Spokane Regional Transportation Council

Administrative Committee Meeting

Wednesday, October 28, 2026 at 11:00 AM
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

Wednesday, October 28, 2026– 11:00 am

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

FOR REVIEW AND DISCUSSION

11:05	2	**Executive Director Annual Performance Evaluation** *(Lois Bollenback)*	3

a. The following materials are provided as support:
   - Resolution R-23-28 Establishing an Evaluation Process for the Executive Director
   - Current position description of the Executive Director

b. During the meeting, the Executive Director will present and lead a discussion regarding:
   - Calendar Year 2026 Work Plan for the Executive Director
   - Calendar Year 2026 Work Plan and Activities for SRTC
   - Noteworthy items/accomplishments for 2026
   - An overview of SRTC's financial position and organization
   - Proposed Calendar Year 2027 Work Plan for the Executive Director
   - Calendar Year 2027 Work Plan and Activities for SRTC

These items will be provided under separate cover.

EXECUTIVE SESSION for the purpose of discussion of the performance of a public employee under [RCW 42.30.110(1)(g)]

c. Committee members may review and discuss these materials in an Executive Session and provide a recommendation on the Executive Director's performance.

11:40	3	**MEMBER COMMENTS**
11:45	4	**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

SPOKANE REGIONAL TRANSPORTATION COUNCIL

Executive Director

Updated: April 9, 2024

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

ORGANIZATIONAL VALUES:

Regional Leadership Collaboration Accountability Innovation
Transparency Inclusiveness Integrity

JOB TITLE: Deputy Executive Director	**STATUS:** Full-time; Exempt, Not eligible for overtime
DIRECT REPORTS: All SRTC Staff	**REPORT TO:** SRTC's Board of Directors

ROLE SUMMARY: To actively support and uphold SRTC's stated mission and values. Under policy direction of the SRTC Board, the Executive Director is responsible for planning, organizing, and directing the agency's work program and administrative functions.

This position serves as the administrative leader for the organization, subject to policy direction established by the SRTC Board. The Executive Director provides strategic and tactical leadership to organize and direct transportation planning activities, administrative operations and regional coordination. This position directs the preparation, review, approval, and maintenance of complex and specialized planning records and reports for compliance with applicable laws, rule, and regulations as required by local, state, and federal requirements.

The position is responsible for effectively managing competing community-based and political transportation interests where transportation initiatives have far-reaching political implications. To this end, the Executive Director understands that strong relationships must be cultivated with a variety of stakeholders to build consensus and to ensure the agency maintains a unified regional focus. The Executive Director skillfully operates in a dynamic and political environment where issues and priorities may change on a regular basis. Within this context, the Director represents the organization to build lasting regional partnerships and a culture of performance and continuous improvement.

A key responsibility to the position is to serve as an advisor and consultant to SRTC Board members on transportation planning and policy issues. In this role, the Executive Director builds consensus on the Board and with partner agencies to establish a regional transportation vision that reflects governmental, community and business priorities.

The following description outlines the role and its alignment with Spokane Regional Transportation Council Mission, Vision, and Values. These lists contain the essential job duties, functions, and expectations. However, these are not necessarily all-inclusive. Employees may be required to perform other duties as assigned.

COMPETENCIES

1. Professional/Inter-Personal Communications: Communicating effectively as appropriate for the needs of the audience (by phone, in written form, e-mail, or in person).
2. English Language: Knowledge of the structure and content of the English language including the meaning and spelling of words, rules, or composition, and grammar.
3. Clerical: Knowledge of administrative and clerical procedures and systems such as word processing, managing files, and records, designing forms, and other office procedures and terminology.
4. Critical Thinking, Soud Professional Judgement and Decision Making: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Considering the relative costs and benefits of potential actions to choose the most appropriate one.
5. Computers and Electronics: Intermediate working knowledge and skill operating technology/computer-based work programs/software commonly used within professional settings.
6. Time Management: Managing one's own time and the time of others.
7. Service Orientation: Actively looking for ways to help people. Delivers and models the highest level of external (and internal) customer service with all stakeholder interactions.

RESPONSIBILITIES & DUTIES

1. The Executive Director is expected to perform all duties and responsibilities as described, in a professional and appropriate manner that is reflective of the Mission, Vision, and Values of SRTC. In addition to these expectations, other duties and responsibilities may be assigned by SRTC's Board of Directors.
2. Provide managerial support to ensure the effective operation of the agency in conformity with applicable laws and regulations.
3. Provide strategic direction in leading the development of plans, reports, policies, procedures, and programs necessary to fulfill the agency's mission.
4. Assist the SRTC Board in identifying and pursuing emerging policy strategies and funding opportunities.
5. Stays abreast of proposed legislative and regulatory changes at the state and federal levels.
6. Maintain positive partnerships and communication with local, state, and federal agencies.

