



## Board of Directors Meeting

---

Thursday, September 12, 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/u/kiOsqJNVp>

---

### 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.

1:00 1 **Call to Order/Record of Attendance/Excused Absences**

1:03 2 **Public Comments**

**FOR ACTION**

1:06	3	<b>Consent Agenda</b>	
		a) Minutes of the July 2024 Board of Directors Meeting	3
		b) Vouchers for July and August 2024	8
		c) CY 2024-2027 Transportation Improvement Program (TIP) September Amendment	10
		d) State Fiscal Year (SFY) 2024-2025 Unified Planning Work Program, Amendment Two	14
		e) Safe Streets for All Planning and Demonstration Grant Application	26
1:10	4	<b>2025 Unified List Regional Transportation Priorities &amp; Legislative Priority Statements</b> <i>(David Fletcher)</i>	30
1:20	5	<b>Regional Safety Action Plan (RSAP)</b> <i>(Mike Ulrich)</i>	42

**INFORMATION AND DISCUSSION ITEMS**

1:30	6	<b>Website Project – New SRTC Logo/Brand</b> <i>(Savannah Hayward)</i>	45
1:40	7	<b>Calendar Year (CY) 2025 Budget and Indirect Cost Plan - Draft</b> <i>(Greg Griffin)</i>	46
1:50	8	<b>Calendar Year (CY) 2025-2028 Transportation Improvement Program (TIP) - Draft</b> <i>(Ryan Stewart)</i>	73
2:00	9	<b>Smart Mobility &amp; Resiliency Project Update</b> <i>(Jason Lien)</i>	74
2:10	10	<b>Electric Vehicle (EV) Charging Station Grant Update</b> <i>(Jason Lien)</i>	75

**INFORMATION: No Action or Discussion** *(Written reports only)*

2:20	11	<b>Executive Director’s Report</b> <i>(Lois Bollenback)</i>	76
		• Ongoing/Upcoming Events and Activities	
		• Transportation Funding: Opportunities	
	12	<b>Transportation Technical Committee &amp; Transportation Advisory Committee Meeting Summaries</b>	77

**DISCUSSION**

2:23	13	<b>Board Member Comments</b> <i>(Chair)</i>	
2:25	14	<b>Chair Comments</b>	
2:30	15	<b>Adjournment</b> <i>(Chair)</i>	

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

July 11, 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 Vincent Barthels, *City of Cheney*  
 Council Member Diane Pfaeffle, *City of Deer Park (arrived at 1:43p)*  
 Council Member Cris Kaminskas, *City of Liberty Lake*  
 Council Member Don Kennedy, *City of Medical Lake*  
 Mayor Kevin Freeman, *City of Millwood*  
 Council President Betsy Wilkerson, *City of Spokane*  
 Council Member Kitty Klitzke, *City of Spokane*  
 Mayor Pam Haley, *City of Spokane Valley*  
 Council Member Rod Higgins, *City of Spokane Valley (Vice Chair)*  
 Daniel Clark, *Kalispel Tribe (arrived at 1:37p)*  
 Doug Yost, *Major Employer*  
 Matt Ewers, *Rail/Freight Rep*  
 Commissioner Josh Kerns, *Spokane County*  
 Susan Meyer, *Spokane Transit Authority*  
 Mike Frucci, *WSDOT-ER*  
 Kelly Fukai, *WSTC*  
 Paul Vose, *TAC Chair*  
 Barry Greene, *TTC Chair*

**Absent Members:**

Council Member Jennifer Morton, *City of Airway Heights*  
 Council Member Micki Harnois, *Small Towns Representative*

**Guests:**

Lisa Corcoran, *Spokane Int. Airport*  
 Jeff Frkonja, *RSG Inc.*  
 Cathy Gunderson  
 Ryan Jerman  
 Paul Kropp  
 Charlene Kay, *WSDOT-ER*  
 Shauna Harshman, *WSDOT-ER*  
 Larry Larson, *WSDOT-ER*  
 Mike Houston  
 Sean Mesner, *CivTech*  
 Spencer Montgomery  
 Karl Otterstrom, *STA*  
 Bob Turner, *City of Spokane Valley*  
 Leann Yamamoto, *Spokane County*

**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*  
 Savannah Hayward, *Comm. & PR Coord*  
 Greg Griffin, *Admin. Services Manager*  
 Angel Jackson, *Admin.-Exec. Coord.*  
 Megan Clark, *Legal Counsel*

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

- Council Member Jennifer Morton, *City of Airway Heights*
- Council Member Micki Harnois, *Small Towns Representative*

**Mr. Ewers made a motion to approve the excused absences from the meeting. Council President Wilkerson seconded the motion. The motion was passed unanimously.**

**Mr. Frucci announced Ms. Charlene Kay has been selected to be the new Regional Administrator of WSDOT-ER effective August 1, 2024.**

## # 2 Public Comments

Ms. Gunderson is seeking major street work for Mission Ave/Trent Ave (North Napa Road area). Chair French encouraged the City Representatives to follow up with this comment/request.

## ACTION ITEMS

### # 3 Consent Agenda

- a) Minutes of the June 2024 Board of Directors Meeting
- b) Vouchers for May 2024 (corrected) and June 2024
- c) CY 2024-2027 Transportation Improvement Plan (TIP) July Amendment
- d) CY 2024 2<sup>nd</sup> Quarter Budget Update
- e) Update of the Fourth Quarter Budget

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

### # 4 Calendar Year (CY) 2025 Member Financial Contributions

Mr. Griffin explained the process of updating population figures to calculate the 2025 membership contributions in each of the represented areas. This year, local Tribal communities were included in the final estimated membership fees per the Interlocal Agreement (ILA). Local member contributions will be used to sustain an operating reserve as federal and state grant funds operate on a reimbursement basis and to fund any matching funds opportunities.

**Mayor Freeman motioned to approve the CY 2025 Membership Contributions as presented. Council Member Higgins seconded the motion. The motion was passed unanimously.**

### # 5 Data Applications for Transportation Analysis (DATA) Project Update

Mr. Ulrich presented the multi-year initiative aimed at improving how data is applied to transportation planning. He stated that the request is for the Board to approve a resolution confirming the project's successful completion according to the scope of the contract. The project had six tasks, with five already successfully delivered. Today's focus was on the final task, updating the travel demand model. This model, essential for forecasting transportation demands, follows industry standards that are endorsed by FHWA. The delivered model's attributes don't match every detail on the ground in all cases, which is common for regional-scale models.

He explained that some of the user concerns expressed at the June TTC meeting highlighted mismatches with on-the-ground details. In response, SRTC staff developed a scope, schedule, and budget to address the items the model users identified as "critical". The estimated cost for these updates would be around \$90,000. He noted that while the Transportation Advisory Committee (TAC) recommended proceeding with the model and addressing Option A separately, the Transportation Technical Committee (TTC) recommended all concerns be resolved prior to approval.

Emphasizing the model's validity for regional planning, Mr. Ulrich asked the board to approve the resolution to release the model (pending) the Option A updates, acknowledging the need for the model in ongoing and upcoming projects.

Chair French mentioned there were concerns about the impact of delaying the model release on currently funded federal projects. Chair French opened for comments and discussion from Board members:

- Mr. Frucci questioned the impact of using the model prior to the adjustment being completed. Mr. Ulrich stated that for sub-area studies, for example, a consultant would use the model by making "localized" adjustments to the model so there is not a negative impact in that regard.

- Ms. Meyer asked if the ridership data has been updated since the significant increase in 2023 and if not, what would that involve. Mr. Ulrich explained it is not specifically addressed with the “Option A” revisions and it would involve coordination from STA staff to retrieve the data to incorporate in the model. Ms. Bollenback stated the ridership figures would need post processing to reflect the changes as this is a current snapshot. She also highlighted that there was language added to the model documentation to reflect that as well.
- Council President Wilkerson stated she has concerns with approving this as it is presented today. She stated upon speaking with city engineers, there could be negative consequences to releasing the model now and would like to see it released after the revisions have been made.
- Mr. Green (TTC Vice Chair) explained the committee’s concerns on approving the model were based on how the model forecasts volumes on Interstate 90. In addition, the member agencies would like to review the model before it is released.
- Council President Wilkerson explained she understands the timing of the model release could impact grants for both the City and Spokane County.
- Mr. Ulrich explained the model timeline for updates would rely on data from member agencies, which could take weeks to receive.
- Mayor Freeman reminded members the model is valid at a regional scale and moving from how it is intended to be used could lead to inaccurate outcomes.

There was a robust conversation including several clarifying questions from the Board members concerning the estimation of time for completion of Option A and release of the model.

**Mayor Freeman motioned to approve the DATA Project Update, as presented. Council Member Higgins seconded the motion. The motion was passed.**

## INFORMATION & DISCUSSION ITEMS

### # 6 Transportation Priorities: Spokane International Airport

Ms. Corcoran, Chief Development Officer-Spokane Airports, which includes Spokane International Airport, Airport Business Park and Felts Field, informed the board that they are focused on expanding and improving its facilities. Major projects include the Concourse C expansion and Central Hall project at Spokane International Airport. The goal is to enhance passenger experience and accommodate more flights. They are also upgrading airfield infrastructure and parking systems, while improving safety with a new interchange on Spotted Road. Additionally, she reviewed development of a rail truck transload facility to streamline cargo transport.

### # 7 Regional Safety Action Plan (RSAP) Update

Mr. Ulrich provided an update on the Regional Safety Action Plan, which was discussed last month. The committees indicated their support for the plan, expressing comfort with the included data and strategies. However, they requested that the prospectus sheets for the three regional targeted corridors be completed and included in the plan, rather than as separate, stand-alone documents. Initially, the project had a compressed schedule to enable members to apply for FY25 implementation funding. With the realization that the aggressive timeline was no longer necessary, there is now ample time to incorporate these items into the plan.

Mr. Ulrich announced that the entire plan, along with the completed prospectus sheets, will be presented at the September SRTC Board meeting. This will include all elements reviewed and recommended by the TTC and TAC, ensuring a comprehensive and updated plan for final consideration.

#### **# 8 Draft 2025 Unified List of Regional Transportation Priorities**

Ms. McMenemy discussed the Unified List of Regional Transportation Priorities, which outlines the region's top transportation projects for communication with legislators and stakeholders. Now in its fourth year, the process is focused on finalizing the state version of the list and subsequently the federal version. The plan includes policy statements emphasizing the need for improved safety, increased collaboration, and additional funding. The need for improved safety is backed by data showing a 66% increase in fatal and serious injury crashes in Spokane. The safety statement also identifies key corridors for investment to enhance safety. Ms. McMenemy reviewed the top three priority statements and briefly referred to the additional policy statements as provided in the Board packet.

Mr. Fletcher provided an overview of the project prioritization process. The project submission period ended on May 17th, with 30 projects submitted by seven agencies, representing nearly \$700 million in unfunded needs. He detailed the review process, ensuring consistent evaluation of all projects based on specific criteria. A draft list was created, highlighting the projects based on their scores and other considerations. Mr. Fletcher reviewed various options for narrowing the list to respond to expectations from local legislators. The Board was invited to provide feedback on this draft and how many projects to include before the final list is presented for approval in September. Ms. Bollenback also asked the Board for input on the project listing, however no direction was provided. Staff will seek additional input from advisory committees and make a recommendation at the next meeting.

#### **# 9 SRTC Website Project Update**

Ms. Hayward presented an update on the project to redesign the SRTC website, brand, and logo. This initiative aims to strengthen SRTC's outreach program by modernizing foundational communication elements. The selected consultant, The Woodshop, has significant local and national project experience. The project aligns with the Metropolitan Transportation Plan update, with a target completion date of February 2025. The new website is expected to launch in mid-December and will improve user-experience, navigation, and compliance with government standards.

Currently, The Woodshop is gathering information about SRTC through stakeholder meetings. The next phase will involve updating the brand and logo, which will be presented to the board for feedback in September. Phase three will encompass the website update. In the final phase, The Woodshop will create collateral materials to support the new brand. Ms. Hayward invited board members to participate in the branding process and share their feedback.

#### **# 10 Smart Mobility/Resiliency – Goals & Objectives**

Mr. Lien presented updates on two concurrent projects focusing on resiliency and smart mobility technologies. Initially, these projects reviewed current practices and existing technologies in our region, comparing them with best practices from other Western US regions. The next phase involves assessing the viability of smart mobility technologies and identifying vulnerabilities in the transportation system. The Smart Mobility project aims to enhance the multimodal transportation system's safety, efficiency, and cost-effectiveness using technology and data.

The goals include integrating technology into the transportation network to improve safety, efficiency, resilience, and equity, with performance metrics to evaluate strategies' effectiveness. Key objectives are empowering travelers with information, supporting seamless mobility, increasing access to new technology, promoting environmentally responsible travel, and reducing vulnerability to disruptions. He invited feedback from board members.

For resiliency, the goal is to improve the region's ability to anticipate, adapt to, and recover from disruptions, building on foundational work by Spokane County Emergency Management. A Stakeholder Advisory Groups has been formed, and draft recommendations will be presented by the end of the year, contributing to the Metropolitan Transportation Plan update.

### **# 11 Executive Director's Report**

The Safe Streets for All (SS4A) federal grant program has a secondary grant opportunity titled the Supplemental Planning and Demonstration Grant. The deadline for applying for this grant is the end of August. The goal is to use the Regional Safety Action Plan (RSAP) to inform an application for a demonstration grant, which involves implementing a pilot project, measuring its effectiveness, and reporting the results. This process requires collaboration with project implementers, not just planners.

The Mayor of Spokane recently issued an executive order and resolution to address safety issues, especially for vulnerable road users, due to recent tragic incidents. SRTC would like to support their efforts along with the entire region to identify a potential demonstration grant.

The SRTC Board is not scheduled to meet in August, however, and we would not be able to present the grant for approval in advance of the deadline. SRTC requests support from the board to work with local communities to develop a grant application using the RSAP as a guide and then bring it back to the board for approval in September. It would also be possible to get a tentative recommendation for approval from the administrative committee in August and then seek full board approval. Ms. Bollenback is seeking direction and approval from the board to pursue this grant.

Board members discussed authorizing the Director to use her discretion and submit an application without further input from the SRTC Board.

*Council Member Klitzke made a motion for the Executive Director to pursue the SS4A grant. Council Member Kennedy seconded the motion. The motion was approved unanimously.*

### **# 12 Ongoing/Upcoming Events**

Board members highlighted events in their perspective areas.

### **# 13 Transportation Funding: Opportunities**

No action/comments

### **# 14 Adjournment**

There being no further business, the meeting adjourned at 2:56 PM

---

Angel Jackson, Clerk of the Board

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

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
7/12/24	V122387	AMPO	Membership renewal 7/24 - 6/25	2,966.68
	V122388	Visionary Communications, Inc.	Fiber Services, July 2024	981.96
	V122389	Intermax Networks	VOIP telecom July 2024	240.60
	V122390	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2024-14	868.00
	V122391	WA State Dept of Retirement	Employee and Employer Contributions: June 2024	14,408.64
	V122392	Spokesman Review	Public Notice TIP amendment	84.43
	V122393	Washington Trust Bank	Softwr subscptns; Office splys/eqpt; Virtual mtg subscptn; staff regs; webnrs/conf trvl	1,132.67
	V122394	Kittelson & Associates	Smart Mobility Plan 4/01/24-5/31/24	18,961.50
7/19/24	V122395	Cycrest Systems	Managed IT Services - Mnthly July; SaaS Security	1,469.46
	V122396	Kittelson & Associates	System Resiliency Assessment 4/01/24-5/31/24	8,013.26
	V122397	Associated Industries	Q3 2024 membership dues	420.00
	V122398	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2024-15	868.00
	V122399	The Woodshop LLC	Website update - Branding	3,549.00
	V122400	Intrinium	Azure usage June 2024	389.04
	V122401	Enduris	Renewal of Agency Insurance binder for Policy year 2025 (8/31/25)	16,767.00
	V122402	EMLVO P.C.	June legal svcs: Board mtg; Comms with Staff re: IT Svcs contract; VMT PM	775.00
	V122403	Pacific Office Automation	Copier Lease/Usage June 2024	173.36
7/26/24	V122404	AWC Employee Benefit Trust	August '24 Benefit Insurance Premiums	10,606.60
	V122405	ESRI	ArcGIS online block of credits	392.40
	V122406	Kittelson & Associates	SS4A Consultant Svcs 3/01/24-3/29/24	58,707.05
	V122407	Greater Spokane Inc	GSI event reg for staff	300.00
	V122408	Avista Utilities	WA Dept of Commerce ETS Grant pass thru for site #'s 10, 34, 36, 37	18,238.36
	V122409	Kittelson & Associates	System Resiliency Assessment 6/01/24-6/30/24	12,533.24
<b>TOTAL July 2024</b>				<b>172,846.25</b>

<b>Recap for July 2024:</b>			
	<b>Vouchers:</b>	V122387 - V122409	172,846.25
Reimbursement(s)		AWC-EBAC GG travel; City Spok PTV; SpCounty SPIF rebates	(3,895.55)
	<b>Salaries/Benefits</b>	Pay Periods Ending: 7/06/24 & 7/20/24	91,983.56
	<b>Spokane County Treasury</b>	Monthly SCIP fee - June 2024	28.30
			<b>260,962.56</b>

As of 9/12/24, the Spokane Regional Transportation Council Board of Directors approves the payment of the July 2024 vouchers included in the list in the amount of: \$260,962.56



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

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
8/1/24	V122410	Kittelson & Associates	Smart Mobility Plan 6/01/24-6/30/24	12,390.24
	V122411	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for August 2024	5,800.00
	V122412	Resource Systems Group	D.A.T.A. Project 12/1/23-4/30/24	176,812.74
	V122413	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2024-16	868.00
	V122414	WA State Dept of Retirement	Employee and Employer Contributions: July 2024	16,165.15
	V122415	Cycrest Systems	Managed IT Services - Mnthly August; SaaS Security	1,466.88
8/9/24	V122416	Washington Trust Bank	Softwr subsctpsns; Office splys/eqpt; Virtual mtg subsctpn; staff regs; webnrs/conf trvl	2,883.11
	V122417	Intermax Networks	VOIP telecom August 2024	240.60
	V122418	Visionary Communications, Inc.	Fiber Services, August 2024	981.96
	V122419	EMLVO P.C.	July legal svcs: Board mtg; Comms with Staff re: IT Svcs contract; VMT PM	900.00
	V122420	The Woodshop LLC	Website update - Branding	3,549.00
8/23/24	V122421	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2024-17	868.00
	V122422	Rehn & Associates	Admin fee May, June, July '24	225.00
	V122423	Greg Griffin	GG reimburse for Wellness event	73.53
	V122424	Eve McMenamy	EM reimburse Mileage 6.26.29-6.29.24; Vehicle rental for BFCOG Peer Xchange	475.31
8/30/24	V122425	Cycrest Systems	Changing over MS365 accts for transition	2,318.98
	V122426	Pacific Office Automation	Copier Lease/Usage July 2024	232.52
	V122427	AWC Employee Benefit Trust	September '24 Benefit Insurance Premiums	10,606.60
	V122428	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for September 2024	5,800.00
	V122429	Eve McMenamy	EM reimburse Mileage 6.26.29-6.29.24; Vehicle rental for BFCOG Peer Xchange	12.06
	V122430	Spokane Transit Authority	WA Commerce ETS grant reimburse for Site #1, bus depot charging	300,000.00

**TOTAL July 2024 542,669.68**

<b>Recap for August 2024:</b>		
	<b>Vouchers: V122410 - V122430</b>	542,669.68
Reimbursement(s)		
	<b>Salaries/Benefits Pay Periods Ending: 8/03/24 &amp; 8/17/24</b>	91,998.10
	<b>Spokane County Treasury Monthly SCIP fee - August 2024</b>	23.48
		<b>634,691.26</b>

As of 9/12/24, the Spokane Regional Transportation Council Board of Directors approves the payment of the July 2024 vouchers included in the list in the amount of: \$634,691.26

To: SRTC Board of Directors

09/05/2024

From: Ryan Stewart, Principal Transportation Planner

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

**Requested Action:**

Approval of Resolution R-24-17 for the CY 2024-2027 TIP September amendment.

