Board of Directors Meeting

Thursday, October 10, 2024 at 1:00 PM

Hybrid In Person/Virtual Meeting
- **In Person at SRTC, 421 W Riverside Ave, Suite 504, Spokane WA 99201**
- **Online on Zoom**

https://us02web.zoom.us/j/88995178182?pwd=SFRkSlRQSHE3UlFpQ3ZFeHJvbWMxdz09

Meeting ID: 889 9517 8182 | Passcode: 604873

By Phone 1-253-215-8782

Meeting ID: 889 9517 8182 | Passcode: 604873

Or find your local number: https://us02web.zoom.us/u/kiOsqJNVp

---

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

Board of Directors Meeting Agenda

Thursday, October 10, 2024 - 1:00 pm

Time   Item #   Page #

1:00	1	**Call to Order/Record of Attendance/Excused Absences**
1:05	2	**Public Comments**

FOR ACTION

1:08	3	**Consent Agenda**	
		a) Minutes of the September 2024 Board of Directors Meeting	3
		b) Vouchers for September 2024	8
		c) CY 2024-2027 Transportation Improvement Program (TIP) October Amendment	9
		d) CY 2024 Third Quarter Budget Report	13
1:13	4	**Calendar Year (CY) 2025 Budget and Indirect Cost Plan - Approval** *(Greg Griffin)*	16
1:23	5	**Calendar Year (CY) 2025-2028 Transportation Improvement Plan (TIP) - Approval** *(Ryan Stewart)*	44

INFORMATION AND DISCUSSION ITEMS

1:33	6	**Guest Presenter: Spokane Transit Authority Connect 2035** *(Karl Otterstrom, Chief Planning and Development Officer)*	n/a
1:48	7	**SRTC Guiding Principles Update** *(Jason Lien)*	49
2:03	8	**Congestion Management Process: Corridor Analysis & Strategies** *(David Fletcher)*	54

INFORMATION: No Action or Discussion *(Written reports only)*

2:18	9	**Executive Director's Report** *(Lois Bollenback)*	55
		• **Ongoing/Upcoming Events and Activities**	
		• **Transportation Funding: Opportunities**	
		• **Administrative Committee Update**	
	10	**Transportation Technical Committee & Transportation Advisory Committee Meeting Summaries**	56

DISCUSSION

2:20	11	**Board Member Comments** *(Chair)*
2:25	12	**Chair Comments**
2:30	13	**Adjournment** *(Chair)*

Spokane Regional Transportation Council – Board of Directors
September 12, 2024, Meeting Minutes
Hybrid Meeting at SRTC, 421 W Riverside Ave, Suite 504, Spokane, WA and virtually via Zoom

1 Call to Order/ Excused Absences
Chair French called the meeting to order at 1:00pm and attendance was taken.

In attendance were:

Board Members:
Commissioner Al French, *Spokane County (Chair)*
Council Member Jennifer Morton, *City of Airway Heights*
Council Member Vincent Barthels, *City of Cheney*
Council Member Diane Pfaeffle, *City of Deer Park*
Council Member Cris Kaminskas, *City of Liberty Lake*
Council Member Don Kennedy, *City of Medical Lake*
Council President Betsy Wilkerson*, City of Spokane*
Mayor Pam Haley, *City of Spokane Valley*
Council Member Rod Higgins, *City of Spokane Valley (Vice Chair)*
Doug Yost, *Major Employer*
Matt Ewers, *Rail/Freight Rep*
Mary Kuney, *Spokane County*
Karl Otterstrom, *Spokane Transit Authority*
Charlene Kay, *WSDOT-ER*
Kelly Fukai, *WSTC (arrived 1:51pm)*

Barry Greene, *TTC Chair*

Guests:
Ryan Jerman
Paul Kropp
J Tortorelli
Larsole
Spencer Montgomery
Steven Polunsky, *WA Commerce*
Brandi Colyer, *Spokane County*
Tony Baird, *The Woodshop*
Jazmin Ely, *The Woodshop*

Staff:
Lois Bollenback, *Executive Director*
Eve McMenamy, *Deputy Executive Director*
Ryan Stewart, *Principal Trans. Planner*
Jason Lien, *Principal Trans. Planner*
Mike Ulrich, *Principal Trans. Planner*
David Fletcher, *Principal Trans. Planner*
Ben Kloskey, *Assoc. Trans Planner*
Angel Jackson, *Admin.-Exec. Coord.*
Greg Griffin*, Admin Serv. Manager*
Megan Clark, *Legal Counsel*

Absent Members:
Council Member Kitte Klitzke, *City of Spokane*

Chair French stated the following members requested an ***excused*** absence from the meeting:

- Council Member Kitty Klitzke, *City of Spokane*

Mr. Ewers made a motion to approve the excused absences from the meeting. Council Member Barthels seconded the motion. The motion was passed unanimously.

2 Public Comments
There were no public comments.

ACTION ITEMS

---

3 Consent Agenda
   a) Minutes of the July 2024 Board of Directors Meeting
   b) Vouchers for July and August 2024
   c) CY 2024-2027 Transportation Improvement Program (TIP) September Amendment
   d) State Fiscal Year (SFY) 2024-2025 Unified Planning Work Program, Amendment Two
   e) Safe Streets for All Planning and Demonstration Grant Application

Council Member Higgins made a motion to pass the Consent Agenda. Mayor Haley seconded the motion. The motion passed unanimously.

4 2025 Unified List of Regional Transportation Priorities & Legislative Priority Statements

Ms. McMenamy reviewed the Unified List process for both state and federal priorities, with a focus on approving the state version at this meeting. She briefly reviewed the purpose of the Unified List to communicate regional priorities to legislative bodies and decision makers. She discussed the full-page safety statement and its relationship to the Regional Safety Action Plan, explained the three top priority statements, and briefly reviewed additional policy statements. She paused to allow for questions.

Mr. Fletcher then went over how the Unified List is integrated with SRTC's other planning products, from the long-range Horizon 2045 plan to the short-range TIP (Transportation Improvement Program). He reminded the Board that 30 projects, totaling around $700 million in unfunded need, were submitted for possible inclusion in this year's list. This included 4 new projects that were not submitted last year. Mr. Fletcher explained the scoring process used to decide which projects to include or remove, and reviewed the list of 30 projects, noting that, as in previous years, there were few implementation projects. He highlighted natural break points in the project scores, based on the project evaluation criteria, and pointed out that projects below these breaks that have secured a significant amount of funding, or were in last year's list, are also included in the list. This includes the Craig Road & I-90 Four Lakes Connection project, which has secured $7.5 million in funding, and Spokane Falls Boulevard, which was in last year's list.

Ms. Kay stated WSDOT has a process by which they identify and take policy positions and several of the items in the package have not been through that process. Therefore, WSDOT will take an agency position of neutrality.

Mr. Ewers motioned to approve the 2025 Unified List & Legislative Priority Statements as presented. Council Member Higgins seconded the motion. The motion was passed with one abstention.

