



AMENDED 7/09/2024

## Board of Directors Meeting

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Thursday, July 11, 2024 at 1:00 PM

### Hybrid In Person/Virtual Meeting

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

<https://us02web.zoom.us/j/88995178182?pwd=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/88995178182?pwd=SFRkSIRQSHE3UIFpQ3ZFeHJvbWMxdz09>

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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, July 11, 2024 - 1:00 pm **AMENDED 07/09/2024**

*\*The DATA Project has been moved  
from Information to Action and  
attachments have been updated.*

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 the June 2024 Board of Directors Meeting	3
		b) Vouchers For May 2024 ( <i>Corrected</i> ) and June 2024	6
		c) CY 2024-2027 Transportation Improvement Program (Tip) July Amendment	8
		d) CY 2024 2 <sup>nd</sup> Quarter Budget Update	15
		e) Update of the Fourth Quarter Budget - Revised	18
1:15	4	<b>Calendar Year (CY) 2025 Member Financial Contributions (<i>Greg Griffin</i>)</b>	22
1:20	5	<b>*Data Applications for Transportation Analysis (DATA) Project (<i>Mike Ulrich</i>)</b>	25
<b><u>INFORMATION AND DISCUSSION ITEMS</u></b>			
1:35	6	<b>Transportation Priorities: Spokane International Airport (<i>Lisa Corcoran</i>)</b>	n/a
1:50	7	<b>Regional Safety Action Plan (RSAP) Update (<i>Mike Ulrich</i>)</b>	32
2:00	8	<b>Draft 2025 Unified List of Regional Transportation Priorities (<i>David Fletcher &amp; Eve McMenamy</i>)</b>	33
2:20	9	<b>SRTC Website Project Update (<i>Savannah Hayward</i>)</b>	41
2:30	10	<b>Smart Mobility/Resiliency – Goals &amp; Objectives (<i>Jason Lien</i>)</b>	48
<b><u>INFORMATION: No Action or Discussion (<i>Written reports only</i>)</u></b>			
2:40	11	<b>Executive Director’s Report (<i>Lois Bollenback</i>)</b>	
		• Ongoing/Upcoming Events and Activities	49
		• Transportation Funding: Opportunities	
	12	<b>Transportation Technical Committee &amp; Transportation Advisory Committee Meeting Summaries</b>	50
	13	<b>Letter from Peninsula RTPPO Board of Directors</b>	52
<b><u>DISCUSSION</u></b>			
2:42	14	<b>Board Member Comments (<i>Chair</i>)</b>	
2:45	15	<b>Chair Comments</b>	
2:50	16	<b>Adjournment (<i>Chair</i>)</b>	

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

June 13, 2024, 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 Barthas, *City of Cheney*  
 Council Member Diane Pfaeffle, *City of Deer Park*  
 Council Member Cris Kaminskas, *City of Liberty Lake*  
 Council Member Don Kennedy, *City of Medical Lake*  
 Council Member Kitty Klitzke, *City of Spokane*  
 Council Member Betsy Wilkerson, *City of Spokane*  
 Mayor Pam Haley, *City of Spokane Valley*  
 Council Member Rod Higgins, *City of Spokane Valley (Vice Chair)*  
 Daniel Clark, *Kalispel Tribe*  
 Doug Yost, *Major Employer*  
 Matt Ewers, *Rail/Freight Rep*  
 Council Member Micki Harnois, *Small Towns Representative*  
 Susan Meyer, *Spokane Transit Authority*  
 Mike Frucci, *WSDOT-ER*  
 Kelly Fukai, *WSTC*  
 Paul Vose, *TAC Chair*  
 Heather Trautman, *TTC Chair*

**Absent Members:**

Council Member Paul Schmidt, *City of Cheney*  
 Mayor Kevin Freeman, *City of Millwood*  
 Commissioner Mary Kuney, *Spokane County*

**Guests:**

Kevin Picanco, *City of Spokane*  
 Morgan Dean, *Kittleson and Assoc.*  
 Charlotte Sobol, *Kittleson and Assoc.*  
 Wende Wilber, *Kittleson and Assoc.*  
 Karl Otterstrom, *Spokane Transit Auth.*  
 Madeline Arredondo, *Spokane Transit Auth.*  
 Char Kay, *WSDOT-ER*  
 Larry Larson, *WSDOT-ER*  
 Paul Kropp  
 Spencer Montgomery  
 Barry Greene  
 Ryan J

**Staff:**

Lois Bollenback, *Executive Director*  
 Eve McMenemy, *Deputy Executive Director*  
 Ryan Stewart, *Principal Trans. Planner*  
 Jason Lien, *Principal Trans. Planner*  
 Mike Ulrich, *Principal Trans. Planner*  
 David Fletcher, *Principal Trans. Planner*  
 Michael Redlinger, *Assoc. Trans. Planner*  
 Ben Kloskey, *Assoc. Trans Planner*  
 Savannah Hayward, *Comm. & PR Coord.*  
 Greg Griffin, *Admin. Services Manager*  
 Angel Jackson, *Admin.-Exec. Coord.*  
 Steve Lamberson, *Legal Council*

**# 2 Public Comments**

There were no public comments.

**ACTION ITEMS****# 3 Consent Agenda**

- a) Minutes of the May 2024 Board of Directors Meeting
- b) Vouchers for May 2024
- c) SRTC Website Redesign and Update Contract
- d) Calendar Year 2024 Budget Amendment
- e) State Fiscal Year 2024-2025 United Planning Work Program (UPWP) Amendment

**Council Member Higgins made a motion to pass the Consent Agenda. Council Member Klitzke seconded the motion. The motion passed unanimously.**

## INFORMATION & DISCUSSION ITEMS

### # 4 Spokane Transit Authority (STA): 2024-2025 Transit Development Plan (TDP) Update

Mr. Karl Otterstrom, STA staff, explained to the board that each year, STA creates a plan that includes service and capital improvement programs. This plan must align with city and county growth plans and as well as meet federal funding requirements. STA's plan is guided by key documents like Connect Spokane, STA Moving Forward, and STA Connect 2035.

The new strategic plan has three main goals:

1. Improving customer experience,
2. Collaborating with community partners to enhance regional quality of life, and
3. Strengthening our capacity to meet regional demands.

In this draft, STA outlined service changes for 2025-2027 based on feedback and growth needs, especially around Airway Heights. The six-year capital improvement program includes \$450 million in projects, such as the Division Street Bus Rapid Transit (BRT) and fleet electrification. Project highlights include:

1. Division Street BRT: Our second BRT project focusing on a complete streets vision.
2. I-90 Valley Corridor: Improving east-west mobility with a new route combining current services.
3. High Performance Transit Corridor on Wellesley Ave: Upgrading our busiest route with improved stations and amenities.

There will be a public hearing on June 20th and plan to present the final plan to the STA board in July, aiming to submit it to the state by August 1st.

### # 6 Regional Safety Action Plan (RSAP) Draft

Mr. Ulrich, SRTC staff, reminded the board that he's presented this item several times, summarizing what was presented in previous meetings. Ms. Wilber, Kittleson and Associates, explained how the RSAP was created and how the plan was developed. The goal is to reduce serious and fatal crashes by 50% by 2030 and aim for zero by 2042, with reviews every 4-5 years. She shared the planning structure and the list of partners involved.

She explained that 43% of fatal and serious injury (FSI) crashes are captured by the High Injury Network (HIN). The high priority network was developed for smaller communities with little to no FSI crash history to highlight significant safety concerns. Regional corridors were identified to further analyze necessary safety related treatments.

The next steps are to address committee comments and create an updated draft to be discussed at the next meeting.

Council Member Klitzke noted that the available safety data does not include attributes that could be useful for further analysis like proximity to transit stops or other relevant land uses. She also asked whether or not there were opportunities to leverage other data sources to understand transportation safety beyond those instances when someone is killed or seriously injured.

### # 7 DATA Application for Transportation Analysis (DATA) Project Update

Mr. Ulrich, SRTC staff, provided an update on the ongoing coordination with model users regarding the newly delivered travel demand model. He discussed its uses, as a regional model, and limitations. He explained the 4-step model's limitations in conducting more microscopic analysis. Some of the newly implemented features have changed the way it was used in the past. The delivered model represents a step forward but was never intended to provide a complete inventory of assets. A regional model can't meet all needs, so adding different tools could help users complete more refined analyses. He suggested making the current model available next month. SRTC staff maintains that the project has been delivered according to the agreed scope.

## **# 8 Smart Mobility & Resiliency Projects**

Mr. Lien, SRTC staff, discussed current and completed studies and plans undertaken by SRTC. He highlighted additional items for 2024 and explained how a needs assessment summary will be created from this information. He highlighted how the summary helps identify overlaps or trade-offs within the various planning work in the region.

Smart mobility includes infrastructure, vehicles/logistics, and information technology. The project also reviewed what other Metropolitan Planning Organizations (MPOs) are doing, like ITS solutions, micromobility, clean fuels, automation, broadband, scenario planning, dedicated funding, and pilot projects. The Resiliency assessment is a concurrent project that will identify critical infrastructure and vulnerabilities to major disruptions or disasters. Recommendations will stem from both projects that support progress toward regional transportation goals.

## **# 9 Unified List Regional Transportation Plan: Legislative Priority Statements**

Ms. McMenemy, SRTC staff, talked about the history and legislative priorities of the unified list of projects. This is the fourth version, and it's being prepared ahead of the governor's budget in October. She mentioned the members involved in coordinating these efforts. The top priorities include improving safety (Target Zero), maintenance & preservation funding, and increasing funding for Regional Transportation Planning Organizations (RTPOs). Additional priorities are affordable housing projects, addressing the loss of gas tax revenue, and enforcing regulations around the air force base.

Ms. McMenemy suggested bringing the full-page safety section to the front in the redesign and moving other priority statements up, thus making room for another top priority. She introduced the concept of modernizing the Tax Increment Financing (TIF) public financing method, currently designed to support local improvements. Councilmember French explained how the TIF could be expanded to allow for state-owned transportation facilities to qualify as well under the method. The TIF has been successfully used in the county, including in Latah Valley. Councilmember French and Mr. Yost discussed using this tool in Liberty Lake and expanding its use for significant transportation improvements. Ms. McMenemy reviewed maintenance and preservation needs, stating she would consider today's feedback. She asked if the board supported the full-page change and the TIF language, the Board suggested to proceed in this direction. Councilmember French requested staff to reach out to FMSIB/CRAB/TIB for coordination on these issues.

## **# 10 Transportation Technical Committee (TTC) & Transportation Advisory Committee (TAC) Meeting Summaries**

There were no comments.

## **# 11 Board Member Comments**

Board members gave updates to events happening in their regions.

## **# 12 Chair Comments**

There were no comments.

## **# 13 Adjournment**

There being no further business, the meeting adjourned at 2:34 PM

**VOUCHERS PAID FOR THE MONTH OF MAY 2024 - CORRECTED**

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
5/3/24	V122354	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for May 2024	7,023.76
	V122355	Visionary Communications, Inc.	Fiber Services, May 2024	981.96
	V122356	Intermax Networks	VOIP telecom May 2024	240.60
	V122357	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2024-09	493.00
5/15/24	V122358	WA State Dept of Retirement	Employee and Employer Contributions: April 2024	15,796.24
	V122359	EMLVO P.C.	Apr legal svcs: Board mtg; Comms with Staff re: WSDOT agreement; VMT scope	775.00
	V122360	Washingon Trust Bank	Softwr subscptns; Office splys/eqpt; Virtual mtg subscptn; staff regs; webnrs/conf trvl	1,684.23
	V122361	Rehn & Associates	Admin fee April '24	75.00
	V122362	Intrinium	Managed IT Services - Mnthly May: O365 software	2,315.64
	V122363	Spokesman Review	Adv TIP amendment ; Website Design RFQ	258.00
	V122364	Greg Griffin	GG AWC EBAC mtgs Seattle March 27-28 & April 25-26 2024 perdiem & miles/pkg	73.04
	V122365	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2024-10	568.00
5/30/24	V122366	Pacific Office Automation	Copier Lease/Usage April 2024	193.81
	V122367	AWC Employee Benefit Trust	June '24 Benefit Insurance Premiums	10,606.60
	V122368	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2024-11	568.00

**TOTAL May 2024 41,652.88**

<b>Recap for May 2024:</b>		
<b>Vouchers:</b>	V122354 - V122368	41,652.88
<b>Salaries/Benefits</b>	Pay Periods Ending: 4/27/24, 5/11/24 & 5/25/24	<del>138,534.70</del>
<b>Salaries/Benefits</b>	Revised	137,866.00
<b>Spokane County Treasury</b>	Monthly SCIP fee - APRIL 2024	26.79
		<b>179,545.67</b>

As of 6/13/24, the Spokane Regional Transportation Council Board of Directors approves the payment of the May 2024 vouchers included in the list in the amount of: ~~\$180,214.37~~ \$179,545.67

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

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
6/14/24	V122369	Greater Spokane Valley Chamber	Renew Membership 2024/25	499.00
	V122370	Visionary Communications, Inc.	Fiber Services, June 2024	981.96
	V122371	Intermax Networks	VOIP telecom June 2024	240.60
	V122372	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2024-12	868.00
	V122373	WA State Dept of Retirement	Employee and Employer Contributions: May 2024	16,379.69
	V122374	PTV America Inc	VISSIM & VISUM software maintenance - Travel Demand Model	12,467.46
	V122375	Washingtgon Trust Bank	Softwr subsctptns; Office splys/eqpt; Virtual mtg subsctptn; staff regs; webnrs/conf trvl	4,554.42
	V122376	Kittelson & Associates	SS4A Consultant Svcs 2/01/24-2/29/24	70,237.40
	V122377	Intrinium	Managed IT Services - Mnthly June: O365 software	2,344.09
6/28/24	V122378	Benjamin Kloskey	BK mileage reimburse for outreach materials distribution; office parking	52.91
	V122379	EMLVO P.C.	May legal svcs: Board mtg; Comms with Staff re: IT Svcs contract; VMT PM	700.00
	V122380	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2024-13	868.00
	V122381	Pacific Office Automation	Copier Lease/Usage May 2024	213.51
	V122382	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for June 2024	5,800.00
	V122383	Eve McMenamy	EM mileage reimburse	25.86
	V122384	Michael Redlinger	MR reimburse AICP exam registrations	510.00
	V122385	Rehn & Associates	Agency HSA contribution for Q3'24 LB, GG, SH, AJ, BK, JL, MR, MU	4,000.00
	V122386	AWC Employee Benefit Trust	July '24 Benefit Insurance Premiums	10,606.60

**TOTAL June 2024 131,349.50**

<b>Recap for June 2024:</b>			
	<b>Vouchers:</b>	V122369 - V122386	131,349.50
Reimbursement(s)		KMPO PTV reimburse	(1,256.77)
	<b>Salaries/Benefits</b>	Pay Periods Ending: 6/8/24 & 6/22/24	91,995.55
	<b>Spokane County Treasury</b>	Monthly SCIP fee - MAY 2024	28.33
			<b>222,116.61</b>

As of 7/11/24, the Spokane Regional Transportation Council Board of Directors approves the payment of the June 2024 vouchers included in the list in the amount of: \$222,116.61

To: Board of Directors 07/04/2024  
From: Ryan Stewart, Principal Transportation Planner  
**TOPIC: CY 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) JULY AMENDMENT**

**Requested Action:**

Approval of Resolution R-24-14 for the CY 2024-2027 TIP July amendment.

