



Spokane Regional Transportation Council

Board of Directors Meeting

Thursday, 10/09/2025 at 1:00 PM

Hybrid In-Person/Virtual Meeting

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

<https://us02web.zoom.us/j/82990423233?pwd=umAtOb7zXGZhQgRIqtByx14vkGOIBU.1>

Meeting ID: 829 9042 3233 | Passcode: 100681

By Phone: +125 320 50468

Meeting ID: 829 9042 3233 | Passcode: 100681

Or find your local number: <https://us02web.zoom.us/j/kcau3PfqF0>

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: 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 #
1:00	1	Call to Order/Record of Attendance/Excused Absences	
1:10	2	Public Comments	
<u>FOR ACTION</u>			
1:15	3	Consent Agenda	
		a. September Board Meeting Minutes	3
		b. Vouchers Paid for the Month of September	9
		c. Transportation Improvement Program (TIP) Amendment – October	10
		d. CY 2025 Q3 Budget Update	15
1:20	4	CY 2026 Budget and Indirect Cost Plan – Approval <i>(Eve McMenamy)</i>	18
EXECUTIVE SESSION for the purpose of discussion of the performance of a public employee under [RCW 42.30.110(1)(g)]			
1:25	5	Executive Director Performance Review and Salary Adjustment – Approval <i>(Greg Griffin)</i>	21
1:40	6	2026-2029 Transportation Improvement Plan (TIP) – Approval <i>(Ryan Stewart)</i>	25
1:45	7	Transportation Advisory Committee (TAC) Bylaws Amendment – Approval <i>(Ben Kloskey)</i>	28
1:50	8	CY 2026 Unified List (State Version) – Approval <i>(Eve McMenamy)</i>	34
<u>INFORMATION AND DISCUSSION ITEMS</u>			
2:00	9	CY 2026 Unified List (Federal Version) – Draft <i>(Eve McMenamy)</i>	36
2:10	10	Horizon 2050 Draft for Public Release <i>(Jason Lien)</i>	37
2:25	11	County Coordinated Public Transit – Human Services Transportation Plan (CPT-HSTP) – Update <i>(Ben Kloskey)</i>	38
<u>INFORMATION: No Action or Discussion (Written reports only)</u>			
2:30	12	Executive Director’s Monthly Report <i>(Lois Bollenback)</i>	39
		• Ongoing/Upcoming Events and Activities	
		• Transportation Funding – Awards & Opportunities	
		• Administrative Committee Meeting	
		• Annual Audit Update	
	13	Transportation Technical Committee & Transportation Advisory Committee Meeting Summaries	40
<u>DISCUSSION</u>			
2:35	14	Board Member Comments <i>(Chair)</i>	
2:40	15	Chair Comments	
2:45	16	Adjournment <i>(Chair)</i>	



Board of Directors Meeting Minutes

Thursday, September 11, 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:

Commissioner Mary Kune *Spokane County* Council Member Jennifer Morton *City of Spokane Valley* Council Member Micki Harnois *Small Towns Rep.*
Commissioner Kelly Fukai *WA State Transp. Commission*

Mayor Kaminskas made a motion to approve excused absences. Mr. Ewers seconded the motion. The motion passed unanimously.

In attendance were:

Board Members:

Council Member Vincent Barthels *City of Cheney*
Council Member Dianne Pfaeffle *City of Deer Park*
Mayor Cris Kaminskas (Vice Chair) *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 *Spokane County (TTC Chair)*

Absent Members:

Mayor Pam Haley *City of Spokane Valley*

Board Members:

Doug Yost *Major Employer Rep.*
Matt Ewers *Rail/Freight 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*
Chad Johnson *STA*
Brian Jennings *STA*
John Alder
Leann Yamamoto *Commute Smart NW*
Kelley Dolan *FHWA*
Paul Kropp

Staff:

Lois Bollenback *Executive Director*
Eve McMenamy *Deputy Exec. Director*
Greg Griffin *Admin Services Manager*
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*
Megan Clark *Legal Counsel*



2 Public Comments

No public comments.

ACTION ITEMS

3 Consent Agenda

- a. July Board of Directors Meeting Minutes
- b. Vouchers Paid for the Month of July & August
- c. Transportation Improvement Program (TIP) Amendment – August
- d. Transportation Improvement Program (TIP) Amendment – September
- e. WA State Department of Retirement Services – Deferred Compensation Program
- f. Procurement Manual

Council Member Klitzke made a motion to approve the Consent Agenda. Mr. Otterstrom seconded the motion. The motion passed unanimously.

INFORMATION AND DISCUSSION

4 CY 2026 Budget and Indirect Cost Plan - Draft

Ms. McMenamy presented an overview of SRTC's calendar year 2026 budget, noting that development incorporates three key documents: the annual budget, the Indirect Cost Plan, and the Unified Planning Work Program (UPWP). The Administrative Committee reviewed the budget in detail during May and June, with the board receiving the summary in September and final approval scheduled for October.

She highlighted a 28% budget reduction, explaining that this is due to variability in grant funding rather than core revenues, which remain steady. Recently completed grant-funded efforts included the Vehicle Miles Traveled study and a Department of Commerce grant for electrification infrastructure (with Avista as the major partner). New grant-funded projects beginning in 2026 include a safety education campaign and the I-90 study.

The proposed budget includes a 3% cost-of-living adjustment and a 3% merit pool for staff performance-based increases. Revenue sources remain largely stable, with the Consolidated Planning Grant and STP Planning funds continuing at prior levels. Federal grants will support the safety campaign and I-90 study, while RTPPO funding holds at \$144,000. Local member contributions, contingency funds, and investment interest supplement revenues, for a total projected budget of \$2.6 million.

On the expenditure side, personnel costs show minimal change, with notable shifts in contractual professional services tied to grant activity. Materials and services increased slightly due to lease adjustments, while travel and training rose modestly to cover memberships and professional development. IT services remain steady.



During discussion, questions were raised about the I-90 study funding source, which was confirmed to come from federal funds previously awarded by the board. The Indirect Cost Plan was also reviewed, with the rate increasing from 51% to 52% to cover overhead costs such as staffing, lease, and office operations.

Board members and staff thanked Administrative Services Manager Greg Griffin for his efforts in renegotiating the lease to secure cost savings and for helping the agency secure healthcare plan options. Committee members expressed appreciation for staff efforts in developing a balanced budget and supported moving the proposal forward for board adoption in October.

5 Executive Director Evaluation Process

Council Member Higgins informed the board that the Administrative Committee will meet on Friday, September 26, to conduct the annual evaluation of the Executive Director. Board members were invited to submit comments to Greg Griffin or Megan Clark for consideration. Following the committee's review, a recommendation regarding performance and any salary adjustment will be brought to the full board in either October or November.

There were no questions or comments.

6 2026-2029 Transportation Improvement Program - Draft

Mr. Stewart presented the draft 2026-2029 TIP, explaining that the TIP is a federally required four-year program of projects that must include all regionally significant projects and any project receiving federal funds. It must demonstrate fiscal constraint, align with the long-range transportation plan (Horizon 2045, transitioning to Horizon 2050), and incorporate requirements such as congestion management, complete streets review, and performance management targets. SRTC updates the TIP annually to reflect new projects, changing funding environments, and recent project calls.

The draft TIP currently includes 73 projects with \$884 million programmed and \$928 million in anticipated revenues, meeting the fiscal constraint requirement. Most of the funding is allocated to the North Spokane Corridor, though the program also includes significant investments in active transportation, transit, preservation, and planning projects. A table in the presentation showed the distribution of funds by project type, including a comparison of program percentages with and without the North Spokane Corridor to illustrate overall balance.

Board members were shown an online interactive map where the public can review project details, including sponsor, description, and construction year. Public involvement is underway, with the comment period running September 2nd to October 2nd, and a hybrid public meeting scheduled for September 23 at SRTC and on Zoom.

Next steps include review by SRTC committees later this month, board consideration and approval in October, and submittal to WSDOT for inclusion in the Statewide Transportation Improvement Program. Federal approval is anticipated in time for the TIP to take effect in January 2026.



There were no questions of comments.

7 CY 2026 Unified List (State Version) – Draft

Deputy Executive Director Eve McMenamy presented on the Unified List, which identifies regional transportation priorities for communication with state legislators, congressional representatives, and community partners. The list includes both priority projects and supporting policy statements.

This year's update was streamlined due to concurrent planning efforts, with jurisdictions submitting updated project data in April. The project list was reviewed by committees and presented to the Board in July. The state-level list is under discussion, with final approval scheduled for October, after which staff will prepare the federal version.

