



## Board of Directors Meeting

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MINUTES AMENDED 2.02.2024:  
#4 CONSENT AGENDA

Thursday, February 8, 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=SFRkSIRQSHE3UIFpQ3ZFeHJvbWMxdz09>

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/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](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 accommodations can be requested by contacting the SRTC office by telephone at 509-343-6370 or by email at [contact.srtc@srtc.org](mailto:contact.srtc@srtc.org) at least 48 hours in advance.

# Board of Directors Meeting Agenda

Thursday, February 8, 2024 - 1:00 pm

Time	Item #		Page #
1:00	1	<b>Call to Order/Record of Attendance/Excused Absences</b>	
1:03	2	<b>Public Comments</b>	
<b><u>FOR ACTION</u></b>			
1:06	3	<b>Consent Agenda</b>	
		a) Minutes of the January 2024 Board of Directors Meeting	3
		b) Vouchers for December 2023 (Revised) and January 2024	7
1:08	4	<b>Transportation Performance Management: PM1 - Safety Targets</b> ( <i>Mike Ulrich</i> )	9
<hr/> <b><u>INFORMATION AND DISCUSSION ITEMS</u></b>			
1:15	5	<b>Regional Safety Action Plan – Update</b> ( <i>Mike Ulrich</i> )	11
1:25	6	<b>WA State County Road Administration Board (CRAB) Presentation</b> (Guest Presenter: Jane Wall, Executive Director CRAB - - No memo or background materials provided)	N/A
1:40	7	<b>SRTC Office Lease Update</b> ( <i>Greg Griffin/Lois Bollenback</i> )	14
1:50	8	<b>Cooperative Planning 314 Agreement</b> ( <i>Eve McMenamy</i> )	16
<hr/> <b><u>INFORMATION: No Action or Discussion</u></b> ( <i>Written reports only</i> )			
2:00	9	<b>Executive Director's Report</b> ( <i>Lois Bollenback</i> )	17
		• Ongoing/Upcoming Events and Activities	
		• Transportation Funding: Awards and Opportunities	
	10	<b>Transportation Technical Committee &amp; Transportation Advisory Committee Meeting Summaries</b>	18
<hr/> <b><u>DISCUSSION</u></b>			
2:02	11	<b>Board Member Comments</b> ( <i>Chair</i> )	
2:07	12	<b>Chair Comments</b>	
2:10	13	<b>Adjournment</b> ( <i>Chair</i> )	

**Spokane Regional Transportation Council – Board of Directors**

January 11, 2024 Meeting Minutes

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

AMENDED 2.02.2024

#4 CONSENT AGENDA

**# 1 Call to Order/ Excused Absences**

Chair Wilkerson called the meeting to order at 1:00pm and attendance was taken. In attendance were:

**Board Members:**

Council President 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*

Doug Yost, *Major Employer Rep.*

Matt Ewers, *Rail/Freight*

Council Member Micki Harnois, *Small Towns Rep.*

Commissioner Mary Kuney, *Spokane County*

Susan Meyer, *Spokane Transit Authority*

Todd Trepanier, *WSDOT*

Kelly Fukai, *WSTC*

Paul Vose, *TAC Chair*

Heather Trautman, *TTC Chair*

**Guests:**

Kevin Picanco, *City of Spokane*

Mark Zarecor, *Spokane County*

Ralph Rizzo, *FHWA*

Ned Conroy, *FTA*

Barry Greene, *Spokane County*

Matt Pahs, *FHWA*

Kelley Dolan, *FHWA*

Larry Larson, *WSDOT*

Tom Sahlberg, *TAC*

**Staff:**

Lois Bollenback, Executive Director

Eve McMenamy, Deputy 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. Plan.II

Savannah Hayward, Comm. & PR Coord.

Greg Griffin, Admin. Services Manager

Angel Jackson, Admin.-Exec. Coord.

Megan Clark, Legal Counsel

**Board Alternates:**

Council Member Don Kennedy, *City of Medical Lake*

Council Member Kitty Klitzke, *City of Spokane Council*

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

- Rod Higgins, *Spokane Valley*

**Council Member Schmidt made a motion to approve the excused absence from the meeting. Commissioner French seconded the motion. The motion was passed unanimously.**

## **# 2 Public Comments**

There were no public comments.

## **# 3 Election of the 2024 Board of Directors**

Ms. Bollenback reviewed the ILA pertaining to the election of board members. Chair Wilkerson opened the floor for nominations for the 2024 Chair of the Board. Commissioner French was nominated. There were no other nominations.

**Ms. Meyer made a motion to approve the nomination of Commissioner French. Mr. Ewers seconded this motion. The motion was passed unanimously.**

Newly elected Chair French opened the floor for the SRTC Vice Chair nominations. Council Member Higgins was nominated. There were no other nominations.

