



Board of Directors Meeting Minutes

Thursday, July 10, 2025- 1:00 pm

1 Call to Order/ Excused Absences

Council Member Higgins called the meeting to order at 1:00 pm and attendance was taken.

Excused Absences:

Mayor Pam Haley Commissioner Mary Kunej
City of Spokane Valley Spokane County

Council Member Bingle made a motion to approve excused absences. Mr. Ewers seconded the motion. The motion passed unanimously.

In attendance were:

Board Members:

Council Member Jennifer Morton
City of Airway Heights
Council Member Vincent Barthels
City of Cheney
Council Member Dianne Pfaeffle
City of Deer Park
~~Mayor Cris Kaminskas~~
~~(Vice Chair)~~ AG 09/16/2025
~~*City of Liberty Lake*~~
Council Member Don Kennedy
City of Medical Lake
Mayor Kevin Freeman
City of Millwood
Council Member Jonathan Bingle
City of Spokane
Council Member Kitty Klitzke
City of Spokane
Council Member Rod Higgins
City of Spokane Valley
Daniel Clark
Kalispel Tribe

Ex-Officio Members:

Barry Greene
City of Spokane
(TTC Chair)

Absent Members:

Mayor Cris Kaminskas
(Vice Chair)
City of Liberty Lake

Board Members:

Doug Yost
Major Employer Rep.
Matt Ewers
Rail/Freight Rep.
Council Member
Micki Harnois
Small Towns Rep.
Commissioner Al French
Spokane County
Karl Otterstrom
STA
Council Member
Cecilia Evans
Spokane Tribe
Char Kay
WSDOT-ER
Commissioner Kelly Fukai
WA State Transp.
Commission

Guests:

Kevin Picanco
City of Spokane
Spencer Montgomery
JUB Engineers
Sean Messner
CivTech

Staff:

Lois Bollenback
Executive Director
Eve McMenamy
Deputy Exec. Director
Savannah Creasey
Comm. & PR Coor.
Anadia Grier
Admin-Executive Coor.
Jason Lien
Principal Transp. Planner
Ryan Stewart
Principal Transp. Planner
Michael Redlinger
Associate Transp. Planner 3
Ben Kloskey
Associate Transp. Planner 2
Angela Paparazzo
Associate Transp. Planner 1

Guests:

Leann Yamamoto
Commute Smart NW
Kelley Dolan
FHWA
Paul Kropp
Jeremy Clark
City of Spokane Valley



2 Public Comments

Ms. Bollenback shared two comments received during the TIP Amendment public notice, noting they were not directly related to the TIP but are being included as part of the public record. One raised safety concerns on Park Road north of Trent, requesting sidewalks, flashing lights, and reduced speeds near a school. The other noted that Chattaroy Road is too narrow and in need of safety and operational improvements due to increased development. Staff will follow up with local jurisdictions.

ACTION ITEMS

3 Consent Agenda

- a. June Board of Directors Meeting Minutes
- b. Vouchers Paid for the Month of June 2025
- c. Transportation Improvement Program (TIP) Amendment – July
- d. CY 2025 Q2 Budget Update
- e. CY 2026 Member Contributions – Approval

Ms. Bollenback provided a clarification on consent agenda item 3e regarding annual member contributions, which are based on population estimates from the Office of Financial Management and used for the 2026 budget. An earlier version of the table included an error that zeroed out some data, but a corrected version—previously reviewed by the Administrative Committee—was sent out earlier that day. She noted this isn't a policy issue but wanted to ensure members had accurate information for budgeting. If there are concerns, the item can be revisited next month, but staff is prepared to move forward with the updated version.

Mr. Otterstrom made a motion to approve the Consent Agenda. Mr. Yost seconded the motion. The motion passed unanimously.

4 2027-2029 Call for Projects – Approval of Final Awards and Contingency List

Mr. Stewart presented the 2027-2029 Call for Projects Final Awards and Contingency Lists, with Resolution R-25-16 brought forward for the Board's approval. This cycle included approximately \$40 million in available funding, slightly above initial projections.

