



## Board of Directors Meeting

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Thursday, February 13, 2025 at 1:00 PM

### **Hybrid In Person/Virtual Meeting**

#### **In Person:**

SRTC, 421 W Riverside Ave, Suite 504, Spokane WA 99201

#### **Online on Zoom**

<https://us02web.zoom.us/j/82990423233?pwd=umAtOb7zXGZhQgRIqtByx14vkG0lBU.1>

Meeting ID: 829 9042 3233

Passcode: 100681

#### **By Phone:**

1-253-215-8782

Meeting ID: 829 9042 3233 | Passcode: 100681

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](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.

Time	Item #		Page #
1:00	1	<b>Call to Order/Record of Attendance/Excused Absences</b>	
1:05	2	<b>Public Comments</b>	
<b><u>FOR ACTION</u></b>			
1:10	3	<b>Consent Agenda</b>	
		a) Minutes of January 2025 Board of Directors Meeting	3
		b) Vouchers for December (amended) and January 2025	7
		c) CY 2025-2028 Transportation Improvement Program (TIP) February Amendment	9
		d) CY 2024 Quarter 4 Budget Update	13
1:15	4	<b>Appointments to the 2025 Administrative Committee</b> ( <i>Lois Bollenback</i> )	16
1:23	5	<b>CY 2027-2029 Call for Projects Criteria and Principles of Investment</b> ( <i>Ryan Stewart</i> )	21
1:33	6	<b>Transportation Performance Management: PM1-Safety Targets</b> ( <i>Michael Redlinger</i> )	26
<b><u>INFORMATION AND DISCUSSION ITEMS</u></b>			
1:38	7	<b>MPO-RTPO Overview of Agency Purpose and Upcoming Activities</b> ( <i>Lois Bollenback</i> )	28
1:48	8	<b>SFY 2026-2027 Unified Planning Work Program (UPWP) Development Overview</b> ( <i>Lois Bollenback</i> )	29
2:00	9	<b>Horizon 2050 Metropolitan Transportation Plan: Regional Priority Networks</b> ( <i>Michael Redlinger</i> )	31
2:10	10	<b>Horizon 2050 Metropolitan Transportation Plan: Needs Assessment</b> ( <i>Jason Lien</i> )	32
2:20	11	<b>Regional Commute Trip Reduction (CTR) Plan Update</b> ( <i>Ben Kloskey</i> )	33
<b><u>INFORMATION: No Action or Discussion</u></b> ( <i>Written reports only</i> )			
2:25	12	<b>Executive Director’s Report</b> ( <i>Lois Bollenback</i> )	34
		• Ongoing/Upcoming Events and Activities	
		• Transportation Funding: Opportunities	
	13	<b>Transportation Technical Committee &amp; Transportation Advisory Committee Meeting Summaries</b>	35
	14	<b>Release of the Regional Travel Demand Model (v1.01)</b> ( <i>Ryan Stewart</i> )	37
<b><u>DISCUSSION</u></b>			
2:28	15	<b>Board Member Comments</b> ( <i>Chair</i> )	
2:30	16	<b>Chair Comments</b>	
2:35	17	<b>Adjournment</b> ( <i>Chair</i> )	

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

January 9, 2025 Meeting Minutes

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

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

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

In attendance were:

**Board Members:**

- Commissioner Al French, *Spokane County (Chair)*
- Council Member Jennifer Morton, *City of Airway Heights*
- Council Member Vincent Barthels, *City of Cheney*
- Council Member Dianne Pfaeffle, *City of Deer Park*
- Council Member Terri Cooper, *City of Medical Lake*
- Council Member Kitty Klitzke, *City of Spokane*
- Mayor Pam Haley, *City of Spokane Valley*
- Council Member Rod Higgins, *City of Spokane Valley (Vice Chair)*
- Daniel Clark, *Kalispel Tribe*
- Matt Ewers, *Rail/Freight Rep*
- Commissioner Mary Kunej, *Spokane County*
- Karl Otterstrom, *Spokane Transit Authority*
- Larry Larson, *WSDOT-ER*

**Guests:**

- Sean Messner, *CivTech*
- LeAnn Yamamoto, *CommuteSmart NW*
- Adam Jackson, *City of Spokane Valley*
- Jerremy Clark, *City of Spokane Valley*

**Staff:**

- Megan Clark, *Legal Counsel*
- Lois Bollenback, *Executive Director*
- Angel Jackson, *Admin.-Exec. Coord.*
- 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 3*
- Ben Kloskey, *Assoc. Trans Planner*
- Savannah Creasey, *Comm.& Pub. Relations*

**Absent Members:**

- Mayor Kevin Freeman, *City of Millwood*
- Mayor Cris Kaminskas, *City of Liberty Lake*
- Council Member Jonathan Bingle, *City of Spokane*
- Doug Yost, *Major Employer Rep*

**# 2 Public Comments**

There were no public comments.

**# 3 Election of CY 2025 Board Chair and Vice Chair**

Chair French began by outlining the procedure for electing the new Chair, ensuring all SRTC Board members were familiar with the process. Following this, he opened the floor for nominations, inviting Board members to put forward their candidates for consideration.

**Mayor Haley nominated Councilman Higgins for the Chair position. Councilmember Barthels seconded the motion. Council Member Higgins accepted the nomination and expressed gratitude to Chair French for his leadership. No other nominations were made. The motion to elect Council Member Higgins as Chair was approved unanimously.**

Leadership of the meeting was passed to Chair Higgins, and he opened the floor for nominations for SRTC Vice Chair noting the rotation prescribed in the adopted Interlocal Agreement.

**Mayor Haley nominated Mayor Kaminskas for Vice Chair. Council Member Barthels seconded the motion. Mayor Kaminskas was not present to accept the nomination. No other nominations were made. The motion to elect Mayor Kaminskas as Vice Chair passed unanimously.**

## ACTION ITEMS

### # 4 Consent Agenda

- a) Minutes of the December 2024 Board of Directors Meeting
- b) Vouchers for December 2024
- c) Appointment of 2025 Transportation Advisory Committee and Transportation Technical Committee Officers
- d) CY 2025-2028 Transportation Improvement Program (TIP) January Amendment

***Mayor Haley made a motion to approve the consent agenda as presented. Mr. Ewers seconded the motion. The motion passed unanimously.***

## INFORMATION & DISCUSSION ITEMS

### # 5 Transportation Performance Management: Bridges Update

Mr. Redlinger provided an update on bridge performance as part of Transportation Performance Management (TPM), highlighting current bridge condition data from the National Bridge Inventory (NBI) in the context of the current four-year cycle ending in 2025. He commented on the National Highway Performance Program (NHPP) and the Infrastructure Investment and Jobs Act (IIJA), which support infrastructure maintenance and improvements. Bridges included in the NBI must be over 20 feet long and open to the public. Of the 307 national bridges in the region, 157 are in good condition, 129 are fair, and 21 are poor—an improvement from 2022. However, NBI data can lag behind local data and may not account for recent inspections.

While the region is on track to meet WSDOT's target of less than 10% of bridges in poor condition, Mr. Redlinger noted that long-term trends show a decline in overall bridge conditions. Bridges rated as "fair" have increased, raising concerns about future deterioration. Despite recent short-term improvements, challenges with funding and prioritization remain.

Mr. Ewers inquired about bridges potentially facing closure or weight restrictions. Mr. Redlinger clarified that while there are operational bridges in poor condition, those rated as 4 are not necessarily near closure or weight restrictions. Bridges rated 3 or below are increasingly at risk of these issues as they continue to deteriorate.

### # 6 Transportation Performance Management: PM1 - Safety

Mr. Ulrich provided an update on safety performance measures and funding mechanisms. He explained that PM1 operates on an annual cycle, whereas bridge-related measures are on a three-year cycle. He noted the Highway Safety Improvement Program (HSIP) dedicates funds to safety improvements, with \$3 billion allocated nationally each year and approximately \$30 million available annually in Washington State. Historically, 2–3 projects in Washington are funded through these resources each year.

