



Spokane Regional Transportation Council

Administrative Committee Meeting

Friday, May 16, 2025 at 11:30 AM

Hybrid In Person/Virtual Meeting

- **In Person: 421 W Riverside Ave, Suite 504, Spokane WA 99201**
- **Online via Zoom:**

<https://us02web.zoom.us/j/87609235686?pwd=l2osHEsKQ67a0mPhxJE5YtwzbGp76.1>

Meeting ID: 876 0923 5686 | Passcode: 180574

By Phone 1-253-205-0468

Meeting ID: 876 0923 5686 | Passcode: 180574

Or find your local number: <https://us02web.zoom.us/j/kdSU0r48U1>

SRTC welcomes public comments at the Administrative Committee meetings.

The deadline for submitting written comments is 10:00 am on the day of the meeting and can be submitted:

- By email: contact.srtc@srtc.org
- By mail: 421 W Riverside Ave Suite 500, Spokane WA 99201
- By phone: 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 at least 48 hours in advance.



Time	Item #		Page #
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1:00	1	Call to Order/Record of Attendance/Excused Absences	
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FOR REVIEW AND DISCUSSION

1:15	2	CY 2026 Budget Development	3
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Staff will provide an overview of the existing budget and the process for developing a new budget, including a discussion of the upcoming challenges and opportunities, along with the key activities and deadlines.

1:20	3	Procurement Manual Update	29
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SRTC staff will review and seek direction on the changes proposed to the Procurement Manual including policy-level changes such as approval authority and threshold levels.

1:40	4	MEMBER COMMENTS	
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1:45	5	ADJOURNMENT	
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To: 2025 Administrative Committee
From: Lois Bollenback, Executive Director and
Greg Griffin, Administrative Services Manager
Topic: CY 2026 BUDGET DEVELOPMENT

Requested Action:

None. For review and discussion.

Key Points:

- Each year, SRTC staff works with the Administrative Committee to develop a budget and associated work plan for the upcoming calendar year.
- The budget outlines expected Revenue sources including Federal, State, Local and grant funds that are available to support during the calendar year.
- The budget also demonstrates the categories of Expenditures of those funds.
- The annual calendar year budget is relatively consistent. However, health insurance costs are anticipated to increase about 7% for 2026.
- The Consultant and professional services category can fluctuate from year to year as major planning projects begin and are completed and is the primary factor of noticeable budget swings.
- A five-year budget projection is provided to the Budget Committee as part of the annual budget development process.
- The current Interlocal Agreement (ILA) requires a draft budget to be presented to Board no later than September 15th of each year. A request for final approval is expected in October.
- The annual Indirect Cost Plan (IDC) is developed along with the Calendar Year budget.
- The CY 2025 budget and CY 2025 IDC documents are attached.
- Staff will provide an overview of the budget development process and will review key activities and deadlines.

Board/Committee Discussions:

This is the first time the CY 2026 Budget Development has been discussed.

Public Involvement:

None to date.

Staff Contact:

Lois Bollenback | lbollenback@srtc.org | 509.435.3823 or
Greg Griffin | ggriffin@srtc.org | 509.343.6370

SRTC

SPOKANE REGIONAL TRANSPORTATION COUNCIL

CALENDAR YEAR 2025 BUDGET

Approved by the SRTC Board of Directors on 10.10.24

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SPOKANE REGIONAL TRANSPORTATION COUNCIL

2024 BOARD OF DIRECTORS

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

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
Task 1: Program Administration & Coordination			Task 2: Public & Stakeholder Participation & Coordination		
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"/>		2.4 Website and Social Media Management	<input type="radio"/>	<input type="radio"/>
Task 3: Data Management & Systems Analysis			Task 4: Metropolitan Transportation Plan & General Long Range Transportation Planning		
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"/>	
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"/>		4.5 Active & Public Transportation	<input type="radio"/>	<input type="radio"/>
3.6 Air Quality & Transportation Conformity	<input type="radio"/>				
Task 5: Transportation Improvement Program			Task 6: Congestion Management Process		
5.1 TIP Development & Maintenance	<input type="radio"/>	<input type="radio"/>	6.1 CMP Activities	<input type="radio"/>	
5.2 Coordination & Tracking Projects	<input type="radio"/>	<input type="radio"/>	6.2 SRTMC Support/TSMO	<input type="radio"/>	
Task 7: Planning Coordination & Studies			Task 8: RTPO Planning Activities		
7.1 General Planning Support/Coordination	<input type="radio"/>		8.1 General RTPO Activities		<input type="radio"/>
7.2 Regional Transportation Priorities	<input type="radio"/>		8.2 Comp Plan & CWPP Certification Update		<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 legislative 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.

