

Time    Item #

2:30    1    Call to Order / Record of Attendance

**FOR REVIEW AND DISCUSSION**

2:33    2    **ACTIVITIES UPDATE**

- a) SRTC staff will provide an update on annual audit activities.
- b) Staff will review a potential budget amendment for IT work including back-end structural changes and security improvements to the Cloud file network.

2:40    3    **PROCUREMENT MANUAL UPDATE**

2

- a) SRTC staff will provide an overview of the general changes proposed for updating of the Procurement Manual.
- b) Staff will also present the potential policy level changes (see attachment) and seek direction from Administrative Committee members.

3:00    4    **EXECUTIVE DIRECTOR PERFORMANCE EVALUATION**

3

- a) Committee members will review the Calendar Year (CY) 2024 Work Plan and the proposed CY 2025 Work Plan.
- b) An update of the SRTC Unified Planning Work Program (UPWP) Deliverables as well as salary comparisons will be presented at the committee meeting.

3:20    5    **MEMBER COMMENTS**

3:25    6    **ADJOURNMENT**

To: 2024 Administrative Committee 9/30/2024  
 From: Lois Bollenback, Executive Director and Greg Griffin, Administrative Services Manager  
 TOPIC: **SRTC Procurement Manual update**

**Requested Action:**

Information and discussion of suggested updates to the SRTC Procurement Manual, linked [here](#).

**Key Points:**

- A variety of overall changes are being introduced including:
  - Addition of a General Introduction and Table of Contents;
  - Addition of legal references including the SRTC Interlocal Agreement and funding agreement with WSDOT as well as various federal procurement directives;
  - Changes to formatting and presentation of content to ensure greater clarity.
- SRTC staff will present and seek direction on the following policy considerations:
  - **Section 4 – General Provisions** (approval thresholds)
    - Section **4.4** - Increase the authority of the Executive Director to initiate procurements outlined in the approved budget and/or UPWP from \$25,000 to maximum of \$100,000.
    - Section **4.10** - Adjust the threshold requirements for small purchases as follows:

Section	Current Amount	Proposed Amount	General Requirements
4.10.1	\$750 or less	\$2,000 or less	Reasonable research for price & quality
4.10.2	\$751 to \$5,000	\$2,001 to \$5,000	Solicit 3 verbal or written quotes/price sheets
4.10.3	\$5,001 to \$25,000	\$5,001 to \$50,000	Solicit 3 written quotes
4.10.4	New section	\$50,001 and above	Utilize RFP/RFQ/IFB process

- Consider having a Board Member on the selection committee for contracts in excess of \$500,000.
- **Section 7 - Protest Procedures** – Review and discuss sections 7.2 – Time of Filing, 7.5 – Stay of Procurement, and 7.9- - Protests to Federal Agencies to ensure adequate notification of SRTC Board and involvement of legal counsel.
- **Section 8.2 – Contract Claims or Controversies** – Review and discuss the initiation of “alternative dispute resolution procedures.”
- **Section 9- Suspension and Debarment** – Review procedures to ensure adequate notification of the Board and involvement of legal counsel.

**Board/Committee Discussions:**

Updating the SRTC Procurement Manual was discussed at the 7/11/24 Administrative Committee meeting.

**Public Involvement:**

None to date.

