 Unified List of Regional Transportation Priorities**

Staff reported on the development of the list of projects and shared details regarding the funding obtained by Spokane County for the Craig Rd project. Members discussed the regional importance of improvements to Craig Rd considering the upcoming addition of another entrance to Fairchild AFB nearby.

A motion to recommend Board approval the 2024 Unified List of Regional Transportation Priorities as shown in the attachment, with the addition of Spokane County's Craig Rd project, should the Board to include it, passed unanimously.

## **INFORMATION & DISCUSSION ITEMS**

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### **City of Spokane Valley Transportation Priorities**

Adam Jackson shared information about current and upcoming priority projects in Spokane Valley. SRTC will be inviting various member agencies and partners to present information to the TTC, TAC and Board in the upcoming months. There was discussion about ensuring accessibility on facilities for people with disabilities.

### **Reconnecting Communities & Neighborhoods Grant Program**

Adam Jackson spoke on behalf of the LEIA (Liberty to Edgecliff Improvements to Accessibility) Program, which is a collaboration between City of Spokane Valley, City of Spokane, and Spokane Transit Authority collaboration. They are seeking a federal grant for multi-modal improvements to transportation facilities in the East Central neighborhood and the 8<sup>th</sup> Ave corridor. TAC members expressed their support for this program and the proposed improvements to the corridor.

### **Draft 2024-2027 Transportation Improvement Program (TIP)**

Staff provided an overview of the draft TIP. The draft document will be available for review and comment on or before 9/1/23. A 30-day public comment period starts 9/1/23 and a public meeting to share information and obtain comments will be held on 9/21/23. There was discussion about when the Equity Working Group would be implemented and if it would be in time to provide comments on the draft TIP. The Working Group is scheduled to launch in January 2024.

### **Highway Urban Boundary Adjustments**

Staff summarized the Federal Highways requirement to review and update Spokane/Spokane Valley and Cheney urban boundaries following the decennial census. The update process involves coordination with area jurisdictions.

## ACTION ITEMS

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### Consent Agenda

The consent agenda contained July TTC meeting minutes and a recommendation for Board approval of the 2023-2026 Transportation Improvement Program July v2 and September amendments. A motion to approve the consent agenda passed unanimously.

### Regional Bicycle Level of Traffic Stress

A motion to recommend Board approval of the regional Bicycle Level of Stress Analysis passed unanimously.

### 2024 Unified List of Regional Transportation Priorities

Staff reported on the development of the list of projects and provided information about the funding obtained on Spokane County's Craig Rd project. Members discussed project scoring cut-off points, the proposal to move a project into a different category with no change in scoring, and the TTC's purpose of reviewing projects based on an objective data-driven process.

A motion to recommend Board approval the 2024 Unified List of Regional Transportation Priorities as shown in the attachment (without the addition of Spokane County's Craig Rd project) passed with 12 votes in favor and 3 votes against.

## INFORMATION & DISCUSSION ITEMS

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### City of Spokane Valley Transportation Priorities

Adam Jackson shared information about current and upcoming priority projects in Spokane Valley. SRTC will be inviting various member agencies and partners to present information to the TTC, TAC and Board in the upcoming months.

### Reconnecting Communities & Neighborhoods Grant Program

Adam Jackson spoke on behalf of the proposed LEIA (Liberty to Edgecliff Improvements to Accessibility) Program, which is a collaboration between City of Spokane Valley, City of Spokane, and Spokane Transit Authority collaboration seeking a federal grant for multi-modal improvements to transportation facilities in the East Central neighborhood and the 8<sup>th</sup> Ave corridor.

### Draft 2024-2027 Transportation Improvement Program (TIP)

Staff provided an overview of the draft TIP. The draft document will be available for review and comment on or before 9/1/23. A 30-day public comment period starts 9/1/23 and a public meeting to share information and obtain comments will be held on 9/21/23.

### Highway Urban Boundary Adjustments

Staff summarized the Federal Highways requirement to review and update Spokane/Spokane Valley and Cheney urban boundaries following the decennial census. The update process involves coordination with area jurisdictions.

## 2023 Draft Board Agenda Items

### FOR ACTION

### FOR INFORMATION & DISCUSSION

**OCT**

Consent Agenda: Minutes, Vouchers, TIP  
 Amendment

2024-2027 Transportation Improvement Program

CY 2024 Budget & Indirect Cost Plan

Guest Speaker: State Funding Agency

2024 TIP Guidebook

2024 Unified List: Federal

Safety Pilot

**NOV**

Consent Agenda: Minutes, Vouchers

2024 TIP Guidebook

2024 Unified List: Federal

Congestion Management Process: Network  
 Evaluation and Strategies

Guest Speaker: Local Agency Project  
 Priorities