![SRTC - Spokane Regional Transportation Council logo]

Board of Directors Meeting

Thursday, January 11, 2024 at 1:00 PM

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=SFRkSlRQSHE3UlFpQ3ZFeHJvbWMxdz09

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/u/kiOsqJNVp

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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
- 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 accommodations can be requested by contacting the SRTC office by telephone at 509-343-6370 or by email at contact.srtc@srtc.org at least 48 hours in advance.

Board of Directors Meeting Agenda

SRTC SPOKANE REGIONAL TRANSPORTATION COUNCIL

421 W RIVERSIDE AVE, SUITE 500 ▪ SPOKANE, WA 99201 ▪ 509.343.6370 ▪ WWW.SRTC.ORG

Thursday, January 11, 2024 - 1:00 pm

SRTC

SPOKANE REGIONAL
TRANSPORTATION
COUNCIL

421 W RIVERSIDE AVE, SUITE 500 · SPOKANE, WA 99201 · 509.343.6370 · WWW.SRTC.ORG

To: Board of Directors   01/04/2024

From: Lois Bollenback, Executive Director

TOPIC: ELECTION OF 2024 BOARD OFFICERS

Requested Action:
Election the Calendar Year (CY) 2024 SRTC Board of Directors Chair and Vice Chair.

Key Points:
- Section 6 of the 2021 SRTC Interlocal Agreement (ILA) states that the Board shall select a Chair and Vice Chair ("Officers") from among the voting Directors, by majority vote of the Directors, at the first regular meeting of the calendar year.

- To be eligible for the Chair position, the ILA states that a Director shall have served on the Board for at least one year prior to taking office as Chair, must be an elected official, and shall hold a voting position on the Board.

- Section 6 of the 2021 ILA, also states the office of the Chair shall serve for a term of one-year and shall rotate on a yearly basis among the following parties, as follows:

  a) Towns and cities, excluding the cities of Spokane and Spokane Valley
  b) City of Spokane
  c) Spokane County; and
  d) City of Spokane Valley

- The position of SRTC Chair for 2023 was held by Councilperson Betsy Wilkerson from the City of Spokane and the Vice Chair position was held by Commissioner Al French from Spokane County.

- The 2021 SRTC Rules of Procedures, Section 3 (see **Supporting Information**) establishes the process for selecting officers.

- The Rules of Procedure also clarify that the Vice Chair is the presumptive incoming Chair. For Calendar Year 2024 the Chair will be from Spokane County and the Vice Chair will be from the Spokane Valley.

Board/Committee Discussions:
Notice of the upcoming action was provided as part of the Executive Directors report in December 2023. This is the first time the 2024 officer elections have been presented for action or discussion.

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

Staff Contact: Lois Bollenback, SRTC | lbollenback@srtc.org | 509.343.6370

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SRTC SPOKANE REGIONAL TRANSPORTATION COUNCIL

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FO ACTION
AGENDA ITEM 3
S   I   D
01/11/2024 Board Meeting

Supporting Information
TOPIC: ELECTION OF 2023 BOARD CHAIR AND VICE-CHAIR

Excerpt from page 4 of SRTC Rules of Procedures, approved by the Board on 10.13.22

3. SELECTING THE CHAIR AND VICE CHAIR

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

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

3.3 **Term:** The office of the Chair shall rotate on a yearly basis pursuant to Section 6(A)(3)-(4) of the ILA. In any year, the rotation for the office of the Chair may be altered at the request of the jurisdiction holding the right to the Chair position, upon motion and approval of a majority of the voting members of the Board, at a regular or special meeting of the Board. The term for Chair may not, however, exceed one (1) year from the date of election.

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

Spokane Regional Transportation Council – Board of Directors
November 9, 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 1:00 pm and attendance was taken. In attendance were:

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*
Council Member Dee Cragun, *City of Deer Park*
Mayor Terri Cooper*, City of Medical Lake*
Council Member Zack Zappone, *City of Spokane*
Council Member Rod Higgins*, City of Spokane Valley*
Daniel Clark, *Kalispel Tribe of Indians*
Doug Yost, *Major Employer Rep.*
Council Member Micki Harnois, *Small Towns Rep.*
Susan Meyer, *Spokane Transit Authority*
Kim Zentz, *TAC Chair*

Staff:

Lois Bollenback, *Executive Director*
Ryan Stewart, *Principal Trans. Planner*
Jason Lien, *Principal Trans. Planner*
Mike Ulrich, *Principal Trans. Planner*
David Fletcher, *Principal Trans. Planner*
Michael Redlinger, *Assoc. Trans Planner II*
Savannah Hayward, *Comm. & PR Coord.*
Greg Griffin, *Admin. Services Manager*
Angel Jackson, *Admin.-Exec. Coordinator*
Megan Clark, *Legal Counsel*

Board Alternates:

Tom Sahlberg, *City of Liberty Lake*
Larry Larson, *WSDOT*

Guests:

Kevin Picanco, *City of Spokane*

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

*   Kelly Fukai, *Washington State Transportation Commission*
*   Matt Ewers, *Rail/Freight*

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

2   PUBLIC COMMENTS

There were no comments.

ACTION ITEMS

 # 3   CONSENT AGENDA

   a) October Board of Directors Meeting Minutes

   b) October 2023 Vouchers

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

 # 4   2024 UNIFIED LIST OF REGIONAL TRANSPORTATION PRIORITIES-FEDERAL

Mr. Fletcher reviewed the differences between the state and federal versions of the Unified List, which include focused policy statements and specific funding requests based on their respective audiences. He explained that the federal Unified List consists of the same set of projects that were included in the state version (which was approved last month). Like the state version, the specific funding request amounts were provided by local agencies in the project submittal process. Mr. Fletcher is seeking approval for resolution R-23-29 2024 Unified List of Regional Transportation Priorities (Federal). There were no questions or comments at this time.

Council Member Cragan made a motion to approve the 2024 Unified List of Regional Transportation Priorities (Federal) as shown in the attachment. Council Member Higgins seconded. The motion passed unanimously.

 # 5   CY 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) GUIDEBOOK

Mr. Stewart explained several new items in the CY 2024 Guidebook including a policy for time sensitive amendments, clarifying language for funding projects on the contingency list, and strategies for meeting our obligation target. Updated schedules have also been added for the next calendar year. Mr. Stewart is seeking the approval of Resolution R-23-30 adopting the CY 2024 TIP Guidebook. There were no comments or discussion at this time.

Council Member Cragan made a motion to approve the 2024-2027 Transportation Improvement Program (TIP) Guidebook. Council Member Schmidt seconded. The motion passed unanimously.

 # 6   City of Spokane: Transportation Priorities

Mr. Picanco highlighted the many unique challenges of having older infrastructure.   He identified various priority areas to include bike/pedestrian safety, bridge maintenance, and other major rebuilds. Inland Empire Way study was discussed and its impact on a variety of community resources in the US-195 corridor. He also identified and highlighted the Latah Bridge (Sunset/High Bridge) as a focused priority due to its aging concerns and structural issues. He explained that the FHWA Grant (Bridge investment program) application should be available early 2024 and the City of Spokane are currently working on items to submit when the notice is released. They are also looking at other opportunities for this bridge, as well.

Open for question/comments: There was a robust conversation from various members of the Board:

- Council Member Wilkerson asked if all parts of the bridge look like the images shown. Mr. Picanco confirmed this but stated the bridge is currently still safe to use for travel.
- Council Member Schmidt stated the challenge of crossing the Meadow Lane Road on US 195 corridor and asked if the new intersection on Meadow Lane (NB) from Eagle Ridge will make you have to cross southbound lane of US 195. The response was yes but there will be an acceleration lane to allow the traffic to merge more easily. Council Member Schmidt also raised the question of funding from the City of Spokane and any new thoughts on how to add additional funding

when the current budget is stretched. Mr. Picanco explained they have a unique way of supplementing funding to allow other resources to match source funding. Latah bridge is so costly that it doesn't fit within most grants. There were additional questions about the current state of the bond and if anything was still available from there. Mr. Picanco explained how the bond is used throughout the city.

- Mr. Yost questioned the source of data that is being used to analyze and if the improvements to Hatch Road and other improvements during a particular timeframe are being included in the data. Mr. Picanco affirmed the data sometimes changes in the middle of projects. He explained they take several sources of data into consideration to inform decisions. He also identified why a J turn will provide a benefit for the next 10-20 years.

- Ms. Meyer questioned if the Latah Bridge will it be closed both lanes and if there is a schedule. Mr. Picanco explained the schedule will depend on funding. If we are awarded the grant the funding would not be available until late 2024-25 with the work beginning in 2028. That being said it would not be until 2032 before the bridge would be completed. Most likely both lanes would be closed to keep the cost down. Unfortunately, it would be challenging to keep traffic on it during the construction because of the current structural degradation of the outside lanes.

- Commissioner French asked if there were recent updated total costs for redoing the connection from US 195 to I-90. Mr. Larson stated the range is currently $450 million but have not had any recent updates but would suggest adding another $100 million to that amount. Mr. French also questioned if the city put together a budget for all the updates for Latah Valley to allow for the projected growth for the Valley. The US 195 corridor study covered and summarized the cost but will need some adjustment. Mr. French requested the updated number to review and discuss with a group of stakeholders to make the area safe. Ms. Bollenback stated SRTC staff would send the requested information to Mr. French.