**Key Points:**

Two member agencies have requested an amendment to the CY 2024-2027 TIP for the following projects. See the **Attachment** and **Supporting Information** for more details.

<b>AGENCY</b>	<b>PROJECTS</b>
Spokane County	• Craig Rd & I-90 Four Lakes Connection Planning Study
City of Spokane Valley	• S Sullivan Rd. Preservation

**Board/Committee Discussions:**

The proposed September amendment was presented to the TAC and TTC at their 08/25/24 meetings. Both committees unanimously recommended Board approval of the September TIP amendment.

**Public Involvement:**

The proposed September amendment was published for a public review and comment period from 08/12/24 through 08/21/24. On 08/12/24 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. No public comments were received.

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

**2024-2027 Transportation Improvement Program**

September Amendment (24-09)

Agency	Project Title Amendment Description	Funding Adjustment	Amendment		WA TIP ID	
			New Project	Existing Project		
Spokane County	<b>Craig Rd &amp; I-90 Four Lakes Connection Planning Study</b> Added \$1.5 million from 2024 Federal Earmark to the 2024 planning phase.	Federal (DEMO)	\$	3,289,000	✓	C3320
		State				
		Local	\$	311,000		
		Total	\$	3,600,000		
City of Spokane Valley	<b>S Sullivan Rd. Preservation</b> Added right-of-way phase and updated total project cost.	Federal (NHPP)	\$	3,957,000	✓	WA-15717
		State				
		Local	\$	740,000		
		Total	\$	4,697,000		

DEMO      Congressionally Directed Spending  
 NHPP      National Highway System (NHS) Asset Management Program

## Supporting Information

### TOPIC: 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) SEPTEMBER AMENDMENT

---

- 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 September 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 September amendment will be incorporated into the STIP on or around 10/18/2024.

RESOLUTION  
of the BOARD OF DIRECTORS of the  
SPOKANE REGIONAL TRANSPORTATION COUNCIL  
R-24-17

**AMENDING THE CY 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)  
FOR SEPTEMBER 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: September 12, 2024

---

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

ATTEST

---

Angel Jackson, SRTC  
Clerk of the Board

To: SRTC Board of Directors

09/05/2024

From: Eve McMenemy, Deputy Executive Director

**TOPIC: SFY 2024-2025 UNIFIED PLANNING WORK PROGRAM (UPWP), AMENDMENT TWO**

**Requested Action:**

Approve Resolution 24-18, Amendment Two of the SFY 2024-2025 UPWP.

**Key Points:**

- Staff is requesting to amend the [State Fiscal Year \(SFY\) 2024-2025 UPWP](#) to include a new consultant planning activity in Subtask 3.5 related to revising the draft regional travel demand model portion of the DATA project. See **Attachment** for amended sections (new text shown in red).
  - Increase Task 3 revenue by increasing FHWA PL funds by \$77,850 and local match funds by \$12,150 for a total of \$90,000 to reflect the new planning activity.
  - Increase Task 3 consultant expenditures by \$90,000 to reflect the new planning activity.
  - Update budget summary tables Appendix A and Appendix A1 to reflect the above changes.
- On 7/11/24 the SRTC Board approved Resolution R-24-16 approving consultant activity not to exceed \$90,000 to revise the draft regional travel demand model, see **Supporting Information**.
- The SFY 2024-2025 UPWP is the foundational document outlining the core functions, studies, technical support, and other ongoing planning activities from 07/01/23 to 06/30/25.
- UPWP Amendments require approval by the SRTC Board of Directors.

**Board/Committee Discussions:**

The SRTC Board approved the SFY 2024-2025 UPWP on 6/08/24 by Resolution R-23-16 and most recently amended the UPWP on 6/13/24 by Resolution R-24-13. The TTC and TAC unanimously recommended approval of the UPWP Amendment Two at their meetings on 8/28/24.

**Public Involvement:**

All Board and committee meetings are open to the public.

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

## TASK 3

### DATA MANAGEMENT AND SYSTEMS ANALYSIS

---

#### TASK 3 OVERVIEW

This task is a core MPO and RTPO function. All data, analysis and tools from this task are intended to facilitate informed decision-making by elected and governing officials for other tasks identified in this UPWP including the MTP, the TIP, and the CMP. The data is applied to the planning process to identify transportation issues, test scenarios, propose solutions, and evaluate activities to be implemented. This task includes collecting, analyzing, maintaining, reporting, and applying data to inform policy decisions. Information in tabular, database, geospatial, and other formats are used. The products are updated and compiled in various formats and made available to SRTC staff, staff from other state and local governments, and the public. This task also involves maintaining various user licenses and agreements and updating computer hardware and software. SRTC will be developing a formalized data program that includes many of the subtasks below. The program will standardize data processes,

SRTC staff coordinates and develops systems and information management tasks with member jurisdictions, STA, WSDOT, Environmental Protection Agency, Washington State Department of Ecology, Spokane Regional Health District and Spokane Clean Air Agency.

#### TASK 3 MAJOR MILESTONES AND PRODUCTS

- Update regional building permit database. (April 2024 and April 2025)
- Update and refresh maps and other data visualizations for the MTP. (June 2025)
- Update of base and forecast year models using new land use to coincide with MTP update. (December 2024)
- Update data tables used in Social Equity Mapping Tool as new Census and ACS data tables are made available. (December 2024)
- Update SRTC's paper bicycle map and print copies for distribution. (June 2025)
- Implement the SRTC Board adopted Data Application for Transportation Analysis (DATA) design plan. This plan includes several critical investments in data acquisition and tool development. Investments include a household travel survey, travel demand model improvements, passive data, updated traffic counts, land use management system, and an online data hub. (December 2023)
- Develop (March 2024) and implement a data program with the goal of organizing all of SRTC's continuous data acquisition, cleaning, analysis and reporting tasks under a single documented program. Subtasks within the program could include the following:
  - Organize technical documentation into a single document
  - Condense task schedules into a single (two year) Gantt chart
  - Develop standard data request procedure and architecture
  - Build additional data products into online data hub
  - Make recommendations for data improvements and necessary budget allocations

### **SUB-TASK 3.1**

#### **DATA AND SOFTWARE MANAGEMENT**

Data and software management includes maintaining a variety of datasets used to support regional planning and technical analysis work. It also involves administering and updating SRTC's data analysis and visualization software, as needed. This task supports the MTP, TIP, CMP, and other tasks detailed in the work program.

##### ***Ongoing/Continuous Activities***

- Acquire, update, and maintain various tabular, database, and geospatial datasets.
- Update and maintain datasets on SRTC's ArcGIS Online portal.
- Collaborate with other agencies to update and share data products and analyses.
- Assess data management process, catalog data sources, develop data architecture plan and recommendations.
- Research new developments in GIS and information technology for analysis and public dissemination of data and plans.
- Administer, update, and review data and visualization software.

### **SUB-TASK 3.2**

#### **GIS AND SPATIAL ANALYSIS**

GIS and spatial analysis involve using a variety of tools to analyze geospatial data in support of SRTC and its member agencies' planning efforts. It also includes preparing detailed methodologies, metadata, and other documentation for ongoing technical analysis projects and programs. This task supports the MTP, TIP, CMP, and other tasks detailed in the work program.

##### ***Ongoing/Continuous Activities***

- Collect and evaluate existing geospatial data.
- Create new geospatial datasets.
- Research and develop spatial data analysis methods to support SRTC planning work.
- Utilize GIS and other tools to process and analyze geospatial data.
- Prepare methodologies, metadata, and other documentation for SRTC's geospatial datasets and technical analysis projects.
- Provide GIS and other technical assistance to member agencies.
- Respond to data and analysis requests.

### **SUB-TASK 3.3**

#### **DATA VISUALIZATION AND CARTOGRAPHY**

Data visualization and cartography focuses on providing information to the public and decision-makers by applying design and visualization techniques to explain the results of technical analyses in a clear and accessible manner. This includes preparing maps, charts, graphs, tables, and other visualizations for both internal and external audiences. This task supports the MTP, TIP, CMP, and other tasks detailed in the work program.



### ***Ongoing/Continuous Activities***

- Produce high-quality maps and other data visualizations to support SRTC planning and analysis work.
- Prepare map and data visualization templates, where possible, to increase efficiency and consistency.
- Research best practices and techniques in data visualization and cartographic design to enhance the clarity and accessibility of SRTC's planning products.
- Update existing maps and data visualizations, as needed.
- Develop and maintain interactive maps and applications on ArcGIS Online.

### **SUB-TASK 3.4**

#### **SOCIOECONOMIC DATA COLLECTION AND FORECASTING**

Socioeconomic data collection and forecasting involves the development and maintenance of SRTC's land use forecast. This includes compiling data from various sources to create base year datasets, monitoring regional growth and development trends, maintaining scripts to process raw data, and using these inputs to develop population and employment forecasts.

### ***Ongoing/Continuous Activities***

- Review and evaluate regional growth and development trends.
- Acquire, update, and maintain various socioeconomic and land use datasets pertaining to employment, growth and development, demographics, and land capacity.
- Review and update land use forecast methodology, as needed, to ensure consistency with local agency planning efforts.

### **SUB-TASK 3.5**

#### **SYSTEMS ANALYSIS AND DATA APPLICATION**

Systems analysis includes a variety of tools that apply relevant data to help understand how people and goods might travel the system in the future. Diverse data application allows SRTC to consider a variety of possible future impacts which could affect system performance.

The travel demand model forecasts future demand for roadways and transit services and calculates the share of trips completed by a combined bicycle/pedestrian mode. This tool is used in planning a transportation system that serves the future needs of the region and is also a critical element in the air quality conformity determination process.

The travel demand model is used to understand the current and future condition of the regional transportation system. SRTC staff is responsible for maintaining the 2022/2050 regional travel demand model set and related technical tools. This sub-task may involve consultant assistance to develop or employ economic analysis tools for the evaluation of transportation projects.

### ***Ongoing/Continuous Activities***

- Maintenance of the 2022 base year model and 2050 forecast year model. Model maintenance includes making any updates or corrections to the transportation network or input files. Revisions will be incorporated in the next model update.

- Complete model data requests for member agencies and/or public, as needed. (Note: Significant modeling requests or analysis are considered under Task 7 Planning Consultation and Studies.)
- As part of an ongoing project, existing planning tools will be updated, and new tools will be developed.

### **SUB-TASK 3.6**

#### **AIR QUALITY AND TRANSPORTATION CONFORMITY**

Activities under this task focus on planning efforts to maintain the National Ambient Air Quality Standards (NAAQS) by assessing and avoiding or mitigating adverse impacts of mobile-source pollutants on existing and future transportation systems. In SFY 2024-2025 SRTC will continue to work with the Washington State Department of Ecology on refining the data inputs used in EPA's MOVES air quality modeling software.

#### ***Ongoing/Continuous Activities***

- Conduct Air Quality Conformity determinations for the MTP, TIP, and TIP amendments.
- Complete project-level air quality analysis for CO and PM<sub>10</sub> as required in the CO Maintenance Plan and PM<sub>10</sub> Limited Maintenance Plan.
- Continue coordination with the Washington State Department of Ecology on vehicle miles traveled (VMT) data required for the transportation sector portion of their emissions inventory and necessary input files needed to run MOVES per the federal requirements.
- Monitor federal and state legislation and activities related to climate change and NAAQS of criteria pollutants that have current or future impacts to the Spokane Metropolitan Planning Area (SMPA).
- Initiate Air Quality Interagency Consultation Process as needed.

### **TASK 3 UNFUNDED ACTIVITIES**

- Ongoing cross-sectional household travel survey.
- Develop a continuous traffic count collection program.
- Develop a regional system for consistently assessing pavement conditions, including potential software requirements.

### **TASK 3 RESPONSIBILITIES**

SRTC staff coordinates and develops systems and information management tasks with member jurisdictions, STA, WSDOT, Environmental Protection Agency, Washington State Department of Ecology, Spokane Regional Health District and Spokane Clean Air Agency. Tasks in 3.5 related to the DATA project are being executed with consultant assistance pursuant to an existing Local Agency Agreement.

### TASK 3 SUMMARY OF REVENUES AND EXPENDITURES

#### Revenues

FHWA-PL	\$ <del>338,750</del> <u>416,600</u>
FTA-5303	\$ 95,300
FHWA-STBG-Metro Planning	\$ 225,000
FHWA-STBG-DATA	\$ 320,605
RTPO	\$ 45,000
Local	\$ <del>109,895</del> <u>122,045</u>

TOTAL \$ ~~1,134,550~~  
1,224,550

#### Expenditures

Salaries & Benefits	\$ 482,355
Overhead	\$ 185,124
Direct Costs	\$ 64,000
Consultants	\$ <del>403,071</del> <u>493,071</u>

TOTAL \$ ~~1,134,550~~  
1,224,550

#### Budget Comparison

SFY 2024-2025	\$ <del>1,134,550</del>
SFY 2022-2023	<u>1,224,550</u>
	\$ 1,714,397
SFY 2020-2021	\$ 993,848

#### FTE Staffing Comparison

SFY 2024-2025	2.21
SFY 2022-2023	2.21
SFY 2020-2021	1.35

# APPENDIX A

## SFY 2024-2025 BUDGET INFORMATION

### REVENUE FORECAST

FHWA-PL (includes \$223,633 prior year carryover)	<del>1,868,609</del>
	<u>1,946,459</u>
FTA-5303 (includes \$76,487 prior year carryover)	635,261
FHWA-STBG-Metro Planning	1,000,000
FHWA-STBG-D.A.T.A.	320,605
FHWA Safety – Safe Streets and Roads for All	400,000
WA Dept of Commerce - ETS	2,500,000
RTPO	427,302
Local	<del>630,334</del>
	<u>642,484</u>
<b>Total</b>	<del><b>7,782,111</b></del>
	<u><b>7,872,111</b></u>

### EXPENDITURE FORECAST BY REVENUE SOURCE AND TASK

Task	FHWA	FTA	STBG	RTPO/Dpt Commerce	Local	Total
1. Program Administration & Coordination	476,000	70,257	170,000	45,000	70,966	832,223
2. Public/Stakeholder Participation & Coordination	268,000	22,000	177,825	35,000	41,150	543,975
3. Data management & Systems Analysis	<del>338,750</del>	95,300	545,605	45,000	<del>109,895</del>	<del>1,134,550</del>
	<u>416,600</u>				<u>122,045</u>	<u>1,224,550</u>
4. Metropolitan Transportation Plan (MTP)	568,794	181,318	220,000	6,312	179,849	1,156,273
5. Transportation Improvement Program (TIP)	133,750	95,000	99,642	8,000	45,053	381,445
6. Congestion Management Process (CMP)	-	71,386	-	-	11,572	82,958
7. Planning Consultation & Studies	483,315	100,000	107,533	2,500,000	147,847	3,338,695
8. RTPO Planning Functions	-	-	-	287,990	24,002	311,992
<b>Total</b>	<del><b>2,268,609</b></del>	<b>635,261</b>	<b>1,320,605</b>	<b>2,927,302</b>	<b>630,334</b>	<del><b>7,782,111</b></del>
	<u><b>2,346,459</b></u>				<u><b>642,484</b></u>	<u><b>7,872,111</b></u>