He reviewed various safety measures, emphasizing fatalities (Measure 1), where the most recent data point is from 2023. Mr. Ulrich highlighted troubling trends, including some cases of extreme increases in fatalities. He explained

the federal requirement for states to identify target goals, with WSDOT using a five-year rolling average to chart progress toward a reduction goal of 477 fatalities.

He stated MPO's must establish their own targets or align with the state's targets. Historically, SRTC has chosen to support WSDOT's targets when presenting this information. Mr. Ulrich also discussed SRTC's recent SS4A grant and the RSAP as a supplemental supporting grant, noting the importance of addressing behavioral elements in safety campaigns.

### **# 7 2025 Call for Projects Criteria and Principles of Investment**

Mr. Stewart provided an update on the Call for Projects (CFP) for the 2027-2029 funding cycle, highlighting an estimated \$36 million available. He outlined the funding programs involved, including Surface Transportation Block Grant (STBG), STBG Set-Aside, Congestion Mitigation and Air Quality (CMAQ), and the Carbon Reduction Program (CRP).

He explained how the CFP integrates preservation efforts with project funding and includes revised safety and equity sections in the application. Mr. Stewart reviewed the Principles of Investment, noting prior allocations and established funding limits. A historical set-aside of \$3.8 million for smaller cities was discussed, along with current allocations for planning and operations: \$1.5 million for SRTC planning, \$2.7-2.8 million for the Spokane Regional Transportation Management Center (SRTMC) operations, and an estimated amount of \$800k for the I-90 study.

He presented a detailed schedule for the 2025 CFP timeline and outlined next steps, including a February approval by the Board of Directors.

### **# 8 Congestion Management Process (CMP) Strategies**

Mr. Fletcher reviewed the Congestion Management Process (CMP) strategies outlined in the Toolkit of Strategies and the Strategies Matrix. The Toolkit provides practical, cost-specific strategies to address congestion in the Spokane region, categorized into areas such as Transportation Demand Management (TDM), operational improvements, and roadway capacity improvements. The Strategies Matrix identifies applicable strategies for each Tier 1 CMP Corridor, ensuring a cost-effective approach. Both documents, updated with feedback from SRTC's October CMP workshop, guide the development and implementation of tailored strategies to address regional congestion challenges.

### **# 9 Metropolitan Transportation Plan: Needs Assessment**

Mr. Lien provided an overview of the needs assessment process for the Horizon 2050 Metropolitan Transportation Plan (MTP), noting it is consultant-assisted. The needs assessment will summarize various transportation investment options, drawing from the Unified List, agency plans and studies, Board and committee input, and public outreach. Projects will be evaluated using approved criteria from the Unified List, with additional screening from the RSAP and Smart Mobility and Resiliency Plans. The final outcome will be a master project list categorized by type, evaluated for consistency with the Guiding Principles, and used for informing Horizon 2050 projects.

During the discussion, members emphasized the importance of including all potential projects, even those not initially sponsored by an agency, and ensuring safety concerns like the US-195 and I-90 interchange are addressed. Challenges such as limited funding, the need for data to support project prioritization, and the differing roles of MPOs and WSDOT were acknowledged. Members agreed on the need to document concerns and consider how land-use decisions impact transportation needs on the regional system.

**# 10 Executive Director's Report**

No comments or questions.

**# 11 Transportation Technical Committee & Transportation Advisory Committee Meeting Summaries**

No questions or comments.

**# 12 Board Member Comments**

No comments or questions.

**# 13 Chair Comments**

No comments or questions.

There being no further business, the meeting adjourned at 2:17 PM

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Angel Jackson, Clerk of the Board

DRAFT

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

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
12/5/24	V122516	WA Employment Security Dept-UI	Adjustment to claim from 2021	88.89
	V122517	Public Relations Society of America	Renew PRSA member dues for SH	182.00
	V122518	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for December 2024	5,800.00
	V122519	Dell	Dell WD19DCS dock station (RS)	359.69
12/13/24	V122520	WA State Dept of Retirement	Employee and Employer Contributions: November 2024	14,861.98
	V122521	Cycrest Systems	Managed IT Services - Mnthly December; SaaS Security	1,466.88
	V122522	Washington Trust Bank	Softwr subscptns; Office splys/eqpt; Virtual mtg subscptn; staff regs; webnrs/conf trvl	2,549.62
	V122523	Intermax Networks	VOIP telecom December 2024	240.60
	V122524	Rehn & Associates	Admin fee November '24	75.00
	V122525	EMLVO P.C.	November legal svcs: Board mtg	1,300.00
	V122526	Diamond Parking Services	Acct parking for Board, Cmte, Staff mtg parking - Oct2024	95.00
	V122527	Diamond Parking Services	Acct parking for Board, Cmte, Staff mtg parking - Nov2024	104.00
	V122528	Kittelson & Associates	Smart Mobility Assessment 10/01/24-10/31/24	4,722.50
	V122529	Kittelson & Associates	System Resiliency Assessment 10/01/24-10/31/24	3,561.20
	V122530	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2024-25	1,283.00
12/27/24	V122531	The Woodshop LLC	Website update - Branding/Messaging Project	6,049.00
	V122532	Vision Municipal Solutions	Vision Annual Software Support-2025	2,479.00
	V122533	AWC Employee Benefit Trust	January '25 Benefit Insurance Premiums	13,280.62
	V122534	Angel Jackson	Reimburse Dec Board mtg refreshments	25.61
	V122535	Lois Bollenback	LB reimburse mileage/parking 10/11/24-11/26/24	228.72
	V122536	Comcast	Fiber Services, December 2024	220.85
	V122537	Cycrest Systems	Work station setup; Onsite support workstation cloning	1,090.00
	V122538	Savannah Creasey	SC reimburse mileage 11/14/24-11/19/24	5.36
	V122539	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2024-26	1,283.00
	V122540	Pacific Office Automation	Copier Lease/Usage November 2024	214.99
	V122541	Greg Griffin	GG reimburse mileage	134.67
	V122542	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for January 2025	5,800.00
	V122543	Jason Lien	JL mileage reimburse 3/8/24 - 12/18/24	107.26
	V122544	Adventures in Advertising	SRTC logo staff gear for public events, mtgs	1,002.90
	V122545	Cycrest Systems	Cloud realignment project - Setup, delivery, install 50% of project cost	11,563.30
	V122546	Greg Griffin	GG reimburse postage for office	146.00
	V122547	Lois Bollenback	LB reimburse agency mtg	25.51
	V122548	Washington Trust Bank	Softwr subscptns; Office splys/eqpt; Virtual mtg subscptn; staff regs; webnrs/conf trvl	2,697.46
<b>1/24/25</b>	<b>* V122570</b>	<b>Cycrest Systems</b>	<b>Cloud realignment project - Setup, delivery, install final 25% of project</b>	<b>6,310.20</b>

<b>Recap for December 2024:</b>			
	<b>Vouchers:</b>	V122516 - V122548, <b>V122570 (Open Period End Year)</b>	89,354.81
	<b>Reimbursement(s)</b>	<b>AWC GG EBAC Mtg; GSI Transportation Summit</b>	<b>(7,262.99)</b>
	<b>Salaries/Benefits</b>	Pay Periods Ending: 12/07/24 & 12/21/24	91,840.40
	<b>Spokane County Treasury</b>	Monthly SCIP fee - November 2024	17.01
<b>* Payment of Cycrest invoice dated 12-31-2024 for completed project work in 2024. Accounted for in December 2024 "Open Period"</b>			<b>173,949.23</b>

As of 02/13/25, the Spokane Regional Transportation Council Board of Directors approves the payment of the **REVISED** December 2024 vouchers included in the list in the amount of: \$173,949.23