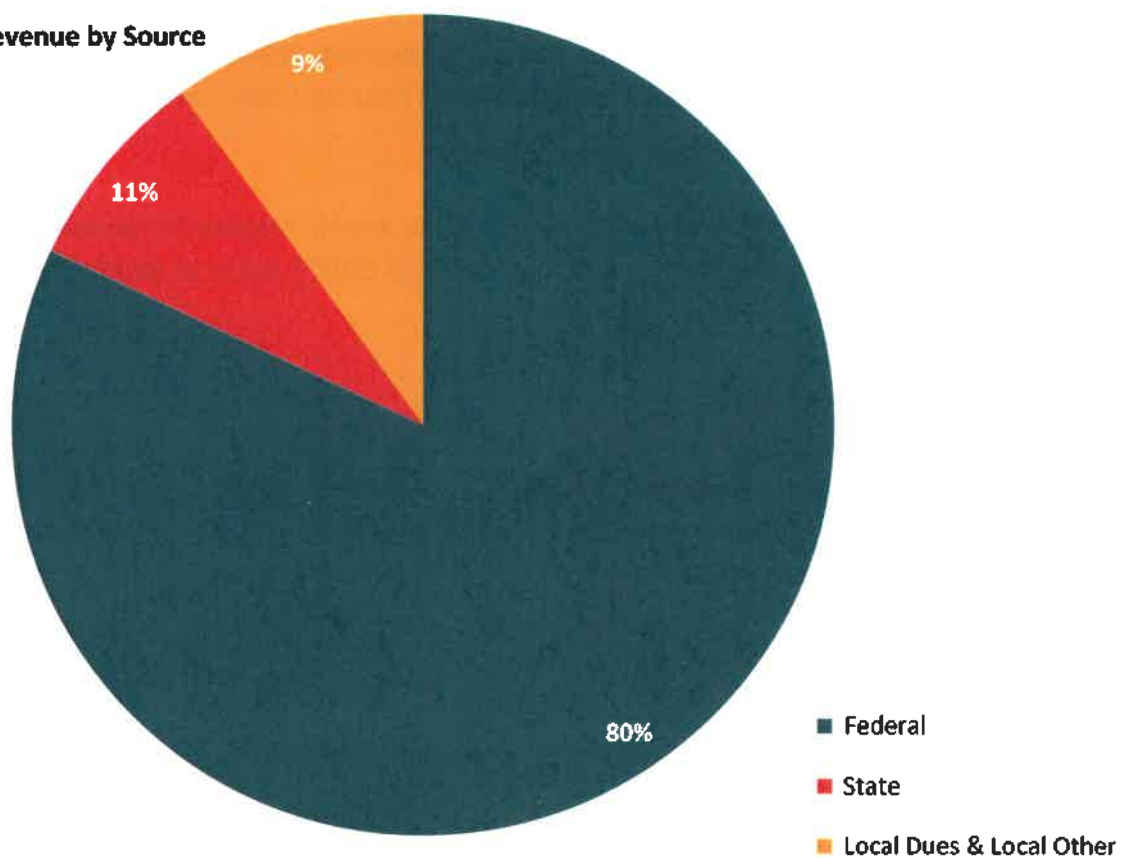
SRTC has one governmental fund (General Fund). The fund has a set of single-entry accounts that comprises its cash, investments, revenues, and expenditures, as appropriate. It is SRTC's policy to deposit all cash with the Spokane County Treasurer.