7   EMPLOYEE HANDBOOK UPDATE

Ms. Bollenback explained that SRTC staff initiated an update to the Employee Handbook to incorporate more detail regarding several existing policies. The SRTC Board adopted the current handbook after a comprehensive update in January 2021. During this review, there were a few updates to the legal jargon and no substantive information added. Mr. Griffin discussed Conflicts of Interest, the definition of Paid Status, a clarification to Holiday Paid Hours, updated ADA language, added details for the tenure portion of the Merit Based Wage Structure, and moving the telework policy from the appendix to the main body of the handbook.

#8   EXECUTIVE DIRECTOR'S REPORT

Ms. Bollenback briefly reviewed the Exit Conference results from the Annual Audit and stated there were no findings. She explained that means everything was done well and thanked Greg Griffin. (NOTE: A link to the full Audit Report will be added to the January board agenda for review). She also highlighted the Transportation Summit on Clean Energy held in October and stated it was very well attended. We look forward to this becoming a yearly event.

#9   TRANSPORTATION TECHNICAL COMMITTEE & TRANSPORTATION ADVISORY COMMITTEE MEETING SUMMARIES

Written meeting summaries are provided for review.

#10 BOARD MEMBER COMMENTS

No comments

#11   CHAIR COMMENTS

Council Member Wilkerson highlighted the administrative committee will be completing a performance review for Ms. Bollenback. The expectation is to have this completed by the end of the year and presented to the SRTC Board during the January 2024 meeting. She instructed members if they have any comments for consideration during the review to contact Greg Griffin (ggriffin@srtc.org) no later than 11/27/2023.   She added that there will not be a December 2023 SRTC Board meeting.

#12 ADJOURNMENT

There being no further business, the meeting adjourned at 1:49 PM

_____
Angel Jackson, Clerk of the Board

SRTC SPOKANE REGIONAL TRANSPORTATION COUNCIL
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Consent Agenda
AGENDA ITEM 4b
01/11/2024 Board Meeting

VOUCHERS PAID FOR THE MONTH OF NOVEMBER 2023

Date	Voucher	Vendor	Description	Amount
11/3/23	V122219	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for November 2023	7,023.76
	V122220	Manpower	Temp agency for administrative assistant work for 10/16 to 10/22/23	848.81
	V122221	Intrinium	Managed IT Services - Mnthly October; O365 software	2,414.08
	V122222	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2023-22	455.00
	V122223	WA State Dept of Retirement	Employee and Employer Contributions: October 2023	13,922.61
	V122224	Pacific Office Automation	Copier Lease/Usage September 2023	171.70
	V122225	Washington Trust Bank	Software/Virtual mtg Subsc's; Office splys/equip; Staff reg's virtual mtgs/webinars	4,790.57
11/9/23	V122226	Visionary Communications, Inc.	Fiber Services, November 2023	981.96
	V122227	Lois Bollenback	Reiburse travel to Oly, WA for 10/17/23 Transportation Cmte Mtg	510.86
	V122228	Intermax Networks	VOIP telecom November 2023	261.33
	V122229	Resource Systems Group Inc	Proj 21105 Tasks 2,3,4,5,6 - DATA Project thru 5.31.23	147,979.50
	V122230	Jason Lien	Reimburse JL for travel/perdiem at WSRO Conf 10/2/23 in Stevenson WA	476.72
	V122231	Mike Ulrich	MR perdiem for Infraday Conference in Seattle, WA 9/19/23	90.00
	V122232	Rehn & Associates	Admin fee October '23	75.00
11/15/23	V122233	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2023-23	455.00
	V122234	Angel Jackson	AJ reimburse Board mtg snacks	48.50
	V122235	Dell	Dell xps13 2-1 laptop for AJ (replace older machine)	1,366.18
	V122236	AWC Employee Benefit Trust	December '23 Benefit Insurance Premiums	12,974.70
	V122237	EMLVO P.C.	October legal svcs: RFQ & SS4A docs; Handbook updates; Oct Board mtg	3,350.00
	V122238	EcoInteractive	TIP Database ProjectTracker SAAS	21,000.00
	V122239	Rehn & Associates	Agency HSA deposit for new staff AJ - Q4-23	462.00
	V122240	Savannah Hayward	Reimburse SH mileage for 8/22/23 to 11/6/23	53.89
	V122241	Lois Bollenback	Reimburse LB mileage for 1/27/23 to 10/19/23	224.19
11/30/23	V122242	Intrinium	Managed IT Services - Mnthly November; O365 software	2,514.39
	V122243	WA State Auditor's Office	CY-22 Federal & Financial Audit (Billing #7)	512.40
	V122244	Vision MS	Replenish Warrant Stock (1,000)	611.49
	V122245	Carl See	Reimburse Transportation Summit Panelis travel expenses	509.98
	V122247	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for December 2023	7,023.76
	V122248	ESRI	Block of 1,000 ArcGIS Online credits	130.80
	V122249	Dell	Dell Latitude 5540 laptop for JL (replace older machine)	1,036.19
	V122250	Pacific Office Automation	Copier Lease/Usage October 2023	180.36
	V122251	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2023-24	455.00

Reimbursement(s)

		Salaries/Benefits	Pay Periods Ending: 10/28/23 & 11/11/23	81,994.47
10/31/23		Spokane County Treasury	Monthly SCIP fee - October 2023	23.10

TOTAL November 2023 314,928.30

Recap for November 2023:

Vouchers:	V122219 - V122251	232,910.73
Salaries/Benefits	Pay Periods Ending: 10/28/23 & 11/11/23	81,994.47
Spokane County Treasury	Monthly SCIP fee - October 2023	23.10
		314,928.30

As of 1/11/24, the Spokane Regional Transportation Council Board of Directors approves the payment of the November 2023 vouchers included in the list in the amount of: **$314,928.30**

SRTC Board of Directors Chair, Spokane County Commissioner Al French

VOUCHERS PAID FOR THE MONTH OF DECEMBER 2023

Date	Voucher	Vendor	Description	Amount
12/15/23	V122246	Lois Bollenback	LB reimburse for Transportation Summit meal with panelists	175.97
	V122252	Acranet Inc	New staff background check	62.00
	V122253	Intrinium	Managed IT Services - Mnthly December; O365 software	2,491.79
	V122254	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2023-25	455.00
	V122255	WA State Dept of Retirement	Employee and Employer Contributions: November 2023	13,948.53
	V122256	Spokesman Review	Public Notice RFQ consultant	119.24
	V122257	Washington Trust Bank	Software/Virtual mtg Subsc's; Office splys/equip; Staff reg's virtual mtgs/webinars	1,843.50
	V122258	Visionary Communications, Inc.	Fiber Services, November 2023	981.96
	V122259	EMLVO P.C.	November legal svcs: RFQ & Handbook updates; Nov Board mtg	1,725.00
	V122260	Intermax Networks	VOIP telecom November 2023	261.33
	V122261	Rehn & Associates	Admin fee November '23	75.00
	V122262	Eve McMenamy	EM mileage reimburse from 10/10/23 to 12/11/23	47.55
12/28/23	V122263	Dell	Dell Precision 5480 BTX laptop for BK (new staff)	2,705.20
	V122264	Eve McMenamy	EM mileage reimburse from 12/14/23 to 12/15/23	25.41
	V122265	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2023-26	455.00
	V122266	Jason Lien	JL Mileage reimburse 10/17-10/19/23	16.24
	V122267	Savannah Hayward	SH Mileage reimburse 11/20 - 12/14/23	62.03
	V122268	AWC Employee Benefit Trust	January '24 Benefit Insurance Premiums	11,321.02
	V122269	Eve McMenamy	EM reimburse airfare for GSI Fly-in 1/17-19/24	217.80
	V122270	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for January 2024	7,023.76
	V122271	Pacific Office Automation	Copier Lease/Usage November 2023	143.04
	V122272	Washington Trust Bank	Software/Virtual mtg Subsc's; Office splys/equip; Staff reg's webinar/mtg travel	2,409.03
	V122273	Adventures in Advertising	SRTC logo embroidered clothing items for events	773.94
			-	-
		Salaries/Benefits	Pay Periods Ending: 11/25/23; 12/9/23 & 12/23/23	125,254.60
11/30/23		Spokane County Treasury	Monthly SCIP fee - November 2023	20.88
			TOTAL December 2023	**172,614.82**

Recap for December 2023:		
Vouchers:	V122246 & V122252 - V122273	47,339.34
Salaries/Benefits	Pay Periods Ending: 10/28/23 & 11/11/23	125,254.60
Spokane County Treasury	Monthly SCIP fee - November 2023	20.88
		172,614.82

As of 1/11/24, the Spokane Regional Transportation Council Board of Directors approves the payment of the December 2023 vouchers included in the list in the amount of: **$172,614.82**

SRTC Board of Directors Chair, Spokane County Commissioner Al French

To: Board of Directors   01/04/2024

From: Ryan Stewart, Principal Transportation Planner

TOPIC: CY 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) JANUARY AMENDMENT

Requested Action:
Approve Resolution R-24-01 Amending the 2024-2027 TIP.

Key Points:
Ten projects are included in the January amendment to the CY 2024-2027 TIP. Please note that removing a project, unless fully obligated, does not remove the project's electronic file or preclude additional funding or phases being amended into the TIP at a later date. Please see **Attachment 1** and **Supporting Information** for more details, including the definition of project obligation.