**VOUCHERS PAID FOR THE MONTH OF JANUARY 2025**

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
1/2/25	V122549	ESRI	ArcGIS annual renewal thru 1/19/26	18,530.00
	V122550	Rehn & Associates	Q-1 2025 Agency H.S.A. contributions LB,GG,SC,MR,MU	3,000.00
1/10/25	V122551	Intermax Networks	VOIP telecom January 2025	240.60
	V122552	Association of WA Cities	2025 Membership Dues & Fees	1,185.57
	V122553	WA State Dept of Retirement	Employee and Employer Contributions: December 2024	15,696.81
	V122554	Cycrest Systems	Managed IT Services - Mnthly January; SaaS Security	1,593.06
	V122555	The Woodshop LLC	Website update - Branding/Messaging Project	6,049.00
	V122556	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2025-01	825.00
	V122557	Spokesman Review	Public Notice TIP Amendment	86.00
	V122558	Kittelson & Associates	System Resiliency Assessment 11/01/24-11/30/24	2,996.52
	V122559	Diamond Parking Services	Acct parking for Board, Cmte, Staff mtg parking - Dec2024	68.00
	V122560	Kittelson & Associates	SVMT Reduction Targets 10/01/24-11/30/24	2,510.80
	V122561	Kittelson & Associates	Smart Mobility Assessment 11/01/24-11/30/24	3,948.66
1/24/25	V122562	Greater Spokane Inc	GSI Olympia Fly-in registration - LB	525.00
	V122563	Rehn & Associates	Admin fee December '24	75.00
	V122564	EMLVO P.C.	December legal svcs: Board mtg; TitleVI review	1,075.00
	V122565	Comcast	Fiber Services, February 2025	233.49
	V122566	AWC Employee Benefit Trust	February '25 Benefit Insurance Premiums	11,376.78
	V122567	Associated Industries	Membership for 2025-Q1	437.00
	V122568	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2025-02	627.00
	V122569	Pacific Office Automation	Copier Lease/Usage December 2024	188.64
	V122571	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for February 2025	5,800.00
1/29/25	V122572	Avista Utilities	Avista install ETS site #'s 27 & 39	135,875.82

<b>Recap for January 2025:</b>		
	<b>Vouchers: V122549 - V122572</b>	212,943.75
<b>Reimbursement(s)</b>		
	<b>Salaries/Benefits Pay Periods Ending: 1/04/25 &amp; 1/18/25</b>	97,190.25
	<b>Spokane County Treasury Monthly SCIP fee - December 2024</b>	15.40
		<b>310,149.40</b>

As of 2/13/25, the Spokane Regional Transportation Council Board of Directors approves the payment of the January 2025 vouchers included in the list in the amount of: \$310,149.40



To: SRTC Board of Directors 02/06/2025  
From: Ryan Stewart, Principal Transportation Planner  
**TOPIC: CY 2025-2028 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) FEBRUARY AMENDMENT**

**Requested Action:**

Approve Resolution R-25-02 adopting the CY 2025-2028 TIP February amendment.

**Key Points:**

There are two projects included in the February amendment to the CY 2025-2028 TIP. See the **Attachment** and **Supporting Information** for more details.

AGENCY	PROJECTS
City of Spokane Valley	<ul style="list-style-type: none"><li>• S. Barker Rd. (Appleway-Sprague)</li><li>• Barker Road and 8th Avenue Roundabout</li></ul>

**Board/Committee Discussions:**

This is the first discussion of the proposed February 2025 amendment by the Board. At their 01/22/25 meetings, both the TAC and TTC unanimously recommended Board approval of the February TIP amendment.

**Public Involvement:**

The proposed February amendment was published for a public review and comment period from 01/13/25 through 01/22/25. On 01/13/25 notice of the amendment was published in the Spokesman Review, posted to the SRTC website ([www.srtc.org](http://www.srtc.org)) and social media platforms. No public comments were received.

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

**2025-2028 Transportation Improvement Program**

February Amendment (25-02)

Agency	Project Title Amendment Description	Funding Adjustment		Amendment		WA STIP ID
				New Project	Existing Project	
City of Spokane Valley	<b>S. Barker Rd. (Appleway-Sprague)</b> Updated DEMO, state, and total amounts.	Federal (DEMO)	\$ 1,516,525		✓	WA-14652
		State (Freight Mobility)	\$ 3,000,000			
		Local				
		Total	\$ 4,516,525			
City of Spokane Valley	<b>Barker Road and 8th Avenue Roundabout</b> Final design and construction phases for new single lane roundabout with multi-modal facilities.	Federal (HSIP)	\$ 1,500,000	✓		WA-16303
		State				
		Local	\$ 1,735,000			
		Total	\$ 3,235,000			

DEMO      Congressionally Directed Spending  
 HSIP      Highway Safety Improvement Program

## Supporting Information

### TOPIC: 2025-2028 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) FEBRUARY AMENDMENT

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- The TIP is a programming document that identifies specific projects and programs to be implemented during the upcoming four years. Any project with federal funds from the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA), as well as any regionally significant projects, must be included in the TIP.
- After a TIP has been incorporated into the Washington State TIP (STIP), project changes can be requested by local agencies. Minor changes can be made administratively by SRTC staff. Significant changes must be made through the amendment process, which requires a 10-day public comment period and action by the SRTC Board of Directors.
- The TIP serves as an important tool in implementing the goals, policies, and strategies identified in Horizon 2045, SRTC's long-range plan. As such, any projects included in the TIP, including projects added through monthly amendments, must be consistent with Horizon 2045.
- Consistency with Horizon 2045 includes a demonstration of financial constraint and conformity with regional air quality plans. The proposed February amendment has been reviewed by SRTC staff for compliance with federal and state requirements and consistency with Horizon 2045.
- TIP amendments must be approved by the SRTC Board to be incorporated into the Washington State TIP (STIP). Projects receiving federal funds must be in both the TIP and the STIP to access those funds.
- Pending approval by the SRTC Board, the February amendment will be incorporated into the STIP on or around 03/14/2025.

RESOLUTION  
of the BOARD OF DIRECTORS of the  
SPOKANE REGIONAL TRANSPORTATION COUNCIL  
R-25-02

**AMENDING THE CY 2025-2028 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)  
FOR FEBRUARY 2025**

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 2025-2028 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 2025-2028 TIP on 10/10/2024.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Spokane Regional Transportation Council adopts the proposed amendment to the CY 2025-2028 TIP to be incorporated into the Statewide Transportation Improvement Program (STIP) of Washington State, as documented in the Attachment.

ADOPTED: February 13, 2025

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Rod Higgins, Councilmember, City of Spokane Valley  
Chair, SRTC Board of Directors

ATTEST

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Angel Jackson, SRTC  
Clerk of the Board

To: SRTC Board of Directors

02/06/2025

From: Greg Griffin, Administrative Services Manager

TOPIC: **CY 2024 QUARTER 4 BUDGET UPDATE**

**Requested Action:**

Approval of the Calendar Year 2024 Quarter 4 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 2024 with a cash balance of \$871,914 and ended the fourth quarter of 2024 with a balance of \$556,526. Federal/State planning grant reimbursements of \$128,932 received in early 2024 were funds anticipated to be reimbursed in 2023 (November 2023 billings) and accounts for the cash balance increase in 2024. Interest revenue on deposited funds with Spokane County Treasury was also \$15,237 more than budgeted for 2024.
- Due to timing, the revenues portion includes funds received in CY 2024 that were for expenditures made near the end of CY 2023. The following spreadsheet (**see Attachment**) provides a comparison of the adopted CY 2024 budget as amended on 11/14/23, and a summary for the Fourth Quarter (Q4) of actual 2024 revenues and expenditures, as well as a column showing 2023 year to date revenues/expenses for comparative purposes.
- See **Supporting Information** for additional details of the CY 2024 Fourth Quarter Budget Report.

**Board/Committee Discussions:**

The CY 2024 Budget was approved by the Board on 10/12/23 and amended by the Board on 06/13/24 and 11/14/24.