5 Regional Safety Action Plan (RSAP)

Mr. Ulrich provided an update on the steering committee and other groups involved in the development of safety plans. He emphasized the safety target of zero fatalities, with a goal of 50% reduction in (Fatal and Serious Injury Crashes). He discussed the involvement of High Injury Networks (HIN), noting that 43% of crashes occur on these networks. Mike also pointed out regionally targeted corridors where data indicates the need for safety investments.

He presented a prospectus sheet for Airway Heights and other counties, explaining the progress made since the last presentation. Both committees unanimously support the plan and board approval. Staff are collaborating with committees on updates and revisions influenced by ongoing feedback.

Additionally, Mike shared that the SS4A grant has been submitted, and the award announcement is expected within the next few weeks. He also mentioned a Notice of Funding Opportunity (NOFO) for 2025, which will be based on the findings from the Regional Safety Action Plan (RSAP).

Mr. Otterstrom asked how SRTC ensures that follow-up activity will occur on the study findings. Mr. Ulrich responded that although it will be up to the members to implement the plan, SRTC will follow best practices for tracking and reporting progress; which is also a requirement of the grant. Ms. Bollenback added that this is the question we have to ask at the completion of every planning study. Follow-up is always needed.

Council member Higgins motioned to approve the Regional Safety Action Plan (RSAP), as presented. Ms. Kay seconded the motion. The motion was passed unanimously.

INFORMATION & DISCUSSION ITEMS

6 Website Project – New SRTC Logo/Brand

Ms. Bollenback reminded board members that SRTC has initiated work to update the organization's website and develop a new SRTC brand, including a new logo. She introduced the design team supporting SRTC in this work. Mr. Tony Baird, representing The Woodshop, presented three logo and branding options for SRTC, along with a corresponding color palette. He provided a brief overview of the significance behind each design: Option One – "Pavilion Road," Option Two – "The Community Corner," and Option Three – "The County Line." The Board members expressed their preference for a logo that emphasized transportation as the central theme, with Option Three being favored. Several members commented on the reasons for this choice and suggested modifying the font in the selected design to give greater emphasis to the word "transportation."

7 Calendar Year (CY) 2025 Budget and Indirect Cost Plan

Mr. Griffin informed members that each year, SRTC develops a budget for the upcoming calendar year. Details are presented to the Administrative Committee prior to presenting to the full board. Mr. Griffin explained that the 2025 draft budget shows a 13% decrease from the amended 2024 budget, primarily due to reductions in contractual and professional services, materials, and services, offset by increases in personnel and IT expenses. Key highlights include a 3% cost of living adjustment and a 2.5% merit pool increase for staff.

Revenue sources are categorized as federal, state, and local, with detailed breakdowns of funding from various sources. On the expenditure side, personnel costs make up 80% of the budget, with funds allocated for the MTP update, VMT study, and ETS charging station project. The budget also includes a $6,000 allocation for printing a new bike map and $27,000 savings based on a new office lease.

Mr. Griffin also reviewed the Indirect Cost Plan, noting a proposed rate of 51% for 2025, lower than the 10-year average. The plan is developed under federal guidelines and will be provided to WSDOT.

The floor was opened for questions on both the budget and IDC plan; no comments or questions were made.

8 Calendar Year (CY) 2025-2028 Transportation Improvement Program (TIP) – Draft

Mr. Stewart provided a brief overview of the Transportation Improvement Program (TIP), a four-year plan that includes transportation projects across Spokane County. Any project receiving federal funding or deemed regionally significant must be included in the TIP. A section of the SRTC website is dedicated to TIP, featuring a draft of the 2025-2028 TIP and an online mapping tool that allows the public to view project details and submit comments.

Projects in the TIP are sourced from various agencies, including WSDOT and STA, and must align with long-range plans like Horizon 2045 and regional air quality standards. SRTC also administers funding programs for selected projects.

The current draft includes 65 projects, with funding totaling $897 million, higher than last year's $839 million. The decrease in the number of projects (from 75) is attributed to WSDOT's budget constraints. Despite fewer projects, overall funding has increased, reflecting successful funding efforts by agencies. Notable projects include the North Spokane Corridor and various high-performance transit and safety initiatives.

The TIP must demonstrate fiscal constraint, ensuring that all projects have available funding for the programmed phases. Public engagement is ongoing, with a 30-day comment period running through September, and a hybrid public meeting scheduled for September 26th. The final TIP will be submitted to the state and incorporated into the statewide TIP, allowing access to federal funding by early January.

9 Smart Mobility & Resiliency Project Update

Mr. Lien presented an update on the Smart Mobility and Resiliency projects. Resiliency focuses on assessing the transportation system and identifying vulnerabilities to disruptions. The Smart Mobility project aims to integrate technologies that improve system efficiency, safety, and resilience. The process involves evaluating potential technologies based on criteria such as problem-solving capability, cost-effectiveness, and public support. These evaluations will lead to recommendations for future projects.

The presentation also highlighted electric vehicle (EV) infrastructure planning as an element on the smart mobility project, which will provide a policy framework for public, fleet, and residential EV charging.

Mr. Lien discussed the use of the Resilience and Disaster Recovery (RDR) tool, which simulates disruptions to assess their impact on the transportation system. This tool helps prioritize critical investments to improve system recovery from both natural and human-caused events.

Next steps include finalizing draft reports on smart mobility and resiliency, engaging stakeholders, and presenting findings to the board in November, with the goal of approval in December. The findings will contribute to a broader needs assessment of the region's transportation system.

10 Electric Vehicle (EV) Charging Station Grant Update

Mr. Lien provided an update on the Spokane Regional Transportation Electrification Grant Project, managed by SRTC and awarded $2.5 million through the Washington Department of Commerce in 2021. The project involves installing electric vehicle (EV) charging infrastructure across Spokane County. To date, 20 unique sites featuring 54 Level 2 ports and 22 DC Fast Charger ports have been completed.

The focus is on enhancing public access to EV charging, including partnerships with local agencies and private businesses. He reviewed some of the notable challenges including site security concerns, changing site commitments, and requests for payments beyond the grant's scope. He noted alternative sites are being explored to ensure equitable infrastructure distribution.

SRTC will continue project oversight, including coordination, reimbursements, grant compliance, and reporting, with project closeout in December 2025. Mr. Lien committed to providing another update in 2025.

11 Executive Director's Report
Ms. Bollenback highlighted the upcoming Transportation Summit (October 17th) and stated the SRTC annual audit has begun. She also provided an update on the approved revisions to the model and stated completion should be soon.

12 Transportation Technical Committee & Transportation Advisory Committee Meeting Summaries
No questions or comments.

13 Board Member Comments
Board members highlighted events in their perspective areas.

14 Chair Comments
Council Member French stated the administrative committee will begin the process of evaluating the performance of SRTC's Executive Director and is seeking input from the board members. He stated the committee would set a deadline for input at their next meeting and comments should be directed to Greg Griffin.