Funding decisions were guided by investment principles adopted in February, which included set-asides for planning activities, the Spokane Regional Transportation Management Center, small town access, and preservation-only projects. Applications were submitted in April and scored with support from TTC and TAC members. The final programming accounted for eligibility, delivery schedules, obligation targets, and geographic distribution. A small number of projects received partial funding due to remaining balances in specific funding categories, and sponsors confirmed they could proceed with those awards.

During discussion, it was clarified that partially funded projects, such as Fish Lake Trail Connection, are also listed on the contingency list in case additional funds become available. In total, 8 of 13 preservation applications received at least partial funding. Contingency lists for



both general and preservation projects will remain active until the next call, allowing the Board to reallocate funds if new or returned funding becomes available.

The TTC and TAC unanimously recommended approval at their June meetings. Ms. Bollenback noted the success of this cycle, with 21 projects funded—16 fully—and described it as a strong outcome for the Board. Mr. Stewart thanked staff for their support. Mr. Otterstrom emphasized this as a regional success, highlighting collaboration among agencies and the long-term efforts behind many of the funded projects.

Council Member Klitzke made a motion to approve the Resolution (R-25-16) approving the 2027-2029 Call for Projects Final Awards and Contingency List. Council Member Bingle seconded the motion. The motion passed unanimously.

INFORMATION AND DISCUSSION

5 Draft CY 2026 Unified List

Ms. McMenamy filled in for David Fletcher to provide an update on the unified project list, emphasizing that today's discussion was for information only, with formal action expected in September following the usual August break. She reminded the Board that this list serves as a communication tool to convey regional priorities to state and federal legislators, supported broadly by local business groups and aligned with individual agency legislative agendas to present a unified message.

This year's update was expedited, maintaining current scoring criteria and only requiring agencies to submit new projects or updated information. Between April and May, agencies submitted and self-scored projects, which staff then reviewed. Only one new project was submitted—from STA's Clean Energy Campus—and a few others had score updates or resubmissions. One project, the LEIA initiative from STA, was requested to be removed. Ms. McMenamy noted ongoing outreach efforts with stakeholders to refine the list, including producing two versions in response to feedback.

The list is divided into three phases: implementation (projects ready for construction), development (in engineering or early phases), and initiation (new projects beginning design). Some projects shifted slightly in ranking due to recent funding but no major changes were proposed.

Mr. Otterstrom described STA's Clean Energy Campus project, highlighting its role in expanding STA's zero-emission bus fleet through a new facility. This project is included in STA's strategic and facilities master plans and has secured some local funding but still requires significant additional resources. He also addressed the LEIA project, a collaborative effort between Spokane, Spokane Valley, and STA focused on improvements along key transit routes. After an unsuccessful grant bid in 2023, this project has been deprioritized regionally, though STA will continue local enhancements.



Ms. McMenamy concluded by outlining next steps, including returning with recommendations and priority statements at the next meeting and preparing for the upcoming State legislative session, with an openness to Board input on emerging funding opportunities or challenges.

Mr. Ewers thanked staff for their efforts, emphasizing the importance of a unified list supported by multiple regional groups to strengthen advocacy with legislators.

6 Horizon 2050 – Chapters 3-4 & Future Projects Overview

Mr. Lien's presentation focused on Chapters 3 and 4 of Horizon 2050, the region's long-range transportation plan. He began by reminding the board that this plan builds on years of work from SRTC and partner agencies, incorporating inputs from safety plans, congestion management, public outreach, and many other studies. Chapter 3 looks at future conditions in the region—such as population and employment growth, areas of traffic congestion, and priority transportation networks for freight, transit, vehicles, and bicycles. These data help identify where investments are needed most.

Chapter 4 then focuses on the categories of transportation needs and how funding will be allocated over the next 20-plus years. The plan projects over \$14 billion in revenue, which is a conservative estimate, likely to increase as refinements continue. Most of this funding will go toward operations, maintenance, and preservation of existing infrastructure, which represents the largest share of expenditures. Capital projects, including regionally significant ones, make up a smaller portion of spending but remain vital to improving the system.

Ms. Bollenback emphasized that maintaining the current transportation system is a top priority. Despite common perceptions that the region mainly funds new projects, most funds are directed toward preserving and reconstructing existing roads and facilities. The budget pie is limited, but it's focused on keeping what we have in good condition.

