Spokane Regional Transportation Council

Administrative Committee Meeting

Thursday, September 10, 2026 at 12:00 PM
Hybrid In Person/Virtual Meeting

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

https://us02web.zoom.us/launch/jc/82105639517
Meeting ID: 821 0563 9517 | Passcode: 073663

By Phone 1-253-205-0468
Meeting ID: 821 0563 9517 | Passcode: 073663

SRTC welcomes public comments at the Administrative Committee meetings.
The deadline for submitting written comments is 10:00 am on the day of the meeting and can be submitted:

- By email: contact.srtc@srtc.org
- By mail: 421 W Riverside Ave Suite 500, Spokane WA 99201
- By phone: 509.343.6370

Verbal comments may also be provided during the comment period at the beginning of the meeting.

SRTC is committed to nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964, Civil Rights Restoration Act of 1987 (P.O. 100.259) and the Americans with Disabilities Act. Reasonable accommodations can be requested by contacting the SRTC office by telephone at 509-343-6370 or by email at contact.srtc@srtc.org at least 48 hours in advance.

Spokane Regional Transportation Council

SRTC Board Administrative Committee Meeting Agenda

Thursday, September 10, 2026– 12:00 pm

Time	Item #		Page #
11:00	1	**Call to Order/Record of Attendance/Excused Absences**	

FOR REVIEW AND DISCUSSION

11:05	2	**Overview of Executive Director Annual Performance Evaluation** The Employment Agreement between SRTC and the Executive Director supports the completion of a performance evaluation annually, "in accordance with criteria developed by the Board and reviewed by the Employee." annually. The Administrative Committee is authorized to take the lead on initiating this evaluation each year and Resolution R-23-28 outlines the process for completing this evaluation. See Attachment 1 – R-23-28 Establishing an Evaluation Process for the Executive Director	3
11:15	3	**Public Records Policy** SRTC staff will review the DRAFT Public Records Request and Records Management Policy. See Attachment 2 – SRTC DRAFT Public Records Request and Records Management Policy	5
11:25	4	**Meals and Refreshments Policy** Staff will review the DRAFT Meals and Refreshment Policy. Development of this policy was recommended during the most recent annual audit. See Attachment 3 – SRTC DRAFT Meals and Refreshment Policy	14
11:30	5	**Recognition and Appreciation Policy** Staff will review the DRAFT Recognition and Appreciation Policy. Development of this policy was recommended during the most recent annual audit. See Attachment 3 – SRTC DRAFT Recognition and Appreciation Policy	18
11:35	6	**MEMBER COMMENTS**	
11:45	7	**ADJOURNMENT**	

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

Spokane Regional Transportation Council

Public Records Request and Records Management Policy (Draft)

Adopted by the SRTC Board of Directors
Month, Date 2026

Regional Transportation Decisions Start Here

The Spokane Regional Transportation Council (SRTC) is the lead agency for coordinating transportation planning activities in the Spokane region. SRTC serves as the Metropolitan Planning Organization (MPO) for the region and is responsible for ensuring compliance with federal transportation planning requirements. Since the Spokane Metropolitan Planning Area has a population of over 200,000, SRTC is also designated as a Transportation Management Area (TMA), which entails additional responsibilities and discretion in allocating certain federal transportation funds within the urbanized area. Finally, SRTC serves as the state-designated Regional Transportation Planning Organization (RTPO) for Spokane County. RTPOs are voluntary associations of local governments, authorized under the 1990 Washington State Growth Management Act, to coordinate transportation plans at the local and regional levels.

As both the MPO and RTPO, SRTC is subject to the Washington State Public Records Act (Chapter 42.56 RCW), state records retention requirements under Chapter 40.14 RCW, and applicable federal recordkeeping and disclosure requirements associated with federal awards. SRTC shall manage, retain, and disclose public records in accordance with these laws and adopted agency policy.