**Staff Contact:**

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## Year 3 Work Plan

January 1, 2024 – December 31, 2024

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

Year-3 Goals & Activities		
State & Regional Leadership	Organizational Focus	Program Development
<p>In 2024, I'll shift my focus to state and national issues as SRTC staff develops and takes the lead on sustaining local relationships. I'll continue to monitor and guide staff and encourage engagement beyond traditional planning activities.</p>	<p>Last year I implemented activities to improve productivity &amp; functioning of SRTC (improving communication ensuring prof. development oppty's, reviewing work processes &amp; org. structure). In 2024, I will continue improving processes &amp; updating SRTC guiding documents, focusing on the public engagement program</p>	<p>The work of SRTC supports a thriving community by delivering needed transportation planning activities and project/agency support. In the near-term, these activities are identified in the 2-year work program (UPWP).</p>
<p>Continue to monitor stakeholder outreach assigned to staff &amp; focus my efforts on:</p> <ul style="list-style-type: none"> <li>• Statewide org's (AWC, WSAC, JTC, WSTC, MPO/RTPO's etc.)</li> <li>• Congressional Rep's &amp; staff</li> <li>• State Legislators &amp; key staff (transpo committee,</li> <li>• Key WSDOT Leadership</li> <li>• Key Community Leaders (Tribal Govt., Business Leaders, Chambers, etc.)</li> <li>• Join Rotary Club / Other TBD</li> <li>• MPO Board Leadership</li> <li>• Serve on U-District Development Authority Board</li> </ul> <p>Serve as WSDOT/MPO/RTPO Coordinating Committee Chair</p> <p>Promote Unified List as regional priorities for transportation</p> <p>Participate in Regional/National plng &amp; coord. activity (InterMtn West, AMPO, NARC, APTA, other)</p> <p>Attend various commission mtgs</p> <p>Ensure new requirements are integrated (VMT, TPM)</p>	<p>Organizational Structure &amp; Staff Development (retention)</p> <ul style="list-style-type: none"> <li>• Ensure redundancy on critical tasks</li> <li>• Continue incorporating Work Plans</li> <li>• Manage direct reports</li> <li>• Integrate Lead Planning Position</li> <li>• ID team bldg. activities/org. feedback &amp; emp. Recognition</li> <li>• Supt inc. involvement in WOW</li> </ul> <p>Complete internal Strategic Planning exercise with staff (w/ facilitator)</p> <p>Guide office space/lease/renovation</p> <p>ID Process Improvements</p> <ul style="list-style-type: none"> <li>• Work w/ Admin Assistant on elec. file structure, standardization &amp; records retention process</li> <li>• Ensure updates to Procurement Manual (to inc. staff training)</li> </ul> <p>ID oppty for SRTC award/recognitions</p> <p>Board &amp; Committee Support</p> <ul style="list-style-type: none"> <li>• Continue guest presentations</li> <li>• Seek feedback on SRTC supt</li> </ul> <p>Expand Speaking engagements:</p> <ul style="list-style-type: none"> <li>• Community advocacy groups</li> <li>• Human Service Agencies</li> <li>• Civic Clubs/HOA's/etc.</li> </ul>	<p>Pursue/Expand Funding Opportunities</p> <ul style="list-style-type: none"> <li>• Continue to promote a local Fund Swap Pilot Program</li> <li>• Pursue increased funding for RTPO Operations &amp; HSTP</li> <li>• Develop cost/benefit &amp; econ analyses of prioritized projects</li> <li>• <b>Explore lobbyist support</b></li> </ul> <p>Implement UPWP activities:</p> <ul style="list-style-type: none"> <li>• Planning Projects (Regional Safety Action Plan, Resiliency Plan, TPM, Equity Plng, Smart Mobility Plan,)</li> <li>• Financial &amp; Admin Activity (budget, audit, training, contract mgmt., billing &amp; invoicing)</li> <li>• Public/Community Relations <ul style="list-style-type: none"> <li>○ Guide development of program assessment &amp; work plan</li> <li>○ Oversee website update</li> </ul> </li> </ul> <p>Ensure RTPO functions are complt.</p> <p>ID Infrastructure/Mobility Needs: Freight / Bridge / Active Trans.</p> <p>Expand Safety Plng Activity</p> <p>Advance Clean Energy Work</p> <p>Leverage Technology / Data collection &amp; reporting</p>