**Key Points:**

Seven projects are included in the July amendment to the CY 2024-2027 TIP. Please see **Attachment 1** and the **Supporting Information** for more details.

<b>AGENCY</b>	<b>PROJECTS</b>
City of Cheney	<ul style="list-style-type: none"><li>• Purchase of electric vehicles and charging station for maintenance fleet</li></ul>
City of Millwood	<ul style="list-style-type: none"><li>• Argonne Road, Empire to Liberty Congestion Relief</li></ul>
City of Spokane	<ul style="list-style-type: none"><li>• 3rd Ave - Stevens to Division Grind &amp; Overlay</li><li>• Freya / Palouse Roundabout</li><li>• Washington St. - 8th Ave. to 3rd Ave. Grind &amp; Overlay</li></ul>
Spokane Transit	<ul style="list-style-type: none"><li>• I90/Valley HPT Line Park &amp; Ride Construction</li><li>• Division St BRT Project Development</li></ul>

**Board/Committee Discussions:**

Both the TAC and TTC unanimously recommended Board approval of the proposed July amendment at their 06/26/24 meetings.

**Public Involvement:**

The proposed July amendment was published for a public review and comment period from 06/17/24 through 06/26/24. On 06/17/24 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. One public comment was received during the public comment period and one after (see **Attachment 2**).

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



2024-2027 Transportation Improvement Program

July Amendment (24-07)

Agency	Project Title Amendment Description	Funding Adjustment	Amendment		
			New Project	Existing Project	WA TIP ID
City of Cheney	<b>Purchase of electric vehicles and charging station for maintenance fleet</b> Purchase of 7 electric vehicles to replace City of Cheney gas maintenance vehicles. Funding will also include a solar panel charging canopy.	Federal (CRP, STBG)	\$ 350,685	✓	TBD
		State	\$ -		
		Local	\$ 54,731		
		Total	\$ 405,416		
City of Millwood	<b>Argonne Road, Empire to Liberty Congestion Relief</b> Add \$1,278,255 state (TIB) funds for 2025. Reduce local amount for 2024 from \$505,358 to \$380,358. \$125,000 of TIB funding is for federal local match.	Federal (CRP)	\$ 2,283,688	✓	WA-09830
		State (TIB)	\$ 1,278,255		
		Local	\$ 380,358		
		Total	\$ 3,942,301		
City of Spokane	<b>3rd Ave - Stevens to Division Grind &amp; Overlay</b> Project scope change to reduce the limits of work to 3rd Avenue – Stevens Street to Division Street with a corresponding reduction in STBG funding to \$517,500.	Federal (STBG)	\$ 517,500	✓	WA-15416
		State	\$ -		
		Local	\$ 245,500		
		Total	\$ 763,000		
City of Spokane	<b>Freya / Palouse Roundabout</b> Reconstruction of the intersection and install a roundabout.	Federal (DEMO)	\$ 3,992,000	✓	WA-15899
		State	\$ -		
		Local	\$ 878,000		
		Total	\$ 4,870,000		
City of Spokane	<b>Washington St. - 8th Ave. to 3rd Ave. Grind &amp; Overlay</b> Project scope change to reduce the limits of work to only the Washington Street portion of the couplet with a corresponding reduction in STBG funding to \$774,000.	Federal (STBG)	\$ 774,000	✓	WA-15417
		State	\$ -		
		Local	\$ 258,000		
		Total	\$ 1,032,000		
Spokane Transit	<b>190/Valley HPT Line Park &amp; Ride Construction</b> Project scope change to revise project description to "west of Sullivan Road".	No funding change		✓	WA-14718
Spokane Transit	<b>Division St BRT Project Development</b> \$1 million in CMAQ funds were deleted from 2024 due to funds being obligated in 2023.	Federal	\$ -	✓	WA-14717
		State	\$ -		
		Local	\$ 5,600,000		
		Total	\$ 5,600,000		

STBG Surface Transportation Block Grant

CRP Carbon Reduction Program

DEMO Congressionally Directed Spending

## Supporting Information

### TOPIC: 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) JULY 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 July 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 July amendment will be incorporated into the STIP on or around 08/16/2024.

## July 2024 TIP Amendment Public Comment

### Comment 1

**From:** vnaccarato <[vnaccarato@comcast.net](mailto:vnaccarato@comcast.net)>

**Sent:** Tuesday, June 25, 2024 8:43 PM

**To:** Contact SRTC <[contact.srtc@srtc.org](mailto:contact.srtc@srtc.org)>

**Subject:** WA-09830 Argonne Road Empire to Liberty Congestion Relief

To Whom it May Concern:

As a 42 year resident of the Historic District in Millwood, we along with many neighbors and residents are not in favor of this proposed project.

Major congestion is created in Millwood by the trains passing through and no amount of road construction will change this fact.

The project is based on outdated traffic studies and information.

The opening of the Forker Road improvements opened the access to Spokane Valley locations and Interstate 90 resulting in an obvious reduction of vehicles on Argonne. This has been well documented by current residents.

Additional relief is expected with the Bigelow Gulch Road Project 2 completing in October of this year resulting in even more vehicles being able to use Bigelow Gulch rather than Argonne as their access to Spokane Valley locations and Interstate 90.

Turn lanes directing traffic into the pedestrian friendly Historic District and residential areas on both sides of Argonne endanger all walkers and bike riders along with increased speeding and traffic numbers in quiet neighborhoods.

Requiring pedestrians and bicycles to cross 5 lanes of traffic (if a turn lane is installed) rather than the existing 4 thinking an island will provide safety, does not make sense.

Pedestrians and bicycles will cross Argonne traffic twice to cross the railroad tracks to proceed either north or south which doubles the risk factor rather than reduces it.

Extended pedestrian and bicycle facilities will be located on the opposite side of the street from where Millwood's downtown area and businesses are located thus reducing their business activity and consequent success. The interruption to their businesses during construction has not been addressed.

Decorative lighting in the downtown core is aesthetically pleasing, but the businesses would be more isolated from pedestrians, bicycles and the traffic being pushed through.

The City of Millwood already split in 2 by Argonne Road would be even more daunting splitting businesses, City Park, Historic District and residences even more.

Improvements to crosswalk safety with more lighting and visibility would contribute to safely crossing Argonne and connecting the community and attracting visitors even more.

Please do not put forward this project without seeing how current and proposed projects will effect Millwood. With a much smaller price tag, Millwood's safety and access could be enhanced without taking away its unique character and charm.

Thank you,  
Al and Vikkie Naccarato  
3318 N Marguerite Road  
Millwood, WA 99212

**Response:** Thank you for taking the time to make a public comment. We will share your statement with the SRTC Board of Directors at the July Board meeting on July 11. We have also passed your comment along to technical staff at the City of Millwood.

**Comment 2**

**From:** [youngps2@comcast.net](mailto:youngps2@comcast.net) <[youngps2@comcast.net](mailto:youngps2@comcast.net)>

**Sent:** Thursday, June 27, 2024 7:10 AM

**To:** Contact SRTC <[contact.srtc@srtc.org](mailto:contact.srtc@srtc.org)>

**Subject:** Comment - WA 09830

SRTC Board re: Argonne Rd project WA-09830

This email is to bring to your attention the grave concerns of our business community in Millwood regarding the project labeled WA-09830. We have been directing our comments and concerns to Millwood Mayor and City Council since January 2023 and was consistently told "there is no project as we have not secured all of the right of way". Unfortunately, this was not true as apparently SRTC and Millwood have been working on this named project including funding and environmental studies all along. We believe our concerns have not been carried to the SRTC and even at this late date, we hope to at least be heard and concerns addressed.

Please see attached the letters issued and addressed to Millwood. We request an acknowledgement and appreciate your time.

Sincerely,

Shirene Young  
On behalf of Millwood Community Association and Millwood businesses  
8903 E Liberty  
Millwood, WA 99212

**Response:** Thank you for taking the time to make a public comment; I acknowledge on behalf of the agency that SRTC staff have received your message. We will share your statement with the SRTC Board of Directors at the July Board meeting on July 11. I know you said you have already contacted the City of Millwood directly, but we have also passed your comment along to technical staff at the City of Millwood.

RESOLUTION  
of the BOARD OF DIRECTORS of the  
SPOKANE REGIONAL TRANSPORTATION COUNCIL  
R-24-14

**AMENDING THE CY 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)  
FOR JULY 2024**

WHEREAS, the Spokane Regional Transportation Council Board (SRTC Board) of Directors serves as the Metropolitan Planning Organization (MPO) for the Spokane Metropolitan Planning Area (SMPA) and as the Regional Transportation Planning Organization (RTPO) for Spokane County; and is responsible for developing a 4-year Transportation Improvement Program (TIP); and

WHEREAS, the CY 2024-2027 TIP has been developed under the direction of the SRTC Board in consultation with local government staff, Washington State Department of Transportation, Spokane Transit Authority (STA), and with input from various groups and members of the public; and

WHEREAS, the SRTC Board approved the CY 2024-2027 TIP on 10/12/2023.

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

ADOPTED: July 11, 2024

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

ATTEST

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Angel Jackson, SRTC  
Clerk of the Board

To: SRTC Board of Directors  
From: Greg Griffin, Administrative Services Manager  
TOPIC: CY 2024 2nd QUARTER BUDGET REPORT

07/04/2024

**Requested Action:**

Approval of the Calendar Year (CY) 2024 Second Quarter Budget Report.

**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 second quarter of 2024 with a balance of \$988,126. Cash balances are normally high early in the calendar year due to influx of member contributions used through the year as matching funds to grants.
- Due to timing, the revenues portion includes funds received in CY 2024 that were for expenditures made near the end of CY 2023. Federal/State planning grant reimbursements of \$128,392 received in early 2024 were funds anticipated to be reimbursed in 2023 (November 2023 billing) and accounts for a portion of the cash balance increase in 2024. The CY 2024 - Second Quarter Budget Report - Summary (**see Attachment**) provides a comparison of the adopted CY 2024 budget as amended at the June 2024 SRTC Board meeting, and a summary for the Second Quarter (Q2) of actual 2024 revenues and expenditures, as well as a column showing 2023 year to date revenues/expenses for comparative purposes.
- See **Supporting Information** attachment for additional details of the CY 2024 Second Quarter Budget Report.

**Board/Committee Discussions:**

The CY 2024 Budget was approved by the Board on 10/12/23. The CY 2024 Budget was amended by the Board on 6/13/24.