**Public Involvement:**

All meetings at which the CY 2024 Budget and/or quarterly budget updates were presented to the Board were open to the public.

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

**SRTC CY 2024, Report through December 31, 2024**

	CY 2024 Approved	CY 2024					Year-to-Date	CY 2023 Year-to-Date	CY 2024 % of Budget
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year-to-Date			
<b>REVENUES</b>									
<b>SRTC Cash Balance 12/31/23</b>							<b>871,914</b>		
SRTC Cash Reserve	25,000								
Designated Local Funds from prior year (SRTC-SS4A)	55,000	-	-	-	-	-			-
FHWA PL (Federal Planning Funds)	969,988	195,336	-	241,706	276,613	713,655	773,973		74%
FTA (Federal Section 5303 Funds)	330,077	51,613	9,216	63,806	79,452	204,086	221,549		62%
STBG Planning Funds	500,000	-	418,844	82,024	-	500,869	350,000		100%
Designated Grant - FHWA - SS4A (Safe Streets 4 All)	400,000	26,867	66,391	119,359	174,830	387,447	-		97%
Designated Grant - STBG - D.A.T.A.	129,600	-	-	-	-	-	272,761		-
RTPO (State Planning Funds)	144,651	31,365	40,620	47,969	46,078	166,031	137,496		115%
RTPO - V.M.T. (Vehicle Miles Traveled)	138,000								
Designated Grants (Commerce - ETS)	1,200,000	311,297	-	318,238	-	629,536	208,373		52%
Local Member Contributions	276,299	244,043	32,256	-	-	276,299	274,791		100%
Local Member Contributions - SS4A from prior year	45,000	-	-	-	-	-	45,000		-
Spokane County Treasury Interest	15,000	7,477	9,630	7,672	5,457	30,237	24,347		202%
<b>TOTAL REVENUES (Received in 2024)</b>	<b>4,228,615</b>	<b>867,999</b>	<b>576,957</b>	<b>880,774</b>	<b>582,430</b>	<b>2,908,160</b>	<b>2,308,290</b>		<b>69%</b>
<b>EXPENDITURES</b>									
<b>Personnel</b>									
Salaries	1,136,980	255,836	297,148	254,804	297,271	1,105,058	990,866		97%
Accrued Leave Payouts \ Unemployment	15,000	-	-	-	89	89	7,934		1%
FICA	88,126	19,671	22,857	19,593	22,706	84,827	76,647		96%
WA State Retirement System	108,354	24,868	26,625	25,438	25,498	102,429	100,153		95%
Insurance	182,500	39,276	41,280	37,065	35,489	153,109	141,485		84%
<b>Total Personnel</b>	<b>1,530,960</b>	<b>339,651</b>	<b>387,909</b>	<b>336,899</b>	<b>381,053</b>	<b>1,445,512</b>	<b>1,317,085</b>		<b>94%</b>
<b>Contractual and Professional Services</b>									
Legal Services	25,000	4,120	3,145	2,245	2,795	12,305	24,636		49%
Consultants & Professional Svcs	2,250	53	988	-	726	1,767	21,495		79%
Professional Services - ETS Grant Work	1,200,000	311,297	-	318,238	-	629,536	208,373		52%
Consultant Services & SS4A	435,000	89,385	70,237	244,776	23,409	427,807	-		98%
Consultant Services & MTP Update	405,000	-	-	84,508	151,002	235,510	-		58%
Consultant Services & TIP Database	18,750	-	-	-	15,750	15,750	270,097		84%
Consultant Services & D.A.T.A.	129,600	-	-	176,813	-	176,813	-		136%
Consultant Services & V.M.T.	138,000	-	-	-	4,120	4,120	-		100%
State Audit Charges	20,500	128	-	-	19,613	19,741	19,279		96%
<b>Total Contractual and Professional Services</b>	<b>2,374,100</b>	<b>404,983</b>	<b>74,371</b>	<b>826,580</b>	<b>217,415</b>	<b>1,523,348</b>	<b>543,880</b>		<b>64%</b>
<b>Materials and Services</b>									
Publications	500	43	65	65	129	302	254		60%
Postage	300	-	10	-	146	156	138		52%
Operating Supplies	4,500	1,445	247	637	872	3,202	3,288		71%
Minor Furniture	1,000	44	322	-	434	799	230		80%
Telephone	4,860	896	978	1,135	1,378	4,387	3,946		90%
Advertising	3,000	342	877	205	186	1,611	3,983		54%
Rent - Office Space	95,000	14,048	19,848	17,400	17,400	68,695	83,826		72%
Rent - Meeting Rooms	500	-	-	-	-	-	-		-
Lease - Copier	2,550	530	570	594	653	2,347	2,053		92%
Property and Liability Insurance	20,000	-	-	16,767	-	16,767	15,133		84%
Printing	750	78	271	77	-	427	161		57%
Interfund Charges County Treasurer (Fees)	4,860	77	85	4,192	50	4,405	4,153		91%
Contingency	2,000	-	-	-	-	-	-		0%
<b>Total Materials and Services</b>	<b>139,820</b>	<b>17,503</b>	<b>23,273</b>	<b>41,073</b>	<b>21,247</b>	<b>103,097</b>	<b>117,166</b>		<b>74%</b>
<b>Travel, Training, and Staff Development</b>									
Mileage & Parking	2,400	153	376	186	1,580	2,295	1,600		96%
Travel / Training (Staff)	42,700	3,614	6,944	2,829	4,256	17,642	14,436		41%
Educational Speaker Series	5,000	-	-	-	-	-	973		-
Board/Staff Retreats, Facilitators, Food	3,700	265	714	597	1,215	2,790	1,645		75%
Dues, Subscriptions, and Memberships	9,625	1,768	2,120	4,528	1,470	9,886	9,366		103%
<b>Total Travel, Training, and Staff Development</b>	<b>63,425</b>	<b>5,800</b>	<b>10,153</b>	<b>8,140</b>	<b>8,521</b>	<b>32,613</b>	<b>28,020</b>		<b>51%</b>
<b>IT Operations</b>									
IT Professional Svcs	52,060	7,810	6,044	6,722	31,696	52,272	24,147		100%
Software	39,820	25,176	13,913	(5,003)	5,516	39,602	36,769		99%
Hardware - New and Replacement; Repairs/Maint.	10,500	1,515	282	3,124	5,828	10,748	8,328		102%
Online Services	17,930	4,206	3,118	4,571	4,461	16,356	12,110		91%
<b>Total IT Services</b>	<b>120,310</b>	<b>38,706</b>	<b>23,357</b>	<b>9,414</b>	<b>47,501</b>	<b>118,978</b>	<b>81,354</b>		<b>99%</b>
<b>TOTAL EXPENDITURES (Paid in 2024)</b>	<b>4,228,615</b>	<b>806,642</b>	<b>519,063</b>	<b>1,222,106</b>	<b>675,736</b>	<b>3,223,548</b>	<b>2,087,505</b>		<b>76%</b>
<b>CASH BALANCE 12/31/24</b>						<b>556,526</b>	<b>871,264</b>		

## Supporting Information

### TOPIC: CALENDAR YEAR (CY) 2024 QUARTERLY BUDGET UPDATE (4<sup>th</sup> QUARTER: OCT-NOV-DEC)

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#### Revenues

- Through the Fourth Quarter (100% of Calendar Year) of CY 2024 (January – December), SRTC collected \$2,908,160; 69% of the anticipated revenues for the year.
- FHWA STBG grant funds for the D.A.T.A. project was invoiced to WSDOT in 2024 and anticipated to be received in 2025.
- WA Department of Commerce Electrification of Transportation Systems (ETS) 2024 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 will occur in 2025.