## EXPENDITURE FORECAST BY ACTIVITY

Task	Personnel & Indirect Expenses	Education Series & Training	Equipment & Software	Consultant & Data Collection	Total
1. Program Administration & Coordination	732,223	70,000	-	30,000	832,223
2. Public/Stakeholder Participation & Coordination	529,775	12,200	2,000	-	543,975
3. Data management & Systems Analysis	667,479	3,000	61,000	<del>403,071</del> <u>493,071</u>	<del>1,134,550</del> <u>1,224,550</u>
4. Metropolitan Transportation Plan (MTP)	716,273	-	-	440,000	1,156,273
5. Transportation Improvement Program (TIP)	329,445	-	2,000	50,000	381,445
6. Congestion Management Process (CMP)	82,958	-	-	-	82,958
7. Planning Consultation & Studies	398,695	-	-	2,940,000	3,338,695
8. RTPO Planning Functions	173,992	-	-	138,000	311,992
<b>Total</b>	<b>3,630,840</b>	<b>85,200</b>	<b>65,000</b>	<del><b>4,001,071</b></del> <u><b>4,091,071</b></u>	<del><b>7,782,111</b></del> <u><b>7,872,111</b></u>

# APPENDIX A-1

## EXPENDITURE FORECAST BY SUB-TASK ACTIVITY

Task	Personnel & Indirect Expenses	Education Series & Training	Equipment & Software	Consultants & Data Collection	TOTAL
<b>1. Program Administration &amp; Coordination</b>					<b>832,223</b>
Administration Sub-tasks 1.1-1.4 & 1.6	611,146			30,000	641,146
Training 1.5	121,077	70,000			191,077
<b>2. Public/Stakeholder Participation &amp; Education</b>					<b>543,975</b>
Public Coordination & Outreach 2.1	213,975		2,000		215,975
Stakeholder Coordination 2.2	117,367	10,000			127,367
Title VI & Environmental Justice 2.3	43,655	2,200			45,855
Website and Social Media 2.4	154,778				154,778
<b>3. Data Management &amp; Systems Analysis</b>					<b>1,134,550</b>
					<b>1,224,550</b>
Data & Software Management 3.1	197,220		50,000		247,220
GIS & Spatial Analysis 3.2	109,787	3,000			112,787
Data Visualization & Cartography 3.3	100,388		3,000	32,466	135,854
Socioeconomic Data Collection & Forecasting 3.4	63,092			50,000	113,092
Systems Analysis & Data Application 3.5	187,982		8,000	<del>320,605</del>	<del>516,587</del>
				<u>410,605</u>	<u>606,587</u>
Air Quality & Transportation Conformity 3.6	9,010				9,010
<b>4. Metropolitan Transportation Plan (MTP)</b>					<b>1,156,273</b>
Long Range Transportation Planning 4.1	411,491			310,000	721,491
Equity Planning 4.2	53,216				53,216
Climate Change/Resiliency 4.3	81,578			130,000	211,578
Agency Support & Coordination 4.4	81,490				81,490
Active & Public Transportation 4.5	88,498				88,498
<b>5. Transportation Improvement Program (TIP)</b>					<b>381,445</b>
TIP Development & Maintenance 5.1	159,115		2,000		161,115
Coordination and Project Tracking 5.2	170,330			50,000	220,330
<b>6. Congestion Management Process (CMP)</b>					<b>82,958</b>
CMP Activities 6.1	64,888				64,888
Spokane Regional Transp. Mgt. Center Support 6.2	18,070				18,070
<b>7. Planning Consultation &amp; Studies</b>					<b>3,338,695</b>
General Planning Support & Coordination 7.1	246,488			2,500,000	2,746,488
Regional Transportation Priorities 7.2	61,138				61,138
Safety 7.3	91,069			440,000	531,069
<b>8. RTPO Planning Functions</b>					<b>311,992</b>
General RTPO Activities 8.1	140,496			138,000	278,496
Countywide planning policies certification process 8.2	33,496				33,496
<b>Total</b>	<b>3,630,840</b>	<b>85,200</b>	<b>65,000</b>	<del><b>4,001,071</b></del> <u><b>4,091,071</b></u>	<del><b>7,782,111</b></del> <u><b>7,872,111</b></u>

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:

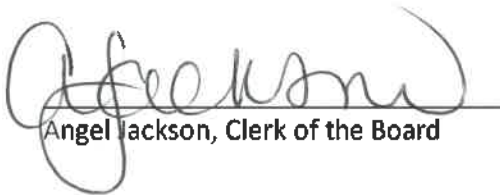
1. The SRTC Board acknowledges that the DATA Project has been delivered according to scope and releases the travel demand model for use by member agencies with the implementation of revisions outlined in Option A.

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



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

ATTEST



Angel Jackson, Clerk of the Board



RESOLUTION  
of the BOARD OF DIRECTORS of the  
SPOKANE REGIONAL TRANSPORTATION COUNCIL  
R-24-18

**APPROVING THE SFY 2024-2025 UNIFIED PLANNING WORK PROGRAM, AMENDMENT TWO**

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 U.S. Department of Transportation planning regulations require the preparation and biennial endorsement of the Unified Planning Work Program (UPWP); and

WHEREAS, this document describes ongoing and proposed transportation planning activities for SRTC according to task, anticipated major milestones and deliverables, budget, and funding sources; and

WHEREAS, this document includes ongoing and proposed transportation planning activities for our partners Spokane Transit Authority and Washington State Department of Transportation, Eastern Region; and

WHEREAS, this is the second amendment to the State Fiscal Year (SFY) 2024-2025 UPWP initially approved by the SRTC Board on June 10, 2023; and

WHEREAS, the Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC) recommended approval to the SRTC Board.

NOW, THEREFORE BE IT RESOLVED, that SRTC Board does hereby amend SFY 2024-2025 UPWP.

PASSED and APPROVED on this 12th day of September 2024 by the Spokane Regional Transportation Council Board of Directors.

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

ATTEST

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

To: SRTC Board of Directors 09/05/2024  
From: Mike Ulrich, Principal Transportation Planner  
TOPIC: **SAFE STREETS FOR ALL PLANNING AND DEMONSTRATION GRANT APPLICATION**

**Requested Action:**

Approval of the SS4A Planning and Demonstration Grant Application and Authorization of Submittal.

**Key Points:**

- SRTC recently completed the Spokane Regional Safety Action Plan (RSAP), which, among other findings, identified a critical need to reduce fatalities and serious injuries (FSIs) among vulnerable road users, specifically children, teenagers, and older adults.
- According to the RSAP, children under 15 and adults over 65 account for over 40% of pedestrian-related FSIs in Spokane.
- Despite education and awareness efforts using traditional methods, these groups remain disproportionately affected.
- SRTC, in partnership with the Spokane Regional Health District (SRHD), developed a grant funding application to reduce bike and pedestrian FSI crashes among the most vulnerable age groups in the Spokane region.
- If awarded, SRTC and SRHD staff will work with regional subject matter experts to analyze the data and develop effective safety messaging using modern communication strategies and non-traditional media for the target audiences.
- Requested grant funding for the education and awareness program includes \$388,000 in federal funds, coupled with a non-federal match of \$97,000 for a project total of \$485,000. The grant application program narrative is **attached** for your review.
- Expected outcomes of this pilot educational campaign include: Increased Safety Awareness, Behavioral Change and expanded Community Engagement.

**Board/Committee Discussions:**

Staff discussed this opportunity and requested direction at the June SRTC Board meeting. The Board directed SRTC staff to work with local partners to develop and submit a grant application based on results identified as part of the RSAP and input from local partners.

**Public Involvement:**

All SRTC Board meetings are open to the public.

**Staff Contact:** Mike Ulrich, SRTC | [mulrich@srtc.org](mailto:mulrich@srtc.org) | 509.343.6387

## Introduction

The Spokane Regional Safety Action Plan (RSAP) is scheduled to be adopted in September 2024 and was funded through the Safe Streets and Roads for All program. The plan has identified a critical need to reduce fatalities and serious injuries (FSIs) among vulnerable road users, specifically children, teenagers, and older adults. These groups account for a significant portion of bike and pedestrian FSIs, with children under 15 and adults over 65 being the most affected. This proposal seeks to launch a pilot educational campaign leveraging non-traditional media to reach and educate these vulnerable populations, thereby reducing FSI crashes.

According to the RSAP, children under 15 and adults over 65 account for over 40% of pedestrian-related FSIs in Spokane. The data highlights that 25% of these incidents involve children who are less visible and less aware of traffic rules, while 15% involve older adults who face challenges such as slower reaction times and reduced mobility. Despite efforts through traditional educational methods, these groups remain disproportionately affected, necessitating a new approach that uses non-traditional media to deliver safety messages effectively.

## RSAP Insights

The RSAP provides crucial insights that inform this proposal. It highlights that:

**Children (Under 15 Years):** This group experiences a high rate of pedestrian-related FSI crashes, often due to lack of visibility and understanding of traffic rules. They account for 25% of pedestrian FSIs.

**Teenagers (15-19 Years):** Teenagers frequently engage in risky behaviors, such as using mobile devices while walking or cycling, leading to 10% of FSI crashes.

**Older Adults (65+ Years):** Older adults are at risk due to slower reaction times and physical limitations, accounting for 15% of pedestrian FSIs.

These statistics underscore the need for a targeted approach that addresses the specific risks faced by each group. This project intends to test both traditional and non-traditional messaging methods to determine the most effective way to engage these populations.

## Project Goals and Objectives

The Spokane Regional Transportation Council (SRTC), in partnership with the Spokane Regional Health District, aims to reduce bike and pedestrian FSI crashes among the most vulnerable age groups in the Spokane region. The specific objectives rely on the FHWA's Safe System Approach and are:

**Raising Awareness:** Increase knowledge of bike and pedestrian safety among children, teenagers, and older adults.

**Promoting Safe Behaviors:** Encourage safer driving, walking, and rolling practices through engaging and accessible content.

**Strengthening Community Involvement:** Empower community members, especially older adults, to advocate for road safety.

## Proposed Approach

A working group of regional subject matter experts will analyze the data to define effective messaging and develop a data-driven strategy. The campaign will employ a multi-faceted approach using both traditional and non-traditional media to reach each target demographic effectively. The following approaches are examples of potential programs that may be considered. The subject matter experts will finalize the selection of programs based on those with the greatest potential impact.

### Children and Teenagers:

**Social Media:** Platforms like TikTok, Instagram, and Snapchat will be used to share short, engaging videos and challenges promoting safety. These platforms are where children and teenagers are most active, making them ideal for delivering safety messages.

**Interactive Mobile App:** Develop or partner with existing educational apps that include gamified safety content. Children and teenagers can earn rewards for completing safety challenges or participating in virtual safety events.

### Older Adults:

**Community Radio and Local Television:** Broadcast safety messages through community radio and local TV channels, which are trusted sources of information for older adults. The content will include testimonials from peers, expert interviews, and practical safety tips tailored to the challenges faced by older pedestrians and cyclists.

**Neighborhood Ambassador Program:** Train local community leaders to act as safety ambassadors. These ambassadors will conduct neighborhood safety walks, distribute safety materials, and engage in one-on-one conversations with older adults, fostering a community-driven approach to safety.

### Drivers:

Use a combination of social media, interactive online modules, and community engagement initiatives to educate drivers of all ages on safe practices.

Community participation will be incentivized by providing those who participate with some form of compensation as allowed for by federal expense eligibility regulations.

## Expected Outcomes

The expected outcomes of this pilot educational campaign include:

**Increased Safety Awareness:** A measurable increase in awareness of bike and pedestrian safety among the target groups, as evidenced by pre- and post-campaign surveys.

**Behavioral Change:** A reduction in risky behaviors, such as jaywalking, distracted walking, and unsafe cycling practices, leading to a decrease in FSI incidents.

**Community Engagement:** Enhanced community involvement in promoting and sustaining safety initiatives, particularly among older adults, through the ambassador program.

## Evaluation and Sustainability

The success of the campaign will be evaluated through pre- and post-campaign surveys, local crash data analysis, observed behavior analysis, and feedback from participants and community partners.

Metrics such as changes in awareness, behavior, and crash rates will be tracked to assess the campaign's impact. If successful, the pilot campaign could be scaled up and integrated into broader safety programs across the Spokane region.

## Conclusion

The proposed pilot educational campaign represents an innovative and data-driven approach to reducing bike and pedestrian FSI crashes among the most vulnerable age groups. By leveraging non-traditional media to deliver targeted safety messages, SRTC and SRHD aim to create lasting change in our region.

To: SRTC Board of Directors

09/05/2024

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

**TOPIC: 2025 UNIFIED LIST OF REGIONAL TRANSPORTATION PRIORITIES AND LEGISLATIVE PRIORITY STATEMENTS**

**Requested Action:**

Approval of Resolution R-24-19, adopting the 2025 Unified List of Regional Transportation Priorities and Legislative Priority Statements.

**Key Points:**

- The Unified List of Regional Transportation Priorities and Legislative Priority Statements (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 Board reviewed draft Legislative Priority Statements to share with the Washington State Legislators at their 7/11/2024 meeting. Staff coordinated with a variety of state organizations, local organizations, and policymakers to identify potential opportunities and areas of alignment.
- The Board approved Resolution R-24-08, establishing the 2025 Unified List development process and project evaluation criteria, at their 4/11/2024 meeting. This was followed by a project submittal period from 4/22/2024 through 5/17/2024. Projects were required to be on an agency's current legislative agenda and consistent with the region's metropolitan transportation plan, Horizon 2045.
- On 8/28/2024 the Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC) recommended the projects included in the draft 2025 Unified List, provided in the **Attachment**, be forwarded to the Board for approval.

**Board/Committee Discussions:**

The draft 2025 Unified List was unanimously recommended for Board approval by both the TAC and TTC at their 8/28/2024 meetings. The Board reviewed the draft 2025 Unified List and Legislative Priority Statements at their 7/11/2024 meeting. The SRTC Board of Directors approved Resolution R-24-08, establishing the 2025 Unified List development process and project evaluation criteria, at their 4/11/2024 meeting.

**Public Involvement:**

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

**Staff Contact:** Eve McMenemy, SRTC | [evemc@srtc.org](mailto:evemc@srtc.org) | 509.381-9466



# 2025

## UNIFIED LIST OF REGIONAL TRANSPORTATION PRIORITIES AND POLICY STATEMENTS

Approved by the Spokane Regional Transportation Council Board of Directors on September \_\_, 2024

**SRTC** SPOKANE REGIONAL  
TRANSPORTATION  
COUNCIL

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



## **SRTC Board of Directors consists of representatives from:**

City of Airway Heights  
City of Cheney  
City of Deer Park  
City of Liberty Lake  
City of Medical Lake  
City of Millwood  
City of Spokane  
City of Spokane Valley  
Freight/Rail Industry  
Kalispel Tribe of Indians  
Major Employers  
Spokane County  
Spokane Transit Authority  
Spokane Tribe of Indians  
Small Towns of Spokane County\*  
WSDOT—Eastern Region  
Washington State Transportation Commission

---

\*The towns of Fairfield, Latah, Rockford, Spangle, and Waverly are represented by a single seat on the SRTC Board of Directors.

---

2025 Unified List of Regional Transportation Priorities and Policy Statements  
Approved September \_\_, 2024

Spokane Regional Transportation Council  
[www.srtc.org](http://www.srtc.org)

Please email [contact.srtc@srtc.org](mailto:contact.srtc@srtc.org) or call (509) 343-6370 to receive additional copies of this document.



---

# CONTENTS

- ▶ **A Safe Transportation System**..... 3
- ▶ **Legislative Priority Statements** ..... 4
- ▶ **Additional Policy Statements** ..... 5
- ▶ **Unified List of Regional Transportation Priorities** ..... 6
- ▶ **Project Information Sheets** *AVAILABLE UPON REQUEST*..... 9

---

## About SRTC

Spokane Regional Transportation Council (SRTC) is both the Metropolitan Planning Organization (MPO) and Regional Transportation Planning Organization (RTPO) for Spokane County. SRTC provides regional transportation leadership and coordination by conducting comprehensive, cooperative, and continuing transportation planning with representatives from local jurisdictions, tribes, transportation providers and local stakeholders. SRTC works to ensure that transportation projects and programs are based on mutually agreed upon goals and priorities developed in an impartial and non-partisan platform.

## SRTC operates under the following principles:

- ▶ Finish what we have started by directing resources towards **completing existing projects**.
- ▶ Adequately **fund maintenance and preservation** of the existing transportation system.
- ▶ Identify and advance a broad range of project types to **meet the needs of a growing region**.
- ▶ Invest in projects that **improve quality of life** in the region in the following ways:
  - Draw on best practices to address transportation safety issues.
  - Emphasize equity and consider the needs of all transportation users.
  - Create safe and convenient forms of active transportation that support public health objectives.
  - Contribute towards building a resilient transportation system to mitigate the impacts of climate change.



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

# A SAFE TRANSPORTATION SYSTEM

## STATEWIDE POLICY STATEMENT

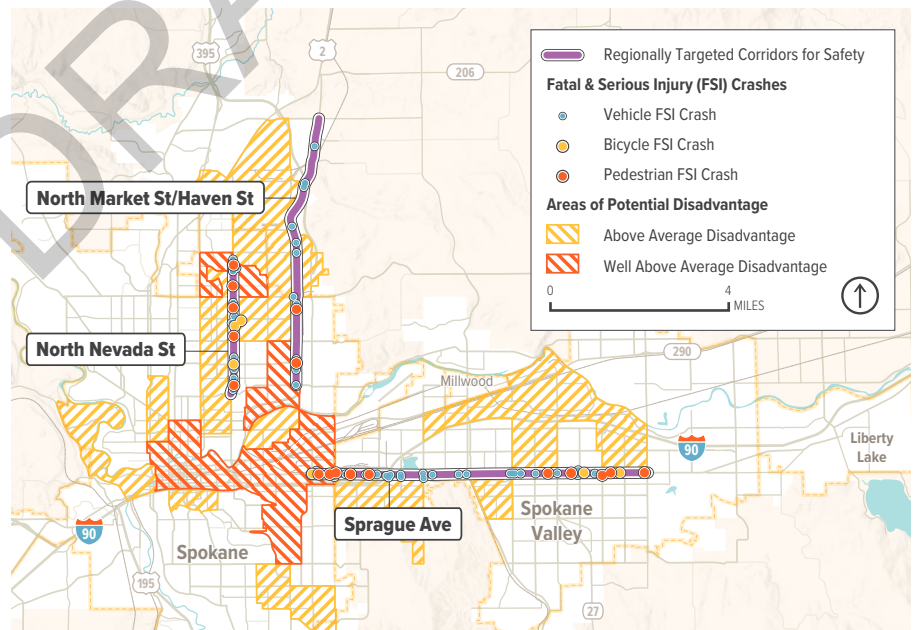
### Expand resources to improve transportation safety in support of Target Zero

- ▶ 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 Transportation 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.