**Public Involvement:**

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

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

**SRTC CY 2024, Report through June 30, 2024**

	CY 2024 Amended	CY 2024					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	-	-			-	0%
FHWA PL (Federal Public Law Funds)	969,988	195,336	-			195,336	20%
FTA (Federal Section 5303 Funds)	330,077	51,613	9,216			60,829	18%
STBG Planning Funds	500,000	-	418,844			418,844	84%
Designated Grant - FHWA - SS4A (Safe Streets 4 All)	400,000	26,867	66,391			93,258	23%
Designated Grant - STBG - D.A.T.A.	129,600	-	-			-	0%
RTPO (State Planning Funds)	144,651	31,365	40,620			71,985	50%
RTPO - V.M.T. (Vehicle Miles Traveled)	138,000	-	-			-	0%
Designated Grants (Commerce - ETS)	1,200,000	311,297	-			311,297	26%
Local Member Contributions	276,299	244,043	32,256			276,299	100%
Local Member Contributions - SS4A from prior year	45,000	-	-			-	0%
Spokane County Treasury Interest	15,000	7,477	6,592			14,070	94%
<b>TOTAL REVENUES (Received in 2024)</b>	<b>4,228,615</b>	<b>867,999</b>	<b>573,920</b>	-	-	<b>1,441,918</b>	<b>34%</b>
<b>EXPENDITURES</b>							
<b>Personnel</b>							
Salaries	1,136,980	255,836	297,148			552,983	49%
Accrued Leave Payouts (includes unemployment)	15,000	-	-			-	0%
FICA	88,126	19,671	22,857			42,528	48%
WA State Retirement System	108,354	24,868	26,625			51,492	48%
Insurance	182,500	39,276	41,179			80,455	44%
<b>Total Personnel</b>	<b>1,530,960</b>	<b>339,651</b>	<b>387,808</b>	-	-	<b>727,459</b>	<b>48%</b>
<b>Contractual and Professional Services</b>							
Legal Services	25,000	3,700	2,725			6,425	26%
Consultants & Professional Svcs	2,250	53	988			1,041	46%
Professional Services - ETS Grant Work	1,200,000	311,297	-			311,297	26%
Consultant Services & SS4A	435,000	89,385	70,237			159,622	37%
Consultant Services & MTP Update	405,000	-	-			-	0%
Consultant Services & TIP Database	18,750	-	-			-	0%
Consultant Services & D.A.T.A.	129,600	-	-			-	0%
Consultant Services & V.M.T.	138,000	-	-			-	0%
State Audit Charges	20,500	128	-			128	1%
<b>Total Contractual and Professional Services</b>	<b>2,374,100</b>	<b>404,563</b>	<b>73,951</b>	-	-	<b>478,513</b>	<b>20%</b>
<b>Materials and Services</b>							
Publications	500	43	65			108	22%
Postage	300	-	10			10	3%
Operating Supplies	4,500	1,445	247			1,692	38%
Minor Furniture	1,000	44	322			365	37%
Telephone	4,860	896	978			1,874	39%
Advertising	3,000	342	877			1,220	41%
Rent - Office Space	95,000	14,048	19,848			33,895	36%
Rent - Meeting Rooms	500	-	-			-	0%
Lease - Copier	2,550	530	570			1,100	43%
Property and Liability Insurance	20,000	-	-			-	0%
Printing	750	78	271			350	47%
Interfund Charges County Treasurer (Fees)	4,860	77	85			162	3%
Contingency	25,000	-	-			-	0%
<b>Total Materials and Services</b>	<b>162,820</b>	<b>17,503</b>	<b>23,273</b>	-	-	<b>40,777</b>	<b>25%</b>
<b>Travel, Training, and Staff Development</b>							
Mileage & Parking	2,400	153	620			773	32%
Travel / Training (Staff)	42,700	3,614	6,875			10,489	25%
Educational Speaker Series	5,000	-	-			-	0%
Board/Staff Retreats, Facilitators, Food	3,700	265	714			979	26%
Dues, Subscriptions, and Memberships	9,625	2,188	2,540			4,728	49%
<b>Total Travel, Training, and Staff Development</b>	<b>63,425</b>	<b>6,220</b>	<b>10,749</b>	-	-	<b>16,969</b>	<b>27%</b>
<b>IT Operations</b>							
IT Professional Svcs	29,060	7,810	5,969			13,779	47%
Software	39,820	25,176	13,913			39,089	98%
Hardware - New and Replacement; Repairs/Maint.	10,500	1,515	282			1,797	17%
Online Services	17,930	4,206	3,118			7,324	41%
<b>Total IT Services</b>	<b>97,310</b>	<b>38,706</b>	<b>23,282</b>	-	-	<b>61,988</b>	<b>64%</b>
<b>TOTAL EXPENDITURES (Paid in 2024)</b>	<b>4,228,615</b>	<b>806,642</b>	<b>519,063</b>	-	-	<b>1,325,706</b>	<b>31%</b>
<b>CASH BALANCE 6/30/24</b>						<b>988,126</b>	



## Supporting Information

### TOPIC: CY 2024 SECOND QUARTER BUDGET REPORT

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#### Revenues

- Through the second quarter (50% of Calendar Year) of CY 2024 (January – June), SRTC collected \$1,441,918; 34% of the anticipated revenues for the year.
- Local Member Contributions through the end of June 30, 2024 are 100% of the budgeted amount.

#### Expenditures

Through the second quarter of CY 2024 SRTC spent \$1,325,706, or 31% of total anticipated expenditures for the year as follows:

- Personnel Expenditures: Total personnel expenditures were \$727,459 through Q2, or 48% of the CY 2024 budget amount.
- Contractual and Professional Services: Total services expenditures were \$478,513 year-to-date, or 20% of the total budget amount. Professional Services - ETS Grant Work is pass-through funding for the installation of charging stations throughout the region.
- Materials and Services: Total materials and services expenditures were \$40,777 year-to-date or 25% of the total budget amount. Property and Liability Insurance will be paid later in the year.
- Travel, Training, and Staff Development (includes and Subscriptions/Memberships): Total expenditures were \$16,969 thru Q2, or 27% of the total budgeted amount. This category continues to be impacted by the move to online conferences, training sessions, etc. It is anticipated that there will be increased travel and conference attendance in the remainder of this year.
- IT Operations: Total expenditures were \$61,988 thru Q2, or 64% of the total budgeted amount. Software expense is a timing issue as ESRI/GIS 2024 subscription/maintenance was paid in Q1 and makes up approximately 50% of 2024 Software budget.

To: Board of Directors

07/04/2024

From: Greg Griffin, Administrative Services Manager

TOPIC: **Update Of The Fourth Quarter Budget - Revised**

**Requested Action:**

Approval of the REVISED Calendar Year 2023 4<sup>th</sup> Quarter Budget Update.

**Key Points:**

- SRTC develops an annual budget outlining the anticipated revenues and expenditures for the upcoming year. SRTC reports on a cash basis, which provides a snapshot in time of the agency's revenues and expenditures.
- In January 2024 SRTC staff provided a report of the revenue and expenditures for the preceding CY 2023 year to date.
- More recently, in preparation for the CY 2023 Audit, a few errors in the original Q4 2023 budget update were identified and corrected (see **Attachment**). The majority of these changes involved corrections between budget line categories.
- The overall results of the corrections are an increase in 2023 revenues of \$2,296 and a reduction in 2023 expenses of \$1,933. The corrections to the original summary sheet are shown in red text. The **Supporting Information** document has also been corrected and is attached.
- The following shows the revised statement as provided in the January Board memo: "SRTC began CY 2023 with a cash balance of \$650,478 and ended the fourth quarter of 2023 with a balance of ~~\$867,035~~ **\$871,264**. Federal/State planning grant reimbursements of \$223,000 receipted in early 2023 were funds anticipated to be reimbursed in 2022 (October/November 2022 billings) and accounts for the cash balance increase in 2023. Interest revenue on deposited funds with Spokane County Treasury was also ~~\$17,000~~ **\$17,700** more than budgeted for 2023."
- A copy of the original 2023 year-end budget report is also provided for your review.

**Board/Committee Discussions:**

The CY 2023 Budget Year-End Summary report was presented on the consent agenda and approved by the Board on 1/11/24.

**Public Involvement:**

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

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

## SRTC CY 2023, Report through December 31, 2023-ORIGINAL

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

**SRTC CY 2023, Report through December 31, 2023 - REVISED**

	CY 2023 Approved	CY 2023					Year-to-Date	CY 2022 Year-to-Date	CY 2023 % 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>650,478</b>			
SRTC Cash Reserve	192,467								
FHWA PL (Federal Public Law Funds)	811,718	240,743	32,193	274,337	226,699	773,973	550,679	95%	
FTA (Federal Section 5303 Funds)	296,422	84,965	18,439	52,529	65,616	221,549	246,371	75%	
STBG Planning Funds	350,000	110,673	239,327	-	-	350,000	354,243	100%	
Designated Grant - FHWA - SS4A (Safe Streets for All)	400,000	-	-	-	-	-	-	0%	
Designated Grant - STBG - D.A.T.A.	300,000	<b>38,990</b>	42,754	-	191,017	<b>272,761</b>	692,111	91%	
RTPO (State Planning Funds)	144,651	55,311	23,012	16,699	42,474	137,496	161,273	95%	
Designated Grants (Commerce - ETS)	850,000	-	-	208,373	-	208,373	-	25%	
Local Member Contributions	274,789	<b>270,256</b>	4,451	84	-	<b>274,791</b>	273,114	100%	
Local Member Contributions designated SS4A /Other	45,000	-	-	-	45,000	45,000	171,498	100%	
Spokane County Treasury Interest	6,000	<b>5,251</b>	6,384	6,628	<b>6,084</b>	<b>24,346</b>	8,782	406%	
<b>TOTAL REVENUES (Received in 2023)</b>	<b>3,671,047</b>	<b>806,189</b>	<b>366,560</b>	<b>558,650</b>	<b>576,890</b>	<b>2,308,289</b>	<b>2,458,071</b>	<b>63%</b>	
<b>EXPENDITURES</b>									
<b>Personnel</b>									
Salaries	1,079,341	224,004	268,234	230,980	267,648	990,866	895,951	92%	
Accrued Leave Payouts (includes unemployment)	1,500	-	-	7,934	-	7,934	-	529%	
FICA	82,684	17,302	20,711	18,419	<b>20,214</b>	<b>76,647</b>	69,215	93%	
WA State Retirement System	112,144	23,791	31,539	<b>21,955</b>	22,867	<b>100,153</b>	90,453	89%	
Insurance	182,436	35,282	34,416	33,831	37,957	141,485	134,930	78%	
<b>Total Personnel</b>	<b>1,458,105</b>	<b>300,379</b>	<b>354,900</b>	<b>313,119</b>	<b>348,686</b>	<b>1,317,085</b>	<b>1,190,548</b>	<b>90%</b>	
<b>Contractual and Professional Services</b>									
Legal Services	25,000	7,107	<b>3,053</b>	5,825	8,650	<b>24,635</b>	22,196	99%	
Consultants & Professional Svcs	229,123	329	-	104	21,062	21,495	5,890	9%	
Professional Services - ETS Grant Work	850,000	-	-	208,373	-	208,373	-	25%	
Consultant Services & SS4A	435,000	-	-	-	-	-	-	0%	
Consultant Services & D.A.T.A.	300,000	7,080	42,188	72,849	147,980	270,097	612,281	90%	
Consultant & Division St Study	-	-	-	-	-	-	342,426	-	
State Audit Charges	17,000	-	6,725	11,785	769	19,279	14,745	113%	
<b>Total Contractual and Professional Services</b>	<b>1,856,123</b>	<b>14,516</b>	<b>51,966</b>	<b>298,937</b>	<b>178,460</b>	<b>543,879</b>	<b>997,538</b>	<b>29%</b>	
<b>Materials and Services</b>									
Publications	500	<b>59</b>	43	65	87	<b>254</b>	274	51%	
Postage	300	6	-	-	132	138	303	46%	
Operating Supplies	4,500	<b>122</b>	93	831	<b>2,243</b>	<b>3,289</b>	1,955	73%	
Minor Furniture	1,000	138	-	92	-	230	532	23%	
Telephone	5,760	<b>972</b>	906	977	1,091	<b>3,946</b>	8,065	69%	
Advertising	3,120	337	1,424	1,006	1,216	3,983	2,984	128%	
Rent - Office Space	84,500	<b>20,748</b>	20,935	14,048	28,095	<b>83,826</b>	84,264	99%	
Rent - Meeting Rooms	500	-	-	-	-	-	-	0%	
Lease - Copier	2,550	645	335	363	710	2,053	1,837	81%	
Property and Liability Insurance	17,000	-	-	15,133	-	15,133	15,583	89%	
Printing	750	26	105	30	-	161	-	21%	
Interfund Charges County Treasurer (Fees)	4,860	<b>(68)</b>	4,077	<b>80</b>	<b>64</b>	<b>4,153</b>	4,516	85%	
Contingency	25,000	-	-	-	-	-	-	0%	
<b>Total Materials and Services</b>	<b>150,340</b>	<b>22,984</b>	<b>27,919</b>	<b>32,625</b>	<b>33,638</b>	<b>117,166</b>	<b>120,312</b>	<b>78%</b>	
<b>Travel, Training, and Staff Development</b>									
Mileage & Parking	2,400	<b>571</b>	85	96	<b>848</b>	<b>1,600</b>	1,331	67%	
Travel / Training (Staff)	42,700	<b>8,749</b>	1,496	997	<b>3,194</b>	<b>14,436</b>	20,350	34%	
Educational Speaker Series	5,000	-	-	-	<b>973</b>	<b>973</b>	3,393	19%	
Board/Staff Retreats, Facilitators, Food	3,700	<b>840</b>	49	413	<b>343</b>	<b>1,646</b>	393	44%	
Dues, Subscriptions, and Memberships	10,709	<b>960</b>	903	6,445	1,058	<b>9,366</b>	7,701	87%	
<b>Total Travel, Training, and Staff Development</b>	<b>64,509</b>	<b>11,120</b>	<b>2,533</b>	<b>7,952</b>	<b>6,416</b>	<b>28,021</b>	<b>33,168</b>	<b>43%</b>	
<b>IT Operations</b>									
IT Professional Svcs	28,400	6,231	6,144	5,792	5,980	24,147	44,041	85%	
Software	40,640	<b>24,107</b>	5,430	3,650	3,582	<b>36,769</b>	40,216	90%	
Hardware - New and Replacement; Repairs/Maint.	60,000	315	-	2,559	5,455	8,328	10,829	14%	
Online Services	12,930	<b>3,219</b>	3,095	3,787	2,010	<b>12,110</b>	11,525	94%	
<b>Total IT Services</b>	<b>141,970</b>	<b>33,872</b>	<b>14,669</b>	<b>15,787</b>	<b>17,027</b>	<b>81,354</b>	<b>106,612</b>	<b>57%</b>	
<b>TOTAL EXPENDITURES (Paid in 2023)</b>	<b>3,671,047</b>	<b>382,871</b>	<b>451,987</b>	<b>668,420</b>	<b>584,226</b>	<b>2,087,504</b>	<b>2,448,179</b>	<b>57%</b>	
<b>CASH BALANCE 12/31/23</b>						<b>871,264</b>	<b>649,613</b>		

## Supporting Information

### TOPIC: CALENDAR YEAR (CY) 2023 QUARTERLY BUDGET UPDATE (4<sup>th</sup> QUARTER: OCT-NOV-DEC) - REVISED

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#### Revenues

- Through the Fourth Quarter (100% of Calendar Year) of CY 2023 (January – December), SRTC collected ~~\$2,305,993~~ **\$2,308,289**; 63% of the anticipated revenues for the year.
- FHWA - Safe Streets for All (SS4A) funds were not invoiced in 2023. Full grant amount budgeted in 2024 budget.
- WA Department of Commerce Electrification of Transportation Systems (ETS) 2023 grant reimbursements were invoiced at 25% of what was budgeted. Remaining work invoicing to WA Dept of Commerce and subsequent pass thru reimbursements to Avista and Spokane Transit (STA) will occur in 2024 & 2025.