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SECTION 1: PURPOSE

1.1 Purpose

The Spokane Regional Transportation Council (SRTC) is committed to transparency, accountability, and responsible records management. Public records are essential to maintaining public trust, and SRTC strives to provide timely and reasonable access to those records while protecting information exempt from disclosure.

This policy explains how SRTC responds to public records requests and how records are created, maintained, retained, and disposed. It is intended to be practical, easy to follow, and useful for both staff and the public. This policy is not intended to supersede or replace any provision of Ch. 42.56 RCW.

1.2 Public Records Officer Contact Information

SRTC designates a Public Records Officer (PRO) to serve as the primary point of contact for all public records requests. The PRO is responsible for coordinating responses, communicating with requestors, and ensuring compliance with applicable requirements.

While the PRO manages the process, all staff share responsibility for identifying and providing records that may be responsive to a request.

The Public Records Officer for the Spokane Regional Transportation Council can be contacted at:

Public Records Officer
421 W Riverside Ave, Suite 500
Spokane, WA 99201-3613
Phone: 509-343-6370

SECTION 2: PROCEDURES

2.1 Requesting Public Records

Members of the public may request records in writing, by email, in person, or by phone.

To help SRTC respond efficiently, requests should include:

- The requestor's name and contact information (a name is not required)
- A description of the records being requested
- Whether the requestor would like to view the records or receive copies

If a request is unclear, SRTC may ask for clarification before proceeding.

A Public Records Request form (**Appendix A**) is available from the Public Records Officer or may be obtained directly at SRTC's website at **www.srtc.org**. While use of the form is encouraged, it is not required. Submitting a written request helps SRTC ensure that the requestor receives the records sought, that any exemptions are properly

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applied, and that any applicable copying charges are accurately calculated. SRTC staff are available to help document your request. Refusal to submit a written request may delay processing if additional clarification is needed.

2.2 Responding to Public Records Requests

SRTC will respond to a public records request within five business days. The initial response will include one or more of the following:

- Providing the requested records or a link to the records
- Acknowledging receipt and giving an estimated timeline for fulfillment of the request
- Requesting clarification
- Denying the request in whole or in part

Some requests require additional time due to volume, complexity, and/or the need to review records for exemptions. In those cases, SRTC will communicate updates and may provide records in installments.

If a requestor does not respond to requests for clarification, fails to claim or submit payment for records, or fails to inspect available records within thirty days of a request or notification by SRTC, SRTC is entitled to close the request.

2.3 Redactions and Denials

SRTC will disclose public records unless a specific exemption applies. When a record contains both exempt and nonexempt information, only the exempt portion will be redacted.

If a request is denied, in whole or in part, SRTC will provide a written response that includes the legal basis for withholding the record and/or denying the request.

2.4 Access and Delivery of Records

Public records are available for inspection during normal business hours or may be provided electronically when feasible. Records are generally provided in the format in which they are maintained.

To protect the integrity of records:

- Original records will not be removed from SRTC custody
- Inspection will occur at the SRTC office or through approved electronic access

SRTC will provide reasonable accommodations for individuals with disabilities and will take reasonable steps to assist individuals with limited English proficiency.

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2.5 Fees

SRTC may charge fees for the cost of providing copies of records, as set forth in the fee schedule below. Whenever possible, records will be provided electronically to reduce costs. The full fee schedule is available on the SRTC website.

If fees are charged, SRTC will use the rates established in the Washington Public Records Act (RCW 42.56.120, as amended), which apply when an agency does not calculate its own actual costs. At the time of approval of this policy, the rates are:

- $0.15 per page for paper copies
- $0.10 per page for scanned documents
- $0.05 for every 4 electronic files or attachments uploaded
- $0.10 per gigabyte for electronic transmission of records
- Actual cost of any digital storage device (e.g., USB drive)
- Actual cost of postage or shipping

Should fees allowed pursuant to RCW 42.56.120 be modified, this policy shall adopt the fees set forth in that provision and that provision shall supersede any fee set forth herein.