#### Regionally 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.



#### North Nevada St



#### North Market St/Haven St



#### Sprague Ave



# LEGISLATIVE PRIORITY STATEMENTS



## **Pursue strategies to effectively address maintenance and preservation needs**

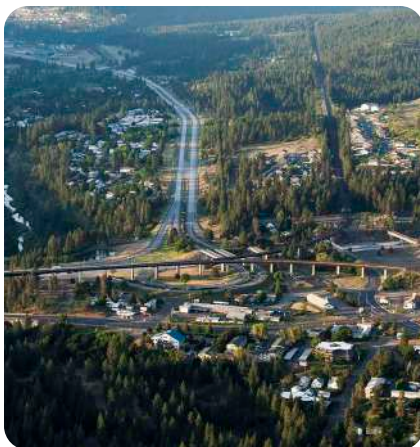
- ▶ **Develop an approach for the programming of maintenance and preservation funds that balances funding needs with the ability to deliver projects over time.**

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 time frame 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.

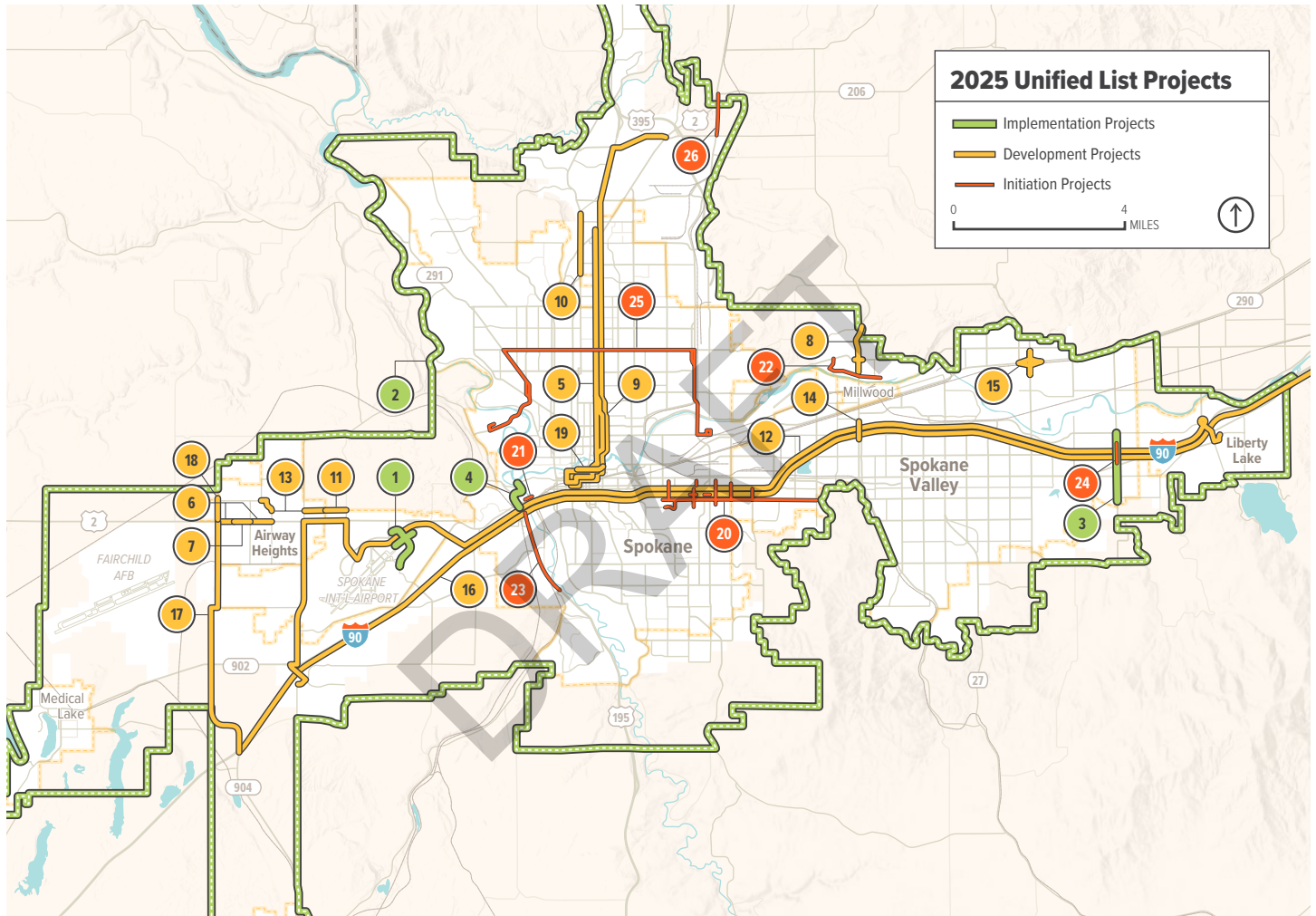


## **Maintain currently committed legislative investments**

- ▶ 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.

# UNIFIED LIST OF REGIONAL TRANSPORTATION PRIORITIES

The SRTC Unified List of Regional Transportation Priorities outlines critical investments to improve the performance of the regional transportation system. The Unified List includes a variety of project types supported collectively by members of SRTC with consideration for equity, economic vitality, and safety among other screening criteria that indicate beneficial outcomes to both the state and the region.



## Project Status Categories

### Implementation

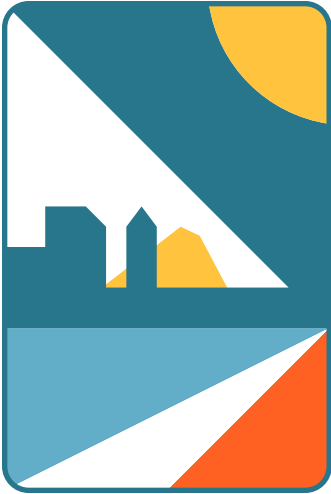
- ▶ Design ≥ 60% complete, significant progress has been made towards right-of-way, and environmental approvals are underway.
- ▶ Project is identified in a local, regional, and/or state plan.

### Development

- ▶ Design ≥ 60% complete, significant progress has been made towards right-of-way, and environmental approvals are underway.
- ▶ Project is identified in a local, regional, and/or state plan.

### Initiation

- ▶ Design is < 30% complete.
- ▶ Project is in the early stage of development and has, at a minimum, been identified in a planning study.



# 2025

## UNIFIED LIST OF REGIONAL TRANSPORTATION PRIORITIES

### Summary By Project Status

PROJECT STATUS CATEGORY	#	~ COST	FUNDING REQUEST	% OF ~COST REQUESTED
IMPLEMENTATION	4	\$133.5 Million	\$22.6 Million	17%
DEVELOPMENT	15	\$547.8 Million	\$201.6 Million	37%
INITIATION	7	\$178.6 Million	\$114.0 Million	64%
<b>TOTAL</b>	<b>24</b>	<b>\$860.0 Million</b>	<b>\$338.2 Million</b>	<b>39%</b>

### Implementation Projects

MAP #	PROJECT TITLE	LEAD AGENCY	PROJECT DESCRIPTION	~COST	FUNDING REQUEST
1	<b>From Interstates to Airways: Spotted Rd &amp; Airport Dr Safety &amp; Multimodal Improvements</b>	SIA	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.	\$37.2 Million	\$5 Million
2	<b>STA Fleet Electrification</b>	STA	Purchase of battery-electric buses (BEB) and required infrastructure to reach the 40 vehicle capacity at the Boone NW Garage and the required infrastructure.	\$35.8 Million	No State Request
<i>Note: Project upgrades buses throughout the Public Transportation Benefit Area (PTBA) and is represented on the map by the PTBA boundary.</i>					
3	<b>South Barker Rd Corridor</b>	Spokane Valley	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.	\$41 Million	\$3 Million
4	<b>Fish Lake Trail Connection Phases 1-3</b>	Spokane	Construct a shared-use path connecting the existing Fish Lake Trail to Centennial Trail.	\$19.5 Million	\$14.6 Million

### Development Projects

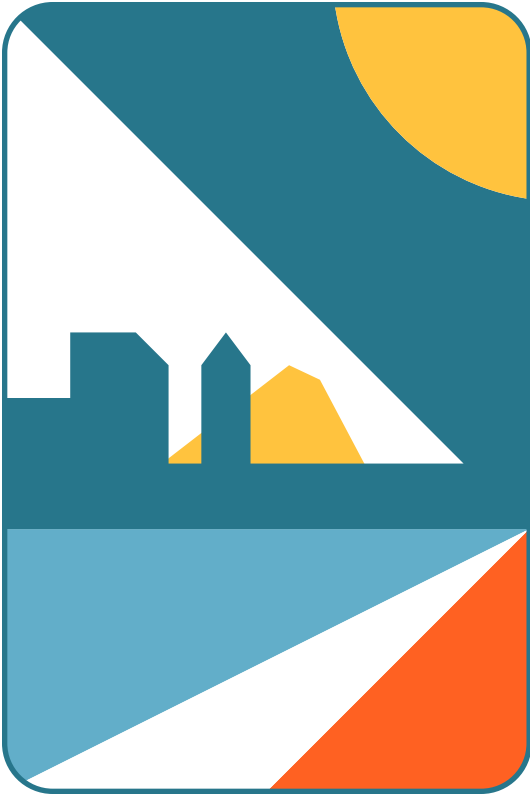
MAP #	PROJECT TITLE	LEAD AGENCY	PROJECT DESCRIPTION	~COST	FUNDING REQUEST
5	<b>Division St Active Transportation Access Improvements</b>	Spokane	Install parallel and connecting active transportation improvements along the Division Corridor to support safe first/last mile bike/ped connections to BRT stations.	\$25.8 Million	\$25.8 Million
6	<b>US Hwy 2 Multimodal Improvements Phase I</b>	Airway Heights	Add pathways and sidewalk, improved pedestrian crossings, traffic calming, transit access, and roundabout traffic control.	\$20.1 Million	\$18.2 Million
7	<b>US Hwy 2 Multimodal Improvements Phase II</b>	Airway Heights	Add pathways and sidewalk, improved pedestrian crossings, traffic calming, transit access, and roundabout traffic control.	\$26.1 Million	\$22.2 Million
8	<b>Argonne Rd Safety Improvements</b>	Spokane County	Reconstruct Argonne Rd/Upriver Dr Intersection, upgrade bike/ped and ADA connections, and add safety improvements at Wellesley Ave intersection.	\$28.7 Million	\$28.4 Million
9	<b>Division Bus Rapid Transit (BRT)</b>	STA	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 Million	No State Request
10	<b>Wall St Safety &amp; Capital Improvements</b>	Spokane County	Project includes pavement restoration, stormwater infrastructure, new sewer force main, and pedestrian crossing and intersection improvements at Country Homes Blvd.	\$11 Million	\$10.4 Million
11	<b>12th Ave — Spokane Phase</b>	Spokane	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.	\$4.9 Million	\$4.9 Million

## Development Projects *(Continued)*

MAP #	PROJECT TITLE	LEAD AGENCY	PROJECT DESCRIPTION	~COST	FUNDING REQUEST
12	I-90/Valley High Performance Transit (HPT)	STA	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.	\$39.3 Million	No State Request
13	6th/10th/12th Ave Multimodal Improvements Phase III – Garfield Rd & 12th Ave	Airway Heights	Various multimodal improvements on 6th Ave, from Craig Rd to Russell St.	\$4.8 Million	\$4.3 Million
14	Argonne Bridge at I-90	Spokane Valley	Widen or replace existing Argonne Rd bridge over I-90, including the addition of a third travel lane and shared use path.	\$28.2 Million	\$3 Million
15	Sullivan/Trent Interchange	Spokane Valley	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.	\$46.8 Million	\$5 Million
16	I-90 TSMO Improvements	WSDOT	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 Million	\$2.6 Million
17	Craig Rd & I-90 Four Lakes Connection	Spokane County	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.	\$66.9 Million	\$59.4 Million
18	Craig Rd Complete Streets Project	Airway Heights	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.	\$11.2 Million	\$10 Million
19	Spokane Falls Blvd	Spokane	Construct full depth roadway, repair sidewalk, lighting, communication conduit and cable, signal and utility updates, and accessible Pedestrian Signals (APS) updates as appropriate.	\$8.1 Million	\$7.4 Million

## Initiation Projects

MAP #	PROJECT TITLE	LEAD AGENCY	PROJECT DESCRIPTION	~COST	FUNDING REQUEST
20	LEIA - Liberty to Edgecliff Improvements for Accessibility	STA	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.	\$26.5 Million	No State Request
21	Latah Bridge Rehabilitation	Spokane	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).	\$65.1 Million	\$65.1 Million
22	Centennial Trail / Argonne Gap Project	Spokane County	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.	\$8.5 Million	\$8.2 Million
23	US 195 Corridor Projects	Spokane	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.	\$18.4 Million	\$18.4 Million
24	Barker Rd & I-90 Interchange	Spokane Valley	Replace single-lane roundabout and 2-lane bridge with new 2-lane roundabout and 4-lane bridge to accommodate existing traffic and growth.	\$40 Million	\$4 Million
25	Wellesley High Performance Transit (HPT)	STA	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.	\$9.3 Million	\$7.5 Million
26	Market St Reconstruction	Spokane County	Reconstruct roadway, adding a 10' shared use path and incorporating missing stormwater infrastructure.	\$10.9 Million	\$10.9 Million



# PROJECT INFORMATION SHEETS

DRAFT

*AVAILABLE UPON REQUEST*



RESOLUTION of the BOARD OF DIRECTORS of the  
SPOKANE REGIONAL TRANSPORTATION COUNCIL  
R-24-19

**APPROVING THE 2025 UNIFIED LIST OF REGIONAL TRANSPORTATION PRIORITIES AND  
LEGISLATIVE PRIORITY STATEMENTS**

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 Unified List of Regional Transportation Priorities is a strategic tool developed under the direction of the SRTC Board to communicate current regional transportation priorities to local, state and federal legislators for potential funding opportunities; and

WHEREAS, the Unified List of Regional Transportation Priorities was developed using Board approved screening criteria that considers economic vitality, safety, stewardship, planning cooperation, system operations and asset condition, quality of life, and equity to ensure beneficial outcomes; and

WHEREAS, the 2025 SRTC Legislative Statements were developed under the direction of the SRTC Board to communicate specific needs to improve transportation with local, state, and federal legislators; and

WHEREAS, the 2025 SRTC Legislative Statements are aligned with other public sector and Chambers of Commerce transportation improvement efforts within the Spokane region and the State of Washington; and

NOW, THEREFORE BE IT RESOLVED, that SRTC Board adopts the 2025 Unified List of Regional Transportation Priorities and Legislative Statements for the Spokane Region as shown in Attachment 1.

ADOPTED: September 12, 2024

---

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

ATTEST

---

Angel Jackson, SRTC  
Clerk of the Board

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

09/05/2024

**Requested Action:**

Approve Resolution 24-20, adopting the Regional Safety Action Plan and a Regional Commitment to the Goal of Zero Roadway Fatalities and Serious Injuries.

**Key Points:**

SRTC, with support from a consultant team, has been 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 the April meeting, staff provided a presentation that included a discussion on the high injury network, equity analysis, project identification, and potential strategies.
- At the June meeting, staff provided a presentation on the draft plan.
- The final plan is complete and can be accessed at <https://www.srtc.org/rsap/>. The requested action is to recommend approval of the plan including all the appendices.
- Staff will be providing a brief overview of the plan and seeking SRTC Board action at the September meeting.

**Board/Committee Discussions:**

The SRTC Board received a briefing on the RSAP at their 06/13/24 meeting. SRTC committees received a briefing on the RSAP at their 05/22/24 meetings. The TAC recommended approval of the RSAP at their 06/26/24 meeting and the TTC recommended approval at their 08/28/24 meeting. The TTC delayed their approval until August as they requested additional time to edit Appendix G.

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

RESOLUTION  
of the BOARD OF DIRECTORS of the  
SPOKANE REGIONAL TRANSPORTATION COUNCIL  
R-24-20

**APPROVING THE REGIONAL SAFETY ACTION PLAN AND A REGIONAL COMMITMENT TO THE GOAL OF  
ZERO ROADWAY FATALITIES AND SERIOUS INJURIES**

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

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

WHEREAS, SRTC was awarded a federal Safe Streets and Roads for All (SS4A) planning grant to fund a Regional Safety Action Plan (RSAP) to identify measures for reducing fatal and serious crashes for all modes – vehicles, motorcycles, pedestrians, and bicyclists; and

WHEREAS, to comply with the SS4A program requirements, the RSAP must include a public commitment to the eventual goal of zero roadway fatalities and serious injuries from a high ranking official and/or elected body in the jurisdiction, including a timeline/target for achieving that goal; and

WHEREAS, progress toward the national safety goals is monitored as part of the annual Safety Performance Measurement reporting process; and

WHEREAS, Washington State Department of Transportation (WSDOT) Target Zero goal states that traffic fatalities and serious injuries on Washington’s roadways (including roads beyond the National Highway System) will be reduced to zero by the year 2030, and

WHEREAS, the likely time frame from RSAP adoption to project programming, design, funding, and construction will exceed 6 years in most cases; and

WHEREAS, under the SS4A grant program, establishing multiple target dates to achieve zero fatal and serious injury crashes is allowable; and

NOW, THEREFORE BE IT RESOLVED, that the SRTC Board: agrees to plan and program projects to achieve a 50 percent reduction in fatal and serious injury crashes by 2030 on the SRTC High Injury Network and for crashes impacting pedestrian and cyclists; achieve zero fatal and serious injury crashes within the SRTC planning area by 2042; reassess data and targets at least every four to five years to make significant and continuous progress in achieving zero fatal and serious injury crashes.