Ms. McMenamy reviewed several draft policy statements. Safety was emphasized as the highest priority, with regional fatalities and serious injuries increasing by 74 percent since 2019. SRTC's 2024 Regional Safety Action Plan identified high-injury corridors on Sprague Avenue, North Market and Haven Street, and North Nevada Street, and developed conceptual projects to position jurisdictions for grant funding. The draft statements reinforce the region's commitment to Target Zero, call for increased state funding, and highlight collaboration with WSDOT's new transportation safety officer. The discussion also addressed potential legislation to lower the legal blood alcohol concentration limit from .08 to .05, noting evidence from Utah and international practice that lower thresholds reduce fatalities. The Board also briefly discussed the difficulty of measuring marijuana impairment.

Additional policy topics included the importance of stable and predictable funding for maintenance and preservation, increasing base funding for RTPs to \$200,000 annually, applying state tax revenues to state facilities within tax increment financing project areas, affordable housing connections, alternative fuels, strategies to address declining gas tax revenues, support for Fairchild Air Force Base, and maintaining state legislative investments such as the North Spokane Corridor.

Ms. McMenamy then reviewed the draft project list, totaling approximately \$950 million with \$285 million in state funding requests. Projects are organized into three phases. Implementation projects are fully funded or near construction, such as U.S. Highway 2 multimodal improvements. Development projects remain in right-of-way or design, unchanged from last year. Initiation projects are conceptual or in early stages, including five projects this year, with Spokane Transit Authority's Clean Energy Campus added as a new project.

The Board will be asked to approve the state-level Unified List in October. Staff will then prepare the federal version and refine funding requests accordingly. McMenamy noted that the list is actively used by legislative offices, citing a recent tour of several included projects with Senator Murray's staff.

8 Horizon 2050 – Update

Mr. Lien provided an update on the Horizon 2050 Metropolitan Transportation Plan, which updates the current Horizon 2045 plan and establishes a long-term vision for the region's transportation



system through 2050. The plan is developed through a coordinated planning process involving public input and stakeholder engagement, and it serves as a framework for investment decisions. Projects included in Horizon 2050 are fiscally constrained to forecasted regional revenues over the next 25 years, ensuring that the plan reflects realistic funding availability.

Key themes of Horizon 2050, which largely carry over from Horizon 2045, include maintenance and preservation, safety and security, opportunities to leverage technology for operational efficiencies, and the development of a well-connected multimodal system. Preservation is a significant focus, with approximately \$4.2 billion of the \$15.6 billion projected revenue over 25 years allocated to preservation of the existing system. The plan also emphasizes cost-effective transportation solutions, practical investments in technology or operational improvements, multimodal options, and regional leadership to coordinate planning and address system-wide challenges.

The draft plan is scheduled for release in October, slightly later than originally anticipated, with a target for board adoption in December. The full draft will be presented to the TTC and TAC and shared with the Board for review in advance of the October 9th meeting. Following Board approval to release the draft, a 30-day public comment period will take place, including an open house to allow the public to review the plan and provide feedback. Horizon 2050 will also be the focus topic at the Transportation Summit on October 7th, providing an additional opportunity to showcase the plan and engage stakeholders.

9 Transportation Advisory Committee (TAC) Considerations

Mr. Kloskey provided an update on the Transportation Advisory Committee (TAC), of which he is the newly appointed staff liaison. The TAC is a citizen advisory committee established under SRTC's interlocal agreement and composed of members with diverse backgrounds, including consultants, ADA experts, and law enforcement. It meets monthly to discuss SRTC projects and other transportation-related topics, providing a community perspective and making recommendations to the Board.

Feedback was sought from current TAC members, whose terms are expiring at the end of 2025, to guide recruitment and potential committee adjustments for the 2026-2027 term. Discussions highlighted the need for greater interaction among members to foster collaboration and more effective discussion. Efforts to expand outreach will include college students, community groups, and other regional commissions.

The Board also discussed the proposal to add two alternate positions to help maintain quorum and ensure consistent participation. Alternates would be able to engage in discussions at every meeting and assume voting roles when a permanent member is absent. Members noted that alternates have been effective in similar local committees and would help prevent quorum issues without increasing the formal quorum requirement.

The Board provided additional suggestions regarding outreach, including potential engagement with high school students and encouraging public testimony at the TAC level to increase



participation and engagement. Mr. Kloskey confirmed that recruitment for new members will occur in October and November, with terms beginning in January 2026. He also noted the recent resignation of Bill White, who had been a dedicated TAC member, and expressed appreciation for his service.

10 Executive Director's Monthly Report

Ms. Bollenback highlighted recent funding awards across the region and drew attention to her submitted response to the federal Surface Transportation Act reauthorization, which addressed transportation safety, accelerating project delivery, updating the federal formula, and strengthening partnerships. She encouraged board members to review the response and provide feedback.

She noted efforts to create a statewide forum for discussing reauthorization priorities with transit agencies, MPOs, and other stakeholders. Ms. Bollenback also provided an update on the Regional Transportation Summit, with nearly 200 attendees registered, and invited board members to promote the event and reserve tables.

Finally, she highlighted a significant milestone: the region has reached the end of its Air Quality Maintenance period, signaling that air quality has improved to meet federal standards. Staff plans to celebrate the achievement while continuing efforts to maintain clean air, including recognizing transit's contribution.

Board members asked about resharing the federal docket letter and the North-South Freeway construction schedule. Ms. Kay explained that Stage 3 near Sprague Avenue is delayed due to a labor strike, Stage 2 near Trent Avenue is still under design with advertisement planned for fall-winter, and pedestrian access will be provided in the Sprague area.

11 Transportation Technical Committee & Transportation Advisory Committee Meeting Summaries

No questions or comments.

12 Board Member Comments

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

13 Chair Comments

Council Member Higgins thanked everyone for their time, and the meeting was adjourned at 2:12 p.m.

Anadia Grier, Clerk of the Board



VOUCHERS PAID FOR THE MONTH OF SEPTEMBER 2025

Date	Voucher	Vendor	Description	Amount
9/5/25	V122759	Diamond Plaza LLC	Office lease September 2025	5,916.00
	V122760	Eve McMenamy	EM mileage reimburse 8/14/25 - 8/19/25	89.46
	V122761	Diamond Parking Services	Acct parking for Board, Cmte mtg parking - August 2025	59.00
	V122762	Cycrest Systems	Managed IT Services - Monthly Sept; SaaS Security	1,688.25
	V122763	WA State Dept of Retirement	Employee and Employer Contributions: August 2025	10,709.25
	V122764	Intermax Networks	VOIP telecom Sept 2025	243.36
	V122765	Washintgon Trust Bank	Softwr & virtual mtg subscptns; Office splys/eqpt; staff regs; webnrs/conf tr	3,880.43
	V122766	The Woodshop LLC	Website maintenance/hosting/updates	449.00
	V122767	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2025-18	727.00
	V122768	Kittelson & Associates	Regional Needs Assessment 7/01/25-7/31/25	1,730.97
9/18/25	V122769	Rehn & Associates	Admin fee August '25	75.00
	V122770	Le Catering	Transportation Summit deposit for breakfast event	1,178.04
	V122771	Spokesman Review	Public Notice for TIP	84.43
	V122772	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2025-19	727.00
9/23/25	V122773	Comcast	Fiber Services, Oct 2025	253.53
	V122774	Minuteman Press	New office sign w/ new logo	338.78
	V122775	The Woodshop LLC	Website design/host; Outreach info cards (replaces voided May pymt)	735.00
	V122776	AWC Employee Benefit Trust	October '25 Benefit Insurance Premiums	10,993.86
	V122777	Pacific Office Automation	Copier Lease/Usage August 2025	196.62
	V122778	WA State Auditors Office	2023 Federal & Financial Audit (#1)	208.65
	V122779	Diamond Plaza LLC	Office lease October 2025	5,916.00

Vouchers:	V122759 - V122779	46,199.63
Reimbursement(s)	Refund Advertising - Fig Tree	(125.00)
Salaries/Benefits	Pay Periods Ending: 8/30/25 & 9/13/25	92,263.13
Spokane County Treasury	Monthly SCIP fee - August 2025	35.08
		138,372.84

As of 10/09/25, the Spokane Regional Transportation Council Board of Directors approves the payment of the September 2025 vouchers included in the list in the amount of: **\$138,372.84**



To: SRTC Board of Directors
From: Ryan Stewart, Principal Transportation Planner
Topic: Transportation Improvement Program (TIP) Amendment - October

Requested Action:

Approve Resolution R-25-21 adopting the October amendment to the CY 2025-2028 TIP.