AGENCY	PROJECTS
City of Spokane	• 29th / Washington / Monroe (remove - obligated) • Latah Bridge Rehabilitation (remove PL phase and add remaining funding to PE) • Market / Monroe / 29th (remove - obligated) • Washington St. South, Washington St. North Channel and Stevens St. Bridge Deck Repair (remove – CN obligated, future construction funding being pursued)
Spokane County	• Hastings Rd Channelization-Wall Street & Graves Rd Ped. Safety (add new project) • Bruce Road and Peone Road Roundabout (add new project) • 2023 Horizontal Curve Signing (add new project) • Colbert Bridge Replacement #3703 (add new project) • Gordon Road Bridge #1506 (add new project)
Spokane Transit	• Division Line: Division BRT Construction and Implementation (add secured state and local funds for RW to year 2027)

Board/Committee Discussions:
At their December meetings, both the TTC and TAC unanimously recommended Board approval of the proposed January TIP amendment.

Public Involvement:
The proposed January amendment was published for a public review and comment period from 12/11/23 through 12/20/23. On 12/11/23 notice of the amendment was published in the Spokesman Review, posted to the SRTC website (www.srtc.org) and social media platforms. One public comment was received; please see **Attachment 2** for the comment and response.

Staff Contact: Ryan Stewart, SRTC| rstewart@srtc.org | 509.343.6370

2024-2027 Transportation Improvement Program

January Amendment (24-01)

Agency	Project Title / Amendment Description	Funding Adjustment		Amendment New Project	Amendment Existing Project
City of Spokane	**29th / Washington / Monroe** Remove project. Obligated in September 2023.	Federal State Local Total	No funding change		✔
City of Spokane	**Latah Bridge Rehabilitation** Remove PL phase. Move remaining funding to PE phase.	Federal State Local Total	No funding change		✔
City of Spokane	**Market / Monroe / 29th** Remove project. Obligated in FFY 2023.	Federal State Local Total	No funding change		✔
City of Spokane	**Washington St. South, Washington St. North Channel and Stevens St. Bridge Deck Repair** Remove project. Construction funds obligated November 2023. Additional CN funds planned for future years.	Federal State Local Total	No funding change		✔
Spokane County	**Hastings Rd Channelization-Wall Street & Graves Rd Ped. Safety** Replace median with concrete channelization, install signing, delineation, and pavement markings. Relocate crosswalk, widen road, reconstruct sidewalk/path, RRFB, raised median island.	Federal (HSIP) State Local Total	$ 605,000 $ 605,000	✔	
Spokane County	**Bruce Road and Peone Road Roundabout** Install a roundabout at Bruce Road and Peone Road.	Federal (HSIP) State Local Total	$ 1,807,000 $ 1,807,000	✔	
Spokane County	**2023 Horizontal Curve Signing** Install/upgrade horizontal curve signing.	Federal (HSIP) State Local Total	$369,000 $369,000	✔	

BR	Federal Local Bridge Funding Program
HSIP	Highway Safety Improvement Program

Agency	Project Title / Amendment Description	Funding Adjustment		Amendment New Project	Amendment Existing Project
Spokane County	**Colbert Bridge Replacement #3703** Remove the existing 2 span concrete bridge and replace with a single span prestressed concrete bridge in the footprint of the existing.	Federal (BR) State Local	$5,288,000	✔	
		Total	$5,288,000		
Spokane County	**Gordon Road Bridge #1506** Remove the existing single span prestressed concrete bridge and replace with a single span bridge composed of deck girders supported on steel piling. This replacement bridge will be in the footprint of the existing bridge.	Federal (BR) State Local	$3,057,000	✔	
		Total	$3,057,000		
Spokane Transit Authority	**Division Line: Division BRT Construction and Implementation** Add secured state and local funds for RW to year 2027.	Federal State (CWA) Local	$500,000 $1,000,000		✔
		Total	$1,500,000		

BR	Federal Local Bridge Funding Program
HSIP	Highway Safety Improvement Program
CWA	Connecting Washington

RESOLUTION
of the BOARD OF DIRECTORS of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-24-01

**APPROVING AN AMENDMENT TO THE CY 2024-2027
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 CY 2024-2027 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 2024-2027 TIP on 10/12/2023.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Spokane Regional Transportation Council adopts the proposed amendment to the CY 2024-2027 TIP to be incorporated into the Statewide Transportation Improvement Program (STIP) of Washington State, as documented in Attachment 1.

ADOPTED: January 11, 2024

_____
Al French, Commissioner, Spokane County
Chair, SRTC Board of Directors

ATTEST

_____
Angel Jackson, SRTC
Clerk of the Board

SPOKANE REGIONAL TRANSPORTATION COUNCIL

421 W RIVERSIDE AVE, SUITE 500 ▪ SPOKANE, WA 99201 ▪ 509.343.6370 ▪ WWW.SRTC.ORG

2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) JANUARY AMENDMENT
PUBLIC COMMENT

1 | Date Received	Name	Method	Project/Topic
12/11/2023 and 12/19/2023	Paul K.	Email	TIP amendment information

Comment

Initial Comment: I have long wondered why the programming year is not shown for the projects - existing and new – that are included in public TIP amendment information. All projects in the "master" TIP are allocated into programming years, so why not TIP amendments that effectively reorganize the program year allocations in the original TIP?

Second Comment (Responding to Agency): Good afternoon, Ryan. Did take a look at the "tracker" site. Neat! The tabs - overview, history, revision - will do the trick for each project. One observation, tho. The "other" label is used a lot, but why? What's the difference - for example - between Transit and Other Transit? And TSMO is all "other"!

Agency Response

Initial Response (Ryan Stewart wrote on 12/11/2023 3:09 PM): Hi Paul, Thank you for your comment/question. As you are probably aware, I am managing the TIP since Kylee left in August. I'm not sure why the TIP amendment summary has been formatted this way historically. I imagine it has to do with conveying information in a summarized way without being too busy. We could use a modified version of the Secure Access Washington records (the project details in Appendix E of the TIP document) but those are not ideal either for conveying clear data to the public. We are rolling out a new TIP application called ProjectTracker next year. Future TIP amendments will be available on the SRTC ProjectTracker website for viewing and public comment. The January amendment is not yet on the site but you can view the website here: https://srtc.ecointeractive.com/home/ Please let me know what you think and if this format would help provide clearer information to the public. As always, I appreciate your feedback.

Secondary Response (Ryan Stewart wrote on 12/20/2023 8:02 AM): Hi Paul, Thank you for reviewing the ProjectTracker site. The high-level project categories (Transit, TSMO) have to align with WSDOT's categories in their Secure Access Washington portal in order to export from ProjectTracker. We will have the ability to internally track subcategories for projects (e.g. TSMO>variable message sign, transit signal prioritization, etc.) in the future but for now have placeholders for some ("other").

To: Board of Directors   01/04/2024

From: Mike Ulrich, Principal Transportation Planner
Jason Lien, Principal Transportation Planner

TOPIC: **APPOINTMENT OF 2024 TRANSPORTATION TECHNICAL COMMITTEE AND TRANSPORTATION**

Requested Action:
Board approval of the following committee officers for calendar year
2024:

Transportation Technical Committee (TTC)

Chair   Heather Trautman, City of Airway Heights
Vice Chair   Barry Greene, Spokane County

Transportation Advisory Committee (TAC)

Chair   Paul Vose
Vice Chair   Rhonda Young

Key Points:

- Pursuant to the Interlocal Agreement, the Chair of both committees will serve as non-voting members of the SRTC Board for the duration of their term on their respective committee.

- The Vice-Chair would serve in that capacity in the absence of the Chair.

Board/Committee Discussions:
On 12/20/23 both the TTC and TAC unanimously voted to recommend approval of the Chair and Vice-Chair listed above.

Public Involvement:
Both committee meetings were open to the public.

Staff Contact: Mike Ulrich, SRTC | mulrich@srtc.org or Jason Lien, SRTC | jlien@srtc.org | 509.343.6370

To: Board of Directors   01/04/2024

From: Jason Lien, Principal Transportation Planner

Topic: Transportation Advisory Committee (TAC) Membership Appointments

Requested Action:

Approval of the list of recommended Transportation Advisory Committee members to begin serving at the 1/24/24 TAC meeting, as noted in the table:

Name	Affiliation / Perspective	Status
Michael Ankney	construction	New member
John Barber	senior community, transit	New member
Mark Johnson	infrastructure construction	New member
Katie Melby	engineering	New member
Tom Sahlberg	active transportation	New member
Raychel Callary	disabled individuals	Returning member
Charles Hansen	retired citizen	Returning member
Carlie Hoffman	libraries	Returning member
Paul Vose	health care	Returning member
Bill White	engineering	Returning member
Todd Williams	utilities	Returning member
Rhonda Young	engineering, academic	Returning member
Claudine Zender	retired citizen	Returning member
Kim Zentz	technology, environment	Returning member

Key Points:

- The TAC is established by the SRTC Board through Resolution R-22-01 to provide a broad community perspective on the transportation activities and priorities of SRTC and to advise the Board on regional transportation related matters.

- The TAC is comprised of 14 members that are each appointed to serve 2-year terms from the date of appointment and subject to approval by the SRTC Board.

- Current members have reached the end of their 2-year appointment and nine members have indicated a desire to continue serving on the TAC. Through attrition and resignations from the TAC, there are five open seats to fill.

- For the open seats, TAC membership applications were advertised and accepted from 11/08/23 to 12/15/23. Notice of the application period was distributed through email blasts, local media, social media posts, SRTC's website, and flyer postings. SRTC received 9 membership applications.