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
TOTAL ESTIMATED REVENUES	\$ 3,663,166

Figure 2: CY 2025 Revenue by Source

CY 2025 EXPENDITURE ESTIMATES

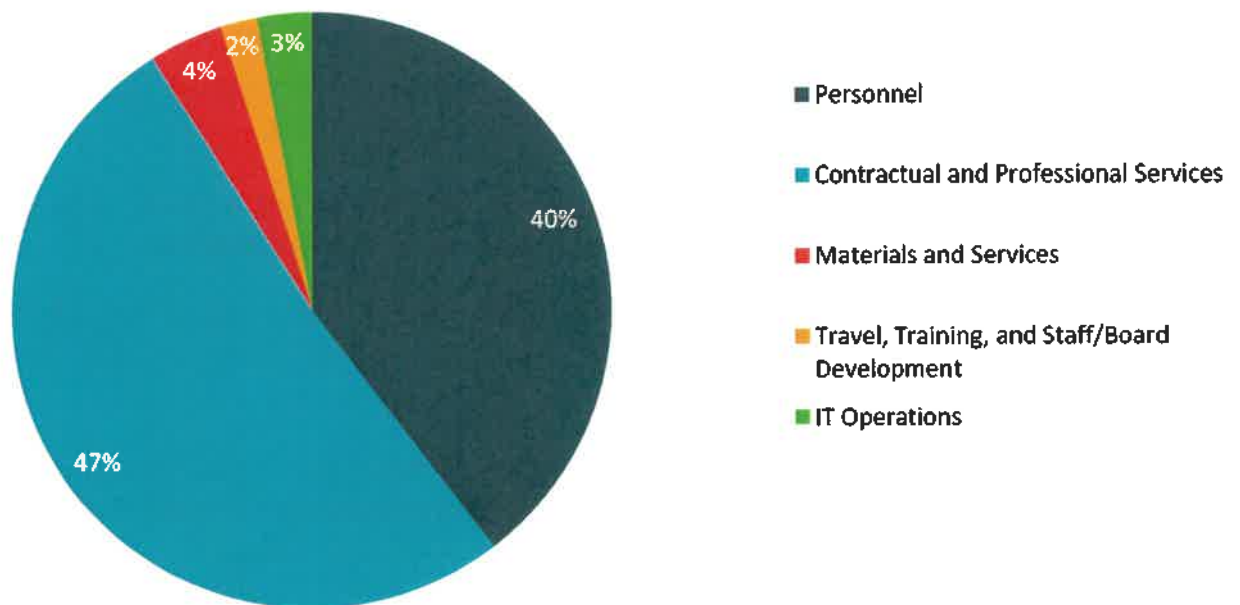
The CY 2025 estimate for expenditures is balanced to estimated revenues at \$3,663,166. Budget expenditures are divided into the following five divisions: 1) Personnel; 2) Contractual and Professional Services; 3) Materials and Services; 4) Travel, Training, and Staff Development; and 5) IT Operations.

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
TOTAL ESTIMATED EXPENDITURES	\$ 3,663,166

Figure 3: CY 2024 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
TOTALS	11.50	11.50

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.

TABLE 5: CY 2025 LOCAL DUES

Jurisdiction	Population*	% of 2024 Population	CY 2024 Dues	CY 2025 Dues
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
Jurisdiction Subtotal	559,400	100%	187,175	188,268
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
Special Subdistrict Subtotal			89,124	91,924
TOTAL DUES			276,299	280,192

* (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.

Consultant work budgeted in 2025 includes:

- Needs Planning (MTP): \$75,000
- Smart Mobility Plan (MTP): \$30,000
- Resiliency Plan (MTP): \$30,000
- Economic Analysis (MTP): \$87,500

- Strategic Plan \$30,000
- Vehicle Miles Travelled Plan \$95,000

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.

Budget Summary
SRTC CY 2025 Budget Summary (10-3-24)