SRTC will use the most cost-efficient method available and does not charge for records already available on its website unless copies are specifically requested. SRTC also does not charge for inspecting public records or for the time spent searching for, reviewing, or redacting records.

For larger requests, SRTC may provide a cost estimate, require a deposit of up to 10%, and provide records in installments with payment due before each release.

As an alternative to the fee schedule herein, SRTC may charge a flat fee of up to $2 for small requests, rather than itemized costs, and may waive fees when appropriate.

In limited cases, SRTC may apply a customized service charge for requests requiring advanced data compilation or specialized electronic formatting. If so, SRTC will notify the requestor in advance, explain the charge, and provide an estimate.

2.6 Closing Requests

A request is considered complete when SRTC has provided all responsive, nonexempt records and notified the requestor.

A request may also be closed if:

- The requestor withdraws the request
- The requestor does not respond to clarification request within 30 days
- Required payment or inspection does not occur within the time specified by SRTC

SRTC will send the requestor a closing letter, which will identify the basis for SRTC's closure of the request, and notify the requestor of the applicable statute of limitations, and provide the requestor with a reasonable time to ask follow up questions, as applicable.

2.7 Records Holds

When SRTC becomes aware of a public records request, litigation, audit, or investigation, any related records must be preserved.

During a records hold:

- Relevant records must not be deleted or altered
- Staff will be notified by the PRO when the hold is in place and when it is lifted

2.8 Review of Denials

A requestor may seek review of a denial or redaction by submitting a written request to the Public Records Officer.

The Executive Director, or Public Records Officer, will review the denial or redaction and provide a written determination within a reasonable timeframe. This process does not limit the requestor's right to seek judicial review.

SECTION 3: RECORDS MANAGEMENT

3.1 Purpose

SRTC maintains records in accordance with state and federal requirements.

All staff are responsible for properly storing and retaining records they create or receive.

Records may exist in many formats, including email, documents, databases, maps, and audio or video recordings, and must be managed consistently.

Staff are expected to:

- Save records in approved SRTC systems, not on personal devices or accounts
- Maintain records in an organized and accessible manner
- Follow applicable retention schedules
- Avoid deleting records unless authorized
- Respond and provide records within a reasonable time to requests made by the PRO

3.2 Retention and Destruction

Records must be retained in accordance with the applicable retention schedules issued by the Washington State Archives and any applicable federal requirements.

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Records may only be destroyed when:

- The required retention period has been met, and
- The records are not subject to a public records request, audit, litigation, or other hold

Destruction must be conducted securely and documented as required.

3.3 Transferring to the WA Archives

Certain records may be designated as archival and required to be transferred to the Washington State Archives after their retention period has been met.

The Public Records Officer is responsible for coordinating the transfer of records that have met their archival designation. This includes working with the Archives to ensure records are prepared, documented, and transferred in accordance with applicable requirements.

Staff may be asked to assist in identifying and preparing records for transfer. Records identified for archival transfer must not be destroyed.

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APPENDIX A

Spokane Regional Transportation Council

Request for Inspection/Copying of Public Records
(Revised Code of Washington 42.56)

Date:	_____	**Time:**	_____
Name:	_____	**Company/Agency:**	_____
Address:	_____	**City:**	_____
State:	_____	**Zip Code:**	_____
Email:	_____	**Phone:**	_____

Identification/Description of Record(s) Sought:
Please be as specific as possible. We will be able to process your request faster if you clearly identify the records you are requesting to review. Note that pursuant to RCW 42.56.520 we have five (5) business days to respond to your request. (Copy fee is $.15 per page)

_____

_____

_____

If the record(s) sought is/are in the form of a list of named individuals, I certify, covenant, and warrant that such list will not be used for commercial purposes pursuant to RCW 42.56.070(9).