**Mayor Haley made a motion to approve the nomination of Council Member Higgins as the Vice Chair and Council President Wilkerson seconded the motion. This motion was passed unanimously.**

## **# 4 Consent Agenda**

- a) Minutes of the November 2023 Board of Directors Meeting
- b) Vouchers for November and December 2023
- c) Transportation Improvement Program (TIP) Amendment
- d) Appointment of 2024 Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC) Officers
- e) Transportation Advisory Committee (TAC) Membership Appointments
- f) Update of the Fourth Quarter Budget
- g) General Planning Consultant: Consultant Selection

**Council Member Schmidt made a motion to approve the Consent Agenda as presented. Council President Wilkerson seconded the motion. The motion passed unanimously. (This text added per amendment 02.02.24)**

## **# 5 Appointments to the 2024 Administrative Committee**

Ms. Bollenback reviewed Resolution R-22-19 establishing the responsibilities and membership of the Administrative Committee. She noted that the members serve on an annual basis and she highlighted the activities the committee successfully completed during the previous year including updates to the Employee Handbook and establishing a process for SRTC's Executive Director's performance review. Chair French nominated Mr. Ewers and Ms. Morton for two open seats in this committee. The nominees confirmed their willingness to participate in the selected seats. Ms. Bollenback reviewed the slate of candidates nominated to serve on the 2024 Administrative Committee.

**Council Member Schmidt motioned to approve the nominations as presented for the 2024 Administrative Committee. Commissioner Kuney seconded the motion. The motion was passed unanimously.**

## **# 6 SRTC Employee Handbook**

Mr. Griffin is seeking approval for the updates to the SRTC Employee Handbook. He reviewed the updates and identified the corresponding page for each update. A question was raised by Ms. Meyers about Dr. Martin Luther King Day and Juneteenth not being highlighted as a recognized holiday in the employee handbook. Mr. Griffin explained the staff are offered several floating holidays throughout the year and staff could use them on those days if they choose.

**Council Member Schmidt made a motion to approve the Employee Handbook updates as presented. Ms. Meyers seconded. The motion passed unanimously.**

**Executive Session:** The SRTC Chair called for an Executive Session to last for 15 minutes for the purpose of discussing the annual performance of the Executive Director.

## **# 7 Evaluation of the Executive Director and Recommendation of Salary Increase**

Once the session was over and the meeting resumed, Chair French began highlighting Ms. Bollenback's bodies of work throughout the year and how her performance continuously exceeds expectation. He identified the importance of the level of respect Ms. Bollenback has created within the state and with regional partners. He recommended she receive a 4% increase for cost of living and a 4% increase for her performance for a total of 8% total salary increase.

**Council President Wilkerson motioned to approve the salary increase for SRTC Executive Director. Council Member Schmidt seconded the motion. The motion was passed unanimously.**

## **# 8 2023 Transportation Management Area Certification**

Ms. McMenamy reviewed the background and dates and recognized FHWA, FTA, WSDOT and STA for their participation in the certification process. She highlighted the review was closed with positive findings and without any corrective actions. Mr. Rizzo congratulated the SRTC team for their work and the effort it took to receive no corrective actions in the certification process. Mr. Conroy also stated that having no corrective actions is a challenging task and that SRTC's last three certifications have not identified any corrective actions. He highlighted how important having experienced staff is helpful for continuity in certifications balanced with new staff that bring in updated skills and ideas. Mr. Conroy then reviewed several commendations and recommendations for the agency in the final report. Mr. Pahs reviewed a commendation on the Transportation Improvement Program and thanked the review team for their efforts.

Ms. Meyers explained the past reviews had many findings and highlighted the hard work the current team has done. Ms. Bollenback thanked the staff for keeping the work going even through the many changes and challenges over the past four years since the last review. Chair French reiterated the great job of the SRTC staff and how having additional eyes on the work, keeps the work on target.

## **# 9 2023 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 mix of revenue sources to maintain the roadways. He highlighted the costs for treatment of the roadways and the breakdown of the type of work versus the cost to complete. He also explained the cost effectiveness of contracting work compared to having our own crew to complete the work. He reviewed

some of the new processes for road preservation that include chip seal and thin overlays. He noted that one of the challenges was the high turnover rate in employment for new hires. Lastly, he reviewed the short span bridge repairs and how tracking bridge inventory is urgently needed.

Commissioner Kuney explained that the preservation and maintenance of these roadways are imperative so funding these items are a priority. She reiterated the cost of completion has increased steadily. Council member Schmidt stated the asphalt charges have also increased and the use of many of our resources is melting away. He explained the ancillary cost and how this will be an ongoing issue as the costs continue to increase. Mr. Trepanier stated to keep the roadways active, preservation is key. Mr. Zarecor also explained the need for pavement management groups as they are the backbone of how we keep moving forward.