#### Expenditures

Through the Fourth Quarter of CY 2023 SRTC spent ~~\$2,089,437~~ **\$2,087,504** or 57% of total anticipated expenditures for the year as follows:

- Personnel Expenditures: Total personnel expenditures were ~~\$1,317,190~~ **\$1,317,085** through Q4, or 90% of the CY 2023 budget amount. Accrued leave payout exceeded budget due to unanticipated staff separations. All other budget items were within budget.
- Contractual and Professional Services: Total services expenditure was ~~\$543,883~~ **\$543,879** year-to-date, or 29% of the total budget amount. Professional Services (ETS Grant Work) and Consultant services SS4A are subject to task progression and contract billing. Consultant/SS4A Study 2023 Q-4 consultant activity did not commence and pushed into 2024.
- Materials and Services: Total materials and services expenditures were ~~\$117,152~~ **\$117,166** year-to-date or 78% of the total budget amount. Advertising for Job Recruitment was \$900 more than anticipated due to a pair of unanticipated recruitments. All other budget items in this category were within budget.
- Travel, Training, and Staff Development (includes and Subscriptions/Memberships): Total expenditures were ~~\$30,620~~ **\$28,021** thru Q4, or 43% of the total budgeted amount. This category continues to be impacted by post COVID-19 related travel reductions and the move to online conferences, training sessions, etc.
- IT Operations: Total expenditures were ~~\$80,593~~ **\$81,354** thru Q4, or 57% of the total budgeted amount. Audio/Visual equipment and installation funds of \$48,500 budgeted in 2023 for potential upgrade to Paulsen Suite 504 (Riverside room) was unspent; in part due to the current office space lease for SRTC expiring in June 2024. All budget categories were within budget.

To: Board of Directors

07/04/2024

From: Greg Griffin, Administrative Services Manager

**TOPIC: CALENDAR YEAR (CY) 2025 MEMBER FINANCIAL CONTRIBUTIONS**

**Requested Action:**

Approval of Resolution R-24-15 Establishing Member Financial Contribution Rates for the Calendar Year 2025 Budget.

**Key Points:**

- Per the 2021 SRTC Interlocal Agreement (ILA), SRTC member contributions are set using a per capita rate and based on population estimates provided by the Washington State Office of Financial Management (OFM), excepting STA, and WSDOT, whose contributions are a fixed non-population-based amount. It is SRTC Board policy that Spokane County's annual member financial contribution mirror that of the City of Spokane member contribution amount based on City of Spokane population.
- The CY 2025 budget will include the Kalispel and Spokane Tribes SRTC member contributions.
- The current member financial contribution rate is \$0.30 per capita. STA, WSDOT & the Tribes have a set contribution rate.
- Member financial contributions over the past ten years have ranged between 8.5% to 14.2% of the SRTC budget. Membership contributions (local funds) are an imperative part of the budget as they serve as the required match for federal grant funds as well as for the funding source for a small portion of the budget that are not grant eligible expenditures. A draft CY 2025 budget will be presented to the Board at the monthly Board meeting in September.
- SRTC has also used contributions from members to sustain an operating reserve, as federal and state grants funds operate on a reimbursement basis.
- See the **Supplemental Information** for additional details for the 2025 Member Financial Contributions.
- Once approved by the SRTC Board, notification will be provided to each member government for review and use in their respective budgeting process and will be used by SRTC in developing their CY 2025 budget.

**Board/Committee Discussions:**

This is the first time this topic has been discussed by the Board.

**Public Involvement:**

All meetings of the Board and Committees are noticed and open to the public.

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

**ACTION ITEM**

**AGENDA ITEM 4**

**SUPPLEMENTAL INFORMATION**

**07/11/2024 Board Meeting**

Agency	April 1, 2023 OFM Population Estimate	2024 Contribution	April 1, 2024 OFM Population Estimate <sup>2</sup>	Population % increase from 2023	Population % of Total	2025 Contribution w/ new pop. Figures	Total Contribution % increase 2024 to 2025
Airway Heights	11,280	\$ 3,384	12,070	7.00%	2.16%	\$ 3,621	7.0%
Cheney	13,160	\$ 3,948	13,150	-0.08%	2.35%	\$ 3,945	-0.1%
Deer Park	4,925	\$ 1,478	5,100	3.55%	0.91%	\$ 1,530	3.5%
Fairfield	600	\$ 180	600	0.00%	0.11%	\$ 180	0.0%
Latah	185	\$ 56	185	0.00%	0.03%	\$ 56	0.0%
Liberty Lake	13,150	\$ 3,945	13,870	5.48%	2.48%	\$ 4,161	5.5%
Medical Lake	4,915	\$ 1,475	4,835	-1.63%	0.86%	\$ 1,451	-1.6%
Millwood	1,925	\$ 578	1,925	0.00%	0.34%	\$ 578	0.0%
Rockford	570	\$ 171	605	6.14%	0.11%	\$ 182	6.4%
Spangle	280	\$ 84	285	1.79%	0.05%	\$ 86	2.4%
Spokane <sup>1</sup>	232,700	\$ 69,810	233,000	0.13%	41.65%	\$ 69,900	0.1%
Spokane County <sup>1</sup>	163,390	\$ 69,810	164,850	0.89%	29.47%	\$ 69,900	0.1%
Spokane Valley	107,400	\$ 32,220	108,800	1.30%	19.45%	\$ 32,640	1.3%
Waverly	120	\$ 36	125	4.17%	0.02%	\$ 38	5.6%
<b>City and County Subtotal</b>	<b>554,600</b>	<b>\$ 187,175</b>	<b>559,400</b>	<b>0.87%</b>	<b>100%</b>	<b>\$ 188,268</b>	<b>0.6%</b>

Kalispel Tribe of Indians		N/A				1,400	-
Spokane Transit		58,706				58,706	0.0%
Spokane Tribe of Indians		N/A				1,400	-
WSDOT		30,418				30,418	0.0%
<b>Transportation Agency Subtotal</b>		<b>\$ 89,124</b>				<b>\$ 91,924</b>	<b>3.1%</b>

<b>GRAND TOTAL</b>		<b>\$ 276,299</b>				<b>\$ 280,192</b>	<b>1.4%</b>
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<sup>1</sup> The SRTC Board policy is for Spokane County contribution to match the City of Spokane contribution each year.

<sup>2</sup> Based on the State of Washington's Office of Financial Management's April 1, 2023 estimated population figures.

RESOLUTION  
of the BOARD OF DIRECTORS of the  
SPOKANE REGIONAL TRANSPORTATION COUNCIL  
R-24-15

**CY 2025 MEMBER FINANCIAL CONTRIBUTIONS**

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

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

WHEREAS, the Section 7b of the 2021 SRTC Interlocal Agreement specifies “Upon approval of the annual SRTC budget by the Parties, each funding Party shall submit its financial contribution to SRTC on or before January 20 of the new budget year” and on 08/12/2021 the Board approved a member contribution rate of \$0.30 per capita;

NOW, THEREFORE BE IT RESOLVED, that SRTC Board approves the 2025 Member Financial Contribution amounts be utilized for the calendar year 2025 budget.

ADOPTED: July 11, 2024

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

ATTEST

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Angel Jackson, SRTC  
Clerk of the Board



To: SRTC Board of Directors 07/09/2024  
From: Mike Ulrich, Principal Transportation Planner  
TOPIC: **DATA APPLICATIONS FOR TRANSPORTATION ANALYSIS (DATA) PROJECT**

**Requested Action:**

[Approve Resolution R-24-16 acknowledging that the DATA Project has been delivered according to scope and releasing the travel demand model for use by member agencies with the implementation of revisions outlined in Option A](#)

**Key Points:**

- In 2018 the SRTC Board designated \$1M in Surface Transportation Block Grant (STBG) funding to improve the agency's ability to apply data to the long-range planning process.
- Staff convened a project team to develop an RFQ for a project to holistically evaluate SRTC's current tools compared to state of best practice. Resource Systems Group, Inc. was the prime consultant selected and a two-phase project was developed.
- With support from the project team, and informed by a stakeholder engagement process, Phase I concluded with the delivery of a design plan. In March of 2021, the SRTC Board approved that design plan and Phase II began.
- Phase II focused on implementing six tasks: Household Travel Survey, Passive Data Collection, Traffic Count Data Collection, Travel Demand Model Update, Land Use Allocation Tool, and Online Data Hub.
- Those tasks have been completed according to the agreed upon scope and were presented to the Board at the April meeting.
- For the last several months SRTC Staff have been working with model users to provide training, model review, and documentation review, and to address model user feedback.
- The model users have requested revisions to the delivered model. [These are outlined in a proposal titled "Option A" in the included Attachment.](#) Staff ~~is developing~~ developed a budget with the general planning consultant to conduct that work plus additional QA/QC checks.
- At the July Board meeting, staff ~~will present that budget and a proposed path forward and will seek direction~~ [approval from the Board to proceed with a budget not to exceed \\$90,000 for Option A.](#)

**Board/Committee Discussions:**

The Committees and Board have had several presentations on this topic throughout the course of the last several years. At the April Board meeting, staff provided a presentation that recapped the DATA Project, provided an overview of each of the six tasks, and the associated deliverables.

**Public Involvement:**

The funds for this project were included in the 2019-2022 TIP which was adopted 10/11/2018. A public meeting was held on 09/19/2018 to review and discuss the 2019-2022 TIP. A public comment period of thirty days ran from September 1 to September 30. All Committee and Board meetings are open to the public.

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

## OPTION A

### WSDOT

- I-90 2050 build volumes for PM Peak Hour east of Havana in EB direction are problematic, there are over 7,000 vehicles in 3 lanes which grow to over 9,000 vehicles at State Line with only 2 EB freeway lanes. This is not realistic.
- Activate Abbot Rd. at I-90 Garden Springs EB off ramp in the 2050 (from Thorpe to Geiger). This area is expected to be developed and the road may be upgraded to a collector.
- US 195 Cheney Spokane Rd. to Inland Empire Way on-ramp has no volume.
- US 195/Meadowlane intersection needs to be reconfigured to reflect the City of Spokane plans.
- Pines and Trent intersection in 2050 – Confirm with the City of Spokane Valley plans for grade separation and roundabout.
- The NSC ramp terminals at Trent Avenue are coded as uncontrolled and should be roundabouts.
- Several of the I-90 slip-ramps are still open when they should be closed with the 2050 NSC connection to I-90. Coordinate with WSDOT for the final approved layout. This affects the area between Perry and Havana.
- Reconfigure the I-90/Barker interchange. Current configuration is inaccurate.
- I-90/Greenacres interchange should be activated in Base and 2050.
- US 2/Lyons Rd. roundabout south leg should be open.
- Cheney Spokane Rd. to US-195 on ramp should have a ramp meter.
- Spotted Rd. & Airport Dr. will be a grade separated interchange.
- Appleway and Liberty Lake Rd. intersection should be reconfigured to show correct lanes.
- US 2/Campus should be a roundabout and south leg should be open.
- 6th Ave. and 12th Ave. should connect to Sunset Blvd. on East side.
  
- Lanes:
  - I-90 from US-195 to Walnut should be 3 lanes EB & WB.
  - EB I-90 between Hamilton on-ramp and Altamont off-ramp should be 4 lanes.
  - SB NSC merge point with EB I-90 should be 4 lanes.
  - EB I-90 from Custer to Sprague should be 5 lanes.
  - WB I-90 from the Sprague/Fancher on-ramp to Freya/NSC off-ramp should be 5 lanes.
  - EB I-90 from Sprague off-ramp to Broadway off-ramp should be 4 lanes.
  - EB and WB I-90 from Sullivan to Barker should be 3 lanes.
  - Trent and Barker is Roundabout Control.
  
- Links:
  - Link 21585 should be deactivated.
  - Link 21471 should be deactivated.
  - Link 20342 should be deactivated.
  - Link 21459 should be deactivated.
  - Link 21299 should be connected to NSC ramp.
  
- Link 21585 (Altamont EB I-90 on-ramp) needs to be deactivated.
- Configuration of the NSC, Freya, and Custer EB I-90 on-ramps is not correct.
- I-90 EB is four lanes from the NSC SB on-ramp to the Broadway EB off-ramp.
- New I-90 WB off-ramp to 2nd (just west of Thor) is missing. Maybe activating link 21459 (the existing Altamont WB off-ramp) will suffice; if not the WB Altamont off-ramp needs to be deactivated unless it serves as the new ramp.

- NSC connection to WB I-90 is not correct.
- WB I-90 from Sprague/Fancher to Freya/NSC off-ramp should be five lanes.

### **CITY OF SPOKANE**

- The layout of the Meadowlane/US 195 interchange is a little different from the way it's shown. See attached concept.
- Inland Empire Way has a node error that is preventing traffic from going NB. It should be one-way NB from the ramp to Oak Street.

### **CITY OF SPOKANE VALLEY**

Barker/Trent should have the big roundabout for the 2050 model – contact Spokane Valley for layout.

Flora Road south of Sprague east of Sullivan is showing as closed to traffic.