ADOPTED: September 12, 2024

---

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

ATTEST

---

Angel Jackson, SRTC  
Clerk of the Board

DRAFT

To: SRTC Board of Directors 09/05/2024  
From: Savannah Hayward, Communications and Public Relations Coordinator  
**TOPIC: WEBSITE PROJECT- NEW SRTC LOGO/BRAND**

**Requested Action:**

None. For information and discussion.

**Key Points:**

- SRTC has contracted with The Woodshop to undertake the SRTC Website Redesign and Update project. This project began on June 17, 2024 and concludes on February 28, 2025.
- The project is split into four phases. The first phase of the project, the intake, discovery and site analysis, concluded at the beginning of July. We are currently in the project's second phase: the brand update.
- The phase two deliverables include a new SRTC logo and brand and a style guide that provides instructions on how these products should be used.
- The Woodshop has created three logo options for SRTC, with one brand color palette applied to them all.
- After SRTC has selected a logo, the project will transition to phase three: website design and build.

**Board/Committee Discussions:**

Staff presented an overview of the SRTC Website Redesign and Update project at the June Committee meetings and July SRTC Board meeting. 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 Committees had an opportunity to review the latest logo and brand information at their 08/28/24 meetings.

**Public Involvement:**

All SRTC Board 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@src.org](mailto:shayward@src.org) | 509.343.6370

To: SRTC Board of Directors

09/05/2024

From: Greg Griffin, Administrative Services Manager

**TOPIC: CALENDAR YEAR (CY) 2025 BUDGET AND INDIRECT COST PLAN - DRAFT**

**Requested Action:**

None. For information and discussion.

**Key Points:**

- Every year SRTC develops an annual budget outlining anticipated revenues and expenditures for the upcoming calendar year (see draft budget summary: **Attachment 1**).
- The annual budget reflects revenues available to support SRTC activities as well as the operating expenses and anticipated planning activities.
- At their 01/11/24 meeting, the SRTC Board approved the members of the 2024 Administrative Committee; one of the committee's duties is to review and recommend the draft budget for the upcoming calendar year to the Board.
- Total estimated revenues and expenditures for CY 2025 are \$3,663,166. Details are included in the draft CY 2025 Budget document (see **Attachment 2**).
- The CY 2025 ICP is based on the proposed CY 2025 Budget. Any changes to the budget will be reflected in the final version of the CY 2025 ICP (see draft ICP document as **Attachment 3**).
- The draft budget and ICP are being presented for review and comment; the final CY 2025 Budget and Indirect Cost Plan will be presented to the Board for action on 10/10/24.

**Board/Committee Discussions:**

The Budget Committee reviewed draft 2025 budget documents on 07/11/24 and 08/15/24. This is the first time the CY 2025 Budget and ICP have been presented to the Board.

**Public Involvement:**

All Board and committee meetings are open to the public.

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

**Budget Summary**  
**SRTC CY 2025 DRAFT Budget (8-8-24)**

	-	CY 2024 Amended	CY 2025 Proposed	\$\$ change	% change
<b>REVENUES</b>					
1	FHWA PL (Federal Planning Funds) FY25 allocation	822,488	834,475	11,987	1.5%
2	FHWA PL (Federal Planning Funds) carried forward prior year	147,500	45,620	(101,880)	-69.1%
3	FTA (Federal Section 5303 Funds) FY25 allocation	284,830	309,527	24,697	8.7%
4	FTA (Federal Section 5303 Funds) carried forward prior year	45,247	98,701	53,454	118.1%
5	STBG Planning Funds	500,000	500,000	-	0.0%
6	Designated Grant - FHWA - SS4A (Safe Streets 4 All)	400,000	-	(400,000)	-
7	STBG D.A.T.A. & Study Project Funds	129,600	-	(129,600)	-
8	RTPO (State Planning Funds)	144,651	144,651	-	0.0%
9	V.M.T. (Vehicle Miles Travelled) Study Funds	138,000	95,000	(43,000)	-31.2%
10	Designated Grants (WA Dept Commerce - ETS)	1,200,000	1,300,000	100,000	8.3%
11	Local Member Contributions	276,299	280,192	3,893	1.4%
12	Local Member Contributions - designated SS4A from prior year	45,000	-	(45,000)	-
13	Designated Local Funds from prior year (SRTC - SS4A)	55,000	-	(55,000)	-
14	SRTC Cash Reserve (suite 500 changes & contingency)	25,000	25,000	-	0.0%
15	Spokane County Treasury Interest	15,000	30,000	15,000	100.0%
16	<b>TOTAL REVENUES</b>	<b>4,228,615</b>	<b>3,663,166</b>	<b>(565,449)</b>	<b>-13.4%</b>
<b>EXPENDITURES</b>					
<b>Personnel</b>					
19	Salaries	1,136,980	1,194,875	57,895	5.1%
20	Accrued Vacation Payouts \ Unemployment	15,000	15,000	-	0.0%
21	FICA	88,126	92,555	4,429	5.0%
22	WA State Retirement System	108,354	109,491	1,137	1.0%
23	Insurance/Benefits	182,500	203,440	20,940	11.5%
24	<b>Total Personnel</b>	<b>1,530,960</b>	<b>1,615,361</b>	<b>84,401</b>	<b>5.5%</b>
<b>Contractual and Professional Services</b>					
26	Legal Services	25,000	25,000	-	0.0%
27	Consultant & Prof Svcs	2,250	5,800	3,550	157.8%
28	State Audit Charges	20,500	22,000	1,500	7.3%
29	Consultant Services & D.A.T.A.	129,600	-	(129,600)	-
30	Consultant Services & SS4A	435,000	-	(435,000)	-
31	Consultant Services & MTP Update	405,000	222,500	(182,500)	-45.1%
32	Consultant Services & TIP Database	18,750	16,550	(2,200)	-11.7%
33	Consultant Services & Strategic Plan	-	30,000	30,000	-
34	Professional Services - ETS Grant Work	1,200,000	1,300,000	100,000	8.3%
35	Consultant Services & V.M.T.	138,000	95,000	(43,000)	-31.2%
36	<b>Total Contractual and Professional Services</b>	<b>2,374,100</b>	<b>1,716,850</b>	<b>(657,250)</b>	<b>-27.7%</b>
<b>Materials and Services</b>					
38	Publications	500	500	-	0.0%
39	Postage	300	400	100	33.3%
40	Operating Supplies	4,500	7,000	2,500	55.6%
41	Minor Furniture/Equipment/Rebranding	1,000	5,150	4,150	415.0%
42	Telephone	4,860	4,980	120	2.5%
43	Advertising	3,000	5,550	2,550	85.0%
44	Rent - Office Space	95,000	68,000	(27,000)	-28.4%
45	Rent - Meeting Rooms	500	500	-	0.0%
46	Lease - Copier (and usage charges)	2,550	2,670	120	4.7%
47	Property and Liability Insurance	20,000	22,000	2,000	10.0%
48	Printing	750	8,000	7,250	966.7%
49	Interfund Charges County Treasurer (Fees)	4,860	5,110	250	5.1%
51	<b>Total Materials and Services</b>	<b>137,820</b>	<b>129,860</b>	<b>(7,960)</b>	<b>-5.8%</b>
<b>Travel, Training, and Staff Development</b>					
53	Mileage & Parking	2,400	2,400	-	0.0%
54	Travel / Training (Staff)	42,700	42,700	-	0.0%
55	Annual Summit / Guest Speakers	5,000	5,000	-	0.0%
56	Board/Staff Retreats, Facilitators, Refreshment	3,700	3,700	-	0.0%
57	Dues, Subscriptions, and Memberships	9,625	10,125	500	5.2%
58	<b>Total Travel, Training, and Staff Development</b>	<b>63,425</b>	<b>63,925</b>	<b>500</b>	<b>0.8%</b>
<b>IT Operations</b>					
60	IT Professional Services	29,060	36,300	7,240	24.9%
61	Software	39,820	44,020	4,200	10.5%
62	Hardware - New, Replacement, Repairs & Maintenance	10,500	18,500	8,000	76.2%
63	Online Services	17,930	13,350	(4,580)	-25.5%
64	<b>Total IT Services</b>	<b>97,310</b>	<b>112,170</b>	<b>14,860</b>	<b>15.3%</b>
65	<b>Contingency</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>	<b>0.0%</b>
66	<b>TOTAL EXPENDITURES</b>	<b>4,228,615</b>	<b>3,663,166</b>	<b>(565,449)</b>	<b>-13.4%</b>

# SRTC

SPOKANE REGIONAL TRANSPORTATION COUNCIL

## CALENDAR YEAR 2025 BUDGET

# DRAFT

421 W Riverside Ave  
Suite 500  
Spokane WA 99201  
[www.srtc.org](http://www.srtc.org)  
509.343.6370





# TABLE OF CONTENTS

- Spokane Regional Transportation Council ..... 2
- Background & Organization ..... 4
- FY 2024-2025 Unified Planning Work Program (UPWP) ..... 5
- CY 2025 Budget Summary ..... 6
- Estimated Revenues ..... 6
- Estimated Expenditures..... 7
- CY 2025 Budget Details ..... 8
- Local Dues..... 9
- Appendix: SRTC CY 2025 Budget ..... 12

# SPOKANE REGIONAL TRANSPORTATION COUNCIL

## 2024 BOARD OF DIRECTORS

City of Airway Heights	<b>COUNCIL MEMBER JENNIFER MORTON</b>
City of Cheney	<b>COUNCIL MEMBER PAUL SCHMIDT</b>
City of Deer Park	<b>COUNCIL MEMBER DIANT PHAEFFLE</b>
City of Liberty Lake	<b>MAYOR CRIS KAMINSKAS</b>
City of Medical Lake	<b>COUNCIL MEMBER DON KENNEDY</b>
City of Millwood	<b>MAYOR KEVIN FREEMAN</b>
City of Spokane	<b>COUNCIL MEMBER BETSY WILKERSON</b>
City of Spokane	<b>COUNCIL MEMBER KITTY KLITZKE</b>
City of Spokane Valley	<b>MAYOR PAM HALEY</b>
City of Spokane Valley	<b>COUNCIL MEMBER ROD HIGGINS (VICE-CHAIR)</b>
Kalispel Tribe of Indians	<b>DANIEL CLARK</b>
Major Employer Representative	<b>DOUG YOST</b>
Rail/Freight Representative	<b>MATT EWERS</b>
Small Towns Representative	<b>COUNCIL MEMBER MICKI HARNOIS</b>
Spokane County	<b>COMMISSIONER AL FRENCH (CHAIR)</b>
Spokane County	<b>COMMISSIONER MARY KUNEY</b>
Spokane Transit Authority	<b>CEO E. SUSAN MEYER</b>
Spokane Tribe of Indians	<b>COUNCIL MEMBER TIGER PEONE</b>
WSDOT-Eastern Region	<b>REGIONAL ADMINISTRATOR CHARLENE KAY</b>
WA Transportation Commission	<b>COMMISSIONER KELLY FUKAI</b>

### Ex-Officio Members

Transportation Technical Committee	<b>HEATHER TRAUTMAN</b>
Transportation Advisory Committee	<b>PAUL VOSE</b>

## SRTC MEMBER JURISDICTIONS, TRIBES, AND AGENCIES

City of Airway Heights	City of Spokane Valley	Town of Latah
City of Cheney	Kalispel Tribe of Indians	Town of Rockford
City of Deer Park	Spokane County	Town of Spangle
City of Liberty Lake	Spokane Transit Authority	Town of Waverly
City of Medical Lake	Spokane Tribe of Indians	WSDOT-Eastern Region
City of Millwood	Town of Fairfield	WA State Transportation Commission
City of Spokane		

## BACKGROUND

The Spokane Regional Transportation Council (SRTC) is the lead agency for coordinating transportation planning activities in the Spokane region. SRTC is governed by a Board that includes local elected officials, transportation executives, and community and business representatives. Each year, the SRTC Board approves a Unified Planning Work Program (UPWP) that describes upcoming work activities and priorities. The Fiscal Years 2024-2025 UPWP (07/01/2023 through 06/30/2025) is available on the SRTC website at <https://www.srtc.org/unified-planning-work-program/>.

This Calendar Year (CY) 2025 Budget outlines SRTC's anticipated revenues and expenditures for the upcoming year. A key objective of the CY 2025 Budget is to provide adequate resources to address core planning functions, as defined by federal and state requirements. Together, the UPWP and annual budget provide a comprehensive picture of SRTC's work activities and financial resources. Both documents are aligned with SRTC's mission, vision, and values statements:

**MISSION:** *Develop plans and programs that coordinate transportation planning in the Spokane Region*

**VISION:** *The Spokane region possesses the best multi-modal/multi-jurisdictional transportation network that optimizes safety, capacity, and efficiency in the movement of people and goods in a region of our size.*

**VALUES:** *Regional Leadership, Collaboration, Accountability, Innovation, Transparency, Inclusiveness, Integrity*

## SRTC ORGANIZATION

SRTC serves as the Metropolitan Planning Organization (MPO) for the region and is responsible for ensuring compliance with federal transportation planning requirements. Since the Spokane Metropolitan Planning Area is over 200,000 in population, SRTC is also designated as a Transportation Management Area (TMA), which involves additional responsibilities and discretion in allocating certain federal transportation funds within the urbanized area. Finally, SRTC serves as the state designated Regional Transportation Planning Organization (RTPO) for Spokane County. RTPOs are voluntary associations of local governments and were authorized as part of the 1990 Washington State Growth Management Act to ensure local and regional coordination of transportation plans.

SRTC is organized through an interlocal agreement as a voluntary association and joint board. As shown on page 1, the agency is governed by a Board of Directors which receives policy input from a Transportation Advisory Committee (TAC) and technical input from a Transportation Technical Committee (TTC). The Board of Directors includes 18 voting members and two ex-officio, or non-voting, members. Also, pursuant to RCW 47.80.040, area members of the House of Representatives and the State Senate are considered ex officio, non-voting policy board members of SRTC.

# SFY 2024-2025 UNIFIED PLANNING WORK PROGRAM (UPWP)

On 06/08/2023, the SRTC Board approved the State Fiscal Years (SFY) 2024-2025 Unified Planning Work Program. The 2024-2025 UPWP defines the projects and work activities that will be conducted by the agency during the period of 07/01/2023 through 6/30/2025 and identifies whether each task is primarily an MPO (federal) or RTPO (state) activity.

Table 1 identifies the work activities included in the FY 2024-2025 UPWP.

Task	MPO	RTPO	Task	MPO	RTPO
<b>Task 1: Program Administration &amp; Coordination</b>			<b>Task 2: Public &amp; Stakeholder Participation &amp; Coordination</b>		
1.1 Program Management & Support	<input type="radio"/>	<input type="radio"/>	2.1 Public Coordination & Outreach	<input type="radio"/>	<input type="radio"/>
1.2 Certifications, Agreements, Work Program	<input type="radio"/>	<input type="radio"/>	2.2 Stakeholder Coordination	<input type="radio"/>	<input type="radio"/>
1.3 Coordination with State/Federal Legislators	<input type="radio"/>	<input type="radio"/>	2.3 Title VI & Environmental Justice	<input type="radio"/>	<input type="radio"/>
1.4 Professional Development & Training	<input type="radio"/>	<input type="radio"/>	2.4 Website and Social Media Management	<input type="radio"/>	<input type="radio"/>
<b>Task 3: Data Management &amp; Systems Analysis</b>			<b>Task 4: Metropolitan Transportation Plan &amp; General Long Range Transportation Planning</b>		
3.1 Data & Software Management	<input type="radio"/>	<input type="radio"/>	4.1 Long Range Transportation Planning	<input type="radio"/>	<input type="radio"/>
3.2 GIS & Spatial Analysis	<input type="radio"/>	<input type="radio"/>	4.2 Equity Planning	<input type="radio"/>	<input type="radio"/>
3.3 Data Visualization & Cartography	<input type="radio"/>	<input type="radio"/>	4.3 Climate Change & Resiliency	<input type="radio"/>	<input type="radio"/>
3.4 Socioeconomic Data Collection/Forecasting	<input type="radio"/>	<input type="radio"/>	4.4 Agency Support & Coordination	<input type="radio"/>	<input type="radio"/>
3.5 Systems Analysis & Data Application	<input type="radio"/>	<input type="radio"/>	4.5 Active & Public Transportation	<input type="radio"/>	<input type="radio"/>
3.6 Air Quality & Transportation Conformity	<input type="radio"/>	<input type="radio"/>			
<b>Task 5: Transportation Improvement Program</b>			<b>Task 6: Congestion Management Process</b>		
5.1 TIP Development & Maintenance	<input type="radio"/>	<input type="radio"/>	6.1 CMP Activities	<input type="radio"/>	<input type="radio"/>
5.2 Coordination & Tracking Projects	<input type="radio"/>	<input type="radio"/>	6.2 SRTMC Support/TSMO	<input type="radio"/>	<input type="radio"/>
<b>Task 7: Planning Coordination &amp; Studies</b>			<b>Task 8: RTPO Planning Activities</b>		
7.1 General Planning Support/Coordination	<input type="radio"/>	<input type="radio"/>	8.1 General RTPO Activities	<input type="radio"/>	<input type="radio"/>
7.2 Regional Transportation Priorities	<input type="radio"/>	<input type="radio"/>	8.2 Comp Plan & CWPP Certification Update	<input type="radio"/>	<input type="radio"/>
7.3 Safety	<input type="radio"/>	<input type="radio"/>			

## CY 2025 BUDGET SUMMARY

SRTC prepares and adopts a proposed budget for each calendar year and submits anticipated contributions to the governing bodies of each member agency. Member contributions for the CY 2025 Budget were reviewed by the SRTC Board on 07/11/2024. This information was submitted by letter to each member agency on 07/22/2024. The annual budget may be amended by vote of the Board, provided such amendment does not require additional budget appropriation, or by joint approval of the Board and participating members where such amendment does require additional member agency budget appropriation.