#### **# 10 Transportation Performance Management: PM1 - 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 required under TPM. All of the five measures are trending higher when using the rolling average. Mr. Ulrich highlighted the SS4A grant to develop a regional safety action plan.

Mr. Ewers questioned if there were other forms of transportation that are causing the accidents/fatalities. Council President Wilkerson also wondered if Target Zero was a realistic or aspirational goal.

#### **# 11 Metropolitan Transportation Plane Update: Introduction and Work 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 Board for related work/projects that SRTC should consider.

Council President Wilkerson questioned how SRTC will be conducting the assessments. Mr. Lien stated the work is using consultant assistance and/or relying on existing data and established methods within SRTC.

There were no additional comments.

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

Ms. Bollenback stated SRTC will be hosting the first meeting of the Equity Working Group on Friday, January 12th. Membership is open to everyone.

Ms. Meyers reminded the group when the temperature drops below 32 degrees a passenger will receive fare exception if they inform the bus driver they are headed to a warming center.

Chair French presented a recognition gift to the former chair Council President Wilkerson and thanked her for her leadership as the 2023 Board Chair.

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

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
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

**Corrected** Salaries/Benefits Pay Periods Ending: 11/25/23; 12/9/23 & 12/23/23 125,618.47

~~Salaries/Benefits Pay Periods Ending: 11/25/23; 12/9/23 & 12/23/23~~ ~~125,254.60~~

12/31/23 Spokane County Treasury Monthly SCIP fee - December 2023 19.69

**TOTAL December 2023 172,977.50**

**Recap for December 2023:**

Vouchers: V122246 & V122252 - V122273	47,339.34
Salaries/Benefits Pay Periods Ending: 11/25/23; 12/9/23 & 12/23/23	125,618.47
Spokane County Treasury Monthly SCIP fee - December 2023	19.69
	<b>172,977.50</b>

As of 2/08/24, the Spokane Regional Transportation Council Board of Directors approves the CORRECTED payment of the December 2023 vouchers included in the list in the amount of: **\$172,977.50**

**VOUCHERS PAID FOR THE MONTH OF JANUARY 2024**

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
1/2/24	V122274	Rehn & Associates	Q-1 2024 Agency H.S.A. contributions LB,GG,SH,AJ,JL,MR,MU	3,500.00
1/12/24	V122275	Visionary Communications, Inc.	Fiber Services, Jan 2024	981.96
	V122276	Acranet	New staff background check	52.50
	V122277	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2024-01	493.00
	V122278	WA State Dept of Retirement	Employee and Employer Contributions: December 2023	13,414.26
	V122279	Intermax Networks	VOIP telecom January 2024	261.33
	V122280	Association of WA Cities	2024 Membership dues and fees	1,183.03
	V122281	Associated Industries	Q1 2024 membership dues	420.00
	V122282	Spokesman Review	Adv TIP amendment	137.46
	V122283	ESRI	ArcGIS annual renewal thru 1/19/25	18,997.62
1/26/24	V122284	Rehn & Associates	Admin fee Dec '23	75.00
	V122285	Intrinium	Managed IT Services - Mnthly Jan; O365 software	2,504.08
	V122286	Kittelson & Associates	SS4A Consultant Svcs 10/25/23-11/30/23	21,279.95
	V122287	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2024-02	495.00
	V122288	EMLVO P.C.	Dec legal svcs: Board mtg; ETS sub-recipient agreement work	3,625.00
	V122289	ESRI	ArcGIS annual online creator subscription(2) thru 1/15/25	1,199.00
	V122290	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for Feb 2024	6,865.64
	V122291	AWC Employee Benefit Trust	February '24 Benefit Insurance Premiums	11,321.02
	V122292	WA State Auditor's Office	CY '22 Federal/Financial Audit - Billing #8	128.10
		Reimbursement(s)	-	-
		Salaries/Benefits Pay Periods Ending: 1/06/24 & 1/20/24		92,469.31
12/31/23		Spokane County Treasury Monthly SCIP fee - December 2023		19.69

**TOTAL January 2024 179,422.95**

**Recap for January 2024:**

Vouchers: V122274 - V122292	86,933.95
Salaries/Benefits Pay Periods Ending: 1/06/24 & 1/20/24	92,469.31
Spokane County Treasury Monthly SCIP fee - December 2023	19.69
	<b>179,422.95</b>

As of 2/08/24, the Spokane Regional Transportation Council Board of Directors approves the payment of the January 2024 vouchers included in the list in the amount of: **\$179,422.95**

SRTC Board of Directors Chair, Spokane County Commissioner Al French



To: Board of Directors

02/01/2024

From: Mike Ulrich, Principal Transportation Planner

**TOPIC: TRANSPORTATION PERFORMANCE MANAGEMENT: PM1 – SAFETY TARGETS**

**Requested Action:**

Approval of Resolution R-24-05 (**Attachment**) establishing annual performance targets for safety.