Mr. Lien then detailed the list of regionally significant projects, which are large-scale investments that affect principal arterials, freeways, or fixed transit services. These projects are divided into short-term (next six years) and long-term (beyond six years) timeframes. Many projects are carried over from the previous Horizon 2045 plan, with a few new additions such as the I-90 Valley High Performance Transit and Harvard Road reconstruction. New projects in the long term include the 18th/21st Avenue Corridor and Craig Road/I-90 Four Lakes Connection. The total cost for these regionally significant projects is estimated at around \$1.9 billion.

Other capital investments fall under program areas like active transportation, safety, transit, and road capital. Public outreach revealed that the community's highest priorities are maintenance and preservation of existing infrastructure, followed by active transportation and safety improvements. These priorities are reflected in the recommended funding targets, with a slight increase in projected safety spending that would cover a variety of multimodal project types.

Mr. Otterstrom raised a question about how emerging priorities, such as clean energy investments and zero-emission vehicle technology, fit into the plan. Mr. Lien responded that there is no clear



funding category for these projects at present, though they are an important consideration for future regional investments. Mr. Lien added that community feedback gathered through surveys and workshops echoed these priorities, with strong support for safer walking, biking, and transit options, as well as interest in energy efficiency and a cleaner transportation future. Mr. Otterstrom noted that STA polling also showed broad public support for continued investment in zero-emission technology.

Finally, Mr. Lien shared the project timeline: the draft plan will be ready for committee review in August and for board review in September, with potential adoption expected by November. The team encouraged board members to provide feedback before the September meeting.

Throughout the presentation, board members highlighted the importance of transit investments as a solution to a growing population and congestion, and the need to maintain bridges to support freight movement and regional mobility.

7 Procurement Manual Update

SRTC's Administrative Services Manager Greg Griffin presented the update to the procurement manual. He began by saying the current manual was approved in 2014 and has been under review since last year. During that time, staff worked closely with the Board Administrative Committee, whose input helped shape the proposed changes. Legal counsel also reviewed drafts and provided valuable guidance.

The goal of the update was to improve clarity and organization. The manual now includes a more user-friendly format, an active table of contents, and additional legal references drawn from the SRTC Interlocal Agreement, WSDOT funding agreement, and federal and state procurement rules.

One key change is in contract approval authority. The Executive Director will now be able to approve contracts up to \$150,000, a significant increase from the previous \$25,000 limit, as long as spending stays within the approved budget and work plan. Any contracts over that amount will still need Board approval.

Other revisions include updated purchase thresholds based on committee feedback, a reordered list of procurement methods to better match staff's typical practices, and revised protest procedures that align with federal regulations. The manual also adds language allowing the Executive Director to consult legal counsel if issues around suspension or debarment arise, though no such cases have occurred locally.

In 2023, staff developed a standardized Request for Qualifications template. The updated manual includes appendices that align with these templates, covering proposer certifications and federal contract clauses.

Overall, the changes provide staff with clearer tools to carry out procurements more efficiently while maintaining appropriate oversight. Mr. Ewers confirmed the update is for review now and will return next month for approval. He praised the changes for allowing staff to move faster



without needing Board approval for every purchase under the new threshold.

Ms. Bollenback reminded everyone that all spending must still be approved in the budget, so this update streamlines the approval process rather than expanding spending authority.

11 Executive Director's Report

Ms. Bollenback highlighted a note in the report regarding a deferred compensation program. She explained that because SRTC falls under the State Department of Retirement Services, staff have access to optional deferred compensation plans. However, to formally offer additional options—such as Roth IRA participation—Board approval is required. She clarified that there would be no cost to the organization, as the program would be entirely employee-driven. A resolution to add these options will be brought to the Board on the consent agenda, either in September or sooner, simply to expand the retirement benefits menu available to staff.

12 Transportation Technical Committee & Transportation Advisory Committee Meeting Summaries

No questions or comments.

13 Board Member Comments

Board members took a few moments to share updates from their respective agencies, including recent developments, ongoing projects, and upcoming initiatives.

14 Chair Comments

Council Member Higgins reminded everyone that the Board typically does not meet in August and asked if there was any pressing need to hold a meeting that month. Hearing none, he confirmed the group would reconvene in September. The meeting was adjourned at 2:09 p.m.

Anadia Grier, Clerk of the Board