Key Points:

There are seven projects included in the October amendment to the CY 2025-2028 TIP. See the **Attachment** and **Supporting Information** for more details.

AGENCY

Spokane County
Spokane County
Spokane County
Spokane County
Spokane County
Spokane County
Spokane County

PROJECT

Colbert Bridge Replacement No. 3703
Country Homes Blvd SB Lanes - Wall to Division
Staley Road Preservation - Dalton Road to US 395
Aero Rd Preservation - Westbow Rd to Thomas Mallen Rd
Craig Road Realignment
Day Mt Spokane Guardrail - Bruce Rd to Greenbluff Rd
Hayford Road, Trails Road, Government Way, Forker Road
2025 Safety

Board/Committee Discussions:

The TTC and TAC at their 09/24/25 meetings both unanimously recommended Board approval of the October TIP amendment.

Public Involvement:

The proposed October amendment was published for a public review and comment period from 09/15/25 through 09/24/25. On 09/15/25 notice of the amendment was published in the Spokesman Review, posted to the SRTC website (www.srtc.org) and social media platforms. No public comments were received.

Staff Contact: Ryan Stewart, SRTC | rstewart@srtc.org | 509.343.6370

2025-2028 Transportation Improvement Program

October Amendment (25-10)

Agency WA STIP ID#	Project Title Amendment Description	Funding Adjustment	
Spokane County C3316	Colbert Bridge Replacement No. 3703 Remove the existing 90 foot 2 span concrete bridge and replace with a single span prestressed concrete bridge 118 feet long and 34 feet curb to curb in the existing footprint.	Federal (BR)	\$4,807,630
		State	\$0
		Local	\$0
		Total	\$4,807,630
Spokane County C3348	Country Homes Blvd SB Lanes - Wall to Division (New) Grind and inlay of southbound lanes and intersection of Wall St. and Country Homes Blvd., widen bike lane, re-stripe crosswalks, and upgrade curb ramps.	Federal (NHPP)	\$2,259,000
		State	\$0
		Local	\$0
		Total	\$2,259,000
Spokane County C3345	Staley Road Preservation - Dalton Road to US 395 (New) Hot-mix asphalt overlay over existing road width with improved road shoulders.	Federal (STBG-R)	\$1,350,000
		State	\$0
		Local	\$211,000
		Total	\$1,561,000
Spokane County C3346	Aero Road Preservation - Westbow Road to Thomas Mallen Road (New) Grind and inlay preservation project and sidewalk infill.	Federal (STBG-UL)	\$1,350,000
		State	\$0
		Local	\$489,000
		Total	\$1,839,000
Spokane County 3284	Craig Road Realignment (New) Realign an offset intersection at Thorpe Road and Craig Road.	Federal (STBG-R)	\$2,324,131
		State	\$0
		Local	\$362,724
		Total	\$2,686,855

Spokane County C3349	Day Mt Spokane Guardrail - Bruce Road to Greenbluff Road (New) Install/upgrade guardrail and remove trees at spot locations.	Federal (HSIP)	\$1,235,000
		State	\$0
		Local	\$0
		Total	\$1,235,000
Spokane County C3350	Hayford Road, Trails Road, Government Way, Forker Road 2025 Safety (New) Install/upgrade guardrail. Install centerline and shoulder rumble strips. Remove trees at spot locations.	Federal (HSIP)	\$1,281,000
		State	\$0
		Local	\$0
		Total	\$1,281,000

BR = Federal Highway Administration (FHWA) Bridge Program funding

HSIP = Federal Highway Administration (FHWA) Highway Safety Improvement Program

NHPP = Federal Highway Administration (FHWA) National Highway Performance Program funding

STBG-R = Federal Highway Administration (FHWA) Surface Transportation Block Grant funding for rural areas

STBG-UL = Federal Highway Administration (FHWA) Surface Transportation Block Grant funding for large urban areas



Topic: CY 2025-2028 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT - OCTOBER

Key Points:

- 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 alignment with regional policies. The proposed October 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 October amendment will be incorporated into the STIP on or around 11/21/2025.



RESOLUTION
of the BOARD OF DIRECTORS of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-25-21

**ADOPTING THE OCTOBER 2025 AMENDMENT TO THE 2025-2028 TRANSPORTATION IMPROVEMENT
PROGRAM**

WHEREAS, the Spokane Regional Transportation Council (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 2025-2028 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 2025-2028 TIP on 10/10/2024.

NOW, THEREFORE BE IT RESOLVED, that the SRTC BOARD does hereby amend the 2025-2028 Transportation Improvement Program with the October 2025 amendment to be incorporated into the Statewide Transportation Improvement Program (STIP) of Washington State, as documented in Attachment 1.

ADOPTED: 10/09/2025

ATTEST

Anadia Grier
SRTC
Clerk of the Board

Council Member Rod Higgins
City of Spokane Valley
Chair, SRTC Board of Directors



To: SRTC Board of Directors
From: Greg Griffin, Administrative Services Manager
Topic: CY 2025 Q3 Budget Update

Requested Action:

Approval of the CY 2025 Q3 Budget Report.

Key Points:

- SRTC develops an annual budget outlining the anticipated revenues and expenditures for the upcoming year. SRTC reports on a cash basis, which provides a snapshot in time of the agency's revenues and expenditures.
- SRTC staff reports quarterly to the Board of Directors on revenue and expenditure for the preceding quarter and year-to-date.
- SRTC began CY 2025 with a cash balance of \$557,060 and ended the third quarter of 2025 with a balance of \$966,049. Cash balances are typically higher early in the calendar year due to an influx of member contributions, which are used throughout the year as matching funds for grants.
- Due to timing, the revenues portion includes funds received in CY 2025 that were for expenditures made near the end of CY 2024. Federal/State planning and project grant reimbursements of \$431,404 receipted in early 2025 were funds anticipated to be reimbursed in 2024 (November 2024 UPWP billing and final D.A.T.A. project reimbursement) and accounts for a portion of the cash balance increase in 2025. The CY 2025 - Third Quarter Budget Report - Summary (see Attachment) provides a comparison of the adopted CY 2025 budget and a summary for the Third Quarter (Q3) of actual 2025 revenues and expenditures, as well as a column showing 2024 year-to-date revenues/expenses for comparative purposes.
- See **Supporting Information** and **Attachment** for additional details of the CY 2025 Third Quarter Budget Report.

Board/Committee Discussions:

The CY 2025 Budget was approved by the Board on 10/10/24, and updates are provided on a quarterly basis.

Public Involvement:

All meetings at which the CY 2025 Budget and/or quarterly budget reports are presented to the Board are open to the public.

Staff Contact: Greg Griffin, SRTC | ggriffin@srtc.org | 509.343.6370



Topic: CY 2025 Q3 Budget Update

Revenues:

- Through the third quarter (75% of Calendar Year) of CY 2025 (January – September), SRTC collected \$2,740,159; 75% of the anticipated revenues for the year.
- Local Member Contributions through the end of September 30, 2025, are 99% of the budgeted amount.
- Revenues (\$2,740,159) in Q3 include \$431,404 in grant reimbursements from November 2024 activity. WA Department of Commerce grant funds of \$586,242 for the ETS charging stations project were received in July 2025.

Expenditures:

Through the third quarter of CY 2025, SRTC spent \$2,331,170, or 64% of total anticipated expenditures for the year, as follows:

- **Personnel Expenditures:** Total personnel expenditures were \$1,033,764 through Q3, or 64% of the CY 2025 budget amount.
- **Contractual and Professional Services:** Total service expenditures were \$1,113,661 year-to-date, or 61% of the total budget amount. Professional Services - ETS Grant Work is a pass-through funding for the installation of charging stations throughout the region. Consultant Services for MTP Update & VMT Study are higher than budget due to the timing of billings between calendar years 2024 and 2025. Consultant services for the TIP Database are higher than budgeted due to addition of sales tax not charged in prior years.
- **Materials and Services:** Total materials and services expenditures were \$92,169 year-to-date, or 71% of the total budget amount. A substantial portion of the SRTC Outreach and Education program supplies for CY 2025 were purchased in Q1. Bike Map printing in Q2 was a substantial portion of the 2025 Printing budget. The expense for the 2024 audit will be paid later in the year.
- **Travel, Training, and Staff Development (includes Subscriptions/Memberships):** Total expenditures were \$36,192 through Q2, or 57% of the total budgeted amount. This category continues to be impacted by the move to online conferences, training sessions, etc. It is anticipated that there will be increased travel and conference attendance in the remainder of this year.
- **IT Operations:** Total expenditures were \$55,384 through Q3, or 57% of the total budgeted amount. Software expense is a timing issue, as ESRI/GIS 2025 subscription/maintenance was paid in Q1 and makes up approximately 50% of the 2025 Software budget.