**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 safety performance targets in five categories.
- 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.
- 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.
- 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.
- At the January 2024 board meeting, SRTC staff presented background information, historical data, and target setting options, and discussed ongoing planning efforts to analyze transportation safety in the Spokane region in support of safety targets.
- MPOs must set a target no less than 180 days from when the state target is set. A decision is due to WSDOT no later than 02/08/2024.

**Board/Committee Discussions:**

On 1/24/24 both the Transportation Technical Committee and Transportation Advisory Committee unanimously recommended Board approval of supporting State targets.

**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](mailto:mulrich@srtc.org) | 509.343.6370

**RESOLUTION**  
**of the BOARD OF DIRECTORS of the**  
**SPOKANE REGIONAL TRANSPORTATION COUNCIL**  
**R-24-05**

**ESTABLISHING PERFORMANCE TARGETS FOR SAFETY FOR THE SPOKANE METROPOLITAN  
PLANNING AREA**

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, SRTC is established through an Interlocal Agreement of the members that forms a Board of Directors to serve as the governing body of SRTC with a responsibility to make policy decisions for the organization; and

WHEREAS, the 2012 federal transportation law, Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21, P.L. 112-141) establishes performance management requirements for State Departments of Transportation, such as Washington State Department of Transportation (WSDOT); and metropolitan planning organizations, such as Spokane Regional Transportation Council (SRTC); and

WHEREAS, per 23 CFR 450.206(c)(2), State Departments of Transportation are required by the federal Highway Safety Improvement Program (HSIP) to report targets and safety performance; and

WHEREAS, per 23 CFR 490.209(c)(4), SRTC must establish performance targets for each of the measures identified in 23 CFR 490.207(a); and

WHEREAS, in establishing regional safety targets, SRTC has the option of either (1) agreeing to plan and program projects so that they contribute toward the accomplishment of the State DOT safety target for that performance measure, or (2) committing to a quantifiable target for that performance measure for their metropolitan planning area.

NOW, THEREFORE BE IT RESOLVED, that the SRTC Board: agrees to plan and program projects so that they contribute toward the accomplishment of the WSDOT safety target for each of the required performance measures.

ADOPTED: February 8, 2024

ATTEST

\_\_\_\_\_  
Angel Jackson, SRTC  
Clerk of the Board

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

To: SRTC Board of Directors  
From: Mike Ulrich, Principal Transportation Planner  
TOPIC: **REGIONAL SAFETY ACTION PLAN - UPDATE**

02/01/2024

**Requested Action:**

None. For information and discussion.

**Key Points:**

- SRTC applied for, and was awarded, funding through USDOT's Safe Streets and Roads for All grant program to develop a regional safety action plan.
- An RFP was issued, and a consultant was selected by a scoring committee which included representation from the TAC and TTC.
- SRTC coordinated with the selected consultant team led by Kittelson and Associates to develop a scope, schedule, and work plan.
- Decision points throughout the development of the plan will be informed by a Steering Committee made up of member agency staff and a TAC member.
- Two of the major tasks in the project, data analysis and public involvement, are summarized in the **Attachment**.

**Board/Committee Discussions:**

The TTC and TAC were briefed on the concept of a regional safety action plan and recommended that SRTC pursue the development of the plan in August 2022.

The SRTC Board authorized staff to pursue funding for a regional safety action plan through USDOT's Safe Streets and Roads for All grant program in September 2022.

**Public Involvement:**

Detailed information regarding public involvement can be found in the following supporting documentation.

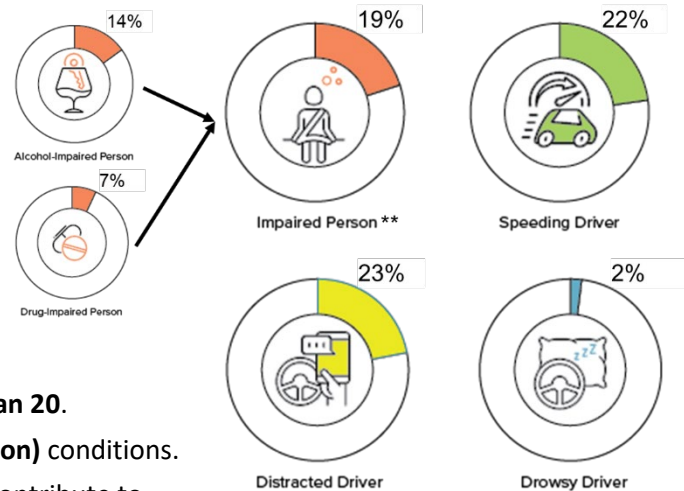
**Staff Contact:** Mike Ulrich, SRTC | [mulrich@srtc.org](mailto:mulrich@srtc.org) | 509.343.6370