## FINANCIAL MANAGEMENT PRACTICES

SRTC prepares a budget for financial planning purposes. It is used only as a planning tool with no legal requirement to amend the budget as factors change throughout the year. However, significant budget changes, including changes that alter the approved Unified Planning Work Program, are presented for review and approval by the Board.

SRTC reports financial activity in accordance with the Cash Basis Budgeting, Accounting and Reporting System (BARS) manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. Financial transactions are recognized on a cash basis of accounting. SRTC's basic financial statements include the financial position and results of operations. It accounts for all financial resources except those required or elected to be accounted for in another fund.

SRTC has one governmental fund (General Fund). The fund has a set of single-entry accounts that comprises its cash, investments, revenues, and expenditures, as appropriate. It is SRTC's policy to deposit all cash with the Spokane County Treasurer.

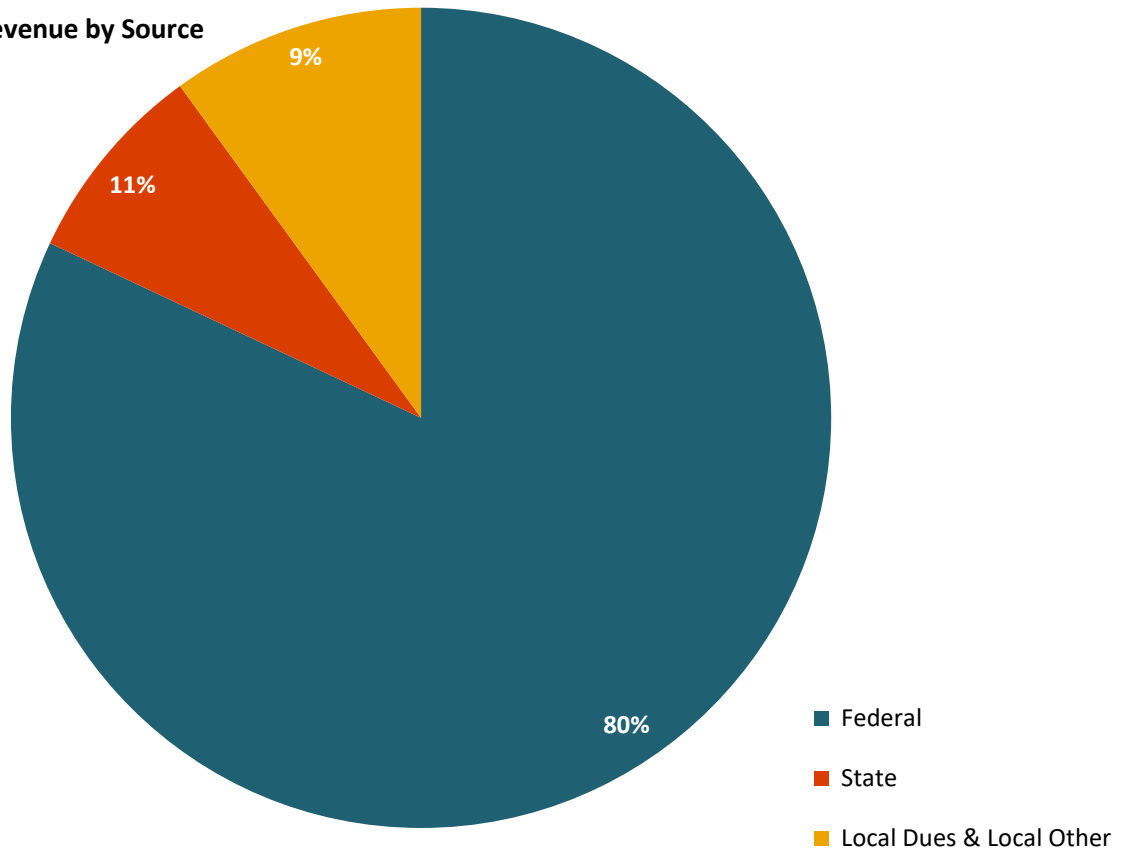
## CY 2025 REVENUE ESTIMATES

The CY 2025 estimate for revenues is \$3,663,166 (Table 2). As shown in Figure 2, 80% of the revenues included in the CY 2025 Budget are provided by federal sources. State planning support is 11% of total; local dues and other local funds account for 9% of the budgeted revenues.

**TABLE 2: CY 2025 ESTIMATED REVENUES**

FHWA PL Funds	\$ 880,095
FTA 5303 Funds	408,228
STBG Planning Funds	500,000
RTPO State Planning Funds	144,651
V.M.T. (Vehicle Miles Travelled) Study Funds	95,000
Designated Grants – WA Dept of Commerce – Electric Chargers	1,300,000
Local Member Contributions	280,192
SRTC Cash Reserve - Contingency	25,000
Spokane County Treasury Interest	30,000
<b>TOTAL ESTIMATED REVENUES</b>	<b>\$ 3,663,166</b>

**Figure 2: CY 2025 Revenue by Source**



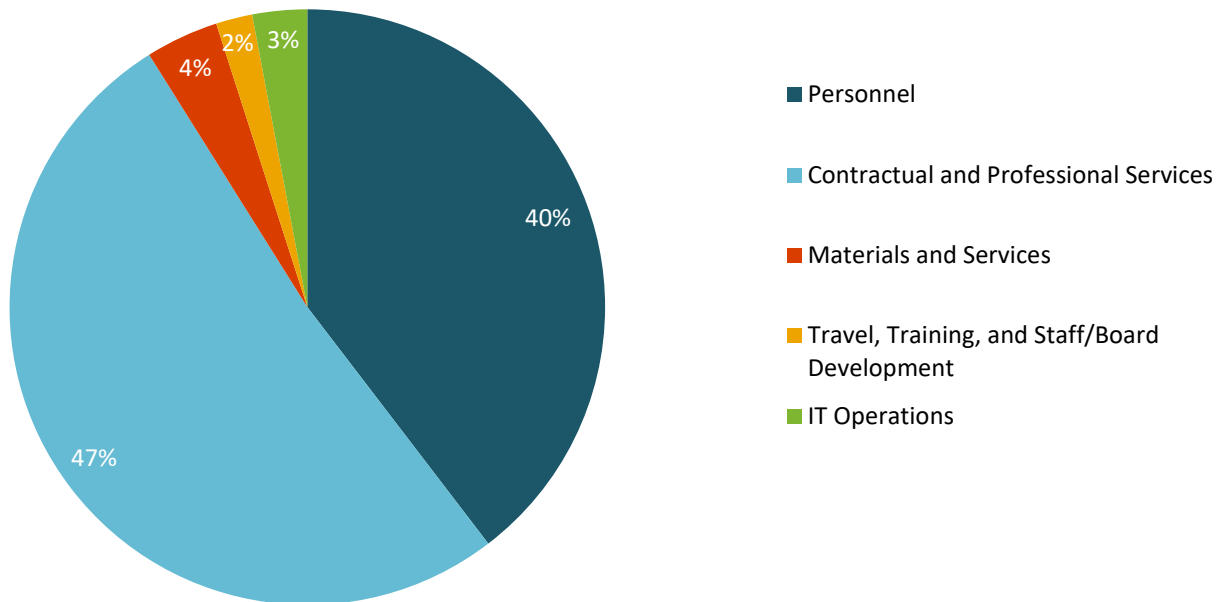
## CY 2025 EXPENDITURE ESTIMATES

The CY 2025 estimate for expenditures is balanced to estimated revenues at \$3,663,166. Budget expenditures are divided into the following five divisions: 1) Personnel; 2) Contractual and Professional Services; 3) Materials and Services; 4) Travel, Training, and Staff Development; and 5) IT Operations.

Table 3 provides a breakdown of expenses by these categories. Figure 3 illustrates that personnel expenditures account for 44% of the total agency budget. Contractual and Professional Services account for 47%; followed by Materials & Services at 4%; Training and Memberships at 2%, and IT Operations at 3%.

TABLE 3: CY 2025 ESTIMATED EXPENDITURES	
Personnel	\$ 1,615,361
Contractual and Professional Services	1,716,850
Materials and Services	129,860
Training and Memberships	63,925
IT Operations	112,170
Contingency	25,000
<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$ 3,663,166</b>

Figure 3: CY 2025 Expenditures by Budget Division



The CY 2025 budget includes 11.50 Full Time Equivalent (FTE) positions. Table 4 provides a summary of the budgeted positions for CY 2024 and CY 2025.

TABLE 4: SUMMARY OF BUDGETED POSITIONS		
Position	CY 2024	CY 2025
Executive Director	1.00	1.00
Deputy Executive Director	1.00	1.00
Administrative Services Manager	1.00	1.00
Administrative-Executive Coordinator	1.00	1.00
Communications and Public Relations Coordinator	1.00	1.00
Program Intern	0.50	0.50
Associate Transportation Planner I	0.00	1.00
Associate Transportation Planner II	2.00	0.00
Associate Transportation Planner III	0.00	1.00
Principal Transportation Planner	4.00	4.00
<b>TOTALS</b>	<b>11.50</b>	<b>11.50</b>

## CY 2025 BUDGET DETAILS

Appendix A presents the budget details for the CY 2025 Budget. The following provides detail of some of the revenue and expenditure items contained in Appendix A.

### REVENUES

**FHWA PL (FEDERAL PLANNING LAW FUNDS):** SRTC’s allocation of PL funds in CY 2025 is anticipated to be \$834,475. An additional \$45,620 is from prior year remaining funds for a total of \$880,095.

**FTA (FEDERAL SECTION 5303 FUNDS):** SRTC’s allocation of FTA Section 5303 funds in CY 2025 is budgeted at \$309,527. An additional \$98,701 is from prior year remaining funds for a total of \$408,228.

**STBG (FEDERAL DISCRETIONARY FUNDS-METROPOLITAN PLANNING):** SRTC’s current 2024-2027 Transportation Improvement Program (TIP) includes \$500,000 in annual Surface Transportation Program (STBG Planning) funds for Metropolitan Transportation Planning in 2025.

**OTHER GRANTS, STUDIES, AND PROJECTS:** The Vehicle Miles Travelled (V.M.T.) Study is to be funded with revenues from WSDOT. It is anticipated that the Electrification of Transportation Systems (ETS) grant revenue will be \$1,300,000 in 2025, the final year of the grant funded project.



**RTPO (STATE PLANNING FUNDS):** The State of Washington provides \$2.45 million annually to RTPOs to conduct transportation planning in support of the State’s Growth Management Act (GMA). For large MPO’s such as SRTC, this funding has been used to supplement the overall planning program in fulfillment of the GMA, and to support transportation planning activities in the non-urbanized areas of Spokane County. SRTC’s allocation of RTPO funds is anticipated to remain at \$144,651 in CY 2025.

**LOCAL CONTRIBUTIONS:** Local contributions are budgeted to remain at \$.30 cents per capita. The dues structure also calls for Spokane County to pay dues at the City of Spokane assessment. Table 5 provides an overview of contributions for each member in CY 2024 and CY 2025. The contributions for SRTC members in CY 2025 are \$280,192.

<b>TABLE 5: CY 2025 LOCAL CONTRIBUTIONS</b>				
<b>Jurisdiction</b>	<b>Population*</b>	<b>% of 2024 Population</b>	<b>CY 2024 CONTRIBUTIONS</b>	<b>CY 2025 CONTRIBUTIONS</b>
Airway Heights	12,070	2.16%	3,384	3,621
Cheney	13,150	2.35%	3,948	3,945
Deer Park	5,100	0.91%	1,478	1,530
Fairfield	600	0.11%	180	180
Latah	185	0.03%	56	56
Liberty Lake	13,870	2.48%	3,945	4,161
Medical Lake	4,835	0.86%	1,475	1,451
Millwood	1,925	0.34%	578	578
Rockford	605	0.11%	171	182
Spangle	285	0.05%	84	86
Spokane	233,000	41.65%	69,810	69,900
Spokane County	164,850	29.47%	69,810	69,900
Spokane Valley	108,800	19.45%	32,220	32,460
Waverly	125	0.02%	36	38
<b>Jurisdiction Subtotal</b>	<b>559,400</b>	<b>100%</b>	<b>187,175</b>	<b>188,268</b>
Kalispel Tribe of Indians	Flat Rate	n/a	-	1,400
Spokane Transit Authority	Flat Rate	n/a	58,706	58,706
Spokane Tribe of Indians	Flat Rate	n/a	-	1,400
WSDOT-Eastern Region	Flat Rate	n/a	30,418	30,418
<b>Special Subdistrict Subtotal</b>			<b>89,124</b>	<b>91,924</b>
		<b>TOTAL</b>	<b>276,299</b>	<b>280,192</b>

\* (4/1/2024 WA Office of Financial Management Estimate)

## EXPENDITURES

**PERSONNEL:** Increase of \$84,401 (5.5%) vs 2024

**Salaries:** Total wages budgeted for 2025 increase 5.3% over the 2024 budget. The increase coming from projected merit increases is based on performance reviews, as well as a requested 3.0% wage adjustment.

**FICA:** The Federal Insurance Contributions Act tax includes employer contributions for Social Security and Medicare.

**WA State Retirement System:** SRTC provides the employer match for its employees as members of the Washington State Retirement System. Contribution rates are set by the State Legislature and may be adjusted as needed, usually at the beginning of the State's Biennium. In September 2024 the employer rate increased to 9.11 %. The 2025 budget is a 1% increase of \$1,137 vs 2024 budget.

**Insurance/other Benefits:** As of 01-01-2019 SRTC began procuring health insurance benefits through the Association of Washington Cities Trust as a non-city entity sponsored by the City of Spokane Valley. Medical Insurance premiums are anticipated to increase between 7 – 10% for 2025. An increase to Dental Insurance of 2% is expected after several years of no increases. SRTC's earned 2025 Well City discount will result in a 2% reduction in medical insurance premiums. Medical insurance premiums are estimated to increase 8.5% for the 2024 budget. Vision and life insurance rates will not change. Industrial Insurance is also included in this category. Agency contributions to Health Savings Accounts for staff on High Deductible Health Insurance plans and Transit passes are in this budget category as well.

**CONTRACTUAL AND PROFESSIONAL SERVICES:** decrease of \$657,250 (27.7%) vs 2024. This is primarily due to the completion of the D.A.T.A. and SS4A efforts, as well as decreases in total of various on-going contracts for the Metropolitan Transportation Plan (MTP) update.

**Legal Services:** No change from 2024 budget.

**Contractual/Professional Services:** This category includes available funds from prior year grant balances available for project work to be identified in the 2024-2025 UPWP which includes the first half of CY 2025: moderate increases to translation and state audit services; and addition of photography services to support outreach efforts.

Consultant Services for DATA Project and SS4A are \$564,000 less than 2024 budget. Other projects include the TIP database and other projects included as part of the MTP update due in 2025.

Avista and STA continue to work on installing charging infrastructure as part of the \$2,500,000 ETS grant administered by WA Dept of Commerce using US Dept. of Energy funds. The project closes at the end of 2025 (these are pass through funds for SRTC).

**MATERIALS AND SERVICES:** *decrease* of \$7,960 (5.8%) vs 2024 – Primarily due to marked decrease in office lease expense offset somewhat by anticipated increase of agency property/liability insurance, one-time rebranding costs, and a more robust outreach program.

**Operating Supplies:** General office supplies, outreach and wellness program supplies.

**Minor Furniture/Equipment:** Includes replacement of older office chairs & furniture as necessary. Replacement of equipment for outreach at community events.

**Telephone:** VOIP telephone service for office; cell service for Executive and Deputy Directors.

**Advertising:** Expenses for legal notices related to items such as public meetings, outreach events, plan comment periods, and Transportation Improvement Program (TIP) amendments.

**Office Space Rent:** SRTC leases Suites 500 at the Paulsen Center. Starting in June of 2024 SRTC no longer leases Suite 504 but does have free use of the space for public meetings until May 2026.

**Copy Machine Lease:** This includes the copier lease expense as well as the copier usage charges.

**Property and Liability insurance:** Anticipated to increase approximately 10% for 2025.

**Printing:** \$6,000 budgeted for printing an updated SRTC Bike Map in 2025. Additional printing as part of MTP update and rebranding.

**TRAVEL, TRAINING, AND STAFF/BOARD DEVELOPMENT:** *Increase* of \$500 (.8%) vs 2024 budget.

Because of the specialized and technical nature of the services provided, this category is to ensure adequate resources for travel, as well as resources for needed technical training related to travel demand modeling, air quality modeling, geographic information systems, transportation planning, information technology, financial management, updates and changes to employment law, public records law, and public involvement. Regular travel is also necessary for coordination with other organizations.

- Mileage & Parking
- Travel & Training
- Annual Summit & Guest Speakers
- Dues, Subscriptions, and Memberships

**INFORMATION TECHNOLOGY (IT) OPERATIONS – Increase** of \$14,860 (15.3%) vs 2024 budget.

**IT Management Services:** In July 2024 SRTC contracted with a new IT Support Services vendor. The Professional Services rate is comparable to that of 2024; additional funds are budgeted for potential work on the cloud network and security.