Sprague Avenue from University to Herald will be 3 lanes in 2050.

One segment currently closed is Link 10439; Evergreen south of Trent. This access has been closed by Kaiser and the private railroad crossing is currently fenced, barricaded, and gated. This should not show traffic in 2050.

Zone 3630 – The only capacity for growth in this zone is to the south, where there are over 500 units approved with access to Dishman-Mica and Madison (south leg of Pines). The connectors do not have the ability to distribute this traffic and sends it all to the north.

Zone 3890 – All connectors send trips to the west. There is a development under construction with 226 total units in the southeast area of this TAZ that will likely travel east and more proposed development to the east/north for land whose only access is via Tschirley. Tschirley is currently shown as closed, which is understandable as a local street, but is the only connection point for over 100ac of undeveloped area

### **SPOKANE COUNTY**

All Fairchild Airforce Base Traffic is going to Rambo Road instead of the main signalized entrance on Highway 2. The Rambo entrance is freight only. A connector should also go to Thorpe and Thorpe activated as that gate is now available for base personnel.

6<sup>th</sup> Avenue should be active from Craig to Lawson in Airway Heights. It has no traffic.

21<sup>st</sup> Avenue should be active from the SpoKo Fuel RAB ~~Craig~~ to Russel in 2050.

Market links (5015 > 5927) from Francis (Node 5394) to Lincoln (Node 4412) is coded as 2 lanes each direction, should be 1 lane each direction with a two way left turn lane. Note: county data still shows 2 lanes each direction, working on getting it corrected.

Renshaw from US 2 to Mellon Parkway (access road to north Costco) needs to be activated in Base and 2050.

Link 4188 (Nevada) should be 2 lanes each direction.

Link 35306 (Nevada) should be 2 lanes each direction

Link 35305 (Nevada) should be 2 lanes each direction. County data has link 35306 (Nevada) coded as 4 lanes each direction, working no getting it corrected.

**TTC / MODEL USERS**

- All intersections on minor arterials and up be manually coded to match attribute data provided by member jurisdictions (SRTC to coordinate data acquisition)
- Whitepaper developed to address the following questions:

*To help us understand, we have the following questions about if the control type has a significant impact on node capacity/delay:*

- *Synthetic green times seem to be very similar between control types, so maybe it doesn't have a significant impact?*
  - *If true, why are they so similar? This has been a question we have asked several times but have not received an answer to, other than a citation to the Oregon model RSG developed as their source.*
    - *In some senses, this could be a good thing since this reduces the impacts of incorrect control types.*
    - *But then does this mean the delay functions have little use other than for future refinement?*
  - *If we're not interpreting this correctly and the type can significantly impact node capacity/delay, please clarify, as this is a concern for incorrectly coded nodes.*
- *Are there other factors beyond synthetic green time that can change node capacity/delay based on control type?*
- Model users to review final modelled volumes

**SRTC**

Here are three examples on I-90 in the 2050 E+C model (2050 baseline is very similar) where pm peak hour volumes exceed capacity by a large amount:

Link	FromNode	ToNode	CapPrt	PM Peak HR Vol
20801	15943	15938	5700	7736
17175	12629	12944	3800	6946
14074	10623	7023	3800	8089

Here is one example of a capacity issue off the state system with a very different number for each direction. Martin Luther King Jr. Way at Trent Avenue:

Link	FromNode	ToNode	CapPrt	PM Peak HR Vol
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35986	28601	14797	53	186
35986	14797	28601	1300	280

My question is how was the capacity changed? Was it done manually or is it calculated? The odd capacity number (53?) gives the impression that it is being calculated or was a typo. In the previous 2045 model the MLK Jr. Way capacity at that location is 1000 in each direction.

RESOLUTION  
of the BOARD OF DIRECTORS  
of the  
SPOKANE REGIONAL TRANSPORTATION COUNCIL  
R-24-16

**ACKNOWLEDGING THAT THE DATA APPLICATIONS FOR TRANSPORTATION  
ANALYSIS (DATA) PROJECT HAS BEEN DELIVERED ACCORDING TO SCOPE**

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

WHEREAS, the SRTC Board appropriated \$1M in Surface Transportation Block Grant funding to fund the DATA Project; and

WHEREAS, the scope of the DATA project included evaluating SRTC’s current data application processes, evaluating the state of best practice, and conducting listening sessions to understand member agency need; and

WHEREAS, a design plan was developed based on the above and included the following tasks: Household Travel Survey, Passive Data Collection, Traffic Count Data Collection, Travel Demand Model Update, Land Use Allocation Tool, & Online Data Hub; and

WHEREAS, the Transportation Technical Committee and Transportation Advisory Committee recommended SRTC Board approval of the design plan; and

WHEREAS, the design plan was used to develop the scope for Phase II of the DATA Project; and

WHEREAS, the consultant on the project, Resource System Group, Inc., executed the scope and produced the deliverables according to the specifications enumerated in the scope; and

WHEREAS, upon presenting the deliverables to the Transportation Technical Committee, there were concerns raised about particular model attributes that did not match “on-the-ground” conditions; and

WHEREAS, despite the delivered travel demand model being calibrated and validated to industry accepted standard for use in regional planning applications, SRTC staff has engaged the project’s consultant to address the concerns raised; and

WHEREAS, that list of requested revisions is attached and referred to as “Option A”; and

WHEREAS, SRTC Staff will develop a scope to address Option A and a budget not to exceed \$90,000; and

WHEREAS, the model users group will review the scope to ensure it addresses the revisions requested in Option A;

NOW THEREFORE, BE IT RESOLVED BY THE Board of Directors of the Spokane Regional Transportation Council of Washington that:

1. The SRTC Board acknowledges that the DATA Project has been delivered according to scope and releases the travel demand model for use by member agencies with the implementation of revisions outlined in Option A.

PASSED and APPROVED this 11th day of July 2024 by the SRTC Board of Directors of the Spokane Regional Transportation Council of Washington.

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

ATTEST

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Angel Jackson, Clerk of the Board

To: SRTC Board of Directors  
From: Mike Ulrich, Principal Transportation Planner  
**TOPIC: REGIONAL SAFETY ACTION PLAN (RSAP) DRAFT**

07/04/2024

**Requested Action:**

None. For information and discussion.

**Key Points:**

- SRTC, with support from a consultant team, is developing a Regional Safety Action Plan (RSAP).
- Decision points throughout the development of the plan have been informed by a Steering Committee made up of member agency staff and a TAC member.
- At the February meeting staff provided a presentation on the RSAP with specific attention paid to the data analysis and engagement strategies.
- At subsequent meetings, staff provided a presentation that includes discussion on the high injury network, equity analysis, project identification, and potential strategies and a draft plan for review and comment.
- At the July meeting, staff will provide an update on the ongoing coordination to finalize elements of the plan.
- The Board will be asked to adopt the plan at their September meeting.

**Board/Committee Discussions:**

Both committees received a briefing on the draft RSAP at their 06/26/2024 meeting. The SRTC Board has received three prior briefings this year on the plan's development.

**Public Involvement:**

Public involvement has been guided by the project's public involvement plan. The first phase engagement included in-person events at the STA Plaza and public libraries as well as targeted interviews and an online survey/mapping tool. The second phase of engagement included an in-person event at the Asian Native Hawaiian Pacific Islander Heritage Festival as well as coordination discussions with member agency staff.

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



To: Board of Directors

07/04/2024

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

**TOPIC: DRAFT 2025 UNIFIED LIST OF REGIONAL TRANSPORTATION PRIORITIES**

**Requested Action:**

None. For information and discussion.

**Key Points:**

- The Unified List of Regional Transportation Priorities (Unified List) is a strategic tool used to communicate current regional transportation priorities to state legislators and congressional representatives for potential funding opportunities. SRTC is committed to annually updating the Unified List.
- The document package includes both legislative priority statements and regional project priorities. Staff will present the draft statements for review and comment provided in **Attachment 1**.
- The SRTC Board of Directors approved Resolution R-24-08, establishing the 2025 Unified List development process and project evaluation criteria, at their 04/11/2024 meeting. This was followed by a project submittal period from 04/22/2024 through 05/17/2024. Projects were required to be on an agency's current legislative agenda and consistent with the region's metropolitan transportation plan, Horizon 2045.
- In total, agencies submitted 30 projects to be considered for inclusion in the 2025 Unified List. These projects were self-scored by agencies, using the approved project evaluation criteria. Project submittals were then reviewed for accuracy by SRTC staff. A list summarizing these projects by their scores in each criteria area, along with a map, is provided in **Attachment 2**.

**Board/Committee Discussions:**

Projects submitted for the 2025 Unified List, along with draft list options, were presented to the TTC and TAC at their 06/26/2024 meetings. The SRTC Board of Directors approved Resolution R-24-08, establishing the 2025 Unified List development process and project evaluation criteria, at their 04/11/2024 meeting. The Board had an introductory presentation on Legislative Priority Statements on 06/13/2024.

**Public Involvement:**

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

**Staff Contact:** David Fletcher, SRTC | [dfletcher@src.org](mailto:dfletcher@src.org) | 509.343.6370

# A SAFE TRANSPORTATION SYSTEM

## STATEWIDE POLICY STATEMENT

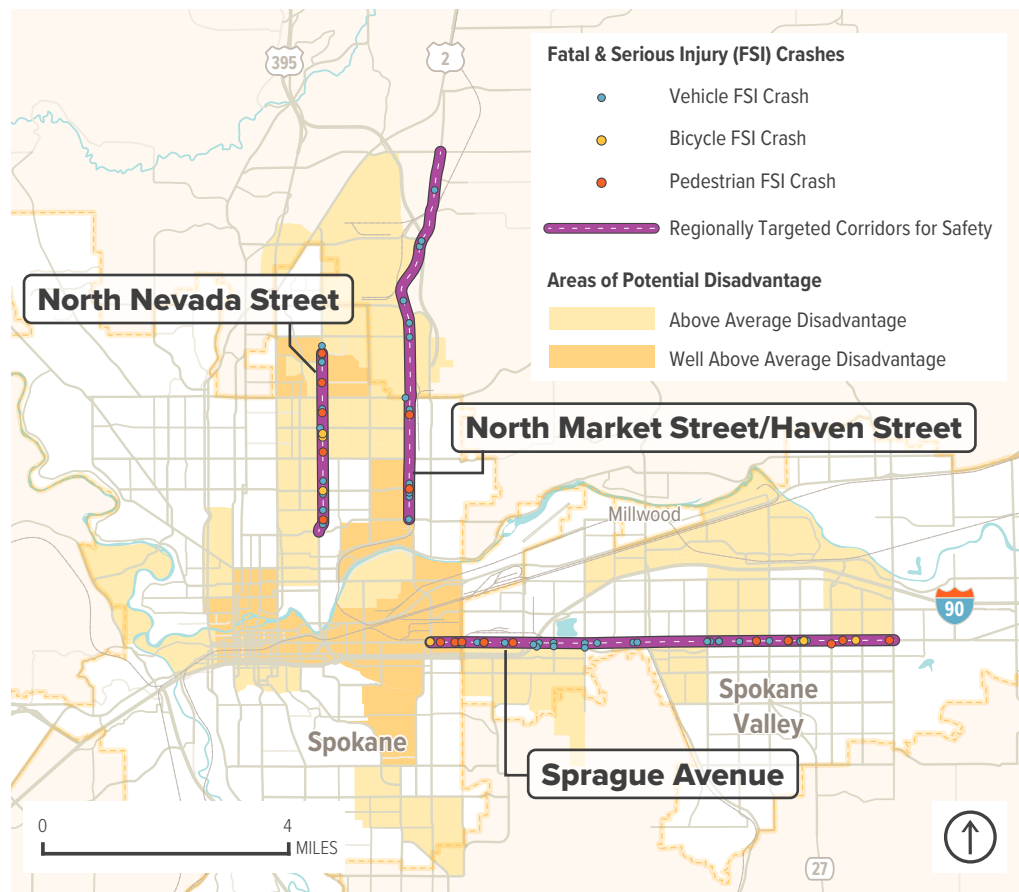
### Expand resources to improve transportation SAFETY in support of TARGET ZERO

- ▶ Direct additional funding to state and local agencies for safety projects that help achieve zero fatal and serious injuries.
- ▶ Promote collaboration between the new WSDOT Roadway Safety Office and MPOs/RTPOs to identify and address regional safety priorities.
- ▶ Enhance the impact of Regional Safety Action Plans (RSAPs) through collaborative efforts with the Washington Traffic Safety Commission, ensuring early integration of regional input in the priority-setting process.

Traffic fatalities and serious injuries in Washington state have reached record highs, increasing 54% and 51% respectively since 2019. This marks the fastest five-year increase in traffic fatalities ever according to the Washington Traffic Safety Commission. In Spokane County fatal and serious injury (FSI) crashes increased by 66% from 2019 to 2022. To address this, SRTC developed a data-driven RSAP aiming for a 50% reduction in FSI crashes by 2030 (pending approval). The RSAP, based on extensive research and stakeholder engagement, identifies critical safety challenges and solutions. It emphasizes resource leveraging, collaboration, and ongoing evaluation to achieve Target Zero. Enhanced proactive collaboration with state partners is crucial for significant impact on this issue.

### Regional Targeted Corridors for Safety

The RSAP conducted a thorough analysis of FSI crashes within the SRTC planning area to establish a High Injury Network (HIN). This network includes corridors and intersections with the highest concentrations of FSI crashes. Additionally, the RSAP targeted three specific corridors where the HIN overlaps with disadvantaged areas and system improvements may have more significant outcomes. Conceptual plans for these corridors were developed to streamline future funding opportunities and offer guidance to local agencies interested in initiating safety strategies.