SRTC CY 2025, Report through September 30, 2025

	CY 2025	CY 2025				CY 2025	CY 2025
		1st Qtr	2nd Qtr	3rd Qtr	Year-to-Date	Year-to-Date	% of Budget
REVENUES							
SRTC Cash Balance 12/31/24					557,060		
FHWA PL (Fed Planning Funds)	880,095	278,759	80,961	311,887	671,606	437,042	76%
FTA (Federal Section 5303 Funds)	408,228	85,783	35,700	90,367	211,850	124,635	52%
STBG Planning Funds (+ STBG D.A.T.A. CY 2024)	500,000	305,205	308,364	16,016	629,585	500,869	126%
Designated Grant-SS4A Edu Grant (+SS4A Safety2024)	-	180	-	-	180	212,617	0%
RTPO (State Planning Funds)	144,651	61,101	674	18,716	80,492	119,954	56%
V.M.T. (Vehicle Miles Traveled) Study Funds	95,000	6,890	28,773	86,486	122,150	-	129%
Designated Grants (Commerce - ETS)	1,300,000	135,876	-	586,242	722,118	629,536	56%
Local Member Contributions	280,192	278,736	-	-	278,736	276,299	99%
SRTC Cash reserve(suite 500 changes & contingency)	25,000	-	-	-	-	-	0%
Spokane County Treasury Interest	30,000	7,915	7,937	7,591	23,443	24,780	78%
TOTAL REVENUES (Received in 2025)	3,663,166	1,160,445	462,409	1,117,305	2,740,159	2,325,730	75%
EXPENDITURES							
Personnel							
Salaries	1,194,875	252,729	288,104	252,500	793,333	807,787	66%
Accrued Leave Payouts \ Unemployment	15,000	1,199	1,540	-	2,740	-	18%
FICA	92,555	19,522	21,324	19,486	60,332	62,121	65%
WA State Retirement System	109,491	25,211	23,337	18,263	66,811	76,930	61%
Insurance / Benefits	203,440	36,095	36,515	37,939	110,549	117,621	54%
Total Personnel	1,615,361	334,757	370,821	328,187	1,033,764	1,064,459	64%
Contractual and Professional Services							
Legal Services	25,000	2,375	2,025	2,400	6,800	9,510	27%
Consultants & Professional Svcs	5,800	1,324	1,110	2,834	5,269	1,041	91%
State Audit Charges	22,000	-	-	209	209	128	1%
Consultant Services & MTP Update	222,500	88,530	123,941	47,447	259,919	84,508	117%
Consultant Services & TIP Database	16,550	-	-	18,043	18,043	-	109%
Consultant Services & Strategic Plan	30,000	-	-	-	-	-	0%
SS4A Education (SS4A Safety Plan & DATA CY2024)	-	-	-	-	-	581,211	0%
Professional Services - ETS Grant Work	1,300,000	135,876	-	586,242	722,118	629,536	56%
Consultant Services & V.M.T.	95,000	23,402	77,902	-	101,304	-	107%
Total Contractual and Professional Services	1,716,850	251,507	204,979	657,175	1,113,661	1,305,933	65%
Materials and Services							
Publications	500	43	65	65	173	173	35%
Postage	400	2	95	-	97	10	24%
Operating Supplies	7,000	4,496	894	1,282	6,672	2,330	95%
Minor Furniture	5,150	-	313	2,131	2,444	365	47%
Telephone	4,980	1,126	1,356	1,432	3,914	3,009	79%
Advertising	5,550	347	1,248	435	2,031	1,425	37%
Rent - Office Space	68,000	17,400	11,716	17,748	46,864	51,295	69%
Rent - Meeting Rooms	500	-	-	-	-	-	0%
Lease - Copier	2,670	598	400	806	1,804	1,694	68%
Property and Liability Insurance	22,000	-	-	15,731	15,731	16,767	72%
Printing	8,000	617	6,766	379	7,762	427	97%
Interfund Charges County Treasurer (Fees)	5,110	56	4,524	97	4,677	4,354	92%
Total Materials and Services	129,860	24,684	27,378	40,106	92,169	81,850	71%
Travel, Training, and Staff Development							
Mileage & Parking	2,400	570	635	701	1,906	714	79%
Travel / Training (Staff)	42,700	4,153	10,701	7,443	22,297	13,387	52%
Educational Speaker Series	5,000	-	-	1,178	1,178	-	0%
Board/Staff Retreats, Facilitators, Food	3,700	94	463	839	1,397	1,576	38%
Dues, Subscriptions, and Memberships	9,625	3,441	1,386	4,587	9,414	8,416	98%
Total Travel, Training, and Staff Development	63,425	8,258	13,186	14,748	36,192	24,093	57%
IT Operations							
IT Professional Svcs	29,060	5,777	4,780	5,528	16,084	20,576	55%
Software	39,820	20,785	7,673	(940)	27,518	34,086	69%
Hardware - New and Replacement; Repairs/Maint.	10,500	44	4,071	313	4,427	4,920	42%
Online Services	17,930	1,512	2,287	3,556	7,355	11,895	41%
Total IT Services	97,310	28,117	18,809	8,458	55,384	71,477	57%
		-					
TOTAL EXPENDITURES (Paid in 2025)	3,622,806	647,323	635,172	1,048,675	2,331,170	2,547,811	64%
CASH BALANCE 9/30/25					966,049	649,832	



To: SRTC Board of Directors
From: Eve McMenamy, Deputy Executive Director
Greg Griffin, Administrative Services Manager
Topic: CY 2026 Budget and Indirect Cost Plan

Requested Action:

Approve Resolution R-25-22 approving the CY 2026 Budget and Indirect Cost Plan.

Key Points:

- Each year, SRTC develops an annual budget for the upcoming calendar year (see draft budget summary provided as an **Attachment**).
- The annual budget reflects revenues available to support SRTC activities along with the operating expenses and planned work activities for the year.
- At their 02/13/25 meeting, the SRTC Board approved the members of the 2025 Administrative Committee. One of the committee's duties is to review and recommend the draft budget for the upcoming calendar year to the Board.
- For CY 2026, total estimated revenues and expenditures are \$2,633,220. Details are included in the draft CY 2026 Budget [here](#).
- The CY 2026 Indirect Cost Plan (ICP) is based on the proposed budget. Any revisions made to the budget during the review process will be reflected in the final version of the ICP. Read the draft ICP document [here](#).

Board/Committee Discussions:

The Administrative Committee reviewed the draft CY 2026 Budget and ICP documents on 05/16/25 and 06/20/25. Both documents were presented to the Board at the 09/11/25 Board meeting.

Public Involvement:

All Board and committee meetings are open to the public.

Staff Contact: Eve McMenamy, SRTC | evemc@srtc.org | 509.343.6370
Greg Griffin, SRTC | ggriffin@srtc.org | 509.343.63