There being no further business, the meeting adjourned at 2:24 PM

_____
Angel Jackson, Clerk of the Board

SRTC SPOKANE REGIONAL TRANSPORTATION COUNCIL
421 W RIVERSIDE AVE, SUITE 500 · SPOKANE, WA 99201 · 509.343.6370 · WWW.SRTC.ORG

VOUCHERS PAID FOR THE MONTH OF SEPTEMBER 2024

Date	Voucher	Vendor	Description	Amount
9/6/24	V122431	Kittelson & Associates	Smart Mobility Plan 7/01/24-7/31/24	14,504.40
	V122432	Kittelson & Associates	System Resiliency Assessment 7/01/24-7/31/24	7,458.70
	V122433	Intermax Networks	VOIP telecom September 2024	240.60
	V122434	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2024-18	868.00
	V122435	WA State Dept of Retirement	Employee and Employer Contributions: August 2024	15,247.10
	V122436	Cycrest Systems	Managed IT Services - Mnthly September; SaaS Security	1,466.88
	V122437	Washintgon Trust Bank	Softwr subscptns; Office splys/eqpt; Virtual mtg subscptn; staff regs; webnrs/conf trvl	3,828.55
	V122438	Visionary Communications, Inc.	Fiber Services, September 2024	981.96
9/20/24	V122439	Rehn & Associates	Admin fee August '24	75.00
	V122440	EMLVO P.C.	August legal svcs: Board mtg; Comms with Staff re: IT Svcs contract; VMT PM	150.00
	V122441	Pacific Office Automation	Copier Lease/Usage August 2024	187.78
	V122442	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2024-19	868.00
	V122443	Spokesman Review	Public Notice TIP amendment	86.00
	V122444	Dell	Dell Precision 5490 workstation DF	2,747.85
	V122445	Kittelson & Associates	SS4A Consultant Svcs 4/01/24-4/30/24	100,587.95
	V122446	Kittelson & Associates	SS4A Consultant Svcs 5/01/24-5/31/24	64,508.41
	V122447	Kittelson & Associates	SS4A Consultant Svcs 6/01/24-6/30/24	20,972.16
9/30/24	V122448	AWC Employee Benefit Trust	October '24 Benefit Insurance Premiums	10,606.60
	V122449	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for October 2024	5,800.00
	V122450	Greater Spokane Inc	Annual Membership renewal thru 7/31/25	825.00
	V122451	Dell	WD19S docking stations (2) for workstations	376.03
	V122452	Rehn & Associates	Agency HSA contribution for Q4'24 LB, GG, SH, AJ, BK, JL, MR, MU	4,000.00
	V122453	The Woodshop LLC	Website update - Branding	3,549.00
	V122454	Michael Redlinger	MR reimburse for travel to conf in Tacoma WA	507.38
			TOTAL September 2024	**260,443.35**

Recap for September 2024:			
Vouchers:	V122431 - V122454		260,443.35
Reimbursement(s)	City Spokane Valley PTV renewal		(3,763.77)
Salaries/Benefits	Pay Periods Ending: 8/31/24 & 9/14/24		91,967.01
Spokane County Treasury	Monthly SCIP fee - August 2024		23.48
			348,670.07

As of 10/10/24, the Spokane Regional Transportation Council Board of Directors approves the payment of the September 2024 vouchers included in the list in the amount of: **$348,670.07**

To: SRTC Board of Directors   10/03/2024

From: Ryan Stewart, Principal Transportation Planner

TOPIC: CY 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) OCTOBER AMENDMENT

Requested Action:
Approval of Resolution R-24-21 for the CY 2024-2027 TIP October amendment.

Key Points:
Two member agencies have requested an amendment to the CY 2024-2027 TIP for the following projects. See the **Attachment** and **Supporting Information** for more details.

AGENCY	PROJECTS
City of Airway Heights	• SR2 Pedestrian and Multi-Modal Enhancements
City of Spokane	• Monroe Street Bridge Suicide Barriers • Sunset Hwy (US2) Bicycle Facilities/Shared Use Path • Sunset Hwy Bike Path • Wellesley Ave. - Freya to Havana

Board/Committee Discussions:
The proposed October amendment was presented to the TAC and TTC at their 09/25/24 meetings. Both committees 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 09/16/24 through 09/25/24. On 09/16/24 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

DRAFT

2024-2027 Transportation Improvement Program

October Amendment (24-10)

Agency	Project Title / Amendment Description	Funding Adjustment		Amendment New Project	Amendment Existing Project	WA TIP ID
City of Airway Heights	**SR2 Pedestrian and Multi-Modal Enhancements** Removed obligated STBG funding for PE phase and added local funding for RW phase in 2026. Project length/termini has been updated to reflect minor length changes on either side of roundabout.	Federal State Local Total	 $ 500,000 $ 500,000		✓	WA-14698
City of Spokane	**Monroe Street Bridge Suicide Barriers** Feasibility study and alternatives analysis of installing of barriers on the Monroe St. bridge for suicide prevention. PL phase programmed for 2025.	Federal (DEMO) State Local Total	$ 400,000 $ 400,000	✓		WA-16256
City of Spokane	**Sunset Hwy (US2) Bicycle Facilities/Shared Use Path** Modify project, separating in two phases: Spotted to Royal and Deer Heights to Spotted (see new project WA-16257 below). Revise project termini, length and description accordingly.	Federal (STBG) State Local Total	$ 4,437,000 $ 4,437,000		✓	WA-08171
City of Spokane	**Sunset Hwy Bike Path** Add new project creating separate phase out of original Sunset Hwy (US2) Bicycle Facilities/Shared Use Path project (see project WA-08171 above). Construct a shared use path from east of Deer Heights Rd. to Spotted Rd. including ADA ramps and striping of road crossings.	Federal State Local Total	 $ 1,800,000 $ 500,000 $ 2,300,000	✓		WA-16257
City of Spokane	**Wellesley Ave. - Freya to Havana** Adjustment to project description to clarify inclusion of center turn lane, and shared use path on one side of road.	No funding change			✓	WA-14715

DEMO   Congressionally Directed Spending

STBG   Surface Transportation Block Grant program

Supporting Information
TOPIC: 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) OCTOBER AMENDMENT

- 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 conformity with regional air quality plans. The proposed September 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 11/15/2024.

RESOLUTION
of the BOARD OF DIRECTORS of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-24-21

**AMENDING THE CY 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
FOR OCTOBER 2024**

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 is responsible for developing a 4-year Transportation Improvement Program (TIP); and

WHEREAS, the CY 2024-2027 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 2024-2027 TIP on 10/12/2023.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Spokane Regional Transportation Council adopts the proposed amendment to the CY 2024-2027 TIP to be incorporated into the Statewide Transportation Improvement Program (STIP) of Washington State, as documented in Attachment 1.