# LEGISLATIVE PRIORITY STATEMENTS

## Pursue strategies to effectively address maintenance and preservation needs

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

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

## Support increased funding for Regional Transportation Planning Organizations

- ▶ Increase the Regional Transportation Planning Organization (RTPO) program budget by \$6.8 million a biennium to provide a base funding level of \$200,000 per year for each RTPO, to fully achieve the transportation planning outcomes and requirements of RCW 47.80.

An assessment of the required functions of an RTPO was conducted, and a base level of funding necessary to address program shortfalls was identified. RTPOs have an important role in providing transportation planning support in rural and tribal areas across the state. However, funding allocations have not increased over time to keep pace with the rising cost of operations and expanded responsibilities of RTPOs, which now include tracking and monitoring vehicle miles traveled (VMT).

## Revise the tax increment financing (TIF) public financing method

- ▶ Expand the TIF framework to include provisions for allocating a portion of state property and/or sales tax collected within a TIF boundary for state facilities.

TIF is a valuable public financing method to encourage cost-effective development, improve infrastructure, and revitalize areas in need of investments without placing an immediate burden on taxpayers. The method uses future increases in property and sales tax revenues generated within a designated area to fund identified infrastructure and development projects within that area. Greater flexibility in TIF would enable it to be tailored to a community's specific needs, allowing for diverse projects improvements that address local priorities and challenges.



# ADDITIONAL POLICY STATEMENTS

## **Ensure access to transportation in support of affordable housing strategies**

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

## **Fund regionally critical projects on the SRTC Unified List**

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

## **Encourage diversity in the development of clean fuel technologies**

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

## **Address funding gaps that are anticipated due to the loss of gas tax revenue**

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

## **Enhance transportation investments that support Fairchild Air Force Base (FAFB) as the significant military installation in Spokane County**

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

## **Maintain currently committed legislative investments**

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



# 2025 Unified List of Regional Transportation Priorities

## DRAFT LIST OF SUBMITTED PROJECTS

### IMPLEMENTATION PROJECTS

< LIST SORTED BY TOTAL SCORE >

PROJECT TITLE	AGENCY	MAP ID	PROJECT TYPE	DESCRIPTION	TOTAL COST	STATE FUNDING REQUEST	PROJECT EVALUATION CRITERIA							
							TOTAL SCORE	ECONOMIC VITALITY	COOPERATION & LEADERSHIP	STEWARDSHIP	OPERATIONS PRESERVATION MAINTENANCE	SAFETY & SECURITY	QUALITY OF LIFE	EQUITY
<b>From Interstate to Airways: Spotted Rd &amp; Airport Dr Safety &amp; Multimodal Improvements</b>	SIA	IP-1	Safety	Construct a grade-separated interchange at Spotted Rd over Airport Dr and relocating Spotted Rd outside of the Runway Protection Zone for the Airport's primary instrument runway.	\$ 37,217,324	\$ 5,000,000	152	24	28	20	10	30	10	30
<b>STA Fleet Electrification</b>	STA	IP-2	Other Transit	Purchase of battery-electric buses (BEB) and required infrastructure to reach the 40 vehicle capacity at the Boone NW Garage and the required infrastructure.	\$ 35,800,000	\$ 0	137	21	26	30	30	0	20	10
<b>South Barker Road Corridor</b>	Spokane Valley	IP-3	Roadway Capital	Widen & reconstruct Barker Rd to a 5-lane urban arterial (Mission to Appleway), a 3-lane urban arterial (Appleway to city limits) and add roundabouts at Sprague, 4th, and 8th aves.	\$ 40,983,200	\$ 3,000,000	130	22	28	20	20	15	10	15
<b>Fish Lake Trail Connection Phases 1-3</b>	Spokane	IP-4	Bike/Ped	Construct a shared-use path connecting the existing Fish Lake Trail to Centennial Trail.	\$ 19,474,569	\$ 14,598,813	116	9	30	20	10	0	30	17

### DEVELOPMENT PROJECTS (CONTINUED ON NEXT PAGE)

< LIST SORTED BY TOTAL SCORE >

PROJECT TITLE	AGENCY	MAP ID	PROJECT TYPE	DESCRIPTION	TOTAL COST	STATE FUNDING REQUEST	PROJECT EVALUATION CRITERIA							
							TOTAL SCORE	ECONOMIC VITALITY	COOPERATION & LEADERSHIP	STEWARDSHIP	OPERATIONS PRESERVATION MAINTENANCE	SAFETY & SECURITY	QUALITY OF LIFE	EQUITY
<b>Division St Active Transportation Access Improvements</b>	Spokane	DV-1	Bike/Ped	Install parallel and connecting active transportation improvements along the Division Corridor to support safe first/last mile bike/ped connections to BRT stations.	\$ 25,800,000	\$ 25,800,000	178	28	30	20	20	30	20	30
<b>US Hwy 2 Multimodal Improvements Phase I</b>	Airway Heights	DV-2	TSMO	Add pathways and sidewalk, improved pedestrian crossings, traffic calming, transit access, and roundabout traffic control.	\$ 20,063,000	\$ 18,200,000	173	23	30	20	20	30	20	30
<b>US Hwy 2 Multimodal Improvements Phase II</b>	Airway Heights	DV-3	TSMO	Add pathways and sidewalk, improved pedestrian crossings, traffic calming, transit access, and roundabout traffic control.	\$ 26,100,000	\$ 22,230,000	172	22	30	20	20	30	20	30
<b>Argonne Rd Safety Improvements</b>	Spokane County	DV-4	Safety	Reconstruct Argonne Rd/Upriver Dr Intersection, upgrade bike/ped and ADA connections, and add safety improvements at Wellesley Ave intersection.	\$ 28,700,000	\$ 2,000,000	165	22	28	20	30	30	10	25
<b>Division Bus Rapid Transit (BRT)</b>	STA	DV-5	HPT	Enhances transit along corridor w/more frequent service, transit signal priority, all-door boarding, and dedicated business access and transit lanes (BAT) for more than half the corridor.	\$ 202,000,000	\$ 0	163	28	30	30	30	0	25	20

# 2025 Unified List of Regional Transportation Priorities

## **DRAFT** LIST OF SUBMITTED PROJECTS

### DEVELOPMENT PROJECTS *(CONTINUED FROM PREVIOUS PAGE)*

< LIST SORTED BY TOTAL SCORE >

PROJECT TITLE	AGENCY	MAP ID	PROJECT TYPE	DESCRIPTION	TOTAL COST	STATE FUNDING REQUEST	PROJECT EVALUATION CRITERIA							
							TOTAL SCORE	ECONOMIC VITALITY	COOPERATION & LEADERSHIP	STEWARDSHIP	OPERATIONS PRESERVATION MAINTENANCE	SAFETY & SECURITY	QUALITY OF LIFE	EQUITY
Wall St Safety & Capital Improvements	Spokane County	DV-6	Safety	Project includes pavement restoration, stormwater infrastructure, new sewer force main, and pedestrian crossing and intersection improvements at Country Homes Blvd.	\$ 11,000,000	\$ TBD	148	24	24	20	20	30	10	20
West Plains Connection - Spokane Phase	Spokane	DV-7	Roadway Capital	Extend existing roadway as a two-lane boulevard or three-lane urban collector for a total of 3.65 miles, adding bicycle lanes, separated sidewalks, multi-use paths, and transit stops.	\$ 4,877,622	\$ 4,877,622	148	26	30	20	10	15	20	27
I-90/Valley High Performance Transit (HPT)	STA	DV-8	HPT	Revise to a HPT corridor, from West Plains/SIA to Spokane Valley and Liberty Lake. Construct two new park & rides (Appleway Station and Argonne Station) and modify Mirabeau Point Park & Ride.	\$ 39,278,500	\$ 0	146	29	30	20	30	0	20	17
6th/10th/12th Ave Multimodal Improvements Phase III - Garfield Rd & 12th Ave	Airway Heights	DV-9	Roadway Capital	Various multimodal improvements on 6th Ave, from Craig Rd to Russell St.	\$ 4,750,000	\$ 4,275,000	138	16	30	20	10	15	20	27
Argonne Bridge at I-90	Spokane Valley	DV-10	Bridge	Widen or replace existing Argonne Rd bridge over I-90, including the addition of a third travel lane and shared use path.	\$ 28,200,000	\$ 3,000,000	134	29	28	20	20	0	20	17
Sullivan/Trent Interchange	Spokane Valley	DV-11	Rail/Hwy Crossing	Reconstruct Sullivan Rd/SR 290 interchange, including on/off ramps, to restore long-term capacity and satisfy projected traffic growth from 2022 Bigelow Gulch-Forker Road connection.	\$ 46,821,177	\$ 5,000,000	129	27	30	20	30	0	10	12
I-90 TSMO Improvements	WSDOT	DV-12	TSMO	Various TSMO improvements from SR 904 to Idaho state line, such as variable message signs, ramp meters, variable speed limits, queue warning detection, and wrong way detection.	\$ 24,000,000	\$ 2,640,000	128	29	24	10	20	15	10	20
Craig Rd & I-90 Four Lakes Connection	Spokane County	DV-13	Reconstruction	Improve access from I-90 to Craig Rd by modifying existing interchange, to provide northerly access and complete a link to Craig Rd, and reconstructing the corridor.	\$ 66,900,000	\$ 5,000,000	115	22	28	20	20	0	10	15
Craig Rd Complete Streets Project	Airway Heights	DV-14	Roadway Capital	Reconstruct and widen road; adding turn lanes at major intersections, transit improvements, sidewalks (east side of road), and a 10' multi use path (west side of road) buffered by landscaped swales.	\$ 11,210,000	\$ 10,000,000	113	14	17	20	10	15	10	27
Spokane Falls Blvd	Spokane	DV-15	Roadway Capital	Construct full depth roadway, repair sidewalk, lighting, communication conduit and cable, signal and utility updates, and accessible Pedestrian Signals (APS) updates as appropriate.	\$ 8,149,426	\$ 7,397,546	113	28	28	10	10	0	20	17
Elk Chattaroy Rd - US 2 to Tallman Rd	Spokane County	DV-16	Reconstruction	Reconstruct road to two 12' travel lanes with 5' paved shoulders on both sides and additional 1' gravel shoulder and guardrails where appropriate.	\$ 24,000,000	\$ TBD	86	7	24	10	10	15	0	20