- SRTC staff reviewed applications using the screening criteria established in 2021 and recommended new members as indicated in the table above. The TAC recommendation is based on several considerations, such as geographic and candidate diversity, areas of interest, and expertise.

- The pool of nine applicants includes the five that are recommended for appointment and four that are recommended to stand as potential replacement candidates in the event that proposed TAC members are unable to fulfill their obligations on the committee. The potential replacement candidates include: Mark Burrus, David Eash, Dick Edwards, Ann Winkler. Replacement candidates shall be appointed by the Board should a vacancy surface on the committee.

Board/Committee Discussions:

The TAC application was updated through Board and Committee discussions in 2021. This same application was used for the current round of recruitment.

Public Involvement:

Notification occurred through various public channels to create community awareness about TAC member recruitment.

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

To: Board of Directors 01/04/2024

From: Greg Griffin, Administrative Services Manager

TOPIC: UPDATE OF THE FOURTH QUARTER BUDGET

Requested Action:
Approval of the Calendar Year 2023 4th Quarter Budget Update.

Key Points:
- SRTC develops an annual budget outlining the anticipated revenues and expenditures for the upcoming year. SRTC reports on a cash basis, which provides a snapshot in time of the agency's revenues and expenditures.

- SRTC staff reports quarterly to the Board of Directors on revenue and expenditure for the preceding quarter and year to date.

- SRTC began CY 2023 with a cash balance of $650,478 and ended the fourth quarter of 2023 with a balance of $867,035. Federal/State planning grant reimbursements of $223,000 receipted in early 2023 were funds anticipated to be reimbursed in 2022 (October/November 2022 billings) and accounts for the cash balance increase in 2023. Interest revenue on deposited funds with Spokane County Treasury was also $17,000 more than budgeted for 2023.

- Due to timing, the revenues portion includes funds received in CY 2023 that were for expenditures made near the end of CY 2022. The following spreadsheet (**see Attachment**) provides a comparison of the adopted CY 2023 budget as amended on 07/13/23, and a summary for the Fourth Quarter (Q4) of actual 2023 revenues and expenditures, as well as a column showing 2022 year to date revenues/expenses for comparative purposes.

Board/Committee Discussions:
The CY 2023 Budget was approved by the Board on 10/13/22 and amended by the Board on 07/13/23.

Public Involvement:
All meetings at which the CY 2023 Budget and/or quarterly budget updates were presented to the Board were open to the public.

Staff Contact: Greg Griffin, SRTC| ggriffin@srtc.org | 509.343.6370

Supporting Information
TOPIC: CALENDAR YEAR (CY) 2023 QUARTERLY BUDGET UPDATE (4th QUARTER: OCT-NOV-DEC)

Revenues

- Through the Fourth Quarter (100% of Calendar Year) of CY 2023 (January – December), SRTC collected $2,305,993; 66% of the anticipated revenues for the year.

- FHWA - Safe Streets for All (SS4A) funds were not invoiced in 2023. Full grant amount budgeted in 2024 budget.

- WA Department of Commerce Electrification of Transportation Systems (ETS) 2023 grant reimbursements were invoiced at 25% of what was budgeted. Remaining work invoicing to WA Dept of Commerce and subsequent pass thru reimbursements to Avista and Spokane Transit (STA) will occur in 2024 & 2025.

Expenditures

Through the Fourth Quarter of CY 2023 SRTC spent $2,089,437 or 57% of total anticipated expenditures for the year as follows:

- Personnel Expenditures: Total personnel expenditures were $1,317,190 through Q4, or 90% of the CY 2023 budget amount. Accrued leave payout exceeded budget due to unanticipated staff separations. All other budget items were within budget.

- Contractual and Professional Services: Total services expenditure was $543,883 year-to- date, or 29% of the total budget amount. Professional Services (ETS Grant Work) and Consultant services SS4A are subject to task progression and contract billing. Consultant/SS4A Study 2023 Q-4 consultant activity did not commence and pushed into 2024.

- Materials and Services: Total materials and services expenditures were $117,152 year-to-date or 78% of the total budget amount. Advertising for Job Recruitment was $900 more than anticipated due to a pair of unanticipated recruitments. All other budget items in this category were within budget.

- Travel, Training, and Staff Development (includes and Subscriptions/Memberships): Total expenditures were $30,620 thru Q4, or 47% of the total budgeted amount. This category continues to be impacted by post COVID-19 related travel reductions and the move to online conferences, training sessions, etc.

- IT Operations: Total expenditures were $80,593 thru Q4, or 57% of the total budgeted amount. Audio/Visual equipment and installation funds of $48,500 budgeted in 2023 for potential upgrade to Paulsen Suite 504 (Riverside room) was unspent; in part due to the current office space lease for SRTC expiring in June 2024. All budget categories were within budget.

SRTC CY 2023, Report through December 31, 2023

	CY 2023 Approved	CY 2023 1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year-to-Date	CY 2022 Year-to-Date	CY 2023 % of Budget
REVENUES								
SRTC Cash Balance 12/31/23						650,478		
SRTC Cash Reserve	192,467							
FHWA PL (Federal Public Law Funds)	811,718	240,743	32,193	274,337	226,699	773,973	550,679	95%
FTA (Federal Section 5303 Funds)	296,422	84,965	18,439	52,529	65,616	221,549	246,371	75%
STBG Planning Funds	350,000	110,673	239,327	-	-	350,000	354,243	100%
Designated Grant - FHWA - SS4A (Safe Streets for All)	400,000	-	-	-	-	-	-	0%
Designated Grant - STBG - D.A.T.A.	300,000	38,960	42,754	-	191,017	272,731	692,111	91%
RTPO (State Planning Funds)	144,651	55,311	23,012	16,699	42,474	137,496	161,273	95%
Designated Grants (Commerce - ETS)	850,000	-	-	208,373	-	208,373	-	25%
Local Member Contributions	274,789	269,272	4,451	84	-	273,807	273,114	100%
Local Member Contributions designated SS4A /Other	45,000	-	-	-	45,000	45,000	171,498	100%
Spokane County Treasury Interest	6,000	5,899	6,384	6,628	4,153	23,064	8,782	384%
TOTAL REVENUES (Received in 2023)	**3,671,047**	**805,824**	**366,560**	**558,650**	**574,960**	**2,305,993**	**2,458,071**	**66%**
EXPENDITURES								
Personnel								
Salaries	1,079,341	224,004	268,234	230,980	267,648	990,866	895,951	92%
Accrued Leave Payouts (includes unemployment)	1,500	-	-	7,934	-	7,934	-	529%
FICA	82,684	17,302	20,711	18,419	19,850	76,283	69,215	92%
WA State Retirement System	112,144	23,791	31,539	22,425	22,867	100,622	90,453	90%
Insurance	182,436	35,282	34,416	33,831	37,957	141,485	134,930	78%
Total Personnel	**1,458,105**	**300,379**	**354,900**	**313,588**	**348,322**	**1,317,190**	**1,190,548**	**90%**
Contractual and Professional Services								
Legal Services	25,000	7,107	3,057	5,825	8,650	24,639	22,196	99%
Consultants & Professional Svcs	229,123	329	-	104	21,062	21,495	5,890	9%
Professional Services - ETS Grant Work	850,000	-	-	208,373	-	208,373	-	25%
Consultant Services & SS4A	435,000	-	-	-	-	-	-	0%
Consultant Services & D.A.T.A.	300,000	7,080	42,188	72,849	147,980	270,097	612,281	90%
Consultant & Division St Study	-	-	-	-	-	-	342,426	0%
State Audit Charges	17,000	-	6,725	11,785	769	19,279	14,745	113%
Total Contractual and Professional Services	**1,856,123**	**14,516**	**51,970**	**298,937**	**178,460**	**543,883**	**997,538**	**29%**
Materials and Services								
Publications	500	38	43	65	87	233	274	47%
Postage	300	6	-	-	132	138	303	46%
Operating Supplies	4,500	94	93	831	2,412	3,430	1,955	76%
Minor Furniture	1,000	138	-	92	-	230	532	23%
Telephone	5,760	900	906	977	1,091	3,874	8,065	67%
Advertising	3,120	337	1,424	1,006	1,216	3,983	2,984	128%
Rent - Office Space	84,500	20,454	20,935	14,048	28,095	83,532	84,264	99%
Rent - Meeting Rooms	500	-	-	-	-	-	-	0%
Lease - Copier	2,550	645	335	363	710	2,053	1,837	81%
Property and Liability Insurance	17,000	-	-	15,133	-	15,133	15,583	89%
Printing	750	26	105	30	175	336	-	45%
Interfund Charges County Treasurer (Fees)	4,860	(16)	4,077	84	65	4,210	4,516	87%
Contingency	25,000	-	-	-	-	-	-	0%
Total Materials and Services	**150,340**	**22,620**	**27,919**	**32,630**	**33,983**	**117,152**	**120,312**	**78%**
Travel, Training, and Staff Development								
Mileage & Parking	2,400	555	85	96	1,021	1,757	1,331	73%
Travel / Training (Staff)	42,700	8,655	1,496	997	3,151	14,299	20,350	33%
Educational Speaker Series	5,000	-	-	-	3,864	3,864	3,393	77%
Board/Staff Retreats, Facilitators, Food	3,700	772	49	413	343	1,578	393	43%
Dues, Subscriptions, and Memberships	10,709	716	903	6,445	1,058	9,122	7,701	85%
Total Travel, Training, and Staff Development	**64,509**	**10,698**	**2,533**	**7,952**	**9,437**	**30,620**	**33,168**	**47%**
IT Operations								
IT Professional Svcs	28,400	6,231	6,144	5,792	5,980	24,147	44,041	85%
Software	40,640	23,407	5,430	3,650	3,582	36,069	40,216	89%
Hardware - New and Replacement; Repairs/Maint.	60,000	315	-	2,559	5,455	8,328	10,829	14%
Online Services	12,930	3,157	3,095	3,787	2,010	12,049	11,525	93%
Total IT Services	**141,970**	**33,110**	**14,669**	**15,787**	**17,027**	**80,593**	**106,612**	**57%**
TOTAL EXPENDITURES (Paid in 2023)	**3,671,047**	**381,323**	**451,991**	**668,894**	**587,229**	**2,089,437**	**2,448,179**	**57%**
CASH BALANCE 12/31/23						867,035	649,613	

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SRTC
SPOKANE REGIONAL TRANSPORTATION COUNCIL

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To: Board of Directors   01/04/2024

From: Jason Lien, Principal Transportation Planner

TOPIC: GENERAL PLANNING CONSULTANT: CONSULTANT SELECTION

Requested Action:
Authorize the SRTC Executive Director to execute a contract with Kittelson & Associates to serve as an on-call General Planning Consultant for SRTC.