ADOPTED: October 10, 2024

_____
Al French, Commissioner, Spokane County
Chair, SRTC Board of Directors

ATTEST

_____
Angel Jackson, SRTC
Clerk of the Board

SPOKANE REGIONAL TRANSPORTATION COUNCIL

421 W RIVERSIDE AVE, SUITE 500 · SPOKANE, WA 99201 · 509.343.6370 · WWW.SRTC.ORG

To: SRTC Board of Directors 10/03/2024

From: Greg Griffin, Administrative Services Manager

TOPIC: CY 2024 THIRD QUARTER BUDGET REPORT

Requested Action:
Approval of the Calendar Year (CY) 2024 Third Quarter 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 2024 with a cash balance of $871,914 and ended the third quarter of 2024 with a balance of $627,577. Cash balances are normally high early in the calendar year due to influx of member contributions used through the year as matching funds to grants.
- The CY 2024 - Third Quarter Budget Report - Summary (see **Attachment**) provides a comparison of the adopted CY 2024 budget as amended at the June 2024 SRTC Board meeting, and a summary for the Third Quarter (Q3) of actual 2024 revenues and expenditures, as well as a column showing 2023 year to date revenues/expenses for comparative purposes.
- See **Supporting Information** attachment for additional details of the CY 2024 Third Quarter Budget Report.

Board/Committee Discussions:
The CY 2024 Budget was approved by the Board on 10/12/23. The CY 2024 Budget was amended by the Board on 6/13/24.

Public Involvement:
All meetings at which the CY 2024 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

SRTC CY 2024 Third Quarter Report through September 30, 2024

	CY 2024	CY 2024				CY 2023	CY 2024
		1st Qtr	2nd Qtr	**3rd Qtr**	Year-to-Date	Year-to-Date	% of Budget
REVENUES							
SRTC Cash Balance 12/31/23					**871,914**		
SRTC Cash Reserve	25,000						
Designated Local Funds from prior year (SRTC-SS4A)	55,000	-	-	-	-	-	-
FHWA PL (Federal Planning Funds)	969,988	195,336	-	241,706	437,042	547,274	45%
FTA (Federal Section 5303 Funds)	330,077	51,613	9,216	63,806	124,635	155,933	38%
STBG Planning Funds	500,000	-	418,844	81,156	500,001	350,000	100%
Designated Grant - FHWA - SS4A (Safe Streets 4 All)	400,000	26,867	66,391	119,359	212,617	-	53%
Designated Grant - STBG - D.A.T.A.	129,600	-	-	-	-	81,744	0%
RTPO (State Planning Funds)	144,651	31,365	40,620	24,568	96,553	95,022	67%
RTPO - V.M.T. (Vehicle Miles Traveled)	138,000	-	-	-	-	-	0%
Designated Grants (Commerce - ETS)	1,200,000	311,297	-	318,238	629,536	208,373	52%
Local Member Contributions	276,299	244,043	32,256	-	276,299	274,791	100%
Local Member Contributions - SS4A from prior year	45,000	-	-	-	-	-	-
Spokane County Treasury Interest	15,000	7,477	9,630	5,457	22,564	18,263	150%
TOTAL REVENUES (Received in 2024)	**4,228,615**	**867,999**	**576,957**	**854,290**	**2,299,246**	**1,731,400**	**54%**
EXPENDITURES							
Personnel							
Salaries	1,136,980	255,836	297,148	254,804	807,787	723,218	71%
Accrued Leave Payouts (includes unemployment)	15,000	-	-	-	-	7,934	0%
FICA	88,126	19,671	22,857	19,593	62,121	56,433	70%
WA State Retirement System	108,354	24,868	26,625	25,438	76,930	77,285	71%
Insurance	182,500	39,276	41,104	36,917	117,297	103,529	64%
Total Personnel	**1,530,960**	**339,651**	**387,733**	**336,751**	**1,064,135**	**968,399**	**70%**
Contractual and Professional Services							
Legal Services	25,000	3,700	2,725	1,825	8,250	15,986	33%
Consultants & Professional Svcs	2,250	53	988	-	1,041	433	46%
Professional Services - ETS Grant Work	1,200,000	311,297	-	318,238	629,536	208,373	52%
Consultant Services & SS4A	435,000	89,385	70,237	244,776	404,398	-	93%
Consultant Services & MTP Update	405,000	-	-	84,508	84,508	-	21%
Consultant Services & TIP Database	18,750	-	-	-	-	122,117	0%
Consultant Services & D.A.T.A.	129,600	-	-	176,813	176,813	-	136%
Consultant Services & V.M.T.	138,000	-	-	-	-	-	0%
State Audit Charges	20,500	128	-	-	128	18,510	1%
Total Contractual and Professional Services	**2,374,100**	**404,563**	**73,951**	**826,160**	**1,304,673**	**365,419**	**55%**
Materials and Services							
Publications	500	43	65	65	173	168	35%
Postage	300	-	10	-	10	6	3%
Operating Supplies	4,500	1,445	247	637	2,330	1,045	52%
Minor Furniture	1,000	44	322	-	365	230	37%
Telephone	4,860	896	978	1,135	3,009	2,855	62%
Advertising	3,000	342	877	205	1,425	2,767	48%
Rent - Office Space	95,000	14,048	19,848	17,400	51,295	55,731	54%
Rent - Meeting Rooms	500	-	-	-	-	-	0%
Lease - Copier	2,550	530	570	594	1,694	1,344	66%
Property and Liability Insurance	20,000	-	-	16,767	16,767	15,133	84%
Printing	750	78	271	77	427	161	57%
Interfund Charges County Treasurer (Fees)	4,860	77	85	(36)	126	4,089	3%
Contingency	25,000	-	-	-	-	-	0%
Total Materials and Services	**162,820**	**17,503**	**23,273**	**36,844**	**77,621**	**83,529**	**48%**
Travel, Training, and Staff Development							
Mileage & Parking	2,400	153	620	912	1,685	752	70%
Travel / Training (Staff)	42,700	3,614	6,875	2,251	12,740	11,242	30%
Educational Speaker Series	5,000	-	-	-	-	-	0%
Board/Staff Retreats, Facilitators, Food	3,700	265	714	597	1,576	1,303	43%
Dues, Subscriptions, and Memberships	9,625	2,188	2,540	4,948	9,676	8,308	101%
Total Travel, Training, and Staff Development	**63,425**	**6,220**	**10,749**	**8,708**	**25,677**	**21,604**	**40%**
IT Operations							
IT Professional Svcs	29,060	7,810	6,044	6,722	20,576	18,167	71%
Software	39,820	25,176	13,913	(5,003)	34,086	33,187	86%
Hardware - New and Replacement; Repairs/Maint.	10,500	1,515	282	3,124	4,920	2,873	47%
Online Services	17,930	4,206	3,118	4,571	11,895	10,100	66%
Total IT Services	**97,310**	**38,706**	**23,357**	**9,414**	**71,477**	**64,328**	**73%**
TOTAL EXPENDITURES (Paid in 2024)	**4,228,615**	**806,642**	**519,063**	**1,217,877**	**2,543,583**	**1,503,278**	**60%**
CASH BALANCE 9/30/24					**627,577**	**878,600**	

Supporting Information
TOPIC: CY 2024 THIRD QUARTER BUDGET REPORT

Revenues

- Through the third quarter (75% of Calendar Year) of CY 2024 (January – September), SRTC collected $2,299,246; 54% of the anticipated revenues for the year.