**Software** - Software purchases and software maintenance: Support for the VISUM model, ESRI Software for GIS, firewall maintenance, finance/payroll software. Software purchases include Presentation software, MS Office 365 and Planner/Data software, Adobe Acrobat. Network security software and investments in ArcGIS software and data storage are also budgeted in 2025.

**Hardware – New/Replacement/Repairs/Maintenance/Upgrades:** Replacement of network equipment and workstation replacement. The 2025 budget does include workstation replacement & minor equipment, as well as improvements to hybrid office equipment/hardware. Repair supplies and equipment repair.

**Online Services:** Internet service, metro Ethernet connection, website hosting, spam filtering, domain names, virtual meeting platform services.

# SRTC

SPOKANE REGIONAL TRANSPORTATION COUNCIL

## CALENDAR YEAR 2025 INDIRECT COST PLAN

*DRAFT*



421 W Riverside Ave  
Suite 500  
Spokane WA 99201  
[www.srtc.org](http://www.srtc.org)  
509.343.6370

## INDIRECT COST PROPOSAL CERTIFICATION STATEMENT

This is to certify that I have reviewed the Indirect Cost proposal submitted herewith and to the best of my knowledge and belief:

All costs included in this proposal, 10/10/24, to establish billing or final indirect costs rate for January – December 2025 are allowable in accordance with the requirements of the Federal awards to which they apply and the provisions of 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards. Unallowable costs have been adjusted for in allocating costs as indicated in the Indirect Cost proposal.

All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Spokane Regional Transportation Council

---

Lois Bollenback, Executive Director  
Spokane Regional Transportation Council

---

Date

## PURPOSE

This document serves as the Calendar Year (CY) 2025 Indirect Cost Allocation Plan for the Spokane Regional Transportation Council (SRTC) and was prepared in accordance with the policies and procedures contained in 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards. The 2025 Indirect Cost Plan will be effective for the months of January through December 2025.

## METHODOLOGY

A consistent approach has been followed in the treatment of direct or indirect costs; in no case have costs charged as direct costs to programs been included as indirect costs. Actual expenditure information used to prepare the plan was obtained from financial statements. SRTC has not made any significant changes to the accounting treatment of any expense category or to its accounting system for CY 2025. The expenses will continue to be allocated between direct and indirect costs as described in the approved CY 2025 Indirect Cost Plan. The CY 2025 indirect rate calculation is based on the approved 2025 budget. Based on this amount, the new indirect cost rate will be 51% of total direct salaries and wages. This proposal is for a fixed rate, with any over/under cost recovery amount adjusted in a subsequent year.

For CY 2025, SRTC will continue using Vision Municipal Solutions software for financial accounting and payroll processes. Vision MS is designed with the WA State Auditor's Office BARS reporting codes to provide seamless reporting for annual audits. The general ledger provides the capability of tracking overall expenses by calendar year and fiscal year, enabling an overall audit by either period. Salaries for hours worked, fringe benefits, and direct costs for each work element will be recorded in the appropriate task code.

The non-worked hours paid (vacation, holiday, sick leave, jury duty) and benefits will be prorated among the work elements. To accomplish the proration of the non-worked salary and benefits, these amounts will be accumulated in an independent function code number. At the end of each month, the non-worked salary and fringe benefit totals in this function code will be prorated to the Unified Planning Work Program (UPWP) work elements based on the amount of each employee's time in each work element. This will be done through a spreadsheet program from which actual billings will be prepared.

The proposed indirect cost percentage rate is of the "fixed rate with carry-over" type. Any over/under recovery for a specific year is carried forward to the following calendar year to be used as an adjustment to the following year's rate.

Expenses that are directly identifiable to a specific work element within SRTC are classified as "direct costs" and charged to the specific work elements to which they relate. Expenses that are not directly identifiable to a specific work element are classified as "indirect costs" and are recovered as a fixed percentage rate of total salaries and wages.

# DEVELOPMENT OF THE CY 2025 INDIRECT RATE

The CY 2025 indirect cost is based on a calculated 2025 total of indirect costs of \$481,088 plus a 2023 adjustment of \$57,298, and a direct salary base of \$1,024,545 yielding an indirect cost rate of 51%. This information is documented in the Appendix in **Table 1: Total Proposed Indirect Costs for CY 2025**. Table 1 also demonstrates that unallowable costs associated with SRTC staff interaction with state and federal officials are not included in the calculated indirect cost rate.

$$\$523,866 / \$1,024,545 = 51\%$$

CY 2022 shows an under-recovery amount of <\$57,298>. This information is documented in the Appendix in **Table 2: CY 2023 Indirect Cost Recovery Analysis Worksheet**.

SRTC will use this indirect cost rate of 51% for the January - December 2025 billings, as reflective of anticipated expenditures.

## INDIRECT COST RATE ASSUMPTIONS

In reviewing the operations of SRTC, part or all of the time of two employees was determined to be of an indirect support nature rather than a direct salary cost: (1) Administrative Services Manager – 100% (2) Administrative-Executive Coordinator – 100%

Estimates of the time spent on these activities were made and the salary and fringe benefit costs involved were calculated from the approved CY 2025 budget. Based on the line items of expense in the CY 2025 budget the following classifications of costs as direct or indirect were developed:

DIRECT		INDIRECT
Advertising	Advertising	Rentals –Eqpt/Buildings/Facilities
Computer Hardware	Computer Hardware	Software
Contractual Professional Services	Contractual Professional Services	Software/Equipment Maintenance
Direct Fringe Benefit Expenses	Dues, Subscriptions, Memberships	State Audit Charges
Direct Salary Expenses	Indirect Fringe Benefit Expenses	Telephone
Education Series / Guest Speakers	Indirect Salary Expenses	Termination Sick Leave/Vacation Pay
Operating Supplies	Interfund Reprographics	Travel
Postage	Interfund Services*	Unemployment
Printing	Lease of Equipment	
Publications	Online IT Services	
Registration/Schooling	Operating Supplies	
Rentals –Eqpt/Buildings/Facilities	Permits/Fees	
Software	Postage	
Software/Equipment Maintenance	Printing	
Telephone	Property/Liability Insurance	
Travel / Training / Conferences	Publications	
	Registration/Schooling	

\* Prorated share of Spokane County Treasurer Office costs for Treasury Services. These expenses are distributed by a standardized formula to all organizations using County Treasury services. The remaining interfund items are charged at standard rates to all users based on the amount of the service or products used or purchased.



Capital Expenditures were classified as allowed or not allowed, without prior approval from the grantor agencies, using the 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards. These line items will be funded entirely from additional local funds in CY 2025 unless prior approval is sought for specific equipment acquisitions.

## INCONSISTENTLY TREATED COSTS

Line items such as Software, Operating Supplies, Equipment Maintenance, and Advertising are treated on a case-by-case basis within this proposal. The items will be purchased either for a specific contract or project or for general use. Expenditures will be specifically coded to show for what they will be used. SRTC proposes to treat those purchases that are made directly for a specific work element within the UPWP as a direct cost, while those purchases for general purpose programs are an indirect cost.

Salary and fringe benefit expenses are also treated as both a direct and an indirect cost, depending on the nature of the activity incurring the cost. A separate payroll cost accounting code and budget will be established to record actual employee time worked in the indirect cost activities to provide support for the indirect cost amounts and to avoid treating any specific salary expense as both a direct and an indirect charge. The related fringe benefit expenses for the indirect salary charges are also accounted for separately.

All other costs in this proposal are treated consistently as direct or indirect costs for all grants. The indirect cost rate will be used in billing all federal and state grants and contracts executed by SRTC.

## APPENDIX

Table 1: CY 2025 Indirect Cost Proposal Worksheet

Table 2: CY 2023 Indirect Cost Recovery Analysis Worksheet

Table 3: Schedule of Federal Funds Expenditures for Calendar Year 2023

Table 4: Certificate of Indirect Costs

SRTC Organizational Chart

**TABLE 1 – SRTC CY 2025 INDIRECT COST PROPOSAL WORKSHEET**

	Cost Type	Indirect Cost expenditures	Unallowable Cost expenditures	Transp. Grants eligible expenditures	TOTAL	Cost Classified Direct to All Activity	Indirect to All Activity	TOTAL
<b>SALARIES &amp; FRINGE BENEFITS</b>								
Salaries & Wages	D/I	185,329	7,111	1,017,434	1,209,874	<b>1,024,545</b>	185,329	1,209,874
Fringe Benefits	D/I	70,109	4,713	330,665	405,487	<b>335,378</b>	70,109	405,487
<b>Total Salaries/Fringe Benefits</b>		<b>255,438</b>	<b>11,824</b>	<b>1,348,099</b>	<b>1,615,361</b>	<b>1,359,923</b>	<b>255,438</b>	<b>1,615,361</b>
<b>OTHER EXPENDITURES</b>								
<i>Contractual/Professional Services</i>								
Legal Services	I	25,000	0	0	25,000	0	25,000	25,000
Consultant Services	D/I	0	0	364,050	364,050	364,050	0	364,050
State Audit Charges	I	22,000	0	0	22,000	0	22,000	22,000
Misc. Professional Services	D/I	2,000	1,800	2,000	5,800	3,800	2,000	5,800
<i>Materials &amp; Services</i>								
Publications	D/I	0	240	260	500	500	0	500
Postage	I	400	0	0	400	0	400	400
Operating Supplies	D/I	1,500	4,700	800	7,000	5,500	1,500	7,000
Minor Equipment	D	0	5,150	0	5,150	5,150	0	5,150
Telephone	D/I	3,600	600	780	4,980	1,380	3,600	4,980
Advertising	D	0	2,100	3,450	5,550	5,550	0	5,550
Lease – Office	I	68,000	0	0	68,000	0	68,000	68,000
Rent – Meeting Rooms	D/I	400	0	100	500	100	400	500
Lease – Copier	I	2,670	0	0	2,670	0	2,670	2,670
Property/Liability Insurance	I	22,000	0	0	20,000	0	22,000	20,000
Printing	I	750	0	7,250	8,000	7,250	750	8,000
Unemployment	I	0	0	0	0	0	0	0
Treasury Services	I	5,110	0	0	5,110	0	5,110	5,110
Contingency	D/I	0	25,000	0	25,000	25,000	0	25,000
<i>Travel, Training, Staff Development</i>								
Mileage & Parking	D/I	200	1,000	1,200	2,400	2,200	200	2,400
Travel/Training	D/I	1,300	5,900	37,400	44,600	43,300	1,300	44,600
Registration	D/I	1,200	800	4,800	6,800	5,600	1,200	6,800
Dues, Subscrip., Memberships	D/I	0	10,125	0	10,125	10,125	0	10,125
<i>IT Operations</i>								
IT Management	I	26,800	9,500	0	36,300	9,500	26,800	36,300
Software	D/I	13,350	0	30,670	44,020	30,670	13,350	44,020
Hardware-new & replacement	D/I	1,500	5,000	9,000	15,500	14,000	1,500	15,500
Hardware-repair,maint.upgrades	D/I	0	3,000	0	3,000	3,000	0	3,000
Online Services	I	13,350	0	0	13,350	0	13,350	13,350
<b>Total Other Expenditures</b>		<b>211,130</b>	<b>74,915</b>	<b>461,760</b>	<b>747,805</b>	<b>536,675</b>	<b>211,130</b>	<b>747,805</b>
<b>TOTAL</b>		<b>466,568</b>	<b>86,739</b>	<b>1,809,859</b>	<b>2,363,166</b>	<b>1,896,598</b>	<b>466,568</b>	<b>2,363,166</b>
Adjustment for (over)/Under Recovery of Indirect Cost in FY 2023 (from Table 2) will be made in the CY 2025 IDC Plan							57,298	
Total Indirect Costs to be Recovered in CY 2025							<b>523,866</b>	

Proposed Indirect Cost Allocation Rates for CY 2025	51%	

**TABLE 2 - CY 2023 INDIRECT COST RECOVERY ANALYSIS WORKSHEET- page 1 of 2**

Type	Description	Cost Type	2023 Indirect Expenses	2023 Ineligible Expenses	Eligible Grant Expenses Jan-June23	Eligible Grant Expenses July-Dec 23	Eligible Grant Expenses STBG-23	Eligible Grant Expenses STBG-24	Consultant D.A.T.A. Study	Commerce ETS Project Sites	TOTAL	Costs Classified Direct to All Activity	Costs Classified Indirect to All Activity	TOTAL
51000	Salaries/Wages	D/I	162,364.40	1,228.97	343,586.63	416,188.00	71,629.38	3,802.13			998,799.51	836,435.11	162,364.40	988,799.51
52000	Fringe Benefits	D/I	72,065.25	492.18	98,454.74	121,872.30	23,253.18	1,333.92			317,471.57	245,406.32	72,065.25	317,471.57
<i>Total Sal/Fringe Benefits</i>			234,429.65	1,721.15	442,041.37	538,060.30	94,882.56	5,136.05	0.00	0.00	1,316,271.08	1,081,841.43	234,429.65	234,429.65
<b>Other Expenditures</b>														
51620	Move Staff	D/I	0.00	0.00	0.00	0.00					0.00	0.00	0.00	0.00
53102	Publications	D/I	0.00	254.36	0.00	0.00					254.36	254.36	0.00	254.36
53103	Postage	D/I	137.65	0.00	0.00	0.00					137.65	0.00	137.65	137.65
53104	Software	D/I	12,417.18	0.00	18,997.62	21,261.60					52,676.40	40,259.22	12,417.18	52,676.40
53201	Operating Supplies	D/I	1,409.32	2,997.33	0.00	2,705.20					7,111.85	5,702.53	1,409.32	7,111.85
53502	Minor Equipment	D/I	2,402.37	1,157.58	0.00	2,005.59					5,565.54	3,163.17	2,402.37	5,565.54
54101	Prof. Services	D/I	25,058.36	0.00	0.00	0.00					25,058.36	0.00	25,058.36	25,058.36
54105	Legal Services	I	24,635.50	0.00	0.00	0.00					24,635.50	0.00	24,635.50	24,635.50
54120	State Audit Charges	I	19,279.05	0.00	0.00	0.00					19,279.05	0.00	19,279.05	19,279.05
54201	Contractual Services	D/I	0.00	484.25	0.00	0.00			270,096.82	208,373.05	478,953.92	478,953.92	0.00	478,953.92
54209	Online Services	D/I	13,209.55	0.00	0.00	0.00					13,209.55	0.00	13,209.55	13,209.55
54301	Telephone	D/I	3,261.49	0.00	284.47	400.53					3,946.49	685.00	3,261.49	3,946.49
54401	Travel/Mileage	D/I	5,450.39	958.82	3,121.63	3,734.36					13,265.20	7,814.81	5,450.39	13,265.20
54451	Advertising	D/I	2,389.00	0.00	711.79	882.04					3,982.83	1,593.83	2,389.00	3,982.83
54501	Rentals/Leases	D/I	85,542.76	0.00	0.00	0.00					85,542.76	0.00	85,542.76	85,542.76
54601	Prop/Liability Insurance	I	15,133.00	0.00	0.00	0.00					15,133.00	0.00	15,133.00	15,133.00
54803	Equip. Maintenance	D/I	336.95	347.13	0.00	0.00					684.08	347.13	336.95	684.08
54820	Software Maintenance	D/I	0.00	0.00	3,993.07	0.00					3,993.07	3,993.07	0.00	3,993.07
54902	Registration	D/I	382.00	3,634.78	352.45	1,005.00					5,374.23	4,992.23	382.00	5,374.23
54904	Dues, Subscrip, Mberships	D/I	0.00	9,365.52	0.00	0.00					9,365.52	9,365.52	0.00	9,365.52
54908	Permits/Fees	D/I	0.00	0.00	0.00	0.00					0.00	0.00	0.00	0.00
54909	Printing	D/I	26.16	0.00	104.94	29.96					161.06	134.90	26.16	161.06
55120	IG Services – General	D	0.00	0.00	0.00	0.00					0.00	0.00	0.00	0.00
59100	IF Charges	D/I	4,152.69	0.00	0.00	0.00					4,152.69	0.00	4,152.69	4,152.69
<b>Total Other Expenditures</b>			<b>215,223.42</b>	<b>19,199.77</b>	<b>27,565.97</b>	<b>18,465.79</b>	<b>0.00</b>	<b>0.00</b>	<b>270,096.82</b>	<b>208,373.05</b>	<b>772,483.11</b>	<b>557,259.69</b>	<b>215,223.42</b>	<b>215,223.42</b>
<b>TOTAL</b>			<b>449,653.07</b>	<b>20,920.92</b>	<b>469,607.34</b>	<b>570,084.58</b>	<b>94,882.56</b>	<b>5,136.05</b>	<b>270,096.82</b>	<b>208,373.05</b>	<b>2,088,754.19</b>	<b>1,639,101.12</b>	<b>449,653.07</b>	<b>2,088,754.19</b>