7. Coordinate with a broad range of external agencies to ensure transportation planning is integrated with other planning initiatives including land use, housing, environmental, and economic development.
8. Lead efforts to build meaningful policy dialogue with internal and external audiences. Demonstrate access and responsiveness to the interests of a wide variety of public stakeholders, constituents, and transportation users.
9. Represent SRTC at public events, legislative hearings, citizen forums, and similar events; make presentations to civic groups; governmental advisory commissions and boards, and other forums necessary.
10. Oversee the development and administration of contracts and agreements with partner agencies, private contractors, and service providers.
11. Manage the day-to-day business of the SRTC office by delegating broadly to professional staff. Share information and strategies with staff. Is accessible to and supportive of staff, focusing their attention and efforts on the implementation of plans and policies and the administration of the SRTC.
12. Share information and strategies with designated lead staff to enable them to implement SRTC plans and policies in the absence of the Executive Director.
13. Foster high staff morale and team development. Coach, advise, and direct staff in the conduct of agency programs.
14. Responsible for staff employment, including recruiting, hiring, evaluating, training and development, and discharge.

MINIMUM QUALIFICATIONS:

[Note: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing experience, knowledge, skill, and/or ability required. A combination or accumulation of applicable work-related experience and/or education may be recognized as sufficiently meeting the prerequisites outlined below.]

Required Experience:

- A minimum of 5 years of successful work experience with progressively responsible managerial functions in transportation planning or a related field.
    - Applicable work history must include Metropolitan Planning Organization experience and transportation planning.

Required Credentials:

- A valid state issued moto vehicle operator's license.

- A bachelor's degree from an accredited college or university in Planning, Engineering, Business, Public Administration, Economics, or related field.

Preferred:

- Completion of an advanced level degree (Masters/Graduate course work level) from an accredited college or university in Planning, Engineering, Business, Public Administration, Economics, or related field.
- Executive Management training.

Required Knowledge, Skills, and Abilities:

- Management of Personnel Resources: Motivating, developing, and directing people as they work, identifying the best people for the job.
- Advanced experience as a successful leader, negotiator, and consensus builder.
- Ability to establish and maintain effective working relationships with the SRTC Board, staff, member agencies, private organizations, and the public.
- Extensive knowledge of modern principles and practices of organizational leadership and management.
- Considerable knowledge of multi-modal transportation planning theory, principles, and practices.
- Considerable knowledge of local, state and federal transportation and environmental regulations; funding processes and procedures; and political structures and issues.
- Ability to lead, motivate, delegate, and evaluate the work of agency staff.
- Knowledge of traffic engineering and construction practices.
- Knowledge of economic development as it relates to transportation.
- Knowledge of current literature and recent developments in the transportation planning field.

MENTAL & OTHER SKILLS/ABILITIES

For an employee to succeed in this position they must have:

1. Adaptability: ability to adapt to changes, delays, or unexpected events in the work environment; ability to manage competing demands and prioritize tasks; ability to change approach or method to best fit the situation.
2. Analytical Ability: ability to maintain focus for extended periods of time; ability to complete research projects with resourcefulness and persistence; ability to synthesize complex or diverse information; ability to use intuition and experience to complement existing data.
3. Attendance: ability to consistently arrive and be able to work as scheduled

4. Computer/Technical Ability: working knowledge of:
    a. Word Processing software
    b. Spreadsheet software
    c. Accounting software
    d. Design software
    e. Internet software
5. Dependability: ability to follow instructions, both in written and verbal format; ability to respond to management direction; ability to complete tasks on time or notify the appropriate person with an alternate plan when necessary.
6. Interpersonal Skills: ability to maintain satisfactory relationships with others, excellent customer service skills and good overall understanding of appropriate human relations. Awareness of and sensitivity to the service population's culture and socioeconomic characteristics.
7. Judgement: ability to make prudent and timely decisions; ability to exhibit sound and accurate judgement; ability to explain reasoning for decisions.
8. Language Ability: high ability:
    a. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
    b. Ability to write reports, business correspondence, and procedure manuals
    c. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
9. Mathematical Ability: intermediate ability:
    a. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume
    b. Ability to apply concepts of basic algebra and geometry
10. Motor Coordination: the ability to coordinate eyes, hands, fingers, and feet accurately and handle precise movements.
11. Problem Solving Ability: ability to identify and/or prevent problems before they occur; ability to formulate alternative solutions to problems when necessary; ability to transfer learning from past experiences to new experiences of similar nature.
12. Quality Management: ability to complete duties, on time and with absolute precision, at least 95% of the time; ability to edit the accuracy and thoroughness of one's work as well as the work of others; ability to constructively apply feedback to improve performance, ability to generate ideas to improve and promote quality in work.
13. Reasoning Ability: high ability:
    a. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists

   b. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
14. Supervisory Skills: ability to carry out supervisory responsibilities in accordance with SRTC's policies and applicable laws. Applicable supervisory responsibilities include:
   a. Interviewing, hiring, training, and coaching employees
   b. Planning, assigning, and directing work
   c. Reviewing performance
   d. Appraising/disciplining employees when necessary
   e. Addressing complaints and questions and resolving problems

PHYSICAL DEMANDS & WORK ENVIRONMENT

[Note: the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.]

This position is an office environment-based role, there are no specific or unusual physical or environmental demands regularly required of the incumbent outside of a professional office environment. Frequent and continuous physical activities required include: sitting, typing, writing, hearing, listening, talking bending, stooping, and lifting up to 25 pounds. This role is mostly protected from weather conditions or contaminants, but not necessarily from the occasional temperature fluctuations.

EEO Statement

SRTC is an Equal Opportunity Employer. SRTC does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and business need.