	CY 2024 Amended	CY 2025 Proposed	\$ change	% change
REVENUES				
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 TOTAL REVENUES	4,228,615	3,663,166	(565,449)	-13.4%
EXPENDITURES				
17 Personnel				
18 Salaries	1,136,980	1,194,875	57,895	5.1%
19 Accrued Vacation Payouts \ Unemployment	15,000	15,000	-	0.0%
20 FICA	88,126	92,555	4,429	5.0%
21 WA State Retirement System	108,354	109,491	1,137	1.0%
22 Insurance/Benefits	182,500	203,440	20,940	11.5%
23 Total Personnel	1,530,960	1,615,361	84,401	5.5%
24 Contractual and Professional Services				
25 Legal Services	25,000	25,000	-	0.0%
26 Consultant & Prof Svcs	2,250	5,800	3,550	157.8%
27 State Audit Charges	20,500	22,000	1,500	7.3%
28 Consultant Services & D.A.T.A.	129,600	-	(129,600)	-
29 Consultant Services & SS4A	435,000	-	(435,000)	-
30 Consultant Services & MTP Update	405,000	222,500	(182,500)	-45.1%
31 Consultant Services & TIP Database	18,750	16,550	(2,200)	-11.7%
32 Consultant Services & Strategic Plan	-	30,000	30,000	-
33 Professional Services - ETS Grant Work	1,200,000	1,300,000	100,000	8.3%
34 Consultant Services & V.M.T.	138,000	95,000	(43,000)	-31.2%
35 Total Contractual and Professional Services	2,374,100	1,716,850	(657,250)	-27.7%
36 Materials and Services				
37 Publications	500	500	-	0.0%
38 Postage	300	400	100	33.3%
39 Operating Supplies	4,500	7,000	2,500	55.6%
40 Minor Furniture/Equipment/Rebranding	1,000	5,150	4,150	415.0%
41 Telephone	4,860	4,980	120	2.5%
42 Advertising	3,000	5,550	2,550	85.0%
43 Rent - Office Space	95,000	68,000	(27,000)	-28.4%
44 Rent - Meeting Rooms	500	500	-	0.0%
45 Lease - Copier (and usage charges)	2,550	2,670	120	4.7%
46 Property and Liability Insurance	20,000	22,000	2,000	10.0%
47 Printing	750	8,000	7,250	966.7%
48 Interfund Charges County Treasurer (Fees)	4,860	5,110	250	5.1%
49 Total Materials and Services	137,820	129,860	(7,960)	-5.8%
50 Travel, Training, and Staff Development				
51 Mileage & Parking	2,400	2,400	-	0.0%
52 Travel / Training (Staff)	42,700	42,700	-	0.0%
53 Annual Summit / Guest Speakers	5,000	5,000	-	0.0%
54 Board/Staff Retreats, Facilitators, Refreshment	3,700	3,700	-	0.0%
55 Dues, Subscriptions, and Memberships	9,625	10,125	500	5.2%
56 Total Travel, Training, and Staff Development	63,425	63,925	500	0.8%
57 IT Operations				
58 IT Professional Services	29,060	36,300	7,240	24.9%
59 Software	39,820	44,020	4,200	10.5%
60 Hardware - New, Replacement, Repairs & Maintenance	10,500	18,500	8,000	76.2%
61 Online Services	17,930	13,350	(4,580)	-25.5%
62 Total IT Services	97,310	112,170	14,860	15.3%
63 Contingency	25,000	25,000	-	0.0%
64 TOTAL EXPENDITURES	4,228,615	3,663,166	(565,449)	-13.4%

SRTC

SPOKANE REGIONAL TRANSPORTATION COUNCIL

CALENDAR YEAR 2025 INDIRECT COST PLAN

*Approved by the
SRTC Board 10.10.24*



421 W Riverside Ave
Suite 500
Spokane WA 99201
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

1/30/2025

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
Computer Hardware	Computer Hardware
Contractual Professional Services	Contractual Professional Services
Direct Fringe Benefit Expenses	Dues, Subscriptions, Memberships
Direct Salary Expenses	Indirect Fringe Benefit Expenses
Education Series / Guest Speakers	Indirect Salary Expenses
Operating Supplies	Interfund Reprographics
Postage	Interfund Services*
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
	Rentals –Eqpt/Buildings/Facilities
	Software
	Software/Equipment Maintenance
	State Audit Charges
	Telephone
	Termination Sick Leave/Vacation Pay
	Travel
	Unemployment

* 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

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[illegible]

Total Indirect Costs to be Recovered in CY 2025	523,866	
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-June 23	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
Total Sal/Fringe Benefits			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
Other Expenditures														
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
Total Other Expenditures			215,223.42	19,199.77	27,565.97	18,465.79	0.00	0.00	270,096.82	208,373.05	772,483.11	557,259.69	215,223.42	215,223.42
TOTAL			449,653.07	20,920.92	469,607.34	570,084.58	94,882.56	5,136.05	270,096.82	208,373.05	2,088,754.19	1,639,101.12	449,653.07	2,088,754.19

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: 47%			TOTAL INDIRECT EXPENDITURES		449,653.07
		2023	2023		
	RECOVERED	1 ST Half	2 nd 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
		195,729.17	197,395.38	Total Indirect Costs Recovered from Projects	393,124.55
				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 for Indirect Cost Plan

Schedule of Federal Funds Expenditures for Calendar Year 2023

The purpose of this table is to show the amount of Federal Funds we received. WSDOT questioned the IDC audit charges a few years back, so now we have to include this information.