**Expenditure Code Types**

Indirect Cost Pool Charges: I

Direct Charges & Indirect Cost Pool: D/I

Direct Charges: D

Locally funded items only: L

**TABLE 2 - CY 2023 INDIRECT COST RECOVERY ANALYSIS WORKSHEET- page 2 of 2**

Indirect Costs charged to SRTC Projects: CY 2023 approved indirect cost rate: <b>47%</b>				TOTAL INDIRECT EXPENDITURES	449,653.07
	RECOVERED	2023 1 <sup>ST</sup> Half	2023 2 <sup>nd</sup> Half		
Regional Transportation Plan Update		19,804.68	25,441.98		45,246.66
Congestion Management Process		5,841.72	5,335.18		11,176.90
Program Mgt/Administration		30,654.99	52,569.46		83,224.45
Public/Stakeholder Participation & Education		8,572.43	27,475.05		36,047.48
Systems Analysis & Information Management		17,410.95	35,674.01		53,084.96
Transportation Improvement Plan		7,843.98	21,188.15		29,032.13
Planning Consultation & Studies		406.05	20,602.06		21,008.11
RTPO Planning Functions		5,069.42	7,041.79		12,111.21
Transportation Coordination		620.26	-		620.26
MTP Update – FY 2023		39,286.06	-		39,286.06
MTP Update – FY 2024		60,218.63	-		60,218.63
Safe Streets for All (SS4A)			2,067.70		2,067.70
		<b>195,729.17</b>	<b>197,395.38</b>	Total Indirect Costs Recovered from Projects	<b>393,124.55</b>
				Amount Under-Recovered in CY 2023	(56,528.52)
				Amount (Under-Recovered) in CY 2022	(769.50)
				Amount to be Adjusted in CY 2025 Under-Recovered	(57,298.02)

**TABLE 3 – SCHEDULE OF FEDERAL FUNDS EXPENDITURES FOR CY 2023**

Item	1 <sup>st</sup> Half CY 2023			2 <sup>nd</sup> Half CY 2023			Consolidated	1 <sup>st</sup> Half	2 <sup>nd</sup> Half	1 <sup>st</sup> Half	2 <sup>nd</sup> Half	STBG/FHWA	Total
	PL	FTA	STBG	PL	FTA	STBG	PL/FTA/STBG Funds	STBG DATA	STBG DATA	FHWA SS4A	FHWA SS4A	Funds	Federal Funds
	Federal Revenue	241,920	54,082	329,162	498,435	139,597	-	<b>1,263,530</b>	42,617	191,017	-	6,323	<b>239,957</b>
Required Local Match	32,659	7,301	44,437	67,334	18,846	-	<b>170,577</b>	5,753	25,787	-	1,265	<b>32,805</b>	<b>203,382</b>
Additional Local	5,097	1,139	10,509	10,509	2,941	-	<b>26,622</b>	898	4,025	-	738	<b>5,661</b>	<b>32,282</b>
<b>TOTAL</b>	<b>279,677</b>	<b>62,522</b>	<b>380,534</b>	<b>576,610</b>	<b>161,384</b>	<b>-</b>	<b>1,460,728</b>	49,268	220,829	-	8,326	<b>278,422</b>	<b>1,739,150</b>
Total Salaries	149,606	32,850	211,712	314,449	86,159	-	<b>794,766</b>	-	-	-	4,399	<b>4,399</b>	<b>799,175</b>
Total Benefits	41,267	8,823	65,693	93,018	24,480	-	<b>233,281</b>	-	-	-	1,437	<b>1,437</b>	<b>234,718</b>
Total Other	18,489	5,410	3,625	21,352	10,250	-	<b>59,127</b>	49,268	220,829	-	422	<b>270,519</b>	<b>329,645</b>
Total IDC's	70,315	15,439	99,505	147,791	40,495	-	<b>373,545</b>	-	-	-	2,068	<b>2,068</b>	<b>375,612</b>
<b>TOTAL</b>	<b>279,677</b>	<b>62,522</b>	<b>380,534</b>	<b>576,610</b>	<b>161,384</b>	<b>-</b>	<b>1,460,728</b>	49,268	220,829	-	8,326	<b>278,422</b>	<b>1,739,150</b>
Direct charges – (Total amount less local match, usually at 13.5%; FHWA-SS4A grant has 20% match)													
Direct Salaries/Wages							<b>687,481</b>					<b>3,519</b>	<b>691,000</b>
Direct Fringe Benefits							<b>201,788</b>					<b>1,149</b>	<b>202,937</b>
Other Direct Expend							<b>51,145</b>					<b>233,634</b>	<b>284,779</b>
Indirect Cost Plan							<b>323,116</b>					<b>2,068</b>	<b>324,770</b>
<b>Total Federal Revenues</b>							<b>1,263,530</b>					<b>239,956</b>	<b>1,503,486</b>

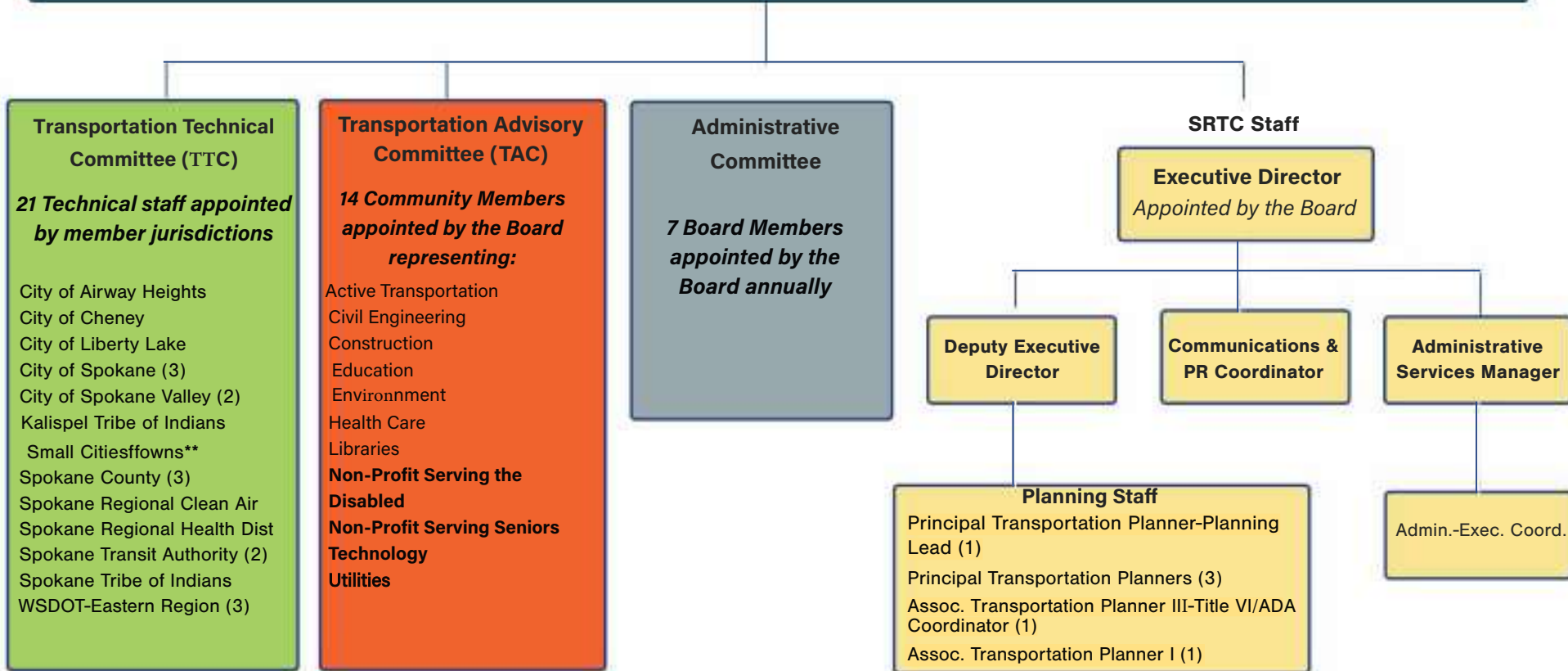
Uniform Administrative Requirement (Super Circular) 200.425 Audit Services (a) A reasonably proportionate share of the costs of audits required by, and performed in accordance with, the Single the Audit Act Amendments of 1996 (31 U.S.C. 7501-7507), as implemented by requirements of the Part, are allowable.

However, the following audit costs are unallowable: Any costs of auditing a non-Federal entity that is exempted from having an audit conducted under the Single Audit Act and Subpart F-Audit Requirements of this Part, because its expenditures under Federal awards are less than \$750,000 during the non-Federal entity’s fiscal year.

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

## BOARD OF DIRECTORS

VOTING MEMBERS		EX-OFFICIO MEMBERS
City of Airway Heights	City of Millwood	TIC Chair
City of Cheney	City of Spokane (2)	TAC Chair
City of Deer Park	City of Spokane Valley (2)	Regional WA State Legislators
City of Liberty Lake	Kalispel Tribe of Indians	
City of Medical Lake	Major Employer Representative	
	Rail/Freight Representative	
	Small Towns Representative*	
	Spokane County (2)	
	Spokane Transit Authority	
	Spokane Tribe of Indians	
	WSDOT Eastern Region	
	WA State Transportation Commission	



<sup>72</sup>  
\*Towns of Fairfield, Latah, Rockford, Spangle & Waverly  
\*\*Towns listed above plus Cities of Deer Park, Medical Lake & Millwood



To: SRTC Board of Directors

09/05/2024

From: Ryan Stewart, Principal Transportation Planner

**TOPIC: CALENDAR YEAR (CY) 2025-2028 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

- **DRAFT**

**Requested Action:**

None. For information and discussion.

**Key Points:**

- SRTC is required to develop a TIP that includes a list of projects and programs to be carried out in the Spokane Metropolitan Planning Area over a four-year period.
- A TIP must be updated a minimum of every two years; SRTC updates the TIP annually.
- 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. Once approved by the SRTC Board, the TIP is incorporated into the Washington State TIP (STIP) then reviewed and approved by FHWA and FTA.
- Member jurisdictions and agencies have submitted their TIP project records into the Secure Access Washington Database and SRTC staff is reviewing the records and developing the TIP.
- The draft 2025-2028 TIP document is available on the [SRTC website](#), and a link was distributed to the Board, TAC, TTC, and other interested parties.
- The Board will be asked to consider approval of the 2025-2028 TIP at the October Board meeting.

**Board/Committee Discussions:**

This is the first briefing to the Board on the draft 2025-2028 TIP. The TAC and TTC were briefed at their 08/28/24 meetings.

**Public Involvement:**

- The draft 2025-2028 TIP document was released for public comment on 09/01/24. Notification was posted to the SRTC website, social media platforms, in the Spokesman Review and to media outlets.
- A hybrid public meeting is scheduled for 09/26/24 from 12:00pm-1:00pm. The meeting will be recorded and posted for additional viewing opportunities. Notice of the public meeting has been widely distributed.
- All Board and advisory committee meetings at which this topic is discussed are open to the public.

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

To: SRTC Board of Directors

09/05/2024

From: Jason Lien, Principal Transportation Planner

**TOPIC: SMART MOBILITY & RESILIENCY PROJECT UPDATE**

**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. 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 technology areas of focus have been categorized in terms of Asset Management (infrastructure), Travel Demand/Congestion Management, Safety/Accessibility/Equity, Resiliency & Sustainability, and Data & Information Sharing. The questions to screen potential technological solutions have also been established.
- Resiliency is defined as the ability of the transportation system to recover and regain functionality after a major disruption or disaster. The project is building on information in the Spokane County Hazard Mitigation Plan to assess the risk of potential hazards and the impact on the transportation system. The assessment will use the Resiliency and Disaster Recovery Tool (RDR), a GIS-based tool developed by the USDOT Volpe Center. Outputs will be validated through stakeholder review.
- 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 track as it develops further. 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 to the respective committees and Board in May, June, and July 2024. The TTC and TAC were recently briefed at their August 2024 meetings.

**Public Involvement:**

All SRTC committee and Board 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@srtc.org](mailto:jlien@srtc.org) | 509.343.6370

To: SRTC Board of Directors

09/05/2024

From: Jason Lien, Principal Transportation Planner

**TOPIC: ELECTRIC VEHICLE (EV) CHARGING STATION GRANT UPDATE**

### **Requested Action:**

None. For information only.

### **Key Points:**

- In January 2021, SRTC received a grant award from the WA Department of Commerce to fund the installation of Electric Vehicle charging stations at 51 locations throughout our planning area. In June 2021, the SRTC Board approved a motion that allowed the Executive Director to negotiate and execute a contract with the Department of Commerce for the Electrification grant.
- Public grant funding for this activity totals \$2.5 million and is complemented with matching funds provided by Avista and STA. The total project cost is approximately \$8.9 million.
- To date, twenty sites have been constructed and are in service. The number of charging ports has been completed at a higher rate (51% of planned DCFC and Level 2 ports complete). Coming online soon is public charging at the MLK East Central Library and Community Center.
- The build-out of several remaining sites face challenges that were not anticipated, including site host expectations for long-term payments and security/vandalism concerns at certain sites. SRTC and partners continue to advance projects and, where necessary, find new proximate site hosts to provide public charging where the original site has failed to materialize. The terms of the grant end in December 2025.
- SRTC project management staff will provide an update on activities associated with this project.

### **Board/Committee Discussions:**

The Board established support for SRTC's role as grantee in 2020 and execution of the project contract in 2021. This is the first project update to the Board this year. The TTC and TAC were recently briefed at their August 2024 meetings.

### **Public Involvement:**

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

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

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

09/05/2024

**Requested Action:**

None. For information only.

**Key Points:**

**Ongoing/Upcoming Events & Activities**

- SRTC hosted a booth at Unity in the Community (8/17/24) and partnered with Commute Smart and City of Spokane staff for a booth at an El Mercadito event (8/31/24).
- Upcoming events include:
  - The 2<sup>nd</sup> Annual Transportation Summit October 17<sup>th</sup> – “Embracing Innovation: Integrating Technology in Transportation.” Signup for the event on the GSI website at [2ND ANNUAL REGIONAL TRANSPORTATION SUMMIT \(greater-spokane.org\)](https://www.greater-spokane.org/2nd-annual-regional-transportation-summit)
  - The 3<sup>rd</sup> Annual Greater Northwest Rail Summit – October 8 & 9 – This event is being held at the Spokane Central Library and signup for the event can be found at [Home \(nwsummit.org\)](https://www.nwsummit.org)
- SRTC also continues activities that support the “Well City” designation including yoga in the office (7/16/24), family wellness day at Newman Lake (8/12/24), and Spokane River Clean-up (10/2/24).
- SRTC staff issued the notice to proceed for model revisions authorized by the SRTC Board and work is proceeding. Model validation results are expected in mid to late October.

**Transportation Funding – Awards & Opportunities**

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

Program	NOFO Close Date	Available Funding	Agency
Rural Development Community Facilities Loan & Grant Pgm.	Ongoing	\$38 million	DOA
FY23-24 Railroad Crossing Elimination Grant Program	September 23, 2024	\$1.15 billion	DOT-FRA
National Culvert Removal, Replacement, and Restoration	September 23, 2024	\$196 million	FHWA
Reconnecting Communities Pilot (RCP) Program	September 30, 2024	\$607 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 June TAC meeting minutes, TIP amendment, and UPWP amendment two, was approved unanimously.

### **2025 Unified List of Regional Transportation Priorities**

Recommendation to approve the Draft 2025 Unified List with the addition of the Craig Road-Complete Streets and Spokane Falls Boulevard projects.

## **INFORMATION & DISCUSSION ITEMS**

### **Website Project-New SRTC Logo/Brand**

Ms. Bollenback introduced the new logo/branding options which were reviewed and discussed.

### **Congestion Management Progress: Corridor Analysis & Strategies**

Mr. Fletcher provided an overview of the CMP, emphasizing cost-effective strategies, announced an upcoming CMP workshop, and noted committee feedback on segmenting I-90 for more accurate representation.

### **Smart Mobility/Resiliency Project Update**

Mr. Lien outlined the MTP update, highlighting the Smart Mobility Plan and System Resiliency Assessment, discussed goals, technology criteria, and regional EV planning, and detailed the Resiliency project's focus on infrastructure vulnerabilities with upcoming stakeholder meetings and steps to be completed by year-end.

### **Electric Vehicle (EV) Charging Grant Update**

Mr. Lien presented on SRTC's Regional EV Charging Grant project, highlighting its 2021 start, partnerships with various agencies, noting 20 sites in service, with completion expected by December 2025, and discussed the pros and cons of free municipal EV chargers using public funds.

### **Draft 2025-2028 Transportation Improvement Program (TIP)**

Mr. Stewart updated the committee on the draft 2025-2028 TIP, noting the public comment period from September 1st to 30th and a hybrid public meeting on September 26th at 12:00 p.m.

## **ACTION ITEMS**

### **Consent Agenda**

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

### **Regional Safety Action Plan**

Recommendation to approve the RSAP which includes the revisions to Appendix G, as presented.

### **2025 Unified List of Regional Transportation Priorities**

Recommendation to approve the Draft 2025 Unified List with the addition of the Craig Road-Complete Streets and Spokane Falls Boulevard projects.

## **INFORMATION & DISCUSSION ITEMS**

### **Website Project-New SRTC Logo/Brand**

Ms. Bollenback introduced the new logo/branding options which were reviewed and discussed.

### **Congestion Management Progress: Corridor Analysis & Strategies**

Mr. Fletcher provided an overview of the CMP, emphasizing cost-effective strategies, announced an upcoming CMP workshop, and noted committee feedback on segmenting I-90 for more accurate representation.

### **Smart Mobility/Resiliency Project Update**

Mr. Lien outlined the MTP update, highlighting the Smart Mobility Plan and System Resiliency Assessment, discussed goals, technology criteria, and regional EV planning, and detailed the Resiliency project's focus on infrastructure vulnerabilities with upcoming stakeholder meetings and steps to be completed by year-end.

### **Electric Vehicle (EV) Charging Grant Update**

Mr. Lien presented on SRTC's Regional EV Charging Grant project, highlighting its 2021 start, partnerships with various agencies, noting 20 sites in service, with completion expected by December 2025, and discussed the pros and cons of free municipal EV chargers using public funds.

### **Draft 2025-2028 Transportation Improvement Program (TIP)**

Mr. Stewart updated the committee on the draft 2025-2028 TIP, noting the public comment period from September 1st to 30th and a hybrid public meeting on September 26th at 12:00 p.m.