SRTC CY 2026 Budget Summary

	CY 2025	CY 2026	\$ change	% change
REVENUES				
Consolidated Planning Grant (CPG) (FHWA PL/FTA 5303)-FFY26 allocation	1,144,002	1,137,122	(6,880)	-0.6%
CPG carried forward prior year	144,321	128,219	(16,102)	-11.2%
STBG Planning Funds	500,000	500,000	-	0.0%
Designated Grant - FHWA - Safety Education Campaign	-	194,000	194,000	-
Designated Grant - STBG I-90 Study	-	160,000	160,000	-
RTPO (State Planning Funds)	144,651	144,651	-	0.0%
VMT (Vehicle Miles Traveled) Study Funds	95,000	-	(95,000)	-
Designated Grants (WA Dept Commerce - ETS)	1,300,000	-	(1,300,000)	-
Designated Local Funds carried forward	-	32,466	32,466	-
Local Member Contributions	280,192	281,762	1,570	0.6%
SRTC Cash Reserve (Contingency & Balance Bgt)	25,000	25,000	-	0.0%
Spokane County Treasury Interest	30,000	30,000	-	0.0%
TOTAL REVENUES	\$3,663,166	\$2,633,220	(1,029,946)	-28.1%
EXPENDITURES				
Personnel				
Salaries	1,194,875	1,204,839	9,964	0.8%
Accrued Vacation Payouts \ Unemployment	15,000	15,000	-	0.0%
FICA	92,555	93,318	763	0.8%
WA State Retirement System	109,491	98,000	(11,491)	-10.5%
Insurance/Benefits	203,440	196,000	(7,440)	-3.7%
Total Personnel	\$1,615,361	\$1,607,156	(8,205)	-0.5%
Contractual and Professional Services				
Legal Services	25,000	25,000	-	0.0%
Consultant & Prof Svcs	5,800	10,000	4,200	72.4%
State Audit Charges	22,000	22,000	-	0.0%
Consultant Services & Strategic Plan	30,000	30,000	-	0.0%
Consultant Services & MTP update / Economic Analysis	222,500	50,000	(172,500)	-77.5%
Consultant Services & TIP Database	16,550	17,378	828	5.0%
Consultant Services & Safety Education Campaign	-	200,000	200,000	-
Consultant Services & Interstate -90 Study	-	200,000	200,000	-
Consultant Services & ITS update	-	75,000	75,000	-
Consultant Services & Transportation Funding Study	-	58,000	58,000	-
Professional Services - ETS Grant Work	1,300,000	-	(1,300,000)	-100.0%
Consultant Services & V.M.T.	95,000	-	(95,000)	-100.0%
Total Contractual and Professional Services	\$1,716,850	\$687,378	(1,029,472)	-60.0%
Materials and Services				
Publications	500	500	-	0.0%
Postage	400	400	-	0.0%
Operating Supplies	7,000	5,750	(1,250)	-17.9%
Minor Furniture/Equipment/Rebranding	5,150	4,000	(1,150)	-22.3%
Telephone	4,980	6,910	1,930	38.8%
Advertising	5,550	7,200	1,650	29.7%
Rent - Office Space	68,000	74,500	6,500	9.6%
Rent - Meeting Rooms	500	500	-	0.0%
Lease - Copier (and usage charges)	2,670	2,670	-	0.0%
Property and Liability Insurance	22,000	24,000	2,000	9.1%
Printing	8,000	4,000	(4,000)	-50.0%
Interfund Charges County Treasurer (Fees)	5,110	5,110	-	0.0%
Total Materials and Services	\$129,860	\$135,540	5,680	4.4%
Travel, Training, and Staff Development				
Mileage & Parking	2,400	2,700	300	12.5%
Travel / Training (Staff)	42,700	42,700	-	0.0%
Annual Summit / Guest Speakers	5,000	5,000	-	0.0%
Board/Staff Retreats, Facilitators, Refreshment	3,700	3,700	-	0.0%
Dues, Subscriptions, and Memberships	10,125	11,350	1,225	12.1%
Total Travel, Training, and Staff Development	\$63,925	\$65,450	1,525	2.4%
IT Operations				
IT Professional Services	36,300	36,300	-	0.0%
Software	44,020	44,020	-	0.0%
Hardware - New, Replacement, Repairs & Maintenance	18,500	18,500	-	0.0%
Online Services	13,350	13,875	525	3.9%
Total IT Services	112,170	112,695	525	0.5%
Contingency	25,000	25,000	-	0.0%
TOTAL EXPENDITURES	\$3,663,166	\$2,633,220	(1,029,946)	-28.1%



RESOLUTION
of the BOARD OF DIRECTORS of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-25-22

**APPROVING THE SPOKANE REGIONAL TRANSPORTATION COUNCIL CALENDAR YEAR 2026 BUDGET AND
INDIRECT COST PLAN**

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

WHEREAS, the SRTC Board operates pursuant to an Interlocal Agreement of the member parties that, among other responsibilities, establishes that the SRTC Board of Directors shall prepare and adopt a budget for each calendar year; and

WHEREAS, the Interlocal Agreement identifies the establishment of an Administrative Committee as a standing committee of the SRTC Board; and

WHEREAS, Resolution R-24-02 SRTC establishes an Administrative Committee as a subset of the SRTC Board with a duty to work with SRTC staff annually to review and develop a budget proposal for the upcoming calendar year; and

WHEREAS, the Administrative Committee has presented a Calendar Year 2026 Budget and Indirect Cost Plan for review and approval by the SRTC Board of Directors.

NOW, THEREFORE BE IT RESOLVED, that the SRTC Board is adopting the Calendar Year 2026 SRTC Budget and Indirect Cost Plan.

PASSED and APPROVED on this 9th day of October 2025 by the Spokane Regional Transportation Council Board of Directors.

ADOPTED: 10/09/2025

ATTEST

Anadia Grier
SRTC
Clerk of the Board

Council Member Rod Higgins
City of Spokane Valley
Chair, SRTC Board of Directors



To: SRTC Board of Directors
From: Greg Griffin, Administrative Services Manager
Topic: Executive Director Performance Review and Salary Adjustment - Approval

Requested Action:

Adopt Resolution R-25-23 to approve the Executive Director annual review and compensation adjustment.

Key Points:

- Resolution R-22-19 established an Administrative Committee as a standing committee of the SRTC Board. Among the duties of the Administrative Committee is the responsibility to annually complete a performance appraisal of the Executive Director and recommend a compensation adjustment as deemed appropriate.
- The SRTC Board Chair made an announcement to the SRTC Board at the September Board meeting that the review was underway and input from Board members could be provided prior to 09/26/25.
- On 09/26/25, members of the Administrative Committee met to review the annual work plans and performance of Executive Director Lois Bollenback during calendar year 2025.
- During Executive Session, members of the Administrative Committee will report their findings and recommendations to the full board and seek consensus on a recommendation.
- The final action will be memorialized in a resolution of the SRTC Board.

Board/Committee Discussions:

The Executive Director presented work plans to the Administrative Committee on 09/26/2025. The Committee reviewed the Director's performance on the same day. Updates of these discussions were provided to the full Board as part of the Executive Director's September report, including an announcement by the Chair.

Public Involvement:

All Board and committee meetings are open to the public.

Staff Contact: Greg Griffin, SRTC | ggriffin@srtc.org | 509.343.6370

RESOLUTION
of the BOARD OF DIRECTORS
of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-23-28 SRTC
**ESTABLISHING AN EVALUATION PROCESS FOR THE
EXECUTIVE DIRECTOR**

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

WHEREAS, the SRTC Board operates pursuant to an Interlocal Agreement of the member parties that, among other responsibilities, establishes the powers and duties of the SRTC Board of Directors authorizes the Board to retain an Executive Director, determine the duties and authority of that position and fix the salaries, wages and other associated compensation; and

WHEREAS, the Interlocal Agreement identifies the establishment of an Administrative Committee as a standing committee of the SRTC Board; and

WHEREAS, Resolution R-22-19 SRTC establishes an Administrative Committee as a subset of the SRTC Board with a duty to complete a performance appraisal of the Executive Director on an annual basis, and make a recommendation of compensation adjustment; and

WHEREAS, the SRTC Executive Director Employment Agreement includes a provision that states the review and evaluation shall be in accordance with criteria developed by the Board and reviewed by the Employee and shall provide an adequate opportunity for the Employee to discuss the evaluation.

NOW, THEREFORE BE IT RESOLVED, that SRTC Board is establishing an annual evaluation process pursuant to the requirements authority set forth above and as outlined below:

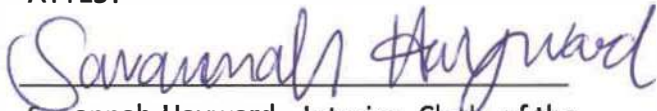
1. The **SRTC Chair** will inform the Board of Directors that the annual evaluation process is beginning (September/October). The Administrative Services Manager will provide all board members with a brief feedback tool (optional) to submit input to the Administrative Committee for consideration in completing the evaluation.
2. The **Executive Director** will provide Administrative Committee members with a report of:
 - Deliverables established in the UPWP
 - Financial activities for the organization
 - Current status/update of Executive Director Calendar Year Work Plan
 - Noteworthy items/accomplishments

3. The SRTC **Administrative Committee** will utilize the materials provided along with the position description and an evaluation tool to complete an evaluation of performance by the Executive Director (October/November).
4. The **Chair/Administrative Committee** will review the evaluation with the Executive Director and provide feedback/direction to be used in the development of a Work Plan for the upcoming calendar year (October/November).
5. During Executive Session of the SRTC Board of Directors meeting, the **Chair/Administrative Committee** will present the evaluation results and provide a recommendation of the performance of the Executive Director (November/December). The evaluation will be used in consideration of the merit portion of a salary increase for the Executive Director (a cost of living increase for staff is set during the budget process).

PASSED and APPROVED on the 12th Day of October, 2023 by the Spokane Regional Transportation Council Board of Directors.