#### Expenditures

Through the Fourth Quarter of CY 2024 SRTC spent \$3,223,548 or 76% of total anticipated expenditures for the year as follows:

- Personnel Expenditures: Total personnel expenditures were \$1,445,512 through Q4, or 94% of the CY 2024 budget amount.
- Contractual and Professional Services: Total services expenditure was \$1,523,348 year-to-date, or 64% of the total budget amount. Professional Services (ETS Grant Work) and Consultant services for MTP Update are subject to task progression and contract billing. Consultant/D.A.T.A. Budget revenue/expense in 2023 was moved to the 2024 budget as part of the 6/13/24 Budget amendment. Budgeted expense was incorrectly presented as the balance of the remaining grant rather than remaining consultant contract, accounting for the variance shown.
- Materials and Services: Total materials and services expenditures were \$103,097 year-to-date or 74% of the total budget amount. All budget items in this category were within budget. The 11/14/24 budget amendment moved \$23,000 of Contingency funds to IT Professional Services for project and security work to the SRTC cloud network.
- Travel, Training, and Staff Development (includes and Subscriptions/Memberships): Total expenditures were \$32,613 thru Q4, or 51% of the total budgeted amount. All budget categories were within budget apart from the Dues, Subscriptions, and Memberships line item being over budget by \$261.
- IT Operations: Total expenditure was \$81,354 thru Q4, or 99% of the total budgeted amount. All budget categories were within budget except for the Hardware line item being over budget by \$248.

To: SRTC Board of Directors

02/06/2025

From: Lois Bollenback, Executive Director

**TOPIC: APPOINTMENTS TO THE 2025 ADMINISTRATIVE COMMITTEE**

**Requested Action:**

Approve the resolution R-25-03 appointing Board members to the 2025 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) 2025, this will include: review and development of the CY 2026 Budget; participation/review of the 2024 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:
  - Chair
  - Vice-Chair
  - Immediate Past Chair
  - 1 Tier-One or Tier-Two City/Town Representative
  - 2 Board Members currently serving as representatives of Spokane Transit Authority, WSDOT, or Spokane International Airport.
  - 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 2025 Administrative Committee.

**Public Involvement:**

All Board meetings are open to the public.

**Staff Contact:** Lois Bollenback, SRTC | [lbollenback@src.org](mailto:lbollenback@src.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 possible, by a member of the organization vacating the seat, for the remainder of the one-year term. The Chair shall recommend, and the Board shall approve such a replacement. Members appointed to the Committee should have at least one year of experience on the Board. Representation by each of the entities specified in the Chair rotation should be ensured.

### **Section 4: Meetings**

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

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

### **Section 5: Duties and Functions**

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

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

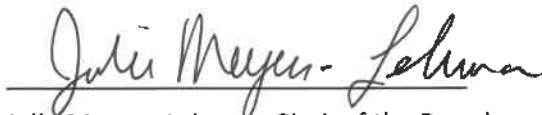
5. Meet as needed to review and propose updates to critical operating documents including the Employee Handbook, the Interlocal Agreement, the SRTC Bylaws, and the Rules of Procedure; and
6. Aide in the development of policies and legislative positions for recommendation to the SRTC Board.
7. Complete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

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



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

ATTEST



Julie Meyers-Lehman, Clerk of the Board

RESOLUTION  
of the BOARD OF DIRECTORS of the  
SPOKANE REGIONAL TRANSPORTATION COUNCIL  
R-25-03

**APPROVING 2025 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 10/13/22 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 2025 Administrative Committee:

- Chair – Rod Higgins, Commissioner, Spokane Valley
- Vice-Chair – Chris Kaminskas, Commissioner, Liberty Lake
- Immediate Past Chair – Al French, Commissioner, Spokane County
- Tier 1 or 2 City/Town Representative – Kitty Klitzke, City of Spokane
- Spokane Transit Authority – Karl Otterstrom, Interim Chief Executive Officer
- Washington DOT – Char Kay, Regional Administrator
- At Large – Matt Ewers, Freight Representative

ADOPTED: February 13, 2025

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Rod Higgins, Commissioner, Spokane Valley  
Chair, SRTC Board of Directors

ATTEST

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Angel Jackson, SRTC  
Clerk of the Board

To: SRTC Board of Directors

02/06/2025

From: Ryan Stewart, Principal Transportation Planner

**TOPIC: 2027-2029 CALL FOR PROJECTS CRITERIA AND PRINCIPLES OF INVESTMENT**

**Requested Action:**

Approve the resolution R-25-04 adopting the 2027-2029 Call for Projects criteria and Principles of Investment.

**Key Points:**

- Pending Board approval SRTC will release a Call for Projects on 02/14/25 for the following funding types:
  - [Surface Transportation Block Grant \(STBG\) program](#)
  - [Congestion Mitigation & Air Quality \(CMAQ\) program](#)
  - [STBG Set-Aside](#)
  - [Carbon Reduction Program \(CRP\)](#)
- There will be approximately \$36 million for the Call for Projects for the years 2027-2029.
- The application criteria are directly related to Horizon 2045's Guiding Principles and Policies as well as updates for Horizon 2050. Revisions to the criteria include Congestion, Safety, Quality of Life and Mobility, and Equity sections. The final draft main application is [here](#) and the draft preservation application is [here](#).
- The 2027-2029 Call for Projects Principles of Investment are as follows:
  1. Off-the-top request from the Spokane Regional Transportation Management Center (SRTMC) Executive Board in the amount of \$2,784,670 distributed over three years for operations; and
  2. Off-the-top request from the Spokane Regional Transportation Council (SRTC) Executive Director in the amount of \$1,500,000 distributed over three years for transportation planning; and
  3. Off-the-top request from the Spokane Regional Transportation Council (SRTC) Executive Director in the amount of \$800,000 to conduct a comprehensive study of I-90 to better understand, communicate, and position for funding the long-term needs of the corridor; and
  4. A minimum amount of \$1,350,000 of flexible funding to be awarded to small towns under 5,000 population to address transportation needs; and
  5. A set-aside amount of \$8,200,000 for preservation projects:
    - a. Limit preservation project applications to include grind and overlays, chip seals, and other sealant projects
    - b. Limit awards to \$1,350,000 per application and \$2,700,000 per agency.

Please see the **Supporting Information** for the 2027-2029 Call for Projects schedule and estimated available funding by program.

**Board/Committee Discussions:**

The TIP Working Group has reviewed and provided suggested improvements to the Call for Projects applications over their last several meetings. The committees were briefed at their 12/18/24 meetings and the Board was briefed at their 01/09/25 meeting. At their 01/22/25 meetings, both committees unanimously recommended Board approval of the criteria and Principles of Investment.

**Public Involvement:**

The 2027-2029 Call for Projects information and schedule is in the TIP Guidebook. The TIP Guidebook has been presented at Board, TAC, and TTC meetings which are open to the public.

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

**Supporting Information**

**TOPIC: 2027-2029 Call for Projects Criteria & Principles of Investment**

- Pending approval by the SRTC Board, the 2027-2029 Call for Projects will be released on 02/14/25.
- The schedule and estimated available funding are as follows:

**Call for Projects Schedule**

2025	
Feb 13	SRTC Board of Directors - Principles of Investment, criteria action.
<b>Feb 14</b>	<b>CALL FOR PROJECTS RELEASED</b>
<b>Mar 7</b>	<b>Project Eligibility Worksheet and Complete Streets Checklist due by 4:00 pm.</b>
<b>Apr 4</b>	<b>Application Package due by 4:00 pm.</b>
Apr 7-25	SRTC staff screens projects for completeness and for consistency with the MTP and CMP. SRTC staff will also calculate the air quality benefits for each CMAQ and CRP project at this time.
Apr 28 - May 16	Project scoring.
May 28	TAC & TTC meetings - review preliminary results.
Jun 12	SRTC Board of Directors meeting - review preliminary results.
Jun 25	TAC & TTC meetings - recommend prioritized lists of STBG, CMAQ, STBG Set-Aside, and CRP projects to fund and contingency lists for Board approval.
<b>Jul 10</b>	<b>SRTC Board of Directors meeting – approve STBG, CMAQ, STBG Set-Aside, and CRP projects to fund and contingency lists.</b>
Aug – Oct	2026-2029 TIP development process which includes a 30-day public comment period on the draft TIP.