_____
Signature

For Department Use Only:

Request Received By: _____ **If requested granted, copy fee (if any):** _____

If request denied, wholly or partially, reasons are stated as follows:

_____

_____

Request for Review of Denial of Inspection:

Requester's Signature: _____

Received by Staff Member: _____

Signature of Dept. Head: _____

Denial Overturned: _____
Denial Modified: _____
***Denial Upheld** _____
**result if no action taken by end of second business day*

Spokane Regional Transportation Council

Meals and Refreshments Policy (Draft)

Adopted by the SRTC Board of Directors
Month, Date 2026

SECTION 1: PURPOSE AND AUTHORITY

1. 1 Purpose

The Spokane Regional Transportation Council (SRTC) is committed to being a responsible steward of public resources while creating opportunities for meaningful participation, collaboration, and engagement. In some circumstances, providing meals or refreshments can help support agency business by creating a welcoming environment, encouraging participation, and allowing attendees to remain engaged during meetings, trainings, workshops, and public involvement activities.

This policy explains when SRTC may purchase or reimburse meals and refreshments as part of official agency activities. It is intended to provide clear and practical guidance for staff while ensuring expenditures are reasonable, appropriately documented, and consistent with applicable state and federal requirements.

1. 2 Authority

This policy is adopted pursuant to Article VIII, Section 7 of the Washington Constitution, RCW 43.03.050, Washington State Administrative and Accounting Manual (SAAM) Sections 70.10 and 70.15. Meals and refreshments purchased with SRTC funds must serve a legitimate public purpose and comply with all applicable legal, financial, and grant funding requirements. With the exception of authorized travel expenses, meals and refreshments are not allowable expenses for federal planning funds allocated to SRTC.

SECTION 2: POLICY

2.1 General Requirements

SRTC may provide meals or refreshments when all the following conditions are met:

a) The event serves an official SRTC business purpose.
b) The expenditure is reasonable.
c) The expenditure is approved in advance by the Executive Director or designee.
d) Adequate supporting documentation is maintained.

Nothing in this policy obligates SRTC to provide meals or refreshments under any circumstance.

2.2 Light Refreshments

SRTC may provide coffee, beverages, and light refreshments when:

a) The purpose of the meeting is to conduct official agency business or provide training;
b) The refreshments contribute to the effectiveness of the meeting or event; and
c) The costs are reasonable and consistent within available budgeted funds.

2.3 Meals

SRTC may provide meals when:

a) The meeting, training, workshop, conference, public involvement activity, or emergency response activity extends through a normal meal period;

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b) Participants are expected to remain engaged during the meal period;
c) Providing a meal contributes to accomplishing the business purpose of the event; and
d) The costs are reasonable and consistent within available budgeted funds.

Meals included as part of an approved conference, training, seminar, or registration fee are permitted when associated with official agency business.

2.4 Business Meetings with Stakeholders

SRTC may also provide coffee, light refreshments, or a meal during small-group or one-on-one meetings with Board members, agency partners, community stakeholders, or other individuals when the meeting serves an official agency business purpose and the expenditure is reasonable and approved by the Executive Director or designee.

2.5 Grant-Funded Activities

When grant funds are used for meals or refreshments, expenditures must comply with the applicable requirements and restrictions of the funding source. Costs that are not allowable under a particular grant or funding source shall not be charged to or reimbursed from that funding source.

SECTION 3: PROHIBITED EXPENDITURES

SRTC funds shall not be used for:

a) Alcoholic beverages;
b) Employee birthday celebrations;
c) Employee recognition events primarily social in nature;
d) Entertainment activities;
e) Routine staff meetings where food is provided primarily for convenience;
f) Political, lobbying, or campaign-related activities; or
g) Any event that is primarily social rather than governmental in purpose.

SECTION 4: DOCUMENTATION REQUIREMENTS

The following documentation shall be maintained for all expenditures made under this policy:

a) A completed purchase request form;
b) Attendee list or participating organizations, when practical;
c) Itemized receipts showing actual expenditures; and
d) Funding source documentation.