Key Points:

- SRTC's current Unified Planning Work Program (UPWP) identifies work elements associated with the next Metropolitan Transportation Plan (MTP) update. These work elements focus on evaluating regional transportation system needs, and it includes new work to assess the transportation system from the perspective of smart mobility and resiliency. To implement these UPWP items, SRTC budgeted funds for consultant assistance.

- To enable consultant assistance for MTP work tasks as well as other possible work programs in the UPWP, SRTC issued a Request for Qualifications (RFQ) for a General Planning Consultant (GPC). A GPC contract would establish terms with a full-service consultant team that will: a) provide expertise and capacity for MTP-related UPWP items; and b) provide other support for the range of work that is listed in the current or future iteration of the UPWP. The GPC will serve as an on-call extension of SRTC staff over a suggested minimum contract term of three years. Consultant work could then be carried out on a specific task order basis as directed by the SRTC project manager.

- SRTC staff duly noticed the GPC RFQ on 11/6/23 with a closing date of 12/4/23. Qualification submittals were received from four consultant teams. The submittals were scored by the Submittal Review Team, consisting of three SRTC staff and staff persons from Spokane County and STA, using quantitative criteria included in the RFQ. The top two RFQ submitters were asked to participate in an in-person interview with the Submittal Review Team that took place on 1/2/24.

- The RFQ received excellent submittals. Based on the evaluation criteria for the Qualification submittals and the in-person interview, the consultant team led by Kittelson & Associates was the highest scoring candidate.

Board/Committee Discussions:
Committees were updated during the Agency Update section of their meetings late last year.

Public Involvement:
All Board and committee meetings are open to the public.

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

SRTC SPOKANE REGIONAL TRANSPORTATION COUNCIL

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To: Board of Directors 01/11/2024

From: Lois Bollenback, Executive Director

TOPIC: APPOINTMENTS TO THE 2024 ADMINISTRATIVE COMMITTEE

Requested Action:
Approve the R-24-02 appointing Board members to the 2024 Administrative Committee.

Key Points:

- Section 6.B. of the SRTC Interlocal Agreement identifies that the Board of Directors shall create, by resolution, an Administrative Committee as a standing committee of the Board.

- On 10/13/22 the SRTC Board approved Resolution R-22-19 establishing the purpose and membership of the Administrative Committee (see **Attachment**).

- The purpose of the committee is to review various administrative functions of the Board and to make recommendations to the Board. In Calendar Year (CY) 2024, this will include: review and development of the CY 2025 Budget; participation/review of the 2023 Audit; completion of an annual performance appraisal of the Executive Director; and other activities that may be directed by the Board of Directors.

- The membership of the committee shall consist of seven Board members, including:
  o Chair
  o Vice-Chair
  o Immediate Past Chair
  o 1 Tier-One or Tier-Two City/Town Representative
  o 2 Board Members currently serving as representatives of Spokane Transit Authority, WSDOT, or Spokane International Airport.
  o 1 At-Large Member, or up to 2 At-Large Members, if two Board Members serving as CEOs are not available.

- Members should have at least one-year of experience on the SRTC Board and representation by each of the entities in the Chair rotation should be ensured.

Board/Committee Discussions:
This is the first discussion of the 2024 Administrative Committee.

Public Involvement:
All Board meetings are open to the public.

Staff Contact: Lois Bollenback, SRTC | lbollenback@srtc.org | 509.435.3870

RESOLUTION

of the BOARD OF DIRECTORS

of the

SPOKANE REGIONAL TRANSPORTATION COUNCIL

R-22-19 SRTC

ESTABLISHING A SPOKANE REGIONAL TRANSPORTATION COUNCIL

ADMINISTRATIVE COMMITTEE

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

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

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

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

NOW, THEREFORE BE IT RESOLVED, that SRTC Board is establishing an Administrative Committee ("the Committee") pursuant to the authority set forth above and as specifically set forth below:

Section 1. Name

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

Section 2: Purpose and Direction

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

Section 3: Membership

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

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

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

Section 4: Meetings

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

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

Section 5: Duties and Functions

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

1. Work with SRTC staff annually to review and develop a budget proposal for the upcoming calendar year; and

2. Participate annually in the financial audit and exit conference; and

3. Meet as needed to review and recommend budget amendments; and

4. Complete a performance appraisal of and make a recommendation of compensation adjustment for of the Executive Director on an annual basis; and
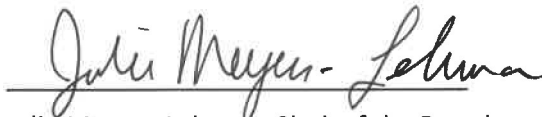
5. Meet as needed to review and propose updates to critical operating documents including the Employee Handbook, the Interlocal Agreement, the SRTC Bylaws, and the Rules of Procedure; and

6. Aide in the development of policies and legislative positions for recommendation to the SRTC Board.

7. Complete other assignments as directed by the SRTC Board of Directors.

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

Paul Schmidt, Council Member, City of

Cheney Chair, SRTC Board of Directors

ATTEST

Julie Meyers-Lehman, Clerk of the Board

SRTC SPOKANE REGIONAL TRANSPORTATION COUNCIL

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RESOLUTION
of the BOARD OF DIRECTORS of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-24-02

APPROVING 202   ADMINISTRATIVE COMMITTEE MEMBERS

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, on 10/13/2022 the Board approved Resolution R-22-19 establishing the purpose and membership of the SRTC Administrative Committee.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Spokane Regional Transportation Council approves the following members to serve on the Calendar Year 2024 Administrative Committee:

- o   Chair – Al French, Commissioner, Spokane County
- o   Vice-Chair – TBD
- o   Immediate Past Chair – Betsy Wilkerson, Council Member, City of Spokane
- o   Tier 1 or 2 City/Town Representative – TBD
- o   Spokane Transit Authority – E. Susan Meyer, Chief Executive Officer
- o   Washington DOT – Todd Trepanier, Regional Administrator
- o   At Large – TBD

ADOPTED: January 11, 2024

_____
Al French, Commissioner, County of Spokane
Chair, SRTC Board of Directors

ATTEST

_____
Angel Jackson, SRTC
Clerk of the Board

SPOKANE REGIONAL TRANSPORTATION COUNCIL

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To: Board of Directors   1/04/2024

From: Greg Griffin, Administrative Services Manager

TOPIC: SRTC Employee Handbook

Requested Action:
Approval of Resolution R-24-03 Adopting the SRTC updated 2024 Employee Handbook.

Key Points:

- The SRTC Employee Handbook was updated in 2020 and adopted by the SRTC Board in January 2021.

- The Employee Handbook is being updated to reflect several items that have been identified to be added or clarified to better serve the organization.

- Substantive changes are shown in red text. Non-substantive changes are shown in blue text.

- The substantive changes are listed here:
  - Pg i –   Disclaimer Language Added
  - Pg #2 - Clarifying details for complaint procedures and limitations on confidentiality
  - Pg#8 –   Conflicts of Interest - Verbiage for Honorarium Stipend added
  - Pg#11 - References to cell phone use added
  - Pg#15 – Pay Period & Hours – Definition of "Paid Status" added – **includes new small edit**
  - Pg#15 – Rest & Meal Period updated requirements for hourly employees
  - Pg#17 – Holidays – Clarification that paid holidays include 8 hours for all full-time staff
  - Pg#28 - Details were added to explain more clearly the Merit Based wage increases
  - Pg#31 – Telework Policy moved from an Appendix to main section of Handbook

- SRTC legal counsel reviewed the proposed substantive changes and made recommendations for other language updates to remain current.

- A fully marked up version of the document showing the proposed changes is on the SRTC website and is provided and linked here.

Board/Committee Discussions:
The draft updated 2024 SRTC Employee Handbook was presented to the Board for information & discussion at 11/09/2023 meeting. The Administrative Committee reviewed proposed changes to the Employee Handbook documents on 06/02/23, 7/13/23 & 10/3/23.

Public Involvement:
All Board and committee meetings are open to the public.