## Supporting Information

### TOPIC: REGIONAL SAFETY ACTION PLAN - UPDATE

#### Regional Findings

- Fatal and serious injury (FSI) crashes are increasing.
- One third of the fatal crashes and one fifth of the serious injury crashes were due to **run-off-road** (also known as road departure) crashes.
- Pedestrian** and **motorcycle** crashes are the two next most common FSI crash types, comprising approximately 20% and 16% of the FSI crash population, respectively.
- 2023 pedestrian and bike FSI crashes (Jan – Oct) are **already trending higher than 2022**.
- 24% of bicyclists involved in FSI crashes are **younger than 20**.
- 51% of pedestrian crashes happen in **dark (streetlights on)** conditions.
- Speeding, distracted drivers, and impaired persons all contribute to approximately 20% of FSI crashes.

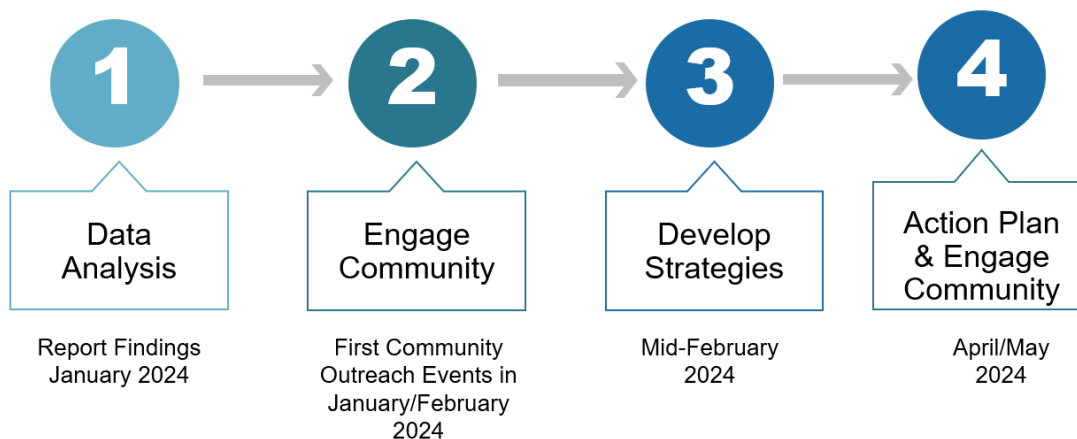


#### Systemic Findings

FSI crashes are more likely to occur on:

- Collectors, arterials, and highways in commercial/mixed-use land uses that have 3 or more lanes and posted speeds of 30 mph or higher.
- Collectors, arterials, and highways in open space/agricultural land uses that have posted speeds of 45 mph or higher.

#### Public Involvement



Interviews (encouraging multi-disciplinary participation: planners, engineers, public works, etc.) with:

- a. Each jurisdiction
- b. Spokane Transit Authority
- c. WSDOT
- d. City of Spokane Bicycle Advisory Committee
- e. City of Spokane Pedestrian, Transportation and Traffic (PeTT) Committee
- f. Spokane and Kalispel Tribe of Indians
- g. Washington State Patrol

Community Outreach Event #1 - February

- h. In person: Transit Plaza, Libraries, MLK Community Center, Senior Center
- i. On-Line Story Map, Interactive Map and Feedback Form

Community Outreach Event #2 – Present Draft Plan - April

- j. In person: TBD
- k. On-Line Story Map, Interactive Map and Feedback Form

To: Board of Directors

02/01/2024

From: Greg Griffin, Administrative Services Manager

**TOPIC: SRTC Office Lease Update**

**Requested Action:**

None – For information and discussion.

**Key Points:**

- The SRTC office lease for suites 500 and 504 in the Paulsen Building will expire on 5/31/2024.
- Over the past year, SRTC staff have evaluated potential locations and options to support SRTC operations.
- Based on an initial review of options, the Administrative Committee directed staff to work with NAI Black to further research the availability of office spaces for a lease that will commence 6/01/2024.
- SRTC staff reviewed a listing of available office spaces provided by NAI Black (10 addresses / 42 offices) and visited 3 sites offering 8 available office spaces.
- Based on the site visits, staff identified two options for further consideration. A comparison table showing general attributes of the existing lease as well as the two potential options are presented in the attached supporting materials.
- NAI Black initiated Letters of Intent to negotiate on the two sites identified as suitable locations pending board review and discussion.
- At this meeting, staff will provide an update to the board on research activity and will seek input and direction from the board needed to finalize negotiations.
- Pending direction from the SRTC board, staff will prepare the terms of a lease for approval by the SRTC Board at the March 14, 2024 meeting.