**Approximate Available Funding**

Fund Type	Fund Qualifications	Projected Amount
STBG	Flexible	\$24,500,000
STBG Set-Aside	Transportation alternatives	\$2,100,000
CMAQ	Reduce congestion and improve air quality	\$4,900,000
CRP	CO <sub>2</sub> emissions reduction	\$4,200,000
	<b>Total</b>	<b>\$35,700,000</b>

RESOLUTION  
of the BOARD OF DIRECTORS of the  
SPOKANE REGIONAL TRANSPORTATION COUNCIL  
R-25-04

**ESTABLISHING PRINCIPLES OF INVESTMENTS FOR THE 2027-2029 CALL FOR PROJECTS**

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

WHEREAS, SRTC develops a 4-year Transportation Improvement Program pursuant to 23 CFR 450.326 and is the recipient of federal transportation funds for distribution to member jurisdictions/agencies regional transportation projects, programs and planning; and

WHEREAS, the SRTC Board of Directors is the governing body of SRTC and responsible for agency policy decisions, and setting Principles of Investment for funding distribution provides a method for local government officials to address the specific needs of this community; and

WHEREAS, SRTC is projected to receive the following approximate amounts and types of regional funds for distribution in 2027-2029 for the purposes listed above:

Surface Transportation Block Grant Program (STBG)	\$24,500,00
Congestion Mitigation & Air Quality (CMAQ)	\$4,900,000
STBG Set Aside (STBG-SA)	\$2,100,000
Carbon Reduction Program (CRP)	\$4,200,000

WHEREAS, decisions regarding distribution of federal transportation funding by SRTC will be made in a regional forum that is open to the public,

WHEREAS; the SRTC Board of Directors developed and approves the principles of investment to guide the 2027-2029 Call for Projects;

1. Approve off-the-top request from the Spokane Regional Transportation Management Center (SRTMC) Executive Board in the amount of \$2,784,670 distributed over three years for operations; and
2. Approve off-the-top request from the Spokane Regional Transportation Council (SRTC) Executive Director in the amount of \$1,500,000 distributed over three years for transportation planning; and
3. Approve off-the-top request from the Spokane Regional Transportation Council (SRTC) Executive Director in the amount of \$800,000 to conduct a comprehensive study of I-90 to better understand, communicate, and position for funding the long-term needs of the corridor; and



4. Approve a minimum amount of \$1,350,000 of flexible funding to be awarded to small towns under 5,000 population to address transportation needs; and
5. Approve a set-aside amount of \$8,200,000 for preservation projects:
  - a. Limit preservation project applications to include grind and overlays, chip seals, and other sealant projects
  - b. Limit awards to \$1,350,000 per application and \$2,700,000 per agency.

WHEREAS; the SRTC Board of Directors approves the applications and evaluation criteria as linked in the associated memo for use in the 2027-2029 Call for Projects; and

NOW, THEREFORE BE IT RESOLVED, that SRTC Board approves the 2027-2029 Call for Projects.

PASSED and APPROVED on this 13<sup>th</sup> day of February 2025 by the Spokane Regional Transportation Council Board of Directors.

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Rod Higgins, Councilmember, City of Spokane Valley  
Chair, SRTC Board of Directors

ATTEST

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Angel Jackson  
Clerk of the Board

To: Board of Directors

02/06/2025

From: Michael Redlinger, Associate Transportation Planner

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

**Requested Action:**

Approve the resolution R-25-05 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 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.
- To set a target, MPOs must either agree to support the State DOT target or establish a numerical target specific to the MPO planning area.
- In February 2024 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.

**Board/Committee Discussions:**

This SRTC Board last discussed safety targets during their 01/09/25 meeting. On 01/22/25 the TTC and TAC discussed safety targets and recommended that the SRTC Board agree to plan and program in support of the state's targets.

**Public Involvement:**

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

**Staff Contact:** Michael Redlinger, SRTC | [mredlinger@srtc.org](mailto:mredlinger@srtc.org) | 509.343.6370

RESOLUTION  
of the BOARD OF DIRECTORS of the  
SPOKANE REGIONAL TRANSPORTATION COUNCIL  
R-25-05

**APPROVING THE TRANSPORTATION PERFORMANCE MANAGEMENT: PM1 SAFETY TARGETS**

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 on a state-wide level; 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.

WHEREAS, on September 12, 2024, the SRTC Board adopted a regional safety action plan that establishes complementary safety targets for the Spokane Region aligned with the strategies and local implementation timelines identified in the plan, reflecting regional conditions while reaffirming SRTC's commitment to Target Zero.

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 13, 2025

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Rod Higgins, Council Member, City of Spokane Valley  
Chair, SRTC Board of Directors

ATTEST

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Angel Jackson, SRTC  
Clerk of the Board

To: SRTC Board of Directors

02/06/2025

From: Lois Bollenback, Executive Director

**TOPIC: MPO-RTPO OVERVIEW OF AGENCY PURPOSE AND UPCOMING ACTIVITIES**

**Requested Action:**

None. For information and discussion.

**Key Points:**

- The Spokane Regional Transportation Council (SRTC) is the Metropolitan Planning Organization (MPO) serving the Spokane Metropolitan Planning Area (MPA) as designated under federal law (23 CFR 450).
- SRTC is also established under state law (RCW 47.80) to serve as the Regional Transportation Planning Organization (RTPO) in the Spokane Region.
- There are a variety of requirements associated with serving as an MPO and RTPO. There are also a number of activities that can be pursued as planning options to benefit the region.
- In this presentation, SRTC staff will review the role of an MPO and RTPO as well as some of the activities that will be undertaken by SRTC in Calendar Year 2025.

**Board/Committee Discussions:**

This is the first and only presentation expected on this topic.

**Public Involvement:**

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

**Staff Contact:** Lois Bollenback, SRTC | [lbollenback@src.org](mailto:lbollenback@src.org) | 509.343.6370

To: SRTC Board of Directors

02/06/2025

From: Lois Bollenback, Executive Director

**TOPIC: SFY 2026-2027 UNIFIED PLANNING WORK PROGRAM (UPWP) DEVELOPMENT OVERVIEW**

**Requested Action:**

None. For information and discussion.

**Key Points:**

- The Unified Planning Work Program (UPWP) is a foundational document that outlines the core functions, planning studies, technical support and other ongoing planning activities conducted by SRTC.
- The current UPWP expires in June 2025 and staff are beginning development of the next two-year work program for state fiscal years (SFY) 2026-2027 (07/01/25 to 06/30/26).
- The UPWP development schedule is included in the following **Supporting Information**.
- Washington State Department of Transportation (WSDOT) has released guidance for developing the UPWP that is intended to assist organizations in meeting Federal and State requirements including:
  - **Federal emphasis areas:** tackling the climate crisis; equity and Justice 40; complete streets; public involvement; Strategic Highway Network coordination; Federal land management agency coordination; planning and environmental linkages; and data in transportation planning.
  - **State emphasis areas:** updating Regional Transportation Planning Organizations (RTPO) duties; accessibility of public documents; enhancing diversity, equity, and inclusion; support comprehensive plan updates; support various statewide planning efforts; updating functional classifications as a result of urban area boundary revisions; supporting DOT in asset management reporting; and, financial accounting, including implementation of a consolidated planning grant.
- The UPWP is also intended to include major planning activities identified by other agencies such as Spokane Transit Authority (STA) and WSDOT Eastern Region.
- SRTC staff are seeking input and direction from members regarding potential planning activities to include in the next UPWP. Over the next several months, we encourage members to share thoughts on how SRTC can best serve the region.