Per the Uniform Administrative Requirements (SuperCircular) 200.425 Audit Services (a) A reasonably proportionate share of the costs of audits required by, and performed in accordance with, the Single 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.**

2: 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.

Pull this information from the Budget Control Worksheets: Jan - June and July - Dec. (otherwise known as F232h and F241h)

Item	1st Half CY 2023			2nd Half CY 2023			Consolidated PL/FTA/STB G Funds	1st Half	2nd Half	1st Half	2nd Half	STBG Funds	Total Fed Funds
	PL	FTA	STBG	PL	FTA	STBG		STBG DATA	STBG DATA	STBG SS4A	STBG SS4A		
Federal Revenue	241,920	54,082	329,162	498,768	139,597	-	1,263,530	42,617	191,017	-	6,323	239,957	1,503,486
Required Local Match	32,659	7,301	44,437	67,334	18,846	-	170,577	5,753	25,787	-	1,265	32,805	203,382
Additional Local	5,097	1,139	6,935	10,509	2,941	-	26,622	898	4,025	-	738	5,661	32,282
Total	279,677	62,522	380,534	576,610	161,384	-	1,460,728	49,268	220,829	-	8,326	278,422	1,739,150
Total Salaries	149,606	32,850	211,712	314,449	86,159	-	794,776	-	-	-	4,399	4,399	799,175
Total Benefits	41,267	8,823	65,693	93,018	24,480	-	233,281	-	-	-	1,437	1,437	234,718
Total Other	18,489	5,410	3,625	21,352	10,250	-	59,127	49,268	220,829	-	422	270,519	329,645
Total IDC's	70,315	15,439	99,505	147,791	40,495	-	373,545	-	-	-	2,068	2,068	375,612
Total	279,677	62,522	380,534	576,610	161,384	-	1,460,728	49,268	220,829	-	8,326	278,422	1,739,150

Below is the direct charges (total amount less local match, usually at 13.5%; FHWA-SS4A grant has 20% match)

Direct Salaries/Wages	687,481	687,481	3,519	691,000
Direct Fr. Benefits	201,788	201,788	1,149	202,937
Other Direct Expend	51,145	51,145	233,634	284,779
Indirect Cost Plan	323,116	323,116	1,654	324,770
Total Fed. Revenues		1,263,530	239,956	1,503,486

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

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.



To: 2025 Administrative Committee
From: Greg Griffin, Administrative Services Manager
Topic: PROCUREMENT MANUAL UPDATE

Requested Action:

None. For review and discussion.

Key Points:

- Overall changes include:
 - Addition of General Introduction and Table of Contents
 - Addition of legal references, including the SRTC Interlocal Agreement, WSDOT Funding Agreement, and relevant state and federal procurement directives
 - Formatting and presentation of content for greater clarity
- Staff to present and seek direction on the following policy considerations:
 - **Section 4.3 – Authority to Contract**
 - Section 4.3.1 - Increase the authority of the Executive Director to initiate procurements outlined in the approved budget and/or UPWP from \$25,000 to a maximum of \$150,000.
 - **Section 5.1 – Purchase Thresholds:**

Section	Current Amount	Proposed Amount	General Requirements
5.2.1	\$750 or less	\$3,000 or less	Reasonable research for price & quality
5.2.2	\$751 to \$5,000	\$3,001 to \$50,000	Solicit 3 verbal or written quotes
5.2.3	\$5,001 to \$25,000	\$50,001 to \$100,000	Solicit 3 written quotes
5.3	New section	\$100,001 & above	Utilize RFP/RFQ/IFB process

- **Section 8 – Protest Procedures** – Review and discuss sections 8.2 - Time of Filing, 8.5 - Stay of Procurement, and 8.9 - Protests to Federal Agencies to ensure adequate notification of SRTC Board and involvement of legal counsel
- **Section 8.2 - Contract Claims or Controversies** – Review and discuss the initiation of “alternative dispute resolution procedures.”
- **Section 9 – Suspension and Debarment** – Review procedures to ensure adequate notification of the Board and involvement of legal counsel.

Board/Committee Discussions:

Updating the SRTC Procurement Manual was discussed at multiple SRTC Board Administrative Committee meetings in 2024.

Public Involvement:

None to date.

Staff Contact:

Greg Griffin | ggriffin@src.org | 509.343.6370