- Local Member Contributions through the end of September 30, 2024 are 100% of the budgeted amount.

Expenditures

Through the third quarter of CY 2024 SRTC spent $2,543,583, or 60% of total anticipated expenditures for the year as follows:

- Personnel Expenditures: Total personnel expenditures were $1,064,135 through Q3, or 70% of the CY 2024 budget amount.

- Contractual and Professional Services: Total services expenditures were $1,304,673 year-to-date, or 55% of the total budget amount. Professional Services - ETS Grant Work is pass-through funding for the installation of charging stations throughout the region. NOTE: Line #38 shows the DATA Project over budget. This is due to the Household Travel Survey incentives in 2022 being deemed ineligible for federal grant reimbursement. Local funds were utilized for the increase of $45,366 to the final cost of the project.

- Materials and Services: Total materials and services expenditures were $77,621 year-to-date or 48% of the total budget amount.

- Travel, Training, and Staff Development (includes and Subscriptions/Memberships): Total expenditures were $25,677 thru Q3, or 40% 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 $71,477 thru Q3, or 73% of the total budgeted amount.

SRTC

SPOKANE REGIONAL TRANSPORTATION COUNCIL

421 W RIVERSIDE AVE, SUITE 500 · SPOKANE, WA 99201 · 509.343.6370 · WWW.SRTC.ORG

To: SRTC Board of Directors   10/03/2024

From: Greg Griffin, Administrative Services Manager

TOPIC: CALENDAR YEAR (CY) 2025 BUDGET AND INDIRECT COST PLAN

Requested Action:
Approval of Resolution R-24-22 Adopting the SRTC Calendar Year 2025 SRTC Budget and Indirect Cost Plan.

Key Points:
- Each year SRTC develops an annual budget outlining anticipated revenues and expenditures for the upcoming year (see draft budget summary as **Attachment 1**).
- The annual budget reflects funding for operational expenses as well as the anticipated planning activities of SRTC.
- At their 01/11/2024 meeting, the SRTC Board established an Administrative Committee; one of the committee's duties is to review and recommend a CY 2025 budget to the Board.
- Total estimated revenues and expenditures for CY 2025 are $3,663,166. Details are included in the draft CY 2025 Budget document (see **Attachment 2**).
- The budget and Indirect Cost Plan (ICP) are being presented to the SRTC Board for review, comment, and approval.
- The CY 2025 ICP is directly correlated with the proposed CY 2025 Budget. The final version of the CY 2025 ICP is included (see **Attachment 3)**.
- There are no changes to the draft budget or IDC presented for information and discussion at the 09/12/2024 Board meeting. The draft 2025 ICP rate remains at 51%.

Board/Committee Discussions:
The draft CY 2025 Budget and ICP were presented to the Board for information at 09/12/2024 meeting. The Budget Committee reviewed draft 2025 budget documents on 07/11/2024 and 08/15/2024.

Public Involvement:
All Board and committee meetings are open to the public.

More Information:
- Attachment 1: Draft CY 2025 Budget Summary with prior year comparison
- Attachment 2: Draft CY 2025 Budget document
- Attachment 3: Draft CY 2025 Indirect Cost Plan

For additional information contact Greg Griffin at ggriffin@srtc.org or 509.343.6370

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

	-	CY 2024 Amended	CY 2025 Proposed	$$ change	% change
	REVENUES				
1	FHWA PL (Federal Planning Funds) FY25 allocation	822,488	834,475	11,987	1.5%
2	FHWA PL (Federal Planning Funds) carried forward prior year	147,500	45,620	(101,880)	-69.1%
3	FTA (Federal Section 5303 Funds) FY25 allocation	284,830	309,527	24,697	8.7%
4	FTA (Federal Section 5303 Funds) carried forward prior year	45,247	98,701	53,454	118.1%
5	STBG Planning Funds	500,000	500,000	-	0.0%
6	Designated Grant - FHWA - SS4A (Safe Streets 4 All)	400,000	-	(400,000)	-
7	STBG D.A.T.A. & Study Project Funds	129,600	-	(129,600)	-
8	RTPO (State Planning Funds)	144,651	144,651	-	0.0%
9	V.M.T. (Vehicle Miles Travelled) Study Funds	138,000	95,000	(43,000)	-31.2%
10	Designated Grants (WA Dept Commerce - ETS)	1,200,000	1,300,000	100,000	8.3%
11	Local Member Contributions	276,299	280,192	3,893	1.4%
12	Local Member Contributions - designated SS4A from prior year	45,000	-	(45,000)	-
13	Designated Local Funds from prior year (SRTC - SS4A)	55,000	-	(55,000)	-
14	SRTC Cash Reserve (suite 500 changes & contingency)	25,000	25,000	-	0.0%
15	Spokane County Treasury Interest	15,000	30,000	15,000	100.0%
16	**TOTAL REVENUES**	**4,228,615**	**3,663,166**	**(565,449)**	**-13.4%**
17	**EXPENDITURES**				
18	**Personnel**				
19	Salaries	1,136,980	1,194,875	57,895	5.1%
20	Accrued Vacation Payouts \ Unemployment	15,000	15,000	-	0.0%
21	FICA	88,126	92,555	4,429	5.0%
22	WA State Retirement System	108,354	109,491	1,137	1.0%
23	Insurance/Benefits	182,500	203,440	20,940	11.5%
24	**Total Personnel**	**1,530,960**	**1,615,361**	**84,401**	**5.5%**
25	**Contractual and Professional Services**				
26	Legal Services	25,000	25,000	-	0.0%
27	Consultant & Prof Svcs	2,250	5,800	3,550	157.8%
28	State Audit Charges	20,500	22,000	1,500	7.3%
29	Consultant Services & D.A.T.A.	129,600	-	(129,600)	-
30	Consultant Services & SS4A	435,000	-	(435,000)	-
31	Consultant Services & MTP Update	405,000	222,500	(182,500)	-45.1%
32	Consultant Services & TIP Database	18,750	16,550	(2,200)	-11.7%
33	Consultant Services & Strategic Plan	-	30,000	30,000	-
34	Professional Services - ETS Grant Work	1,200,000	1,300,000	100,000	8.3%
35	Consultant Services & V.M.T.	138,000	95,000	(43,000)	-31.2%
36	**Total Contractual and Professional Services**	**2,374,100**	**1,716,850**	**(657,250)**	**-27.7%**
37	**Materials and Services**				
38	Publications	500	500	-	0.0%
39	Postage	300	400	100	33.3%
40	Operating Supplies	4,500	7,000	2,500	55.6%
41	Minor Furniture/Equipment/Rebranding	1,000	5,150	4,150	415.0%
42	Telephone	4,860	4,980	120	2.5%
43	Advertising	3,000	5,550	2,550	85.0%
44	Rent - Office Space	95,000	68,000	(27,000)	-28.4%
45	Rent - Meeting Rooms	500	500	-	0.0%
46	Lease - Copier (and usage charges)	2,550	2,670	120	4.7%
47	Property and Liability Insurance	20,000	22,000	2,000	10.0%
48	Printing	750	8,000	7,250	966.7%
49	Interfund Charges County Treasurer (Fees)	4,860	5,110		5.1%
51	**Total Materials and Services**	**137,820**	**129,860**	**(7,960)**	**-5.8%**
52	**Travel, Training, and Staff Development**				
53	Mileage & Parking	2,400	2,400	-	0.0%
54	Travel / Training (Staff)	42,700	42,700	-	0.0%
55	Annual Summit / Guest Speakers	5,000	5,000	-	0.0%
56	Board/Staff Retreats, Facilitators, Refreshment	3,700	3,700	-	0.0%
57	Dues, Subscriptions, and Memberships	9,625	10,125	500	5.2%
58	**Total Travel, Training, and Staff Development**	**63,425**	**63,925**	**500**	**0.8%**
59	**IT Operations**				
60	IT Professional Services	29,060	36,300	7,240	24.9%
61	Software	39,820	44,020	4,200	10.5%
62	Hardware - New, Replacement, Repairs & Maintenance	10,500	18,500	8,000	76.2%
63	Online Services	17,930	13,350	(4,580)	-25.5%
64	**Total IT Services**	**97,310**	**112,170**	**14,860**	**15.3%**
65	**Contingency**	**25,000**	**25,000**	**-**	**0.0%**
66	**TOTAL EXPENDITURES**	**4,228,615**	**3,663,166**	**(565,449)**	**-13.4%**