**Year 3 Accomplishments**

<b>Increase Leadership Profile</b>	<b>Organizational Focus</b>	<b>Program Development</b>
<p align="center"><b>Highlights</b></p> <ul style="list-style-type: none"> <li>• Served as Chair of the state-wide MPO/RTPO/WSDOT Coord. Cmte for the 2<sup>nd</sup> year (adv. Issues of funding, safety, communication)</li> <li>• Complete Safety Pilot w/ WSDOT &amp; Lead Statewide Safety Summit</li> <li>• Participated on the WTP Steering Committee (WASTC)</li> <li>• Participated in the FRA Long Distance Rail Study</li> <li>• Serving on U-District Dev. Authority</li> <li>• WTS Gala (presenter/scoring cmte)</li> <li>• Presented to WASTC during visit in Cheney (coordinated chg's to MPO/RTPO profile in Annual Rpt.)</li> </ul> <p align="center"><b>Other Activities</b></p> <ul style="list-style-type: none"> <li>• Ongoing mtgs with member agencies &amp; peers to build relationships &amp; offer support</li> <li>• Participated in GSI Olympia Fly-in</li> <li>• Worked with staff at various levels:               <ul style="list-style-type: none"> <li>○ Federal</li> <li>○ State</li> <li>○ Regional: Interreg/state Coord. mtgs; GSI;</li> </ul> </li> <li>• Participated in community events: State of the City/County/DSP</li> <li>• Attended Annual AMPO Conference</li> </ul> <p align="center"><b>Still in work</b></p> <ul style="list-style-type: none"> <li>• Host 2<sup>nd</sup> Annual Transportation Summit (emerging technology)</li> <li>• Meet with legislators to share the 2025 ULRTP</li> <li>• Address potential federal policies for the ULRTP update</li> <li>• Join Rotary</li> </ul>	<p align="center"><b>Highlights</b></p> <ul style="list-style-type: none"> <li>• Renegotiated office lease w/ favorable terms</li> <li>• Planning Lead position has been integrated into routine activity</li> <li>• Emp. recognition &amp; team building activities have been more consistent &amp; predictable</li> <li>• Renewed several contracts resulting in cost savings &amp; improved services (IT support, copier lease, internet service)</li> <li>• Public engagement/news media exposure has increased</li> <li>• Re-branding effort initiated</li> </ul> <p align="center"><b>Other Activities</b></p> <ul style="list-style-type: none"> <li>• New admin staff are trained in payroll, deputy director has been introduced to billing, invoices, contracting &amp; budgeting</li> <li>• Staff work plans have been incorporated into the annual review process (more to come)</li> <li>• Improvements to ele. file structure have been made (more to come)</li> </ul> <p align="center"><b>Still in work</b></p> <ul style="list-style-type: none"> <li>• Potential office renovations are still under consideration</li> <li>• Training continues to ensure depth in staff knowledge (proj. mgmt., procurement, SOP's)</li> <li>• Strategic Planning was moved to 2025 due to new staff onboarding and project commitments</li> <li>• Electronic files &amp; archiving are ongoing (add'l work will be guided by new IT firm)</li> <li>• Procurement Manual update underway (trng to follow)</li> <li>• Public engagement pgm. has been developed, measurements &amp; goals are being more clearly defined</li> </ul>	<p align="center"><b>Highlights</b></p> <ul style="list-style-type: none"> <li>• Initiated EcoInteractive TIP Pilot</li> <li>• Advanced transportation safety through Completion of Regional Safety Action Plan (RSAP) &amp; other activities (pilot &amp; summit)</li> <li>• Completion of D.A.T.A. project (including efforts to support member requests)</li> <li>• Continued implementation of the EV Charging station installations</li> <li>• Assembled an equity working group &amp; continued integrating measures into SRTC principles</li> </ul> <p align="center"><b>Other Activities</b></p> <ul style="list-style-type: none"> <li>• Worked with RTPO's to advance understanding of funding issues</li> <li>• Participated in Division BRT Exec. Team; SRTMC Exec. Team; Craig Road/four Lakes Exec. Team</li> <li>• Regional Clean Energy Coalition</li> </ul> <p align="center"><b>Still in work</b></p> <ul style="list-style-type: none"> <li>• Smart Mobility Plan</li> <li>• Resiliency Plan</li> <li>• Development of a program to explore the economic benefits of priority projects in the region</li> <li>• Bridge &amp; Freight plng underway</li> <li>• Congestion Management Process update</li> </ul>

## Year 4 Work Plan

January 1, 2025 – December 31, 2025

During my 4<sup>th</sup> year with SRTC, I intend to focus on the continued professional development of SRTC staff and in the strategic operations of the organization. Ensuring our “house is in order” is key to the success of SRTC. I will also devote considerable resources to the support and development of the long-range Metropolitan Transportation Plan (MTP). This is a foundational document for SRTC and the Spokane Region, representing the collective vision of our members and the transportation projects, programs and financial resources that will be needed to realize that vision.