 Betsy Wilkerson, Council Member, City of Spokane
 Chair, SRTC Board of Directors

ATTEST


 Savannah Hayward, Interim Clerk of the
 Board



RESOLUTION
of the BOARD OF DIRECTORS of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-25-23

APPROVING EXECUTIVE DIRECTOR ANNUAL REVIEW AND COMPENSATION ADJUSTMENT

WHEREAS, the Spokane Regional Transportation Council (SRTC) serves as the Metropolitan Planning Organization (MPO) for the Spokane Metropolitan Planning Area and 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 and empowers the board with a variety of duties, among which is to determine the positions, duties, and working conditions of employees, including the duties and authority of an Executive Director; and

WHEREAS, on 10/13/22 the SRTC Board approved Resolution R-22-19 establishing an Administrative Committee with a responsibility to annually complete a performance appraisal of the Executive Director and recommend a compensation adjustment; and

WHEREAS, the SRTC Chair announced the review process at the board meeting on 9/11/2025 and invited comments from SRTC Board members to be considered in completing the performance review; and

WHEREAS, members of the Administrative Committee met on 09/26/2025 to review the annual work plans of Executive Director Lois Bollenback to assess her performance during calendar year 2025 and agreed that the performance of the Executive Director was _____.

NOW, THEREFORE BE IT RESOLVED, the SRTC Board of Directors approves the Administrative Committee proposal that, in addition to the budget approved cost of living increase of 3 percent, the SRTC Executive Director's base salary be adjusted an additional __ percent as a merit increase, effective January 1, 2025.

ADOPTED: 10/09/2025

ATTEST

Anadia Grier
SRTC
Clerk of the Board

Council Member Rod Higgins
City of Spokane Valley
Chair, SRTC Board of Directors



To: SRTC Board of Directors
From: Ryan Stewart, Principal Transportation Planner
Topic: 2026-2029 Transportation Improvement Program

Requested Action:

Approve Resolution R-25-24 adopting the 2026-2029 Transportation Improvement Program.

Key Points:

- SRTC is required to develop a Transportation Improvement Program (TIP) that includes a list of projects and programs to be carried out in the Spokane Metropolitan Planning Area over a four-year period.
- The TIP must be updated at least every four 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.
- Member jurisdictions and agencies have submitted their TIP project records into the Secure Access Washington database. SRTC staff are reviewing the records as part of developing the TIP.
- Once approved by the SRTC Board, the TIP is incorporated into the Washington State TIP (STIP), which is reviewed and approved by FHWA and FTA.
- The final draft 2026-2029 TIP document is available on the [SRTC website](#) and an interactive map of the projects in the TIP is [available here](#).

Board/Committee Discussions:

The Board was briefed at the 09/10/25 meeting. The TAC and TTC were briefed at their 08/27/25 meetings and both unanimously recommended Board approval at their 09/24/25 meetings.

Public Involvement:

A 30-day public comment period was held from 09/02/25 until 10/02/25 for the draft 2026-2029 TIP. A public meeting was held on 09/23/25 from 4:30 pm to 5:30 pm at the SRTC office (Riverside Room) and on Zoom. Also, all SRTC Board and Committee meetings are open to the public. Two public comments were received: one in support of the City of Spokane's Pacific Avenue Greenway project and one pointing out a needed correction to the map. Please see Appendix G of the [final draft 2026-2029 TIP document](#) for the comments and responses.

Staff Contact: Ryan Stewart, SRTC | rstewart@srtc.org | 509.343.6370



Topic: CY 2026-2029 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Key Points:

- 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.
- 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 alignment with regional policies. The projects and programs in the CY 2026-2029 TIP have been reviewed by SRTC staff for compliance with federal and state requirements and consistency with Horizon 2045.
- The TIP is developed in coordination with member agencies and with public input. A public comment period was held from 09/02/25 until 10/02/25 and a public meeting was held on 09/23/25.
- Once approved by the SRTC Board, the projects and programs in the CY 2026-2029 TIP will be included in the Washington State Transportation Improvement Program (STIP).
- Pending approval by the SRTC Board and incorporation into the STIP, the CY 2026-2029 TIP will be in effect beginning in January 2026.



RESOLUTION
of the BOARD OF DIRECTORS of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-25-24

ADOPTING THE 2026-2029 TRANSPORTATION IMPROVEMENT PROGRAM

WHEREAS, the Spokane Regional Transportation Council (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 2026-2029 TIP has been developed under the direction of the SRTC Board in consultation with local government staff, Washington State Department of Transportation (WSDOT), Spokane Transit Authority (STA), and with input from various groups and members of the public; and

NOW, THEREFORE BE IT RESOLVED, that the SRTC BOARD does hereby adopt the 2026-2029 Transportation Improvement Program to be incorporated into the Statewide Transportation Improvement Program (STIP) of Washington State.

ADOPTED: 10/09/2025

ATTEST

Anadia Grier
SRTC
Clerk of the Board

Council Member Rod Higgins
City of Spokane Valley
Chair, SRTC Board of Directors



To: SRTC Board of Directors
From: Benjamin Kloskey, Associate Transportation Planner II
Topic: Transportation Advisory Committee (TAC) Bylaws Amendment

Requested Action:

Approve Resolution R-25-25 adopting the amended TAC bylaws.

Key Points:

- The 2021 Interlocal Agreement relating to the formation and operation of the Spokane Regional Transportation Council established that the Transportation Advisory Committee shall exist as a Standing Committee of the SRTC Board.
- SRTC staff led the TAC and Board through a discussion at their most recent meetings about the committee and what improvements could be made, looking forward to 2026.
- The following suggestions were discussed and supported by both Board and Committee members:
 - Expanding the committee to 16 members, 14 permanent and 2 alternate members; and
 - Outreach to several different community groups and local agency committees and commissions about TAC membership for the upcoming application cycle.
- To implement these changes, an amendment to the TAC Bylaws is required as shown in the **Attached** mark-up.
- SRTC plans to conduct outreach for TAC recruitment over the next several months, with applications opening on **October 13th**.

Board/Committee Discussions:

The TAC discussed this topic at their August and September 2025 meetings, and the Board discussed this topic at their September 2025 meeting. The amendment was unanimously recommended by the TAC.

Public Involvement:

SRTC Committee and Board meetings are open to the public.

Staff Contact: Benjamin Kloskey, SRTC | bkloskey@srtc.org | 509.343.6370

SPOKANE REGIONAL TRANSPORTATION COUNCIL
TRANSPORTATION ADVISORY COMMITTEE BYLAWS
Adopted by the Board of Directors January 13, 2022

AMENDED OCTOBER 9, 2025

The Spokane Regional Transportation Council (SRTC) Board of Directors is the policy decision-making body for the purpose of carrying out the transportation planning and programming processes in the Spokane Region. The membership structure of the SRTC Board is developed through an interlocal agreement of local governments and other interested parties established to perform the functions of a MPO and RTPPO.

Per Section 6.B. of the 2021 SRTC Interlocal Agreement the SRTC Board shall create or maintain a Transportation Advisory Committee (TAC), as a standing committee to serve in support of the Board.

PURPOSE

The TAC is established to provide a broad community perspective on the transportation planning activities and priorities of the SRTC and to advise the Board on regional transportation related matters. The primary focus of the TAC is to bring topical, contextual policy recommendations to the SRTC staff, and SRTC Board of Directors in the development of SRTC planning work. The TAC will base their work on the adopted SRTC mission, vision, values and the Guiding Principles of the adopted Metropolitan Transportation Plan (MTP). The TAC is comprised of individuals who bring their professional expertise and diverse community perspectives to transportation policy and planning discussions.

MEMBERSHIP

The Transportation Advisory Committee shall consist of 14-16 total members, with 14 voting members and two non-voting member alternates. Members will be appointed by the SRTC Board and selected through an open application process complying with federal requirements and in alignment with SRTC's commitment that no person shall be excluded from participation in any program or activity based upon the grounds of race, color, sex, national origin, income or disability.

Members shall be chosen to represent a broad and diverse population of users of the transportation system and community/industry areas providing context to transportation planning and important to the implementation of the SRTC mission and vision. TAC members shall not be elected officials or members of the SRTC Board.

TERMS

The term of a TAC member shall extend for two (2) years from the date of appointment. Reappointments for subsequent terms are at the discretion of the board.

OFFICERS

The TAC shall recommend by majority vote the Committee Chair and Vice-chair to the SRTC Board for approval. The Chair, or Vice Chair as needed, will represent the TAC on the SRTC Board. Officers will be elected for a one (1) year term, with eligibility for election to an additional one-year term. The Vice-Chair may become the Chair upon completion of the Chair's term or vacation for any reason. In the instance the Chair vacates his/her position, and SRTC Advisory Committee Bylaws & Procedures states that; the Vice Chair will fill the Chair position the Vice Chair may serve out the remainder of the Chair's term and remains eligible to serve an additional term as Chair.