**Board/Committee Discussions:**

The Administrative Committee met and was updated regarding a new SRTC office lease on 06/08/23, 7/13/23, 8/24/23, 10/3/23 & 12/14/23. Updates were provided to the board as part of the Executive Directors Report. This is the first time the Board has discussed the new office space lease for 6/1/24.

**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 new lease best options comparison 2024**

	Paulsen Center <b>CURRENT</b>	Paulsen Center <b>Proposed</b>	1311 N. Washington Site <b>Proposed</b>
	421 W. Riverside Ave Suites 500 & 504	421 W. Riverside Ave Suite 500	1311 N. Washington - Suite A
Total Square Footage**	5309	4251	3091
Board Room Square Footage	1,058	1,058	832
Total Office Spaces	10+	10+	8 - 10
Private Office Spaces	1	1	8 - 10
Reception Area / Desk	Yes	Yes	Yes
Kitchen / Break area	Yes	Yes	Yes
Board mtg capability	Yes	Yes	Yes
Board mtg capacity at table	22	22	22
Board mtg capacity others	~ 18	~ 18	~ 15
Parking Spaces*	(5 monthly passes Dania lot & one in the garage)	(5 monthly passes Dania lot & one in the garage)	No cost
ADA	Yes	Yes	Yes
Transit access	Plaza 2 blocks	Plaza 2 blocks	3 routes/cross street difficult
Natural Light	Great	Great	Marginal
Year Renovated	2015	2015	2010

\* Current Lease Parking includes 20 each 3 hour parking passes/month at lot near Paulsen Center

\*\* Includes shared conference room for 1st 2-years. Negotiable in years 3-7

Additional Notes: Moving costs estimated between \$20,000 & \$30,000 are not included above

To: SRTC Board of Directors

02/01/2024

From: Eve McMenamy, Deputy Executive Director

**TOPIC: COOPERATIVE PLANNING 314 AGREEMENT**

**Requested Action:**

None. For information and discussion.

**Key Points:**

- SRTC, Washington the State Department of Transportation (WSDOT), and Spokane Transit Authority (STA) maintain a Cooperative Planning “314” Agreement outlining shared responsibilities in carrying out the metropolitan transportation planning process in accordance with 23 CFR 450.314.
- The revised draft Agreement, accessible through the provided link [here](#), utilizes more straightforward and practical language, outlines the specific obligations of each agency, and details collaborative coordination of planning efforts.
- Upon approval and signing, the revised Agreement will replace the prior Agreement from January 15, 2013.
- Notably, the revised agreement addresses a new aspect of planning responsibility, Transportation Performance Management. It also covers areas such as coordinating planning studies, data sharing, community engagement, work plans, financial planning, and establishing a dispute resolution process.
- Collaborative efforts from leadership representatives of the three agencies have shaped this update, with a five-month-long process of refinement.
- Moving forward, the Agreement is set for review every four years to consider potential amendments and ensure its continued relevance.
- The SRTC Board will be asked to approve the revised Agreement at their March meeting.

**Board/Committee Discussions:**

This is the first discussion on this matter.

**Public Involvement:**

All board meetings are open to the public.

**Staff Contact:** Eve McMenamy, SRTC | [evemc@srtc.org](mailto:evemc@srtc.org) | 509.343.6370



To: Board of Directors

From: Lois Bollenback, Executive Director

**TOPIC: EXECUTIVE DIRECTOR'S REPORT**

02/01/2024

**Requested Action:**

None. For information only.

**Key Points:**

**Ongoing/Upcoming Events & Activities**

- **Olympia Fly-In** - SRTC staff participated in the annual Olympia Fly-in coordinated by GSI for the Spokane Region. Several SRTC Board members were in attendance as well. Presentations from the Department of Commerce, local legislative representatives and other legislators from around the state were given to the roughly 60-member group.

**Transportation Funding – Awards & Opportunities**

- The City of Millwood recently received a funding award from the Transportation Improvement Board (TIB) of roughly \$1.15 million in support of the Argonne Road, Empire to Liberty Congestion Relief project. The project was initially funded by the SRTC Board and, together with the support from TIB, the project will overcome recent cost escalations.
- A variety of funding opportunities (NOFO's) are currently open:

Program	NOFO Close Date	Available Funding	OA
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
Bridge Project (for FY 2023 & 2024)	March 19, 2024	\$9.6 billion	FHWA
Large Bridge Project (for FY 2025)	August 1, 2024	\$9.6 billion	FHWA

**Staff Contact:** Lois Bollenback, SRTC | [lbollenback@srtc.org](mailto:lbollenback@srtc.org) | 509.435.3870

*During roll call, each member, including the five latest additions, introduced themselves and provided rationale for joining the TAC committee.*

## **ACTION ITEMS**

### **Consent Agenda**

The consent agenda contained the December TAC meeting minutes. Mr. White made a motion to recommend Board approval of the Consent Agenda as presented. Ms. Zentz seconded. Mr. Hansen and the new members of the committee abstained from voting on this motion. A motion to approve the consent agenda passed.