# 2025 Unified List of Regional Transportation Priorities

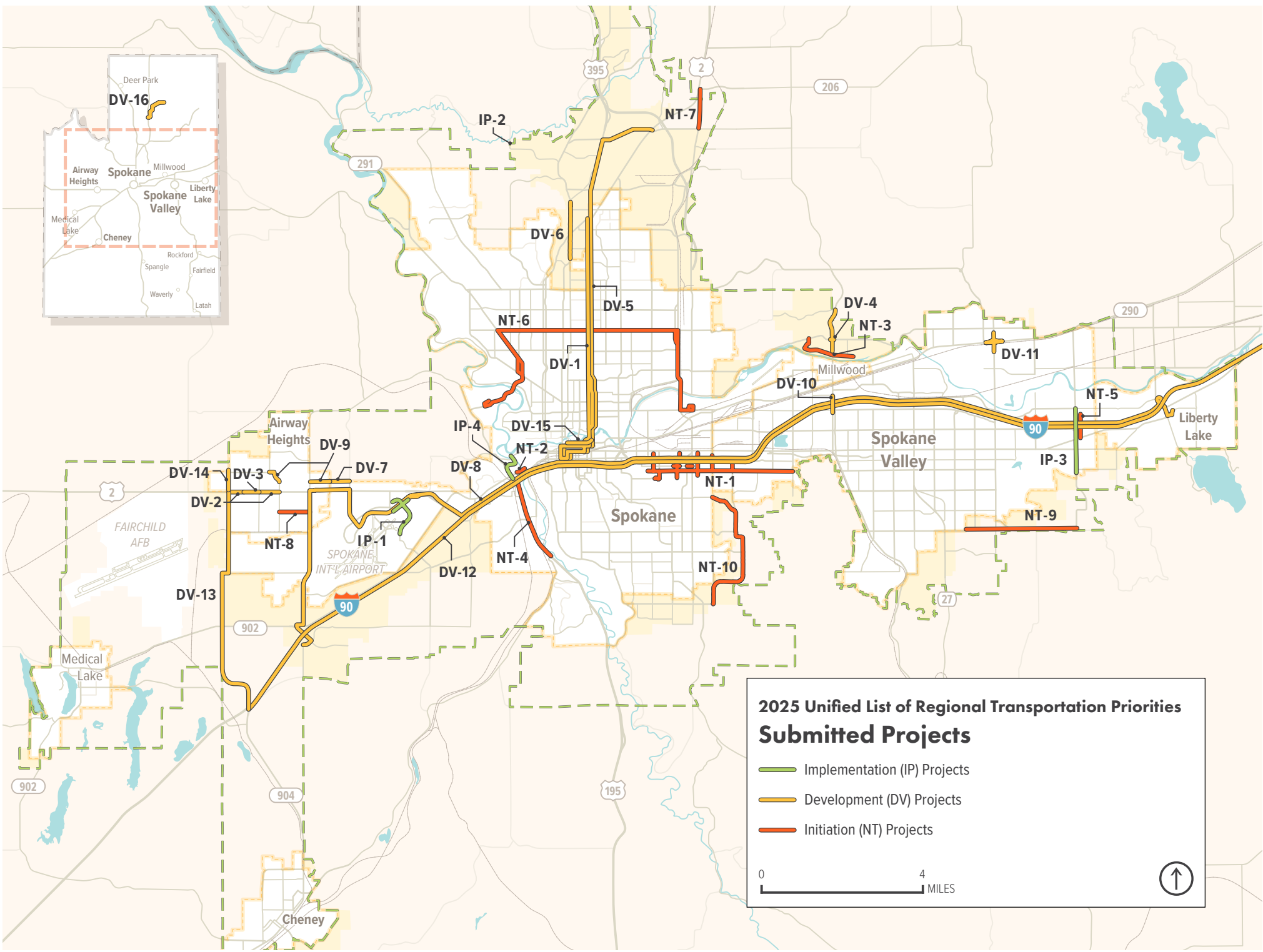
## DRAFT LIST OF SUBMITTED PROJECTS

### INITIATION PROJECTS

< LIST SORTED BY TOTAL SCORE >

PROJECT EVALUATION CRITERIA

PROJECT TITLE	AGENCY	MAP ID	PROJECT TYPE	DESCRIPTION	TOTAL COST	STATE FUNDING REQUEST	TOTAL SCORE	ECONOMIC VITALITY	COOPERATION & LEADERSHIP	STEWARDSHIP	OPERATIONS PRESERVATION MAINTENANCE	SAFETY & SECURITY	QUALITY OF LIFE	EQUITY
<b>LEIA - Liberty to Edgecliff Improvements for Accessibility</b> <i>New submittal in 2025</i>	STA	NT-1	Other Transit	Focused construction of sidewalks, bike facilities, crosswalks, lighting, traffic signals, and transit stops in the East Central community to offset myriad negative impacts created by the 1950s construction of I-90.	\$ 26,463,000	\$ 0	173	25	28	20	30	15	25	30
<b>Latah Bridge Rehabilitation</b>	Spokane	NT-2	Bridge	Replace and widen bridge deck, railing, sidewalks, and rehabilitate structural elements. Project improves pedestrian and transit facilities (shared-use path, bike lanes, space for future light rail transit line).	\$ 65,121,049	\$ 65,121,049	160	25	28	20	20	15	25	27
<b>Centennial Trail / Argonne Gap Project</b>	Spokane County	NT-3	Bike/Ped	Improve connectivity at the Argonne Rd crossing adjacent to Centennial Trail, including improved crossings to reduce bike/ped vs vehicular incidents and reduce stress at Argonne Rd/Upriver Dr intersection.	\$ 8,470,000	\$ TBD	152	12	30	20	10	30	20	30
<b>US 195 Corridor Projects</b>	Spokane	NT-4	Roadway Capital	Connect Lindeke St to Thorpe Rd and create a two-way Inland Empire Way and Cheney-Spokane Rd connection. Streetscape improvements include sidewalks, lighting, landscape buffers, and bike lanes.	\$ 18,394,333	\$ 18,394,333	151	21	30	20	10	30	10	30
<b>Barker Rd &amp; I-90 Interchange</b>	Spokane Valley	NT-5	Reconstruction	Replace single-lane roundabout and 2-lane bridge with new 2-lane roundabout and 4-lane bridge to accommodate existing traffic and growth.	\$ 40,000,000	\$ 4,000,000	144	26	26	20	20	15	10	27
<b>Wellesley High Performance Transit (HPT)</b> <i>New submittal in 2025</i>	STA	NT-6	HPT	Revise Route 33 Wellesley to HPT Route 3. The project includes passenger and operational enhancements, along with improved connectivity and accessibility to facilitate ease of transfer to other routes.	\$ 9,325,000	\$ 7,460,000	140	28	22	20	30	0	20	20
<b>Market St Reconstruction</b> <i>New submittal in 2025</i>	Spokane County	NT-7	Reconstruction	Reconstruct roadway, adding a 10' shared use path and incorporating missing stormwater infrastructure.	\$ 10,858,000	\$ 10,858,000	137	23	24	20	20	15	15	20
<b>Hayford/US 2 Congestion &amp; Safety Project - 21st Ave Improvements Phase I</b>	Airway Heights	NT-8	Roadway Capital	Upgrade roadway to a 3-lane minor arterial, from Garfield Rd to Hayford Rd, including bike lanes, landscaped swales, sidewalks, and a roundabout at the Hayford Rd intersection.	\$ 9,357,873	\$ 9,357,873	125	25	30	20	10	15	10	15
<b>32nd Ave Corridor Project</b>	Spokane County	NT-9	Reconstruction	Reconstruct and realign roadway, including adding sidewalks and bike lanes in urban areas, shoulders in rural areas, and a roundabout at Sullivan Rd	\$ 23,500,000	\$ TBD	104	7	17	20	10	15	10	25
<b>Glenrose Road Reconstruction</b>	Spokane County	NT-10	Reconstruction	Road reconstruction, realignment, and addition of sidewalks where feasible on Glenrose Rd from 57th Ave and up Carnahan Rd to the City of Spokane Valley limits.	\$ 33,400,000	\$ TBD	104	17	22	20	20	15	10	0





To: SRTC Board of Directors 07/04/2024  
From: Savannah Hayward, Communications and Public Relations Coordinator  
Topic: **SRTC Website Project Update**

**Requested Action:**

None. For information only.

**Key Points:**

- SRTC has contracted with The Woodshop to undertake the SRTC Website Redesign and Update project. This project is identified in the 2024-2025 Unified Planning Work Program under tasks 2 and 4.1. The term of the contract agreement commenced on June 17, 2024 and concludes on February 28, 2025.
- The project will take place in four phases:
  - Phase 1: Intake, Discovery and Site Analysis – This phase will help the consultant understand who SRTC is, where the current brand and website are at and discover the aspirations of these products for future development.
  - Phase 2: Brand Update – The Woodshop will develop a new SRTC logo and brand.
  - Phase 3: Website Design and Build – The Woodshop will develop and update a new SRTC website.
  - Phase 4: Collateral Update – Budget dependent, the consultant and SRTC will decide on collateral materials to update so we can effectively display the new SRTC brand and logo. Some options for this update include informational packets, event outreach booth designs, social media templates and letterhead for press releases.
- For the full scope of the project, see the following attachment.
- SRTC and The Woodshop will present the proposed new logo(s) for action at the August Committee meetings and September Board of Directors meeting.

**Board/Committee Discussions:**

Resolution 24-11 authorizing the SRTC Executive Director to execute the SRTC Website Redesign and Update Project Contract with The Woodshop was approved at the SRTC Board meeting on 06/13/2024. The SRTC Website Redesign and Update RFQ was approved for release at the SRTC Board meeting on 03/14/2024.

**Public Involvement:**

All TTC and TAC meetings are open to the public. The SRTC Website Redesign and Update RFQ was posted on the SRTC website, social media and advertised in the Spokesman Review and Spokane Journal of Business.

**Staff Contact:** Savannah Hayward, SRTC | [shayward@srtc.org](mailto:shayward@srtc.org) | 509.343.6370

# The Woodshop

## Summary of Scope

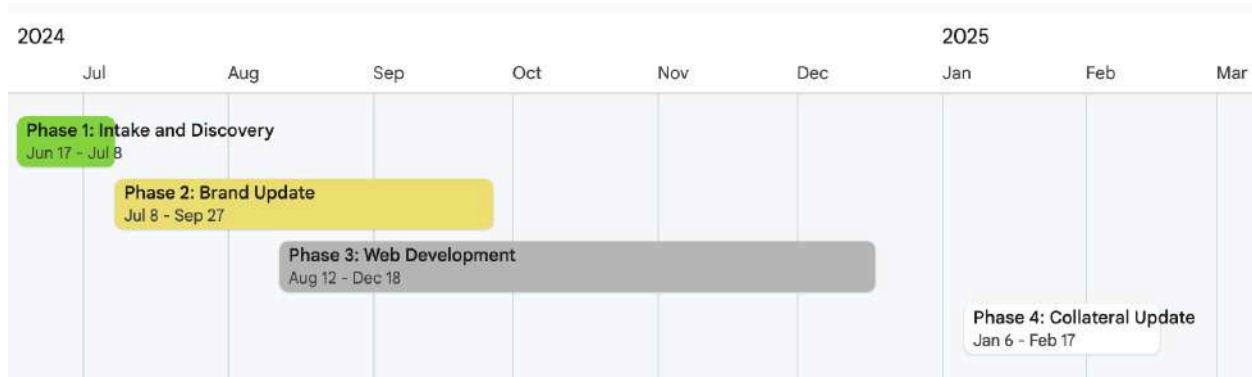
The Spokane Regional Transportation Council (SRTC) serves a wide audience, from elected officials and area representatives to civilians. Due to the wide knowledge and understanding gaps of these audiences, SRTC needs a brand and website that can easily guide each unique user to the information they are looking for.

The Woodshop (TWS) brings a unique perspective of combining graphic design, user experience, website development, and brand development. SRTC can expect a process where each phase builds upon the previous ones to ensure you have a cohesive marketing message.

Below you will find detailed descriptions, timelines, and deliverables for all four phases of work to fulfill the scope of services as outlined by SRTC.

## Timeline Summary

Timelines are dependent on client responsiveness, number of edits, and approvals. A detailed timeline can be found [here](#).



# The Woodshop

## Phase 1: Intake, Discovery and Site Analysis

Estimated time to complete: 1 - 3 weeks

In the initial phase, TWS will meet with SRTC staff, as well as meeting up to 3 chosen stakeholders (to be picked by SRTC). During these meetings, TWS will work to uncover the needs of the brand and website, as well as the aspirational or future goals of the brand and website.

Potential meeting questions include:

- Describe your organization. Who are you as a business? What do you do?
- What are your 1, 3, and 5-year goals?
- Tell us about your audiences. Who is interacting with your brand/website?
- What feelings do you want your brand to evoke?

Concurrently, the TWS Web Team will perform an initial website analysis. The website analysis will consist of a review of current plugins, organization, and analytics review (as available).

Tasks:

- Intake and Discovery Meeting with SRTC Staff
- 3 Stakeholder meetings
- Website Analysis
- TWS internal: Debrief and analysis of meetings

Deliverables:

- Documentation of Website Analysis:
  - Issues that need addressing, severity
  - SEO Analysis
  - Analytics data (as available)
  - 2-3 recommendations (organization, plugins, and software) will be provided, decisions will be made and discussed at the beginning of Phase 3

# The Woodshop

## **Phase 2: Brand Update**

Estimated Time to Complete: 8 - 10 Weeks

Phase 2 will be guided by the findings of Phase 1. Phase 2 focuses on building the ideal brand for SRTC. We start by creating a moodboard of colors, fonts, and textures of how we envision the updated brand. The moodboard allows SRTC to provide feedback on the early stages of conception, confirming (or denying) that TWS is moving in the right direction. TWS will present the moodboard to the core committee and then concept three logos. These logos will also be presented to the core committee where we will discuss likes, dislikes, and edits, as needed. As logos near completion, TWS will present 3 logo concepts to SRTC's committees and boards.

As an organization that embodies inclusiveness, ADA compliance will begin at the brand level. TWS will ensure that only easy to read and contrasting colors are presented.

Any more than three rounds of edits to the logo concepts will be determined out of scope and will require a discussion on revisiting the moodboard and will be billed at an hourly rate of \$120.

### Tasks:

- Moodboard conception
- Moodboard presentation to core committee members
- Logo conception and design
- Logo presentation to core committee members
- Logo presentation to committees and board

### Deliverables:

- Moodboard
- 3 logo concepts for review
- Presentation for core committee members
- Presentation of logo concepts to committees and board
- PDF Style Guide that will include:
  - shared asset files
  - various versions of the mark,
  - font files,
  - colors,
  - texture files
  - Do's and Don'ts of logo usage
- Business card design, Letterhead design

# The Woodshop

## **Phase 3: Website Design and Build**

**Estimated Time to Complete: 10 - 12 Weeks**

Phase 3 will begin with a collective review of the website analysis and recommendations found in Phase 1. The analysis and recommendations will be used as a guide in organizing the website in a user-friendly manner laid out in a navigation map. A navigation map is a high-level view of how the website will be organized for the end user. With the navigation map, TWS will present what plugins will be needed or recommended. If possible, TWS will source two plugins per recommendation. The full scope of the build will be based on the review and recommendations from Phase 1.

Utilizing the new branding determined by Phase 2, TWS will create a mockup of two web pages to present to SRTC. The mockup visually brings together the approved navigation map and the updated branding, giving insight into what the website will look like when completed. ADA Compliance and 508 Guidelines will be at the forefront of the mockup design (and during the website build). TWS will consult ADA.gov and the 508 Guidelines to ensure the mockup is compliant (TWS may also recommend adding an accessibility plugin on the website for further equality.) SRTC will provide feedback on the layout and any design element of the mockup. Mockup must be approved before sending it to a developer for building.

After the navigation map is approved and while working through the mockup, TWS and SRTC will work closely together to begin content creation. Content creation includes all copy on the website and the organization of any files that need to be housed on the updated website. TWS will create a first draft of the content for the website to be shared with SRTC for fact checking and editing. This content document will be a collaborative document that can be edited by both TWS and SRTC.

With approval of the content and mockup, TWS will begin building the website. The site will be built on a staging link that is not publicly accessible. Before sharing the staging link with SRTC, TWS will do a first round of edits and quality checks. The staging site will then be presented to the SRTC team, in which they will have time to review and provide feedback.

Before launching the approved website, TWS will proof the site and run multiple quality checks. TWS recommends launching websites on Mondays, Tuesdays, or Wednesdays to ensure someone is available for any potential problems during launch.

Post launch TWS is committed to 3 months of website maintenance. This includes:

- Check Responsiveness Widescreen
- Check Responsiveness Desktop
- Check Responsiveness Laptop
- Check Responsiveness Tablet

# The Woodshop

- Check Responsiveness Mobile
- Check Links
- Check Forms
- Check Permalinks

As training will be necessary for the staff of SRTC, TWS will provide a “Website 101” document that will guide the staff through creating new pages, making edits to the website, and website guidelines to ensure the new site stays organized and clean.