SRTC

SPOKANE REGIONAL TRANSPORTATION COUNCIL

CALENDAR YEAR
2025 BUDGET

DRAFT

421 W Riverside Ave
Suite 500
Spokane WA 99201
www.srtc.org
509.343.6370

TABLE OF CONTENTS

SPOKANE REGIONAL TRANSPORTATION COUNCIL

2024 BOARD OF DIRECTORS

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

Ex-Officio Members

Transportation Technical Committee	**HEATHER TRAUTMAN**
Transportation Advisory Committee	**PAUL VOSE**

SRTC MEMBER JURISDICTIONS, TRIBES, AND AGENCIES

City of Airway Heights	City of Spokane Valley	Town of Latah
City of Cheney	Kalispel Tribe of Indians	Town of Rockford
City of Deer Park	Spokane County	Town of Spangle
City of Liberty Lake	Spokane Transit Authority	Town of Waverly
City of Medical Lake	Spokane Tribe of Indians	WSDOT-Eastern Region
City of Millwood	Town of Fairfield	WA State Transportation Commission
City of Spokane		

BACKGROUND

The Spokane Regional Transportation Council (SRTC) is the lead agency for coordinating transportation planning activities in the Spokane region. SRTC is governed by a Board that includes local elected officials, transportation executives, and community and business representatives. Each year, the SRTC Board approves a Unified Planning Work Program (UPWP) that describes upcoming work activities and priorities. The Fiscal Years 2024-2025 UPWP (07/01/2023 through 06/30/2025) is available on the SRTC website at https://www.srtc.org/unified-planning-work-program/.

This Calendar Year (CY) 2025 Budget outlines SRTC's anticipated revenues and expenditures for the upcoming year. A key objective of the CY 2025 Budget is to provide adequate resources to address core planning functions, as defined by federal and state requirements. Together, the UPWP and annual budget provide a comprehensive picture of SRTC's work activities and financial resources. Both documents are aligned with SRTC's mission, vision, and values statements:

> **MISSION:** *Develop plans and programs that coordinate transportation planning in the Spokane Region*
>
> **VISION:** *The Spokane region possesses the best multi-modal/multi-jurisdictional transportation network that optimizes safety, capacity, and efficiency in the movement of people and goods in a region of our size.*
>
> **VALUES:** *Regional Leadership, Collaboration, Accountability, Innovation, Transparency, Inclusiveness, Integrity*

SRTC ORGANIZATION

SRTC serves as the Metropolitan Planning Organization (MPO) for the region and is responsible for ensuring compliance with federal transportation planning requirements. Since the Spokane Metropolitan Planning Area is over 200,000 in population, SRTC is also designated as a Transportation Management Area (TMA), which involves additional responsibilities and discretion in allocating certain federal transportation funds within the urbanized area. Finally, SRTC serves as the state designated Regional Transportation Planning Organization (RTPO) for Spokane County. RTPOs are voluntary associations of local governments and were authorized as part of the 1990 Washington State Growth Management Act to ensure local and regional coordination of transportation plans.

SRTC is organized through an interlocal agreement as a voluntary association and joint board. As shown on page 1, the agency is governed by a Board of Directors which receives policy input from a Transportation Advisory Committee (TAC) and technical input from a Transportation Technical Committee (TTC). The Board of Directors includes 18 voting members and two ex-officio, or non-voting, members. Also, pursuant to RCW 47.80.040, area members of the House of Representatives and the State Senate are considered ex officio, non-voting policy board members of SRTC.

SFY 2024-2025 UNIFIED PLANNING WORK PROGRAM (UPWP)

On 06/08/2023, the SRTC Board approved the State Fiscal Years (SFY) 2024-2025 Unified Planning Work Program. The 2024-2025 UPWP defines the projects and work activities that will be conducted by the agency during the period of 07/01/2023 through 6/30/2025 and identifies whether each task is primarily an MPO (federal) or RTPO (state) activity.

Table 1 identifies the work activities included in the FY 2024-2025 UPWP.

Task	MPO	RTPO	Task	MPO	RTPO
Task 1: Program Administration & Coordination			**Task 2: Public & Stakeholder Participation & Coordination**		
1.1 Program Management & Support	O	O	2.1 Public Coordination & Outreach	O	O
1.2 Certifications, Agreements, Work Program	O	O	2.2 Stakeholder Coordination	O	O
1.3 Coordination with State/Federal Legislators	O	O	2.3 Title VI & Environmental Justice	O	O
1.4 Professional Development & Training	O		2.4 Website and Social Media Management	O	O
Task 3: Data Management & Systems Analysis			**Task 4: Metropolitan Transportation Plan & General Long Range Transportation Planning**		
3.1 Data & Software Management	O	O	4.1 Long Range Transportation Planning	O	O
3.2 GIS & Spatial Analysis	O	O	4.2 Equity Planning	O	
3.3 Data Visualization & Cartography	O	O	4.3 Climate Change & Resiliency	O	O
3.4 Socioeconomic Data Collection/Forecasting	O	O	4.4 Agency Support & Coordination	O	O
3.5 Systems Analysis & Data Application	O		4.5 Active & Public Transportation	O	O
3.6 Air Quality & Transportation Conformity	O				
Task 5: Transportation Improvement Program			**Task 6: Congestion Management Process**		
5.1 TIP Development & Maintenance	O	O	6.1 CMP Activities	O	
5.2 Coordination & Tracking Projects	O	O	6.2 SRTMC Support/TSMO	O	
Task 7: Planning Coordination & Studies			**Task 8: RTPO Planning Activities**		
7.1 General Planning Support/Coordination	O		8.1 General RTPO Activities		O
7.2 Regional Transportation Priorities	O		8.2 Comp Plan &CWPP Certification Update		O
7.3 Safety	O	O			

CY 2025 BUDGET SUMMARY

SRTC prepares and adopts a proposed budget for each calendar year and submits anticipated contributions to the legislative bodies of each member agency. Member contributions for the CY 2025 Budget were reviewed by the SRTC Board on 07/11/2024. This information was submitted by letter to each member agency on 07/22/2024. The annual budget may be amended by vote of the Board, provided such amendment does not require additional budget appropriation, or by joint approval of the Board and participating members where such amendment does require additional member agency budget appropriation.