### **Transportation Performance Management: PM1 Safety**

Mr. Ulrich is seeking a recommendation to the SRTC Board to plan and program projects that contribute to the accomplishment of WSDOT HSIP (Highway Safety Improvement Program) targets. He provided a recap of HSIP, emphasizing both funding and the statewide program allotment. Mr. Ulrich reviewed the selection process for awarded projects and discussed the five measures used to assess safety performance, detailing the statewide data calculation methods. Despite a slight improvement from the previous year, all performance categories were observed to be trending unfavorably. He also highlighted the Washington State Department of Transportation's (WSDOT) Target Zero policy, which aims for zero fatalities and serious injuries statewide, and explained the calculation of targets based on trend lines. Moreover, it was noted that the SRTC should consider its own target or commit to a quantifiable target by the upcoming deadline of 02/28/2024.

There was a comment:

- Appreciation of SRTC with the work around safety action plans to include the local and regional context.

A motion to approve the Transportation Performance Management:PM1 Safety was made by Mr. Green. Mr. Weathers seconded the motion. This was passed unanimously.

## **INFORMATION & DISCUSSION ITEMS**

### **WA State County Road Administration Board (CRAB) Presentation**

Ms. Wall provided a comprehensive overview of the agency, focusing on various aspects of county road management and funding programs. She highlighted the extensive county road network, totaling 78,000 lane miles, and emphasized the creation of CRAB to oversee all 39 County road agencies. She explained the fuel tax allocation and county oversight. She discussed the agency's support services to the community by highlighting the four funding programs administered by CRAB: Rural Arterial Program (RAP), County Arterial Preservation Program (CAPP), County Ferry Capital Improvement Program (CFCIP), and the Emergency Loan Program (ELP). Each of the programs were explained with specific allocations and purposes. She then detailed the motor vehicle fuel tax and the challenges counties are facing. Opportunities for improvement included investing in road preservation and maintenance, exploring new funding avenues, and addressing gaps in the county transportation system. She stressed ongoing

efforts to conduct studies and audits to better serve rural communities, offering training and collaboration opportunities.

There were a few comments and questions:

- Every county contributes to the Ferry Fuel tax even though it only benefits four counties directly.
- Kansas and Nebraska currently have the best practice in their utilization of the sales tax toward their transportation budget.

### **Regional Safety Action Plan – Update**

Mr. Ulrich provided background on the Safe Streets and Roads for All (SS4A) grant program, a discretionary grant with substantial funding. He outlined eight components of the action plan and discussed the local match, which included contributions from member agencies. Ms. Wilber, representing a consultant firm, elaborated on the actionable safety plan's purpose, adopting a safe system approach to address various safety concerns collaboratively. Community engagement and data analysis were highlighted as initial steps, aiming to develop strategies by mid-February. Concerns such as low seatbelt usage and lighting deficiencies were discussed, along with crash trends and demographics. Ms. Dean also explained the increasing crash rates and behavioral factors contributing to such crashes. Mr. Ulrich emphasized the need for zero-target action planning and outlined strategies to achieve this goal, aligning with regional objectives for reducing fatalities and serious injuries (FSI) within a specified timeframe.

There were a few comments and questions:

- Other forms of micro mobility should be considered.
- The DOT language for “vulnerable road user” was defined.

### **TAC Member Orientation**

Mr. Lien provided an overview of the roles of the Technical Advisory Committee (TAC) and the Spokane Regional Transportation Council (SRTC), highlighting SRTC's status as a Metropolitan Planning Organization (MPO), Transportation Management Area (TMA), and Regional Transportation Planning Organization (RTPO), all based on population metrics within Spokane County's boundary. He presented a map delineating the MPOs in Washington state and explained the historical development of MPOs since the 1960s, emphasizing their role in local and regional planning. Mr. Lien detailed the member agencies across the region and outlined the organizational structure, including the Board with 20 seats, Transportation Technical Committee (TTC) with 22 seats, TAC with 14 seats, and SRTC staff. The standing meeting schedule was reviewed, with sessions lasting approximately 90 minutes. Core programs such as the long-range plan (Horizon 2045), Transportation Improvement Program (TIP), and Unified Planning Work Program (UPWP) were discussed, along with their impacts on regional projects. He also provided various resources available to TAC members and where they could be accessed.

### **Agency Update and Future Information Items**

- Mr. Fletcher will be the new TAC liaison for SRTC starting in February 2024.
- Mr. Lien explained the rationale behind adding guest speakers as a part of the agenda and information session.
- Ms. Bollenback's attendance at the GIS Summit in Olympia, WA was discussed and highlighted the future of the Climate Commitment Act.