**Board/Committee Discussions:**

The SFY 2026-2027 UPWP development process is beginning and this is the first presentation and discussion in a series of activities.

**Public Involvement:**

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

**Staff Contact:** Lois Bollenback, SRTC | [lbollenback@src.org](mailto:lbollenback@src.org) | 509.343.6370

**Supporting Information**
**TOPIC: SFY 2026-2027 UNIFIED PLANNING WORK PROGRAM DEVELOPMENT OVERVIEW**

The following is the tentative SFY 2026-2027 UPWP development schedule.

<b>SRTC SFY 2026-2027 UPWP Development Schedule</b>	
<b>Key Due Dates</b>	<b>Key Action</b>
22-Jan-2025	SFY 2026-2027 UPWP Overview provided to TAC and TTC
13-Feb-2025	SFY 2026-2027 UPWP Overview provided to the Board
Feb-2025	SRTC staff considers input and develops a proposed set of activities. SRTC staff requests/collects regional planning activities from other agencies including STA, WSDOT, cities & county.
26-Feb-2025	UPWP Preliminary set of projects & budget presented to TAC and TTC
13-Mar-2025	UPWP Preliminary set of projects & budget presented to Board
25-Mar-2025	Preliminary draft to WSDOT TRIP (3 weeks in advance of on-site meeting)
23-Apr-2025	Draft SFY 2026-2027 UPWP presented to TAC and TTC (1 <sup>st</sup> touch)
<b>15-April-2025 (tentative)</b>	<b>Review meeting with WSDOT TRIP, Public Transportation Division, WSDOT, FHWA, and FTA</b> (onsite and/or remote)
8-May-2025	Draft SFY 2026-2027 UPWP presented to Board (1 <sup>st</sup> touch)
TBD	UPWP out for public comment (30-day review period)
TBD	Comments due from TAC and TTC and public comment period
28-May-2025	Presentation to TAC and TTC for recommended Board approval of draft SFY 2026-2027 UPWP (2 <sup>nd</sup> touch)
<b>12-Jun-2025</b>	<b>Board approval of SFY 2026-2027 UPWP (2<sup>nd</sup> touch)</b>
13-Jun-2025	Submit approved SFY 2026-2027 UPWP to WSDOT TRIP
TBD	WSDOT TRIP submits approved SFY 2026-2027 UPWP to FHWA/FTA
30-Jun-2025	FHWA/FTA UPWP approval date
<b>1-Jul-2025</b>	<b>SFY 2026-2027 UPWP takes effect</b>

To: SRTC Board of Directors

02/06/2025

From: Michael Redlinger, Associate Transportation Planner 3

**TOPIC: HORIZON 2050 METROPOLITAN TRANSPORTATION PLAN UPDATE: REGIONAL PRIORITY NETWORKS**

**Requested Action:**

None. For information and discussion.

**Key Points:**

- The Metropolitan Transportation Plan (MTP) is currently being updated. The new plan, Horizon 2050, is scheduled for adoption in November 2025.
- The current MTP, Horizon 2045, identifies priority networks for transportation modes that include bicycles, freight, automobiles, and transit. These priority networks represent the region's key transportation facilities and guide SRTC's planning efforts.
- As part of the MTP update, the priority networks are being refreshed to ensure they align with future regional needs.
- At the February Board of Directors meeting, staff will present an overview of the modal priority networks, details on the network updates, and discuss the next steps.

**Board/Committee Discussions:**

The TAC and TTC discussed Regional Priority Networks at their 1/22/25 meeting. This is the first Board discussion of regional priority networks for the current MTP update cycle.

**Public Involvement:**

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

**Staff Contact:**

Michael Redlinger, SRTC | [mredlinger@srta.org](mailto:mredlinger@srta.org) | 509.343.6370

To: SRTC Board of Directors

02/06/2025

From: Jason Lien, Principal Transportation Planner

**TOPIC: HORIZON 2050 METROPOLITAN TRANSPORTATION PLAN: NEEDS ASSESSMENT**

**Requested Action:**

None. For information only.

**Key Points:**

- A central component of the region's Metropolitan Transportation Plan (MTP) are the projects and programs that will move us toward shared transportation goals and performance objectives. To understand the array of transportation investment options, SRTC is conducting a Needs Assessment.
- The Needs Assessment will evaluate the many needs of the regional transportation system as documented through agency plans, studies, and Capital Improvement Programs, as well as input from the SRTC Board and committees, interviews with agency staff, and public engagement. The end deliverable will be a Needs Assessment Summary with a matrix of projects and programs evaluated against SRTC's Guiding Principles.
- The Needs Assessment is underway and a preliminary matrix of regional projects has been developed. The project team is currently conducting one-on-one interviews with SRTC member agencies to verify their programmed projects and future needs.
- Understanding regional options for investment that are aligned with expected revenue will help inform decisions on transportation priorities, that will in turn inform the development of the next MTP, Horizon 2050, and its program areas.

**Board/Committee Discussions:**

An introduction to the Needs Assessment was presented at the 01/09/2025 Board meeting and SRTC committees were updated on 01/22/2025.

**Public Involvement:**

All SRTC committee and Board meetings are open to the public. The project will include targeted public and stakeholder outreach.

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



To: SRTC Board of Directors

02/06/2025

From: Benjamin Kloskey, Associate Transportation Planner I

**TOPIC: COMMUTE TRIP REDUCTION (CTR) PLAN UPDATE**

**Requested Action:**

None. For information and discussion.

**Key Points:**

- SRTC staff have completed the [draft Regional Commute Trip Reduction \(CTR\) Plan update](#).
- The new four-year plan will be in effect from July 1, 2025, to June 30, 2029.
- In 1991, the Washington State Legislature passed the CTR Law (RCW 70A.15.4000-4110) to address air pollution, petroleum fuel consumption, and traffic congestion.
- WSDOT established a Transportation Demand Management (TDM) Technical Committee after the adoption of the CTR Law. The TDM Technical Committee acts as the reviewing body for the local and regional plans.
- SRTC's requirements as part of the update cycle included reviewing all affected local agency plans for consistency with SRTC major planning documents and the draft Regional CTR plan.
- SRTC collaborated with local agencies and Commute Smart Northwest to complete the regional plan update, local plan updates, and to conduct all the engagement activities as part of the update.
- SRTC submitted local agency plans and the regional plan to the statewide Transportation Demand Management (TDM) Technical Committee in November 2024. Local plans and the regional plan were approved by the TDM Technical Committee at their December 6<sup>th</sup> and January 8<sup>th</sup> meetings, respectively.

**Board/Committee Discussions:**

This is SRTC staff's first discussion with the Board on this topic in 2025. Information on CTR was previously presented to the Board at its April 2024 meeting. The draft update was presented to the TAC and TTC for information and discussion at their January 2025 meetings.

**Public Involvement:**

SRTC conducted an extensive outreach campaign as part of the CTR Plan update. Over the six months it was open, the CTR survey collected a total of 247 responses, including 107 public comments. SRTC attended a total of 13 public events with CTR materials, including the El Mercado event in August with a Spanish language interpreter and translated materials.

**Staff Contact:** Benjamin Kloskey | [bkloskey@srctc.org](mailto:bkloskey@srctc.org) | 509.343.6370

To: SRTC Board of Directors  
 From: Lois Bollenback, Executive Director  
**TOPIC: EXECUTIVE DIRECTOR'S REPORT**

02/06/2025

**Requested Action:**

None. For information only.