FINANCIAL MANAGEMENT PRACTICES

SRTC prepares a budget for financial planning purposes. It is used only as a planning tool with no legal requirement to amend the budget as factors change throughout the year. However, significant budget changes, including changes that alter the approved Unified Planning Work Program, are presented for review and approval by the Board.

SRTC reports financial activity in accordance with the Cash Basis Budgeting, Accounting and Reporting System (BARS) manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. Financial transactions are recognized on a cash basis of accounting. SRTC's basic financial statements include the financial position and results of operations. It accounts for all financial resources except those required or elected to be accounted for in another fund.

SRTC has one governmental fund (General Fund). The fund has a set of single-entry accounts that comprises its cash, investments, revenues, and expenditures, as appropriate. It is SRTC's policy to deposit all cash with the Spokane County Treasurer.
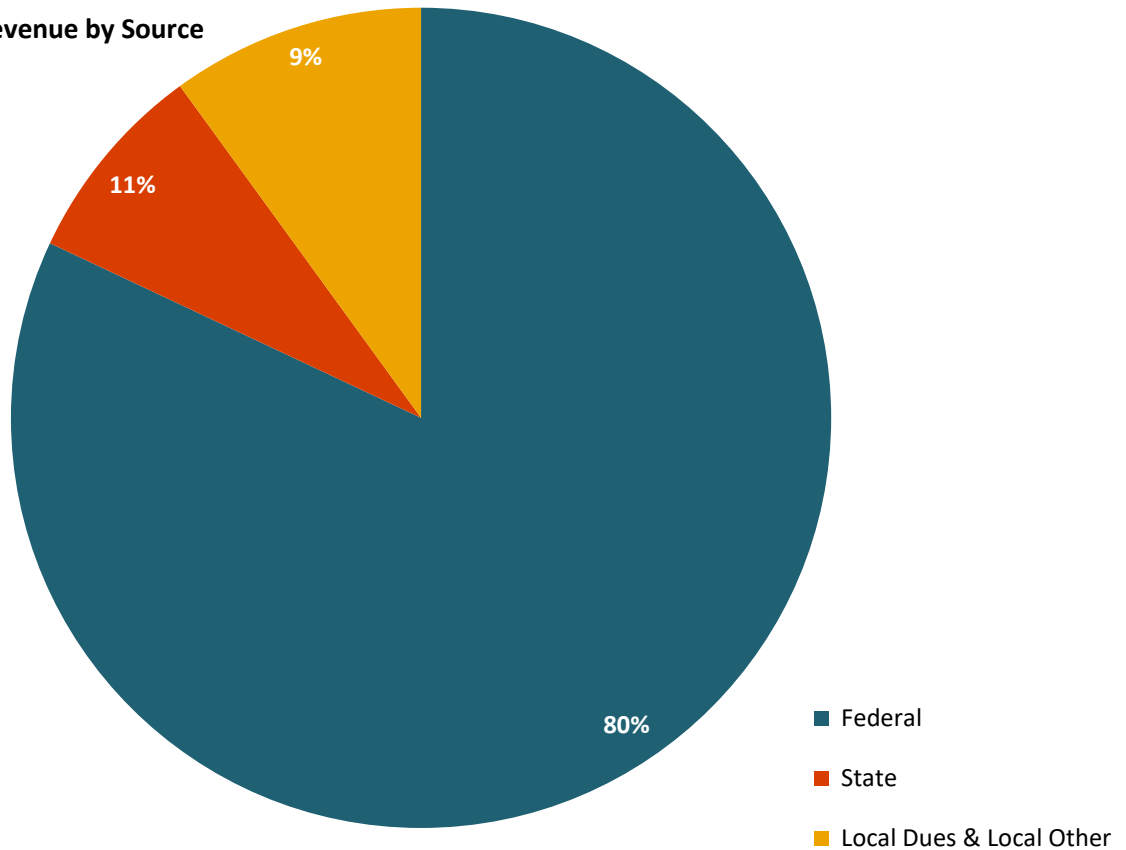
CY 2025 REVENUE ESTIMATES

The CY 2025 estimate for revenues is $3,663,166 (Table 2). As shown in Figure 2, 80% of the revenues included in the CY 2025 Budget are provided by federal sources. State planning support is 11% of total; local dues and other local funds account for 9% of the budgeted revenues.

TABLE 2: CY 2025 ESTIMATED REVENUES

FHWA PL Funds	$ 880,095
FTA 5303 Funds	408,228
STBG Planning Funds	500,000
RTPO State Planning Funds	144,651
V.M.T. (Vehicle Miles Travelled) Study Funds	95,000
Designated Grants – WA Dept of Commerce – Electric Chargers	1,300,000
Local Member Contributions	280,192
SRTC Cash Reserve - Contingency	25,000
Spokane County Treasury Interest	30,000
TOTAL ESTIMATED REVENUES	**$ 3,663,166**

Figure 2: CY 2025 Revenue by Source

- Federal — 80%
- State — 11%
- Local Dues & Local Other — 9%

CY 2025 EXPENDITURE ESTIMATES

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

Table 3 provides a breakdown of expenses by these categories. Figure 3 illustrates that personnel expenditures account for 44% of the total agency budget. Contractual and Professional Services account for 47%; followed by Materials & Services at 4%; Training and Memberships at 2%, and IT Operations at 3%.