ATTENDANCE

Members shall be able and willing to attend meetings of the TAC on a regular basis. TAC members should provide SRTC staff at least 24 hours advance notice of meeting absence for excused absence and TAC members will vote to approve excused absences during the meeting. When a voting TAC member is absent, the Chair will fill the vacancy with a non-voting alternate as available for that meeting. Members who are absent from 25% of regularly scheduled meetings in a 12-month period will have their participation reviewed by the Committee Chair. TAC members who have three unexcused absences in a 12-month period will receive a letter from the TAC Chair requesting their membership resignation.

VACANCIES

Should a vacancy occur on the TAC, an alternate will be offered the position. If the position remains unfilled, SRTC staff will seek direction from the Board to review the most recent TAC member applications or begin a public TAC member application process.

MEETINGS

SRTC advisory committees shall meet as needed to perform the duties of the committee as requested by SRTC staff or as directed by the SRTC's Board. All meeting dates shall be issued to the general public as described in SRTC's Public Involvement Policy.

All meetings of SRTC advisory committees shall be open and public and all persons shall be permitted to attend any meeting unless otherwise provided in RCW Chapter 42.30.

QUORUM

A quorum is a simple majority of voting committee members. Vacant positions shall not be counted when determining quorum. No advisory committee shall take action without a quorum.

Per the SRTC 2021 Interlocal Agreement, the Chair of the TTC and the TAC serve as an ex-officio member of the SRTC Board of Directors. The Vice-Chair shall serve as Chair in the absence of the Chair and shall serve on the SRTC Board in the absence of the Chair.

SUB-COMMITTEES

The Chair of an SRTC advisory committee may appoint and establish sub-committees composed of members and non-members to carry out the functions of the general committee. Membership on subcommittees shall not include a quorum of the advisory committee. To encourage broad regional discussion, SRTC advisory committees may, on occasion, form joint sub-committees.

ADMINISTRATIVE SUPPORT

SRTC staff shall provide administrative support to SRTC advisory committees. This includes developing committee agendas, arranging for materials and presentations as requested by the TAC, providing meeting notices and arranging meeting venues.

MINUTES

Minutes for all SRTC advisory committees will be taken and distributed by SRTC staff. Approved minutes will be posted on the SRTC website. A summary of SRTC advisory committee's discussions will be included in the SRTC Board monthly packet.

AGENDA

An agenda should be provided in advance of each meeting. Staff coordinates with the committee Chair to develop the agenda.

RULES OF ORDER AND MOTION PROCEDURES

Current informal practice encourages regional discussion and collaboration. Advisory committee votes shall occur following a motion, second and discussion. The Chair/Vice

Chair will rely upon Roberts Rules of Order when clarification is required on rules of order and/or motion procedures.

REMOVAL

All TAC Members serve at the pleasure of the SRTC Board of Directors. The Board may remove by a majority vote any TAC member for a violation of these Bylaws or acting in a manner contrary to the general purpose of the SRTC or TAC. The TAC may also recommend the removal by majority vote to the SRTC Board.



RESOLUTION
of the BOARD OF DIRECTORS of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-25-25

AMENDING THE TRANSPORTATION ADVISORY COMMITTEE (TAC) BYLAWS

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

WHEREAS, the SRTC Board operates pursuant to an Interlocal Agreement of the member parties that authorizes the establishment of various advisory committees to make recommendations to the SRTC Board on various transportation matters; and

WHEREAS, Section 6.B.2. of the Interlocal Agreement identifies the establishment of a Transportation Advisory Committee as a standing committee of the SRTC Board; and

WHEREAS, Section 6.C. of the Interlocal Agreement requires the SRTC Board to define the duties and powers of the TAC by resolution to contain at a minimum the statement of purpose, duties, responsibilities, and other matters of said committee; and

WHEREAS, the TAC Bylaws have been amended to include two new alternate positions, now bringing the committee to a total of 16 members.

NOW, THEREFORE BE IT RESOLVED, that the SRTC BOARD does hereby adopt the 2025 Amendment of the TAC Bylaws.

ADOPTED: 10/09/2025

ATTEST

Anadia Grier
SRTC
Clerk of the Board

Council Member Rod Higgins
City of Spokane Valley
Chair, SRTC Board of Directors



To: SRTC Board of Directors
From: Eve McMenamy, Deputy Executive Director
David Fletcher, Principal Transportation Planner
Topic: CY 2026 Unified List (State Version) – Approval

Requested Action:

Approval of Resolution R-25-26 approving the CY 2026 Unified List (State Version).

Key Points:

- The SRTC Unified List is a strategic tool for communicating current regional transportation priorities to state legislators and Congressional representatives for potential funding opportunities. SRTC updates the Unified List annually.
- The document package includes both legislative priority statements and regional project priorities. The draft Unified List is provided [here](#).
 - On 09/11/25 the Board discussed the merits of a 2025 Washington Traffic Safety Commission proposal which supports lowering blood alcohol concentration limits to reduce fatal crashes. A statement is included in the draft for Board consideration.
- At its 03/13/2025 meeting, the SRTC Board approved an expedited process for developing the 2026 Unified List due to the Horizon 2050 Metropolitan Transportation Plan update underway.
- On 08/27/2025 the Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC) recommended the projects included in the draft CY 2026 Unified List be forwarded to the Board for approval.

Board/Committee Discussions:

The draft CY 2026 Unified List was unanimously recommended by the TTC and TAC at their 08/27/2025 meetings. The Policy Statements for the CY 2026 Unified List were presented to the SRTC Board for review on 09/11/2025, and the projects included in the draft list were initially presented to the Board on 07/10/2025. On 03/13/2025, the Board approved Resolution R-25-08, which established the development process and project evaluation criteria for the CY 2026 Unified List.

Public Involvement:

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

Staff Contact: Eve McMenamy, SRTC | evemc@srtc.org | 509.343.6370
David Fletcher, SRTC | dfletcher@srtc.org | 509.343.6370



RESOLUTION
of the BOARD OF DIRECTORS of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-25-26

APPROVING THE CALENDAR YEAR (CY) 2026 UNIFIED LIST - STATE VERSION

WHEREAS, the Spokane Regional Transportation Council (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 CY 2026 Unified List has been developed under the direction of the SRTC Board as a strategic tool to communicate the region's transportation priorities to local, state, and federal legislators for potential funding opportunities; and

WHEREAS, the accompanying 2026 SRTC Legislative Statements were likewise developed under the direction of the SRTC Board to convey specific transportation needs and priorities to local, state, and federal legislators; and

WHEREAS, the 2026 SRTC Legislative Statements are developed with input from other public and private-sector entities.

NOW, THEREFORE BE IT RESOLVED, that the SRTC BOARD does hereby adopt the CY 2026 Unified List - State Version.

ADOPTED: 10/09/2025

ATTEST

Anadia Grier
SRTC
Clerk of the Board

Council Member Rod Higgins
City of Spokane Valley
Chair, SRTC Board of Directors



To: SRTC Board of Directors
From: Eve McMenamy, Deputy Executive Director
David Fletcher, Principal Transportation Planner
Topic: CY 2026 Unified List (Federal Version) – Draft

Requested Action:

None. For information and discussion.

Key Points:

- The SRTC Unified List is a strategic tool for communicating current regional transportation priorities to state legislators and Congressional representatives for potential funding opportunities. SRTC updates the Unified List annually.
- The document package includes both legislative priority statements and regional project priorities. The draft CY 2026 Unified List-Federal Version is linked [here](#) for review and comment.
- At its 03/13/2025 meeting, the SRTC Board approved an expedited process for developing the 2026 Unified List due to the Horizon 2050 Metropolitan Transportation Plan update underway.
- The project listing in the Unified List, is consistent with the State version with the exception that funding requests which may differ between the State and Federal versions.
- On 09/24/2025 the Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC) recommended the projects included in the draft CY 2026 Unified List-Federal Version linked above and be forwarded to the Board for approval in November.

Board/Committee Discussions:

The draft CY 2026 Unified List-Federal version was unanimously recommended by the TTC and TAC at their 09/24/2025 meeting. On 03/13/2025, the Board approved Resolution R-25-08, which established the development process and project evaluation criteria for the CY 2026 Unified List.