Staff Contact: Greg Griffin, SRTC | ggriffin@srtc.org | 509.343.6370

RESOLUTION
of the BOARD of DIRECTORS of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R 24-03 SRTC

APPROVING THE
SPOKANE REGIONAL TRANSPORTATION COUNCIL
Updated 2024 Employee Handbook

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

WHEREAS, the SRTC Board operates pursuant to an Interlocal Agreement of the member parties that, among other responsibilities, establishes the SRTC Board of Directors shall approve policies for the operations of the agency; and

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

WHEREAS, Resolution R-24-03 SRTC references updating the SRTC Employee Handbook; and

WHEREAS, the Administrative Committee has reviewed and discussed the 2024 proposed update for the SRTC Employee Handbook for review and approval by the SRTC Board of Directors.

NOW, THEREFORE BE IT RESOLVED, that the SRTC Board is adopting the updated 2024 SRTC Employee Handbook.

PASSED and APPROVED on this 11th day of January 2024 by the Spokane Regional Transportation Council Board of Directors.

_____
Al French, County Commissioner, Spokane County
Chair, SRTC Board of Directors

ATTEST

_____
Angel Jackson, Clerk of the Board

SRTC

SPOKANE REGIONAL TRANSPORTATION COUNCIL

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To: Board of Directors   01/04/2024

From: Lois Bollenback, Executive Director

TOPIC: EVALUATION OF EXECUTIVE DIRECTOR AND RECOMMENDATION OF SALARY INCREASE

Requested Action:

Approve the R-24-04 supporting the Administrative Committee evaluation findings and recommendation of a salary increase for the Executive Director.

Key Points:

- Resolution R-22-19 established an Administrative Committee as a standing committee of the SRTC Board. Among the duties of the Administrative Committee is the responsibility to annually complete a performance appraisal of the Executive Director and recommend a compensation adjustment as deemed appropriate.

- On 12/14/24 the members of the Administrative Committee met to review the annual work plan and performance of Executive Director Lois Bollenback during calendar year 2023.

- The SRTC Administrative Committee unanimously agreed to propose that the SRTC Executive Director's base salary be adjusted 4% as a merit increase in addition to the budget approved cost of living increase of 4% for all SRTC staff.

Board/Committee Discussions:

This is the first discussion of the 2024 Administrative Committee.

Public Involvement:

All Board meetings are open to the public.

Staff Contact: Lois Bollenback, SRTC | lbollenback@srtc.org | 509.435.3870

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For Action
AGENDA ITEM 7
Resolution 24-04
01/11/2024 Board Meeting

RESOLUTION
of the BOARD OF DIRECTORS of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-24-04

APPROVING EXECUTIVE DIRECTOR ANNUAL REVIEW AND COMPENSATION ADJUSTMENT

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 Spokane Regional Transportation Council is established through an Interlocal Agreement of the members that forms a Board of Directors and empowers the board with a variety of duties, among which is to determine the positions, duties, and working conditions of employees, including the duties and authority of an Executive Director ; and

WHEREAS, on 10/13/22 the SRTC Board approved Resolution R-22-19 establishing an Administrative Committee with a duty and responsibility to annually complete a performance appraisal of, and recommend a compensation adjustment for, the Executive Director; and

WHEREAS, on 12/14/24 the members of the Administrative Committee met to review the annual work plan and performance of Executive Director Lois Bollenback during calendar year 2023 and agreed that the performance of the Executive Director was commendable; and

NOW, THEREFORE BE IT RESOLVED, the SRTC Board of Directors approves the Administrative Committee proposal that, in addition to the budget approved cost of living increase of 4 percent, the SRTC Executive Director's base salary be adjusted an additional 4 percent as a merit increase, effective January 1, 2024.

ADOPTED: January 11, 2024

Al French, Commissioner, County of Spokane
Chair, SRTC Board of Directors

ATTEST

Angel Jackson, SRTC
Clerk of the Board

Year 2 Work Plan (2023)
November 1, 2022 – December 31, 2023

During my 1st year at SRTC, I focused on ensuring the stability of SRTC while I learned more about the Spokane Region, the SRTC Board, community relations, transportation needs and priorities, staff capabilities, etc. As I move into my 2nd year, my goals involve building upon the strong foundation that currently exists, as well as identifying the work efforts and improvements that support a stronger and more effective organization. I continue to identify three primary areas of focus. These activities were developed with input from board leadership and senior staff, as well as conversations with WSDOT staff, MPO/RTPO peers and area leaders (Chambers of Commerce, advocacy groups, etc.).

Year-2 Goals & Activities		
Increase Leadership Profile	**Organizational Focus**	**Program Development**
Establishing a leadership position requires ongoing activities designed to establish trust, reliability professionalism & recognition. The work is time intensive & requires regular engagement. I will be active & take on leadership roles in local community organizations as well as state-wide & national organizations.	Understanding the basic nuts & bolts of SRTC was mt focus for year 1. I became more familiar with core activities & staff skillsets. In year 2 I expect improve the productivity & function of SRTC staff. Ensuring prof. development opportunities for staff, improving processes & communication efforts & strategies.	The work of SRTC supports a thriving community by delivering needed transportation planning services, public engagement & development of facilities. This requires clarity of the future vision for transportation, an understanding of the program areas that will help achieve that vision and a funding strategy to advance the needed projects.
Delegate local mtg.'s to staff (Local Govt. representatives, Chambers, PDA's). Emph. value of relationships ID Mtg's for Deputy Director (discuss prof. development & value) Continue to meet with: • Statewide org's (AWC, WSAC, TIB, FIMSIB, WSTC, MPO/RTPO's etc.) • Community Leaders (Tribal Govt., Business Leaders, Chambers, etc.) • Join Rotary Club / Serve on B.O.D. • MPO Board Leadership (changes in membership – orientation of new members, Officers) • State & Congress. Rep's & staff • ~~Participate in Fly-ins (WA & DC)~~ Serve as WSDOT/MPO/RTPO Coordinating Committee Chair Improve/Promote Unified List & Leg. Statements as regional priorities & positions for transportation Participate in Regional/National plng & coord. activity (AMPO, IMW, etc)	Organizational Structure & Staff Development • Ensure redundancy on critical functions of the organization • Initiate/Rvw Work Plans w/ staff • Work w/ Greg, Eve & Engagement Coord to establish Work Plans • Interview & Onboard Engagement Coordinator (update org structure, develop orientation, est. work plan, goals) • ID team bldg. activities/org. feedback & recognition Guide office space/lease/renno. ID Process Improvements • ~~Work w/ Julie on file structure~~ • Work w/ Engagement Coord. on assessing outreach program • Review/update Employee Handbook (retention inc) • Establish/update COOP • Revise evaluation tool ID oppty for SRTC awards & recognition	Develop a 2-year UPWP Pursue Expanded Funding Opportunities: • Planning Projects & Project Development (Grants) • Participate in Development of a Fund Swap Pilot Program • Pursue increased funding for RTPO Operations & HSTP Establish Strategies for advancing transportation Program areas & Needs Plan: • Continue Equity Plng • ID Infrastructure/Mobility Needs: Freight / Bridge / Active Trans. • Expand Safety Png Activity • Advance Clean Energy Work • Leverage Technology / Data collection & reporting • ~~Explore Resiliency~~

Year 2 Accomplishments		
Increase Leadership Profile	**Organizational Focus**	**Program Development**

Increase Leadership Profile	Organizational Focus	Program Development
- Implemented external comm. strategy for staff w/ stakeholders - Met one-on-one w/ more than 50 elected officials (state & local) - Attended State of the County, City of Spokane, Spokane Valley, & State of Downtown - Met w/ DSP Exec. Director, STA CEO, ED of KMPO, WA STC Director, TIB Director - Served as Chair of the WSDOT/MPO/RTPO Statewide Coordinating Committee - Elected to the U-District Development Association Board - Presented to WA Transportation Commission on MPO/RTPO value - Participated on panel discussion at statewide APA Conference - Participated in the WSDOT/MPO Investment Strategies Committee & Eastern RA interviews - Initiated & Presented at the 1st Annual Investment Strategies Forum in Olympia - Encouraged other MPOs/RTPO's to submit SS4A planning grants & to prioritize RTPO funding - Participated in FRA stakeholder for Amtrak LD Service Study - Hosted the Clean Energy Summit in partnership with GSI, Valley Chamber & Good Roads - Unified List - Rec'd endorsements from CoC's & Good Roads, Expanded Leg Statements & developed Fed & State versions - Participated in GSI events (Leg. Forum) & PPC - Attended Sen Transportation Comm. & JTC meeting - Coordinated w/ InterMtn West - Serve on WTS Awards Annual Scoring Committee	Org Structure & Staff Development - Developed position description & successfully recruited Community Engagement Coordinator - Updated org structure to better utilize Eve as Deputy & to increase responsibility of senior planning staff as "Lead Planner" - Had Greg implement annual overview of health & retirement benefits for staff (TBD) - Implemented use of annual Work Plans w/ SRTC staff – incorp'd into annual perf. eval process - Recruited and on-boarded new Administrative Assistant - Developed annual evaluation process for Exec. Director - Cont. Emp. Wellness program (WOW) – Well City designation - Updated parking options Administrative Activity - Worked with Greg to update the Employee Handbook & COOP - Worked w/ Legal counsel to develop an RFQ/P template and contract template - Successfully completed the Federal TMA Certification Review - Pursued Tribal Funding Contrib's SRTC Awards & recognition - Employer of the Year Award/WTS Professional Development/Training - Hiring & Retention Strategies - IIJA Funding - Value Capture Series (Econ Growth, Cap. Improvement, Innovative Funding) - WA Carbon Reduction Program - USDOT Navigator Series (BCA, Grant resources, Rural Funding) - Innovative Urbanism Symposium - Elevating the Conv–Econ Forecast	Developed a 2-year UPWP - Engaged staff to inc. ownership & understanding of plng activities - Funding forecast used estimate of staff commitment of time - Inc. additional details for federal compliance Supported SRTC planning projects - Equity Framework, CMP, DATA, Div. Connects, Bike net LOS, HSP, Pursued funding opportunities - Received SS4A Grant Award & retained consultant for support (plan will help access state & fed safety funding for all local govt's) - Explored/supported fund swap (state pgm has ltd opportunity regional options to be pursued) - Initiated the EcoInteractive TIP mgmt. tool (imprv. project record & ease of updates for local govt) - Initiated Collaboration Pilot w/ WSDOT ER to ID safety projects - Worked w/ WSDOT staff to address RTPO funding shortfall Supported/participated in: - FRA Amtrak Long Dist. Study - Commercial Aviation Coordinating Committee - SRTMC Executive Committee - Division Connects Exec. Comm. - West Plains Exec. Committee - City Line Steering Committee - Clean Energy Coalition Engaged in other program activity: - Bridge program needs - FIMSIB/Freight Public Engagement Support - WTS Gala, Felts Field Family Days, Unity in Community, ESBA Gala - Attended various public mtg's, workshops, ribbon cutting event