**Key Points:**

**Ongoing/Upcoming Events & Activities**

- SRTC staff completed a survey of our stakeholders to gauge our success as an organization and collect input for developing the next 2-year work program.
- Staff also hosted a booth at the Lunar New Year event (01/31/25)
- Please help promote upcoming public meetings of SRTC to seek input on the development of transportation “needs” to support development of the Horizon 2025 long-range plan:
  - February 25 | 9:00 am to 1:00 pm – University District Catalyst Building
  - March 3 | 5:00 pm to 6:30 pm – Spokane Liberty Park Library
  - March 6 | 5:00 pm to 6:30 pm – Airway Heights Recreation Center
  - April 1 | 5:00 pm to 6:30 pm - Spokane Valley Library
  - April 17 | 5:00 pm to 6:30 pm – Spokane Central Library

**Transportation Funding – Awards & Opportunities**

Program	NOFO Close Date	Available Funding	Agency
Rural Development Community Facilities Loan & Grant Pgm.	Ongoing	\$38 million	DOA
Promoting Resilient Operations for Transformative, Efficient, & Cost-Saving Transportation (PROTECT) Program	February 24, 2025	\$876 million	FHWA

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

## **ACTION ITEMS**

### **CONSENT AGENDA**

The consent agenda containing December TAC meeting minutes and February TIP amendment was approved unanimously.

### **CALL FOR PROJECTS CRITERIA AND PRINCIPLES OF INVESTMENT**

Mr. Stewart requested a Board recommendation to approve the 2025 Call for Projects criteria and Principles of Investment, highlighting \$36 million in funding and designated allocations for preservation projects and small towns. *Mr. White motioned to approve the Call for Projects Criteria and Principles of Investment as presented. Ms. Zentz seconded the motion. The motion passed unanimously.*

### **TRANSPORTATION PERFORMANCE MANAGEMENT: PM1 SAFETY**

Mr. Ulrich was seeking a recommendation to the SRTC Board to agree to plan and program projects that contribute to the accomplishment of WSDOT's HSIP targets and "Target Zero" goal. *Mr. Ankney made a motion to approve the Transportation Performance Management: PM1 Safety Targets as presented. Mr. Eash seconded the motion. The motion passed unanimously.*

## **INFORMATION & DISCUSSION ITEMS**

### **MPO-RTPO OVERVIEW OF AGENCY PURPOSE AND UPCOMING ACTIVITIES**

Ms. Bollenback explained the roles of MPOs and RTPOs, detailing their origins, planning processes, and significance in incorporating local input into federal and state transportation planning and funding decisions.

### **UNIFIED PLANNING WORK PROGRAM (UPWP) DEVELOPMENT OVERVIEW**

Ms. Bollenback described the Unified Planning Work Program (UPWP) as SRTC's two-year work plan, highlighting its role in directing federal and state funding, aligning with planning priorities, and incorporating emphasis areas, while seeking committee feedback on potential future focus areas.

### **COMMUTE TRIP REDUCTION (CTR) PLAN UPDATE**

Mr. Kloskey provided an overview of the Commute Trip Reduction (CTR) program, highlighting its purpose, recent 2024 workshops, and updates to the CTR plan, including a new target to reduce the drive-alone rate from 64.4% to 60% for the 2025–2029 planning cycle.

### **HORIZON 2050 – METROPOLITAN TRANSPORTATION PLAN - NEEDS ASSESSMENT**

Mr. Lien presented the Horizon 2050 Needs Assessment project, which focuses on identifying and evaluating regional projects, and announced the upcoming release of a public survey.

### **METROPOLITAN TRANSPORTATION PLAN UPDATE: REGIONAL PRIORITY NETWORKS**

Mr. Ulrich outlined updates to regional priority networks, including key roadways, transit, freight, and bicycle routes, and highlighted planned revisions in the Horizon 2050 update.

### **AGENCY UPDATE AND FUTURE ITEMS**

Ms. Creasy presented the updated branding and website project.

## **ACTION ITEMS**

### **CONSENT AGENDA**

The consent agenda containing Dec. TTC meeting minutes & the Feb. TIP amendment was approved unanimously.

### **CALL FOR PROJECTS CRITERIA AND PRINCIPLES OF INVESTMENT**

Mr. Stewart requested a Board recommendation to approve the 2025 Call for Projects criteria and Principles of Investment, outlining \$36 million in available funding and allocations for preservation projects and small towns.

*Ms. Trautman motioned to approve the Call for Projects Criteria and Principles of Investment as presented. Ms. Colyar seconded the motion. The motion passed unanimously.*

### **TRANSPORTATION PERFORMANCE MANAGEMENT: PM1 SAFETY**

Mr. Ulrich was seeking a recommendation to the SRTC Board to agree to plan and program projects that contribute to the accomplishment of WSDOT's HSIP targets and "Target Zero" goal. *Mr. Weathers made a motion to approve the Safety Targets as presented. Mr. Clark seconded the motion. The motion passed unanimously.*

## **INFORMATION & DISCUSSION ITEMS**

### **MPO-RTPO OVERVIEW OF AGENCY PURPOSE AND UPCOMING ACTIVITIES**

Ms. Bollenback outlined the role of MPOs and RTPOs, explaining their origins, planning approach, and importance in coordinating local input on federal and state transportation planning and funding.

### **UNIFIED PLANNING WORK PROGRAM (UPWP) DEVELOPMENT OVERVIEW**

Ms. Bollenback outlined the Unified Planning Work Program (UPWP) as SRTC's two-year work plan, detailing its role in guiding federal and state funding, aligning with planning priorities, and integrating emphasis areas, while inviting committee input on future focus areas.

### **COMMUTE TRIP REDUCTION (CTR) PLAN UPDATE**

Mr. Kloskey provided an overview of the Commute Trip Reduction (CTR) program, highlighting its purpose, recent 2024 workshops, and updates to the CTR plan, including a new target to reduce the drive-alone rate from 64.4% to 60% for the 2025–2029 planning cycle.

### **HORIZON 2050 – METROPOLITAN TRANSPORTATION PLAN - NEEDS ASSESSMENT**


Mr. Lien presented the Horizon 2050 Needs Assessment project identifying and evaluating regional projects. He also mentioned the release of a public survey being distributed soon.

### **METROPOLITAN TRANSPORTATION PLAN UPDATE: REGIONAL PRIORITY NETWORKS**

Mr. Ulrich outlined updates to regional priority networks, covering key roadways, transit, freight, and bicycle routes essential for regional planning. He noted planned revisions in the Horizon 2050 update, including expanded rail and air transportation, STA's transit priorities, and updated network maps to reflect regional growth and needs.

### **AGENCY UPDATE AND FUTURE ITEMS**

Mr. Ulrich announced his departure from SRTC and Ms. McMenemy will be the acting committee liaison. Also, Ms. Creasy presented the updated branding and website project.

From: Mike Ulrich, AICP 

January 22, 2025

To: Regional Travel Demand Model Users

**SUBJECT: Release of the Regional Travel Demand Model (v1.01)**

In March 2021, the SRTC Board approved the design plan for Phase II of the Data Applications for Transportation Analysis (DATA) project, initiating updates to the regional travel demand model. Among other activities, the DATA project included the completion of a household travel survey, acquisition of traffic count and passive data, and the development of a Land-use Allocation Tool and an online data hub. Additionally, a new freight sub-model was integrated during the model development process.

On April 15, 2024, a calibrated and validated travel demand model was delivered to SRTC staff and shared with SRTC's Model Users Group (MUG). Following a review, the MUG requested several revisions to enhance the model's functionality. Subsequently, on July 11, 2024, the SRTC Board directed staff to develop a task order for the on-call planning consultant to address these revisions. The Board also acknowledged that the DATA project had been delivered as scoped and authorized the release of the travel demand model for use by member agencies, contingent on the implementation of the requested revisions.

On January 8, 2025, the revised model was delivered to SRTC staff. Upon confirming that all MUG-requested revisions were implemented, SRTC released the model.

***On January 10, 2025, the Spokane regional travel demand model v1.01 was released as the official tool for regional planning and engineering activities and is available for use by member agencies and their consultants.***

More information about using the model including running the model, interpreting model outputs, and creating scenarios can be found by referencing the [Model Users Guide](#).

Technical documentation related to the model's input data, validation, intersection control imputation, etc. can be found on [SRTC's Data Hub](#).

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