SECTION 5: EXCEPTIONS

The Executive Director may approve exceptions when extraordinary circumstances exist and a documented public purpose is demonstrated.

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SECTION 6: EFFECTIVE DATE

This policy is effective on the date adopted by the SRTC Board on mm/dd/yyyy.

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Spokane Regional Transportation Council

Recognition and Appreciation Policy (Draft)

Adopted by the SRTC Board of Directors
Month, Date 2026

SECTION 1: PURPOSE AND AUTHORITY

1.1 Purpose

The Spokane Regional Transportation Council (SRTC) values the contributions of employees, Board members, elected officials, committee members, citizen representatives, volunteers, and others who support the agency's mission. Recognizing service, achievement, leadership, volunteerism, and dedication helps foster a positive organizational culture, strengthens relationships, and acknowledges the individuals who make additional efforts that contribute to SRTC's success.

This policy explains how SRTC may provide recognition, service awards, and appreciation activities. It is intended to provide clear and practical guidance while ensuring recognition activities are reasonable, consistent, and supported by a legitimate public purpose.

1.2 Authority

This policy is adopted pursuant to RCW 41.60.150, applicable federal tax requirements, and established principles governing the expenditure of public funds by governmental agencies. RCW 41.60.150 authorizes public agencies to recognize employees for accomplishments including outstanding achievement, safety performance, longevity, and public service; with recognition awards not to exceed XXX dollars in value per award.

SECTION 2: POLICY

2.1 General Requirements

SRTC may provide recognition awards or appreciation activities when:

a) The recognition serves a legitimate public purpose;
b) The contribution, achievement, service, or milestone being recognized is related to SRTC operations or governance;
c) The expenditure is reasonable, consistent with past practice and appropriate to the achievement;
d) The recognition is approved by the Executive Director or designee;
e) Adequate supporting documentation is maintained; and
f) Funding is available within an approved budget.

Nothing in this policy obligates SRTC to provide recognition under any circumstance.

2.2 Eligible Recognition

Recognition may be provided to employees, Board members, elected officials, committee members, citizen representatives, and volunteers for:

a) Outstanding achievement;
b) Exceptional public service;
c) Innovation or process improvements;
d) Completion of a term of service;
e) Successful completion of major projects;
f) Length of service; or
g) Other significant contributions to the agency.

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Recognition provided to Board members, elected officials, or volunteers shall not constitute compensation, honoraria, or other personal benefit.

2.3 Recognition Events

SRTC may hold events or presentations as part of its recognition and appreciation activities. Costs associated with these activities, such as refreshments, may be covered if they follow applicable SRTC policies and are within the approved budget.

SECTION 3: GIFTS AND PROHIBITED EXPENDITURES

3.1 General Rule

Public funds shall not be expended for gifts that primarily provide a personal benefit to an individual rather than advancing a legitimate public purpose.

Recognition items shall be modest in nature and directly connected to service, achievement, participation, or contributions to SRTC.

3.2 Prohibited Recognition Items

SRTC funds shall not be used for:

a) Cash gifts;
b) Personal gifts unrelated to official service;
c) Wedding or baby shower gifts;
d) Alcoholic beverages;
e) Personal entertainment;
f) Political or campaign-related activities; or
g) Any expenditure that would constitute an impermissible gift of public funds.

Gift cards or cash-equivalent awards may be provided only for employee recognition, subject to Executive Director approval and applicable payroll and tax requirements. Such awards shall not be provided to Board members, elected officials, committee members, citizen representatives, or volunteers.

SECTION 4: APPROVAL AND DOCUMENTATION

Recognition expenditures shall receive prior approval from the Executive Director or designee. Documentation shall identify the recipient, reason for recognition, estimated cost, funding source, and supporting receipts or invoices.

SECTION 5: EFFECTIVE DATE

This policy is effective on the date adopted by the SRTC Board on mm/dd/yyyy.

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