Year 3 Work Plan (2024)
January 1, 2024 – December 31, 2024

During my 3rd year with SRTC, my goals involve promoting the strong foundation that is building in the region and throughout the state of Washington. In addition, I'll continue to identify work efforts and improvements that will build a stronger and more effective organization. I continue to identify three primary areas of focus as developed with input from board leadership and senior staff, as well as conversations with WSDOT staff, MPO/RTPO peers and area leaders (Chambers of Commerce, advocacy groups, etc.).

Year-3 Goals & Activities		
State & Regional Leadership	**Organizational Focus**	**Program Development**
In 2024, I'll shift my focus to state and national issues as SRTC staff develops and takes the lead on sustaining local relationships. I'll continue to monitor and guide staff and encourage engagement beyond traditional planning activities.	Last year I implemented activities to improve productivity & functioning of SRTC (improving communication ensuring prof. development oppty's, reviewing work processes & org. structure). In 2024, I will continue improving processes & updating SRTC guiding documents, focusing on the public engagement program	The work of SRTC supports a thriving community by delivering needed transportation planning activities and project/agency support. In the near-term, these activities are identified in the 2-year work program (UPWP).

Continue to monitor stakeholder outreach assigned to staff.
Focus my efforts on:
• Statewide org's (AWC, WSAC, JTC, WASTC, MPO/RTPO's etc.)
• Congressional Rep's & staff
• State Legislators & key staff (transpo committee, JTC,
• Key WSDOT Leadership
• Key Community Leaders (Tribal Govt., Business Leaders, Chambers, etc.)
• Join Rotary Club / Other TBD
• MPO Board Leadership
• Serve on U-District Development Authority Board
Serve as WSDOT/MPO/RTPO Coordinating Committee Chair
Promote Unified List as regional priorities for transportation
Participate in Regional/National plng & coord. activity (InterMtn West, AMPO, NARC, APTA, other)
Attend various commission mtgs
Ensure new requirements are integrated (VMT, TPM)
	Organizational Structure & Staff Development (retention)
	• Ensure redundancy on critical tasks
	• Continue incorporating Work Plans
	• Manage direct reports
	• Integrate Lead Planning Position
	• ID team bldg. activities/org. feedback & emp. Recognition
	• Supt inc. involvement in WOW
	Complete internal Strategic Planning exercise with staff (w/ facilitator)
	Guide office space/lease/renovation
	ID Process Improvements
	• Work w/ Admin Assistant on elec. file structure, standardization & records retention process
	• Ensure updates to Procurement Manual (to inc. staff training)
	ID oppty for SRTC award/recognitions
	Board & Committee Support
	• Continue guest presentations
	• Seek feedback on SRTC supt
	Expand Speaking engagements:
	• Community advocacy groups
	• Human Service Agencies
	• Civic Clubs/HOA's/etc.
		Pursue Funding Opportunities:
		• Continue to promote a local Fund Swap Pilot Program
		• Pursue increased funding for RTPO Operations & HSTP
		• Develop cost/benefit & econ analyses of prioritized projects
		• Explore lobbyist support
		Implement UPWP activities:
		• Planning Projects (Regional Safety Action Plan, Resiliency Plan, TPM, Equity Plng, Smart Mobility Plan,)
		• Financial & Admin Activity (budget, audit, training, contract mgmt., billing & invoicing)
		• Public/Community Relations
		  ○ Guide development of program assessment & work plan
		  ○ Oversee website update
		Ensure RTPO functions are complt.
		ID Infrastructure/Mobility Needs: Freight / Bridge / Active Trans.
		Expand Safety Plng Activity
		Advance Clean Energy Work
		Leverage Technology / Data collection & reporting

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To: SRTC Board of Directors   01/04/2024

From: Eve McMenamy, Deputy Executive Director

TOPIC: 2023 TRANSPORTATION MANAGEMENT AREA CERTIFICATION

Requested Action:
None. For information and discussion.

Key Points:

- The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) are charged with reviewing and certifying the planning processes for large Metropolitan Planning Organizations (MPOs) at least every four years. Large MPOs are defined as having a population of at least 200,000 and are referred to as Transportation Management Areas (TMAs).

- For air quality nonattainment and maintenance areas, the review also evaluates the planning process in relation to the Environmental Protection Agency's (EPAs) air quality conformity regulations.

- The federal certification process is conducted in three steps:

    1. a desk review of an agency's documents and programs from 9/2023-10/2023;

    2. a two-day field review that included FHWA, FTA, the Washington State Department of Transportation (WSDOT), and Spokane Transit Authority (STA) on 10/24/23 and 10/26/23; and

    3. publication of a report that documents the certification process and results drafted on 12/14/23 and requires finalization by 1/14/24 to avoid any lapse in certification.

- The Final TMA Planning Certification Review report linked here, reflects an *overall positive review and no corrective actions*. The review team has commended SRTC for certain planning aspects while also offering recommendations to further enhance the transportation planning process.

- FHWA Washington Division, Division Administrator Ralph Rizzo will provide information regarding the certification at the 1/11/24 Board meeting.

Board/Committee Discussions:
The topic was mentioned in the Executive Director's report in October and November.

Public Involvement:
As part of the TMA certification review process, SRTC issued a survey to collect input on the performance of SRTC as observed by various stakeholders. Common words used to describe SRTC include collaborative, professional and forward thinking. Survey results can be found in Appendix C, page 27 of the linked report.

Staff Contact: Eve McMenamy, SRTC | evemc@srtc.org | 509.343.6370

To: Board of Directors   01/04/2024

From: Mike Ulrich, Principal Transportation Planner

TOPIC: TRANSPORTATION PERFORMANCE MANAGEMENT: PM1 - SAFETY

Requested Action:
None. For information and discussion.

Key Points:

- Pursuant to 23 CFR 924, State Departments of Transportation (DOTs) are required by the federal Highway Safety Improvement Program (HSIP) to annually set five safety performance targets.

- Federal regulations also require MPOs to set targets for their respective planning areas.

- The following five statewide safety performance measures are set annually and use a five-year rolling average:

    1. Number of fatalities
    2. Rate of fatalities per 100 million VMT (vehicle miles traveled)
    3. Number of serious injuries
    4. Rate of serious injuries per 100 million VMT
    5. Number of non-motorized fatalities and non-motorized serious injuries.

- At the January meeting, staff will present background information, historical data, target setting options, and discuss upcoming long-range planning efforts.

- In February 2023 the SRTC Board approved a resolution agreeing to plan and program projects which contribute to the accomplishment of WSDOT statewide performance targets for safety.

- Target Zero is WSDOT's plan to reduce the number of traffic deaths and serious injuries on Washington's roadways to zero by the year 2030.

- The Board will be asked to take action on safety targets on 02/08/2024.

Board/Committee Discussions:
The Transportation Technical Committee and Transportation Advisory Committee discussed this topic on 12/20/2023 and will be asked to make a recommendation to the Board on 01/24/2024.

Public Involvement:
Data reporting across all the federally mandated performance management categories is included in Appendix G of the Transportation Improvement Program (TIP). A formal public comment period for the TIP was open from September 1 – September 30, 2023.

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

To: Board of Directors   01/04/2024

From: Jason Lien, Principal Transportation Planner

TOPIC: Metropolitan Transportation Plan Update: Introduction and Work Items in Development

Requested Action:

None. For information only.

Key Points:

- SRTC is required to update its Metropolitan Transportation Plan (MTP) every four years. The current MTP, Horizon 2045, was adopted by the Board in December 2021. The MTP is the region's long-range multimodal transportation plan.

- The next MTP update is targeted for adoption in December 2025. In support of the MTP update, work items that will be initiated in early 2024 include a Smart Mobility Plan and System Resiliency Assessment. Smart mobility considers technological changes and scenarios (intelligent transportation systems, automated and connected and zero-emission vehicles, for example) and how the region can prepare to benefit from these existing and emerging technologies. Resiliency focuses on infrastructure vulnerabilities to climate change and other disruptions.