Year-4 Goals & Activities		
State & Regional Leadership	Organizational Focus	Program Development
<p>In 2025, I'll continue my work on various state and national issues and will involve the Deputy Director to ensure stability in messaging and sustaining local relationships. I'll continue to encourage staff engagement beyond traditional planning activities as I spend more time on internal activities of SRTC.</p>	<p>In the past 2-years, I implemented several activities to improve the org. functioning of SRTC, to update guiding documents, and to expand our public engagement. In CY 2025, I intend to focus my efforts on the overall effectiveness of SRTC as a service agency in the Spokane Region. This will involve internal work as well as our supportive relationships.</p>	<p>The work of SRTC supports a thriving community by providing transportation planning activities and project/agency support. These activities are identified in the 2-year work program (UPWP), which will be updated in early 2025. I will continue to monitor these planning efforts, but intend to rely on senior staff to take on greater leadership in this area.</p>
<p>Continue to monitor stakeholder outreach &amp; focus my efforts on:</p> <ul style="list-style-type: none"> <li>Statewide org's (AWC, WSAC, JTC, WSTC, MPO/RTPO's etc.)</li> <li>Congressional Rep's &amp; staff</li> <li>State Legislators &amp; key staff</li> <li>Key WSDOT Leadership</li> <li>Key Community Leaders (Tribal Govt., Business Leaders, Chambers, etc.)</li> <li>MPO Board Leadership</li> <li>Serve on U-District Development Authority Board &amp; Rotary</li> </ul> <p>Participate in WSDOT/MPO/RTPO Coordinating Committee Activity</p> <p>Promote Unified List of regional priorities for transportation</p> <p>Participate in Regional/National plng &amp; coord. activity (InterMtn West, AMPO, NARC, APTA, other)</p> <p>Attend various commission mtgs</p> <p>Continue to monitor/promote a local Fund Swap Pilot Program</p> <p>Monitor federal reauth. activities</p> <p>Host 3<sup>rd</sup> Annual Transpo. Summit</p>	<p>Organizational Structure &amp; Staff Development (retention)</p> <ul style="list-style-type: none"> <li>Ensure back-up for critical tasks</li> <li>Continue incorporating Work Plans (work more directly w/ staff on value &amp; delivery of projects)</li> <li>Manage direct reports</li> <li>Evaluate organizational structure</li> <li>team bldg. activities/org. feedback &amp; staff/member recognition</li> <li>Increase involvement in WOW</li> </ul> <p>Complete internal Strategic Planning exercise with staff (w/ facilitator)</p> <ul style="list-style-type: none"> <li>ID Process Improvements                             <ul style="list-style-type: none"> <li>elec. file structure, records retention, archiving process</li> <li>S.O.P's for correspondence, procurement files, memo's, etc.</li> </ul> </li> <li>Ensure staff training on RFP's, procurement, contracting and project management/budgeting</li> </ul> <p>ID oppty for SRTC award/recognition</p> <p>Board &amp; Committee Support</p> <ul style="list-style-type: none"> <li>Develop Board presentation for start of each year</li> <li>Continue guest/mbr presentations</li> </ul>	<p>Pursue/Expand Funding Opportunities</p> <ul style="list-style-type: none"> <li>Pursue adequate funding levels for RTPO Operations based on RCW</li> <li>Continue development of econ analyses of prioritized projects</li> <li>Explore lobbyist support</li> <li>Develop grant program resource</li> </ul> <p>Develop new 2-year UPWP</p> <p>Implement UPWP activities:</p> <ul style="list-style-type: none"> <li>Planning Projects (Data Maint. Process, TPM, Equity Plng)</li> <li>MTP Activity (public outreach, financial forecast, Needs Plan, freight, bridge, active transport)</li> <li>Financial &amp; Admin Activity (budget, audit, training, contract mgmt., billing &amp; invoicing)</li> <li>Public/Community Relations                             <ul style="list-style-type: none"> <li>Refine overall program assessment &amp; work plan</li> <li>Launch/promote new branding</li> </ul> </li> </ul> <p>RTPO functions completed (peer communication, update cert. guide)</p> <p>Advance Clean Energy Work</p> <p>Supt. SRTMC – (leverage tech, impl. Smart mobility recommendations)</p> <p>Follow up on plng study recommend.</p>