## **ACTION ITEMS**

### **Consent Agenda**

The consent agenda contained December TTC meeting minutes. Mr. Clark made a motion to recommend Board approval of the Consent Agenda as presented. Mr. Weathers seconded. A motion to approve the consent agenda passed unanimously.

### **Transportation Performance Management: PM1 Safety**

Mr. Ulrich is seeking a recommendation to the SRTC Board to agree to plan and program projects that contribute to the accomplishment of WSDOT HSIP (Highway Safety Improvement Program) targets. He provided a recap of HSIP, emphasizing both funding and the statewide program allotment. Mr. Ulrich reviewed the selection process for awarded projects and discussed the five measures used to assess safety performance, detailing the statewide data calculation methods. Despite a slight improvement from the previous year, all performance categories were observed to be trending unfavorably. He also highlighted the Washington State Department of Transportation's (WSDOT) Target Zero policy, which aims for zero fatalities and serious injuries statewide, and explained the calculation of targets based on trend lines. Moreover, it was noted that the SRTC should consider its own target or commit to a quantifiable target by the upcoming deadline of 02/28/2024.

There were a few comments and questions:

- Measure 5 of the Safety Performance includes pedestrian and bicyclists.
- Vulnerable Road User was also defined

A motion to approve the Transportation Performance Management: PM1 Safety was made by Mr. Sahlberg. Mr. Barber seconded the motion. This was passed unanimously.

## **INFORMATION & DISCUSSION ITEMS**

### **WA State County Road Administration Board (CRAB) Presentation**

Ms. Wall provided a comprehensive overview of the agency, focusing on various aspects of county road management and funding programs. She highlighted the extensive county road network, totaling 78,000 lane miles, and emphasized the creation of CRAB to oversee all 39 road agencies. She explained the fuel tax allocation and county oversight. She discussed the agency's support services to the community by highlighting the four funding programs were outlined: Rural Arterial Program (RAP), Emergency Loan Program (ELP), County Arterial Preservation Program (CAPP), and County Ferry Capital Improvement Program (CFCIP). Each of the programs were explained with specific allocations and purposes. She detailed ELP's role in disaster relief, addressing challenges such as disproportionate distribution of funds and insufficient allocations for rural arterial programs. Opportunities for improvement included investing in road preservation and maintenance, exploring new funding avenues, and addressing gaps in the county transportation system. She stressed ongoing efforts to conduct studies and audits to better serve rural communities, offering training and collaboration opportunities.

There were a few comments and questions:

- At the legislative level the secretary of state just verified several of the former budgeted items.

### **Regional Safety Action Plan – Update**

Mr. Ulrich conducted a review of the grant program called Safe Streets and Roads for All. In FY22 the program allocated \$813 million to 385 grants nationwide. The majority of funds are designated for developing action plans. To be eligible for funding to build projects an agency must have a qualifying action plan.

Ms. Wilber, from Kittelson and Associates, explained how the focus of the actionable safety plan is on addressing fatal and serious injuries through a safe system approach involving various policies and strategies. The schedule is aggressive, encompassing data analysis and community engagement to amplify the voices of those affected by fatal and serious crashes.

Ms. Dean presented data on fatal and serious injury crashes from 2018 to 2022, indicating an increase in 2023 compared to 2022. Key statistics include the prevalence of younger individuals in bike crashes and a majority of pedestrian crashes occurring in dark areas. Age and lighting are significant factors influencing crash criteria.

Mr. Ulrich emphasized the importance of setting targets, with a commitment to target zero fatalities and serious injuries. Three strategies were highlighted to achieve these targets, with a focus on eliminating fatal and serious injury crashes by 2042. The target would be evaluated every 4-5 years with periodic reassessments for continual improvement.

There were a few comments and questions:

- The rationale for the aggressive schedule was explained.
- Some of the community engagement planning includes the opportunity to interview transit users at the plaza and other public venues to allow those that may not attend the open house to have a voice.
- An update on the data release timeline was highlighted and the 107-page memo can be provided.
- Consideration of not just current but future safety issues based on population growth was highlighted.
- There was a request for photos depicting crash or transportation narratives.

### **Agency Update and Future Information Items**

- Committee members are encouraged to contribute to discussions on topics of interest. Please contact Mr. Ulrich and Ms. Trautman for information.
- Mr. Beagle announced the Complete Streets initiative has a \$50 million call for projects.
- SRTC successfully conducted its first Equity Working Group session.
- Asset management funds totaling \$15.6 million were awarded to six projects (15% statewide allocation).
- GSI meeting was held in Olympia with Mr. Bollenback in attendance. The Climate Commission Act was highlighted at that meeting.