- There are multiple elements to synthesize and incorporate into the MTP update—population and travel demand forecasts, financial forecast, modal assessments (vehicular, transit, active transportation, freight, rail, air), and projects and initiatives for implementation to ensure plans are laid for an efficient and safe transportation system in our region. This work will unfold over the next two years.

- Staff will present an overview of the MTP update process, with an emphasis on near-term work that will kick off in early 2024.

Board/Committee Discussions:
This is the first discussion on the next MTP update with the Board. The TTC and TAC were presented with this item in December 2023.

Public Involvement:
All Board and committee meetings are open to the public.

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

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To: Board of Directors   01/04/2024

From: Lois Bollenback, Executive Director

TOPIC: EXECUTIVE DIRECTOR'S REPORT

Requested Action:
None. For information only.

Key Points:

SRTC Annual Audit

- o   In follow-up to the November Board meeting, please note the annual audit report here.

Ongoing/Upcoming Events & Activities

- o   **Equity Working Group** – The first meeting of SRTC's Equity working group is scheduled for Friday, January 12th. But the more, the merrier, so please feel free to refer potential members to SRTC as we remain open to additional participants.

Transportation Funding – Awards & Opportunities

- o   A variety of funding opportunities (NOFO's) are currently open:

Program	NOFO Close Date	Available Funding	OA
Tribal Transportation Program Safety Fund (TTPSF)	January 15, 2024	$24,098,400	FHWA
Saving Lives With Connectivity: Accelerating Vehicle to Everything (V2X) Deployment	January 17, 2024	$40,000,000	FHWA
Advanced Transportation Technologies and Innovative Mobility Deployment	February 2, 2024	$60,000,000	USDOT
Accelerating Advanced Digital Construction Management Systems Program	February 12, 2024	$5,000,093	FTA
Rebuilding American Infrastructure with Sustainability and Equity (RAISE)	February 28, 2024	$1.5 billion	USDOT

- **Administrative Committee Updates**

  - o   The Administrative Committee last met on 12/14/23. Members were updated on the narrowing research for office space and a proposal of member contributions from Tribes of $1,400 annually.

  - o   Members continued their discussion of the annual performance evaluation of the Executive Director, reviewed the completed 2023 work plan as well as a proposed work plan for 2024 and made a recommendation for the full board.

Staff Contact: Lois Bollenback, SRTC | lbollenback@srtc.org | 509.435-3870

ACTION ITEMS

Consent Agenda

The consent agenda contained October TAC meeting minutes. Mr. Vose made a motion to recommend Board approval of the Consent Agenda as presented. Ms. Hoffman seconded. A motion to approve the consent agenda passed unanimously.

January TIP Amendment

Mr. Stewart reviewed the TIP amendment update for individual action. He explained TIP's state and local funded projects must have secured funds, which was confirmed by Spokane Transit Authority (STA). The amendment would add the highlighted information back into the program along with the funding adjustment. He highlighted a comment that was made during the public comment period and explained that he will be updating the committee on a new platform to share the information in the future.

Mr. Wolff made a motion to approve as amended. Mr. Vose seconded. A motion to recommend Board approval of the January 2024 TIP amendment was passed unanimously.

TAC Office Election

Chairperson Zentz highlighted the duties/responsibilities of the TAC Chair and Vice Chair positions. She opened the floor for Chair nominations first then Vice Chair.

- Mr. Vose volunteered for TAC Chair. No other nominations were offered. Ms. Callary motioned and Mr. Wolff seconded. The nomination for TAC Chair passed unanimously.
- Ms. Young volunteered for TAC Vice Chair. No other nominations were offered. Mr Vose motioned and Ms. Callary seconded. The nomination for TAC Vice Chair passed unanimously.

INFORMATION & DISCUSSION ITEMS

Spokane County: Transportation Priorities

Mr. Zarecor explained the size of the lane road system in Spokane is one of the largest in the region and the revenue sources to maintain the roadways. He highlighted the costs for treatment of the roadways and the breakdown of the type of work compared to the cost to complete. He also explained the cost effectiveness of hiring our own workcrews as opposed to cost of contractual work crews. He reviewed some of the new processes for preservation that include chip seal and thin overlays. Lastly, he reviewed the short span bridge repairs and tracking bridge inventory.

Chairperson Zentz posed a question about the amount of miles King County has in comparison to Spokane County. Mr. Beagle stated he did not have the exact mileage, however Spokane County had more lane roadways than King County.

There were no other questions.

Transportation Performance Management (TPM) : Safety Targets

Mr. Ulrich provided historical context of the program while highlighting the following programs: Highway Safety Improvement Program (HSIP) is the federal program used to reduce traffic fatalities, Moving Ahead for Progress in

the 21st Century (MAP-21) has several goals for performance measures, and Transportation Performance Management (TPM).

He reviewed the five performance measures used in the past few years. And when using the rolling average is trending higher in each of the measures in Spokane County. Mr. Ulrich highlighted the SS4A grant to implement safety projects and all the metrics/targets.

Metropolitan Transportation Plan Update: Work Items in Development

Mr. Lien explained that the long-range plan is the region's future vision for the multimodal transportation system. Mr. Lien identified needs assessment items that will be undertaken as part of the next plan update. He explained Smart mobility and system resilience and asked the committee for related work/projects that SRTC should consider. Ms. Young offered that GU has done work with climate resiliency that should be reviewed.

There were no additional comments.

Agency Update and Future Information Items

- SRTC has received several applications for the current open member seats that will be filled by January 2024
- The new SRTC TAC liason will be David Fletcher effective 2024.

Transportation Technical Committee (TTC)
12/20/2023 Meeting Summary

ACTION ITEMS

Consent Agenda
The consent agenda contained October TTC meeting minutes. A motion to approve the consent agenda passed unanimously.

TTC Officer Elections
Mr. Ulrich explained the committee bylaws and historical practice for officer nominations. Chair Kay opened the floor for nominations.
- o Ms. Kay nominated *Heather Trautman for 2024 TTC Chair* which was seconded by Mr. Picanco. No other nominations were offered. Ms. Trautman's nomination for TTC Chair passed unanimously.
- o Ms. Hayes nominated *Barry Green for 2024 TTC Vice Chair* which was seconded by Mr. Quinn-Hurst. No other nominations were offered. The motion was passed unanimously.

January TIP Amendment
Mr. Stewart reviewed the TIP amendment update for individual action. He explained TIP's state and local funded projects must have secured funds, which was confirmed by Spokane Transit Authority (STA). The amendment would add the highlighted information back into the program along with the funding adjustment. He highlighted a request that was made during the public comment window and explained that he will be updating how to share the information in the future.

A motion to recommend Board approval of the 2024 TIP Guidebook was passed unanimously.

INFORMATION & DISCUSSION ITEMS

Transportation Improvement Board: Complete Streets Update
Mr. Beagle reviewed the historical data and identified the change in funding that is now available to include the e-vehicles. There have been many lessons learned throughout the year and he highlighted there was a concern about the lack of small cities getting nominated. The application for this program has been updated to allow more information to be included in the description of the work.
There were several Questions:
- Mr. Trautman will there be any workshops to guide us through the process? Mr. Beagle stated there is a project management class but no date has been identified at this time.
- Mr. Jackson asked if this statewide or parsed to region. Mr. Beagle explained this is statewide.
- Ms. Trautman asked if there will be tech assistance for new grant applications? Mr. Beagle assured her there would be and he would be the contact. He asked if anyone had any tech assistance needs that they reach out to him as soon as possible.
- Ms. Hayes asked how you score the ordinances and what is the current timeline. Mr. Beagle explained they are still framing the soring process but would likely be using a high-med- low in terms of the agency meeting it. He discussed the process of reviewing a submission and how they evaluate an application.
- Mr. Quin-Hurst asked if there are any discreet projects or disbursement across an area project? Mr. Beagle explained unless there is a systemic issue there could be both.

Spokane County: Transportation Priorities

Mr. Zarecor explained the size of the lane road system in Spokane is one of the largest in the region and the revenue sources to maintain the roadways. He highlighted the costs for treatment of the roadways and the breakdown of the type of work compared to the cost to complete. He also explained the cost effectiveness of hiring our own workcrews as opposed to cost of contractual work crews. He reviewed some of the new processes for preservation that include chip seal and thin overlays. Lastly, he reviewed the short span bridge repairs and tracking bridge inventory.

Chairperson Zentz posed a question about the amount of miles King County has in comparison to Spokane County. Mr. Beagle stated he did not have the exact mileage, however Spokane County had more lane roadways than King County.

There were no other questions.

Transportation Performance Management (TPM):Safety Targets

Mr. Ulrich provided historical context of the program while highlighting the following programs: Highway Safety Improvement Program (HSIP) is the federal program used to reduce traffic fatalities, Moving Ahead for Progress in the 21st Century (MAP-21) has several goals for performance measures, and Transportation Performance Management (TPM).

He reviewed the five performance measures used in the past few years. And when using the rolling average is trending higher in each of the measures in Spokane County. Mr. Ulrich highlighted the SS4A grant to implement safety projects and all the metrics/targets.

Metropolitan Transportation Plan Update: Work Items in Development

Mr. Lien explained that the long-range plan is the region's future vision for the multimodal transportation system. Mr. Lien identified needs assessment items that will be undertaken as part of the next plan update. He explained Smart mobility and system resilience and asked the committee for related work/projects that SRTC should consider. Ms. Young offered that GU has done work with climate resiliency that should be reviewed.

There were no additional comments.

Agency Update and Future Information Items

- No updates at this time