## Tasks:

- Review web analysis findings and recommendations from Phase 1
- Navigation map creation and presentation
- Mockup creation and presentation
- Content creation in collaboration with SRTC
- TWS to download and organize files from the current website
  - This is dependent on findings from Phase 1, we won’t know if this is possible until we have reviewed the backend of the current site.
- TWS internal website development
- Meeting with SRTC to share staging site
- TWS will collect feedback from SRTC and edit the site
- Before launching, TWS will proof the website and run it through multiple quality checks

## Deliverables:

- Redesign/Rebuilt WordPress Website
- Plugin, Analytic, and other third-party connections as needed
- 3 Months of Maintenance, debugging
  - (20 total hours included after launch)\*\*
- Website 101 Documentation (PDF) + Training

# The Woodshop

## **Phase 4: Collateral Update**

Estimated Time to Complete: 4-6 Weeks

To ensure consistency across the updated brand and new website, TWS would like to further partner with SRTC and assist in designing various SRTC collateral pieces, bringing them in alignment with the rest of the updated brand. The collateral items to be updated are to be determined by SRTC and TWS. Items will need to fall within the remaining budget and are not to exceed \$30,000.

### **Potential Collateral Updates**

- Informational Packets
- Fliers
- Rack Cards
- Slide Deck Templates
- Social Media Template
- Vehicle Wraps
- Trade Show Booth Design
- Letterhead for Press Releases

To: Board of Directors

07/04/2024

From: Jason Lien, Principal Transportation Planner

**TOPIC: SMART MOBILITY AND RESILIENCY – GOALS & OBJECTIVES**

**Requested Action:**

None. For information only.

**Key Points:**

- SRTC is undertaking projects in its work plan to complete a Smart Mobility Plan and a System Resiliency Assessment. These projects will serve to identify potential needs in the regional transportation system and be used to inform the Metropolitan Transportation Plan update. The work is being conducted with consultant assistance.
- *Smart mobility* refers to the use of technology and data to improve the efficiency, safety, accessibility, and sustainability of the transportation system. The stated project goal is: Integrate technology into the multi-modal transportation network for more safe, efficient, resilient, and equitable movement of people and goods. A key project objective is to advance regional goals by anticipating, learning from, adapting to, and utilizing new developments in technology.
- *Resiliency* is generally defined as the ability of the transportation system to recover and regain functionality after a major disruption or disaster. The stated goal of the System Resiliency Assessment is: Continually improve the ability to anticipate, prepare for, adapt to, withstand, and recover from disruptions and changing conditions.
- Recommendations that stem from the Smart Mobility and Resiliency analyses may indicate needs for infrastructure investments, possible scenarios to prepare for, and technologies to adopt or keep an eye on. The project will focus on solutions that support regional transportation goals.

**Board/Committee Discussions:**

Staff presented an initial discussion on this work program at the December 2023 committee meetings and at the January 2024 Board meeting. It was again presented at the May and June committee meetings and the June Board meeting.

**Public Involvement:**

All TTC and TAC meetings are open to the public. A Stakeholder Advisory Group has been established to receive feedback on project milestones.

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



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

07/04/2024

**Requested Action:**

None. For information only.

**Key Points:**

**Ongoing/Upcoming Events & Activities**

- SRTC hosted a booth at Felts Field Neighbors Day (6/1/24), an STA Open House (6/10/24), at the Juneteenth Celebration (6/15/24), at the Summer Parkways event, and at the Liberty Lake Farmers Market (6/22/24).
- SRTC also presented and supported a meeting of the WA State Transportation Commission (WSTC) in Cheney (6/26/24). All regional presentations for this meeting can be found at [Washington State Transportation Commission - TVW](#)
- SRTC staff supported ribbon cutting events for the opening of the Post Street Bridge and the Children of the Sun Trail.
- Stop by and see SRTC at the Unity in the Community Event on August 17<sup>th</sup>.

**Transportation Funding – Awards & Opportunities**

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

Program	NOFO Close Date	Available Funding	Agency
Advanced Digital Construction Management Systems	July 30, 2024	\$17 million	FHWA
Railway-Highway Crossings (Section 130) Program	July 31, 2024	\$20 million	WSDOT
Large Bridge Investment Program (for FY 2025)	August 1, 2024	\$9.6 billion	FHWA
Charging & Fueling Infrastructure Program	August 28, 2024	\$1.3 billion	FHWA
Safe Streets and Roads for All (SS4A) Planning & Demonstration	August 29, 2024	\$261 million	USDOT

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

## **ACTION ITEMS**

### **Consent Agenda**

The consent agenda, containing the June TAC meeting minutes and TIP amendment, was approved unanimously.

### **Regional Safety Action Plan**

The RSAP was approved and passed unanimously without any additional comments.

### **DATA Project Deliverables**

Option A of the DATA project was approved as presented and passed unanimously without any additional comment.

## **INFORMATION & DISCUSSION ITEMS**

### **Transportation Priorities: Spokane International Airport**

Spokane International Airport staff presented an overview of the updates to the airport, project timelines and it's impact on the surrounding area of Airway Heights.

### **Smart Mobility & Resiliency Project**

Mr. Lien previewed the Smart Mobility Plan and Resiliency assessment, including the steps to be completed by year end.

### **2025 Unified List Of Regional Transportation Priorities: Draft**

Mr. Fletcher explained the steps for finishing a list of 30 projects, and shared how projects were scored and which ones might be included on the updated list

### **SRTC Website Project Update**

Ms. Hayward explained each phase of the project and highlighted timeline of completion.

**ACTION ITEMS**

**Consent Agenda**

The consent agenda, containing June’s TTC meeting minutes and TIP amendment, was approved unanimously.

**Regional Safety Action Plan**

Recommendation to defer the approval until the revisions to Appendix G are completed.

**DATA Project Deliverables**

Recommendation to defer approval until the items addressed in option A are completed.

**INFORMATION & DISCUSSION ITEMS**

**Transportation Priorities: Spokane International Airport**

Spokane International Airport staff presented an overview of the updates to the airport, project timelines and it’s impact on the surrounding area of Airway Heights.

**Smart Mobility & Resiliency Project**

Mr. Lien previewed the Smart Mobility Plan and Resiliency assessment, including the steps to be completed by year end.

**2025 Unified List Of Regional Transportation Priorities: Draft**

Mr. Fletcher explained the steps for finishing a list of 30 projects, and shared how projects were scored and which ones might be included on the updated list

**SRTC Website Project Update**

Ms. Hayward explained each phase of the project and highlighted timeline of completion.



PRTPO Members

June 28, 2024

Clallam County

Jefferson County

Kitsap County

Mason County

Bainbridge Island

Bremerton

Forks

Port Angeles

Port Orchard

Port Townsend

Poulsbo

Sequim

Shelton

Clallam Transit

Jefferson Transit

Kitsap Transit

Mason Transit

Port of Allyn

Port of Bremerton

Port of Port Angeles

Port of Shelton

WSDOT Olympic Region

Jamestown S’Klallam Tribe

Lower Elwha Klallam Tribe

Makah Nation

Skokomish Tribe

Squaxin Island Tribe

[www.PRTPO.org](http://www.PRTPO.org)

Dear RTPO Chair,

I am writing to you on behalf of the Peninsula Regional Transportation Planning Organization (PRTPO), as our Executive Board Chair. PRTPO’s Executive Board is reaching out to the boards of every RTPO in Washington State regarding the inadequate level of funding appropriated by the legislature for regional transportation planning work described in RCW 47.80 and embedded in the Growth Management Act.

Specifically, I am writing to ask for your board’s concurrence on the proposed funding request:

***Increase Washington’s base RTPO funding program by \$6.8 million, bringing the RTPO funding program total to \$11.7 million in the SFY 2026-2027 biennium and thereafter, adjusted periodically for inflation. If successful, this request will result in a minimum of \$400,000 per biennium per RTPO, with some RTPOs receiving much more. This is the minimum needed to ensure that all 17 regions in the state can afford the basic forum for regional transportation coordination, cooperation, and collaboration that RTPOs are meant to provide, in compliance with the statutory requirements currently in RCW 47.80.***

Before we begin educating our legislators on this matter, we need to be sure PRTPO’s Executive Board is on the same page as other RTPO policymakers so that we are speaking with a unified voice to our state lawmakers.

Second, I invite your members to join with PRTPO policymakers in building legislative support for a long-overdue programmatic increase. RTPOs are a creature of the Legislature, not WSDOT. Legislators established and fund RTPOs and are legally ex officio members of each of our boards. They know their regions. That is why we believe it is important to work directly with legislators to educate them on the funding need and ask for their support.

To accomplish these goals, we will need to use our roles as elected officials from local communities, since we have relationships with our legislators that planning staff don’t have. I welcome the chance to communicate with you further about this. You’ll find my contact information at the end of this letter.

What follows is a summary of the funding situation facing all RTPOs, regardless of size or geography, and the PRTPO Executive Board’s proposed “funding ask” developed collaboratively among all of our staff. It concludes with my specific ask of you and your Board.

The RTPO Funding Situation

To ensure on-going cooperation between local jurisdictions and WSDOT, the 1990 Legislature “declare[d] it to be in the state’s interest to establish a coordinated planning program for regional transportation systems and facilities throughout the state,” and authorized the creation and funding of RTPOs as a part of Growth Management Act enabling legislation. Since then, each of our RTPOs has become the recognized forum for regional collaboration and cooperation envisioned in RCW 47.80.

The Legislature appropriates funding to WSDOT to distribute to RTPOs for regional planning purposes it establishes in state law. In the 1991-93 biennium the Legislature appropriated \$3.4 million to fund 15 RTPOs; thirty years later an allocation of \$4.9 million supports 17 RTPOs. Funding has not kept up with inflation (*\$3.4M in May 1991 has the same buying power as \$7.8M today*), it has not kept up with growing responsibilities, and it has not accounted for the increase in the number of RTPOs.

The PRTPO Executive Board determined that regional transportation program funding is inadequate for RTPOs to participate with local and state partners as envisioned by the legislature and erodes the capacity for interagency coordination and collaboration. This at a time, perhaps, when our regions need it the most with growing understanding by state lawmakers of the important role of transportation in economic development, public health and safety, community resilience, and a healthy environment.

Our Executive Board understands RTPO staff across the state have been collaborating on this funding matter for a year. It is time for RTPO policymakers to do the same if this situation is to be rectified. The PRTPO Executive Board has committed to pursuing an increase in overall RTPO program funding. This is our understanding of the funding ask developed by staff that we want to confirm with you.

The RTPO Funding Ask

**Increase the RTPO funding program by \$6.8 million** to be distributed evenly among the 17 RTPOs to provide each RTPO with \$400,000 per biennium, enough to support an FTE’s worth of work including fixed overhead expenses. This will result in **a total on-going RTPO budget of \$11.7 million per biennium, adjusted periodically for inflation.**

Additionally, though separate from the funding increase, a successful outcome will trigger an update to the formulaic distribution of the existing RTPO funding. **The formula used to distribute the existing \$4.9 million will be adjusted to account for the additional responsibilities of large or complex regions.** RTPO staff, in coordination with WSDOT, will negotiate that adjustment once an increase in budget is approved. **Combined with the requested increase, this will ensure that every RTPO receives a minimum of \$400,000 per biennium for core activities, with some RTPOs receiving much more.**

Statewide, staff concur that core RTPO responsibilities currently in statute require a minimum of one full-time equivalent (FTE) level of effort to adequately accomplish activities, plus fixed overhead expenses associated with each RTPO. That means every RTPO should receive base funding of at least \$400,000 per biennium to fund its work program activities, while some will receive significantly more.

RTPO staff believe that many of the intractable issues that have dogged the distribution formula over the last decade will be easier to resolve once every RTPO is assured of a more reasonable base level of funding. Adjustments to the funding formula are implicit in our understanding but they are not part of the specific legislative funding ask.

The PRTPO Query of Your Board

The PRTPO Executive Board is confident in the staff collaboration and coordination that resulted in this proposed funding ask, but we need to know where the other RTPO boards stand on this matter. It is not sufficient for staff to identify a need for more funding. The actual RTPO governing boards must recognize an issue and importantly, agree as to the funding request that we collectively make to our state legislature.

I would very much like to hear from you as to where your board stands on these questions:

- Is there any disagreement that statewide RTPO base funding is inadequate for the work described in RCW 47.80 and should be increased?

- Is there any disagreement that statewide RTPO program funding should be increased by \$6.8 million per biennium and distributed to provide \$400,000 per biennium to each RTPO, sufficient to fund an FTE's worth of work?
- Is there any disagreement that formulaic adjustments to the \$4.9 million currently supporting RTPOs can be adjusted once an adequate base funding level is established, to account for the additional responsibilities of large or otherwise complex regions? Such adjustments would be developed in collaboration between the RTPOs and WSDOT; formula adjustments would not be addressed specifically in this legislative funding request.
- Finally, is one or more of your Board members interested in connecting with other policymakers for a strategic discussion about approach, messaging, and other opportunities to sustainably fund our regional transportation planning organizations?

Please get in touch with me at your earliest convenience to let me know where your RTPO board is on these questions, and I will relay this back to my board. You can reach me by cell phone at (360) 406-4321. Alternatively, you can email me though I request you include our PRTPO Coordinator as well:

Lindsey Schromen-Wawrin      [lswawrin@cityofpa.us](mailto:lswawrin@cityofpa.us) Thera  
 Black                                      [TheraB@PeninsulaRTPO.org](mailto:TheraB@PeninsulaRTPO.org)

The state budget process is getting underway; it is important for us to make this funding ask as soon as possible. Together we can make a compelling case for increased legislative support for the important work each of our RTPOs does for our respective regions. Thank you in advance for your prompt response.

Respectfully,



Lindsey Schromen-Wawrin  
 Peninsula Regional Transportation Planning Organization Chair  
 Port Angeles City Councilmember  
 Clallam Transit Boardmember