Public Involvement:

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

Staff Contact: Eve McMenamy, SRTC | evemc@srtc.org | 509.343.6370
David Fletcher, SRTC | dfletcher@srtc.org | 509.343.6370



To: SRTC Board of Directors
From: Jason Lien, Principal Transportation Planner
Topic: Horizon 2050 Draft for Public Release

Requested Action:

None. For information and discussion.

Key Points:

- Horizon 2050 is the latest iteration of the region's Metropolitan Transportation Plan (MTP). Staff have generated the final draft plan based on the past several months of public engagement and coordination with the SRTC Board and committees as well as other stakeholders.
- The draft of Horizon 2050 is available for [review on the SRTC website](#). Staff will confirm with the Board that the draft may be formally released for public review, including review by federal and state stakeholders. Upon confirmation at the Board meeting, the Horizon 2050 Draft will be posted and a 30-day comment period will commence. An open house will be scheduled during this review period. As comments are received, the document will be refined as necessary.
- The plan identifies transportation needs and recommends projects, policies, and strategies that support regional goals as embodied in SRTC's Guiding Principles. Regular updates to the MTP make the region eligible for federal funding and provide guideposts for transportation investments.

Board/Committee Discussions:

Horizon 2050 items have been presented at multiple Board and Committee meetings. The TTC and TAC received a preview of the Horizon 2050 working draft at their 9/24/25 meetings.

Public Involvement:

[Horizon 2050](#) has an ongoing public outreach schedule.

Staff Contact: Jason Lien, SRTC | jlien@srtc.org | 509.343.6370



To: SRTC Board of Directors
From: Benjamin Kloskey, Associate Transportation Planner II
Topic: Coordinated Public Transit – Human Services Transportation Plan – Update

Requested Action:

None. For information and discussion.

Key Points:

- The Coordinated Public Transit – Human Services Transportation Plan (CPT-HSTP) update is set to begin near the end of 2025. The last plan was adopted in November 2022.
- This plan is developed as part of a four-year cycle and is a required plan both at the state and federal levels.
- Several of the major goals of this planning document are outlined below:
 - Avoid duplication of services;
 - Maximize the amount of public awareness of the various regional programs;
 - Coordination with local agencies and service providers to ensure cost-effective solutions are being implemented;
 - Report on data, including locations of residents with special transportation needs; and
 - Identify gaps in service and strategies to address those gaps.
- The CPT-HSTP is developed in collaboration with Spokane Transit Authority.
- Expected plan adoption is Fall 2026.

Board/Committee Discussions:

This is the first discussion on this topic with the Board. The committees were presented this information at their September 2025 meeting.

Public Involvement:

SRTC Committee and Board meetings are open to the public.

Staff Contact: Benjamin Kloskey, SRTC | bkloskey@srtc.org | 509.343.6370



To: SRTC Board of Directors
From: Lois Bollenback, Executive Director
Topic: Executive Director's Monthly Report

Requested Action:

None. For information only.

Key Points:

Ongoing/Upcoming Public Events & Activities

- Staff will host Spokane's Regional Transportation Summit on Tuesday 10/7/25.
- SRTC held a public meeting for the 2026-2029 Transportation Improvement Program (TIP) on 9/23/2025.
- Staff also presented to the Spokane Lions Club (9/16/2025) and the Spokane Community Assembly (10/2/2025) and attended a reception for WSDOT Secretary Julie Merideth (9/24/2025) and a ribbon cutting in Airway Heights for the 6th St. extension (9/26/2025).

Transportation Funding – Awards & Opportunities

- No additional funding awards have been announced since our last meeting.

Program	Close Date	Available Funding	Agency
Rural and Tribal Assistance Pilot Program	10/8/2025	\$50 million	USDOT
Grid Resilience and Innovation Partnerships (GRIP) Program	TBD	~\$3-4 billion	USDOE

Administrative Committee Update

The Administrative Committee met on 9/26/2025 to discuss the annual performance of the Executive Director. Committee members reviewed a variety of materials and will present their assessment to the full board at the October 9th meeting.

Annual Audit Update

The annual audit of SRTC is currently underway and notice of the audit has been provided to the Board. An entrance conference was held on 9/23/2025 via MS Teams.

Staff Contact: Lois Bollenback, SRTC | lbollenback@srtc.org | 509.343.6370



Transportation Technical Committee

ACTION ITEMS

CONSENT AGENDA

The consent agenda, which included the August TTC meeting minutes and the Transportation Improvement Program (TIP) Amendment – October, was approved.

Mr. Clark motioned to approve the Consent Agenda as presented. Ms. Hayes seconded the motion. The motion was passed unanimously.

2026-2029 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Mr. Stewart requested that the Committee recommend Board approval of the 2026–2029 TIP, a fiscally constrained, four-year program of 73 projects that meets federal and regional transportation goals. He highlighted the interactive project map, summarized public input, and noted the Board will consider approval on October 9th before submission to WSDOT and federal review.

Mr. Weathers motioned to recommend the approval of the 2026-2029 Transportation Improvement Program as presented. Ms. Trautman seconded the motion. The motion was passed unanimously.

INFORMATION AND DISCUSSION ITEMS

HORIZON 2050 DRAFT

Mr. Lien updated the Committee on the Horizon 2050 draft, highlighting major themes such as system preservation, safety, funding challenges, and multimodal transportation, with a projected \$15.6 billion revenue over 25 years. He outlined the draft's structure, strategies from Horizon 2045, and next steps, including a public comment period after the October Board meeting and anticipated Board adoption in December.

COUNTY COORDINATED PUBLIC TRANSIT - HUMAN SERVICES TRANSPORTATION PLAN (CPT-HSTP) - UPDATE

Mr. Kloskey updated the Committee on the 2026 Coordinated Public Transit Human Services Transportation Plan, a federally and state-required plan developed with STA to improve coordination, access, and funding opportunities for local transit services. He outlined the development approach, including public outreach and data collection, with plan development starting in December 2025 and adoption expected in August–September 2026.

AGENCY UPDATE AND FUTURE ITEMS

Mr. Fletcher reminded the Committee about the October 7 Transportation Summit and introduced Mr. Stewart for a regional travel model update. Mr. Stewart reported that the new model release is available to users, updates have addressed prior feedback on capacities and delays, and documentation will be provided ahead of the October Model Users Group meeting, inviting non-users to reach out for more information.



Transportation Advisory Committee

ACTION ITEMS

CONSENT AGENDA

The consent agenda, which included the August TTC meeting minutes and the Transportation Improvement Program (TIP) Amendment – October, was approved.

Ms. Zentz motioned to approve the Consent Agenda as presented. Mr. Barber seconded the motion. The motion was passed unanimously.

2026-2029 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Mr. Stewart requested that the Committee recommend Board approval of the 2026–2029 TIP. The draft TIP includes 73 projects totaling \$884 million and will go to the Board on October 9 before state and federal review for a January implementation.

Mr. Eash motioned to recommend the approval of the 2026-2029 Transportation Improvement Program as presented. Mr. Barber seconded the motion. The motion was passed unanimously.

TRANSPORTATION ADVISORY COMMITTEE (TAC) BYLAWS AMENDMENT

Mr. Kloskey updated the Committee on proposed TAC bylaw amendments, including adding two new members and alternates, updating attendance and vacancy rules, and specifying that only voting members count toward quorum. He noted that applications will open on October 13 with a November 28 deadline, aiming to fill all slots for the January TAC meeting.

Ms. Zentz motioned to recommend the approval of the Transportation Advisory Committee (TAC) Bylaws Amendment as presented. Ms. Melby seconded the motion. The motion was passed unanimously.

INFORMATION AND DISCUSSION ITEMS

HORIZON 2050 DRAFT

Mr. Lien updated the Committee on the Horizon 2050 draft MTP, highlighting key themes such as maintenance and preservation, safety, operational efficiency, and multimodal development, with total projected revenue of \$15.6 billion through 2050. The plan will undergo a 30-day public comment period and open house after the October Board meeting, leading to a November Committee recommendation and December Board adoption, with public feedback confirming priorities on system preservation, safety, and transit.

COUNTY COORDINATED PUBLIC TRANSIT - HUMAN SERVICES TRANSPORTATION PLAN (CPT-HSTP) - UPDATE

Mr. Kloskey provided an overview of the 2026 update to the CPT-HSTP plan, highlighting its four-year cycle, federal and state funding requirements, and partnership with STA. The plan aims to improve access, reduce service duplication, and increase funding opportunities.

AGENCY UPDATE AND FUTURE ITEMS

Mr. Kloskey announced that officer elections for the TAC will be discussed in November, with the formal election in December, and new officers approved by the Board to begin their terms in January. He also reminded the Committee that October 7 is the final opportunity to register for the Transportation Summit.