TABLE 3: CY 2025 ESTIMATED EXPENDITURES	
Personnel	$ 1,615,361
Contractual and Professional Services	1,716,850
Materials and Services	129,860
Training and Memberships	63,925
IT Operations	112,170
Contingency	25,000
TOTAL ESTIMATED EXPENDITURES	**$ 3,663,166**

Figure 3: CY 2024 Expenditures by Budget Division

Legend:
- Personnel
- Contractual and Professional Services
- Materials and Services
- Travel, Training, and Staff/Board Development
- IT Operations
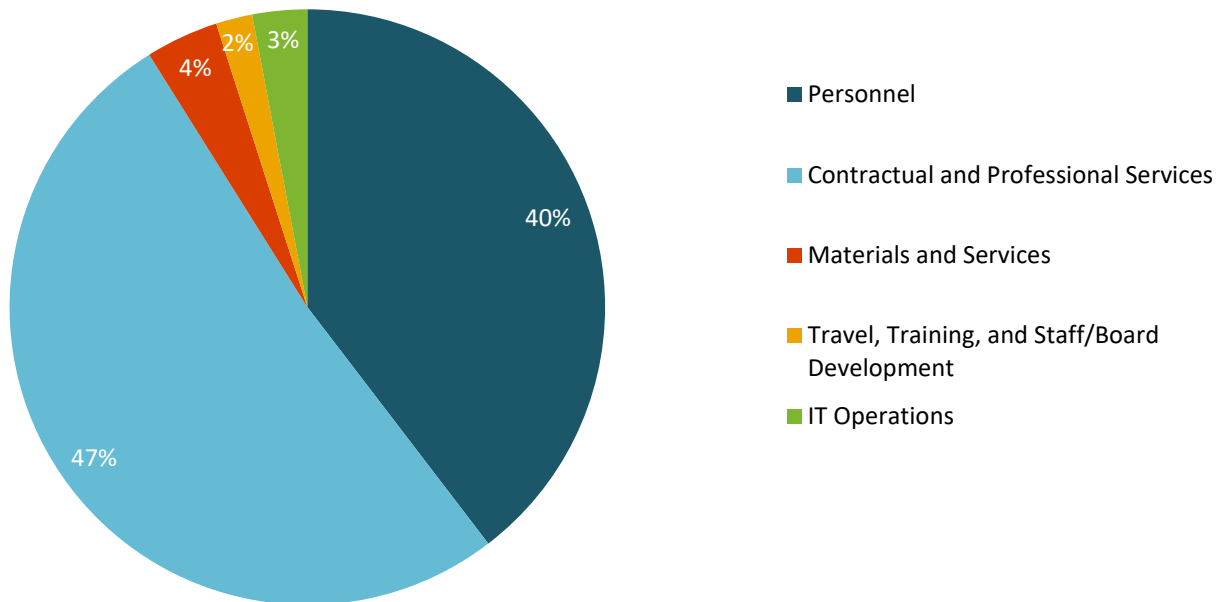
The CY 2025 budget includes 11.50 Full Time Equivalent (FTE) positions. Table 4 provides a summary of the budgeted positions for CY 2024 and CY 2025.

TABLE 4: SUMMARY OF BUDGETED POSITIONS		
Position	CY 2024	CY 2025
Executive Director	1.00	1.00
Deputy Executive Director	1.00	1.00
Administrative Services Manager	1.00	1.00
Administrative-Executive Coordinator	1.00	1.00
Communications and Public Relations Coordinator	1.00	1.00
Program Intern	0.50	0.50
Associate Transportation Planner I	0.00	1.00
Associate Transportation Planner II	2.00	0.00
Associate Transportation Planner III	0.00	1.00
Principal Transportation Planner	4.00	4.00
TOTALS	**11.50**	**11.50**

CY 2025 BUDGET DETAILS

Appendix A presents the budget details for the CY 2025 Budget. The following provides detail of some of the revenue and expenditure items contained in Appendix A.

REVENUES

FHWA PL (FEDERAL PLANNING LAW FUNDS): SRTC's allocation of PL funds in CY 2025 is anticipated to be $834,475. An additional $45,620 is from prior year remaining funds for a total of $880,095.

FTA (FEDERAL SECTION 5303 FUNDS): SRTC's allocation of FTA Section 5303 funds in CY 2025 is budgeted at $309,527. An additional $98,701 is from prior year remaining funds for a total of $408,228.

STBG (FEDERAL DISCRETIONARY FUNDS-METROPOLITAN PLANNING): SRTC's current 2024-2027 Transportation Improvement Program (TIP) includes $500,000 in annual Surface Transportation Program (STBG Planning) funds for Metropolitan Transportation Planning in 2025.

OTHER GRANTS, STUDIES, AND PROJECTS: The Vehicle Miles Travelled (V.M.T.) Study is to be funded with revenues from WSDOT. It is anticipated that the Electrification of Transportation Systems (ETS) grant revenue will be $1,300,000 in 2025, the final year of the grant funded project.

RTPO (STATE PLANNING FUNDS): The State of Washington provides $2.45 million annually to RTPOs to conduct transportation planning in support of the State's Growth Management Act (GMA). For large MPO's such as SRTC, this funding has been used to supplement the overall planning program in fulfillment of the GMA, and to support transportation planning activities in the non-urbanized areas of Spokane County. SRTC's allocation of RTPO funds is anticipated to remain at $144,651 in CY 2025.

LOCAL CONTRIBUTIONS: Local contributions are budgeted to remain at $.30 cents per capita. The dues structure also calls for Spokane County to pay dues at the City of Spokane assessment. Table 5 provides an overview of contributions for each member in CY 2024 and CY 2025. The contributions for SRTC members in CY 2025 are $280,192.

TABLE 5: CY 2025 LOCAL CONTRIBUTIONS				
Jurisdiction	**Population***	**% of 2024 Population**	**CY 2024 Dues**	**CY 2025 Dues**
Airway Heights	12,070	2.16%	3,384	3,621
Cheney	13,150	2.35%	3,948	3,945
Deer Park	5,100	0.91%	1,478	1,530
Fairfield	600	0.11%	180	180
Latah	185	0.03%	56	56
Liberty Lake	13,870	2.48%	3,945	4,161
Medical Lake	4,835	0.86%	1,475	1,451
Millwood	1,925	0.34%	578	578
Rockford	605	0.11%	171	182
Spangle	285	0.05%	84	86
Spokane	233,000	41.65%	69,810	69,900
Spokane County	164,850	29.47%	69,810	69,900
Spokane Valley	108,800	19.45%	32,220	32,460
Waverly	125	0.02%	36	38
Jurisdiction Subtotal	**559,400**	**100%**	**187,175**	**188,268**
Kalispel Tribe of Indians	Flat Rate	n/a	-	1,400
Spokane Transit Authority	Flat Rate	n/a	58,706	58,706
Spokane Tribe of Indians	Flat Rate	n/a	-	1,400
WSDOT-Eastern Region	Flat Rate	n/a	30,418	30,418
Special Subdistrict Subtotal			**89,124**	**91,924**
		TOTAL DUES	**276,299**	**280,192**

(4/1/2024 WA Office of Financial Management Estimate)

EXPENDITURES

PERSONNEL: *Increase* of $84,401 (5.5%) vs 2024

Salaries: Total wages budgeted for 2025 increase 5.3% over the 2024 budget. The increase coming from projected merit increases is based on performance reviews, as well as a requested 3.0% wage adjustment.

FICA: The Federal Insurance Contributions Act tax includes employer contributions for Social Security and Medicare.

WA State Retirement System: SRTC provides the employer match for its employees as members of the Washington State Retirement System. Contribution rates are set by the State Legislature and may be adjusted as needed, usually at the beginning of the State's Biennium. In September 2024 the employer rate increased to 9.11 %. The 2025 budget is a 1% increase of $1,137 vs 2024 budget.

Insurance/other Benefits: As of 01-01-2019 SRTC began procuring health insurance benefits through the Association of Washington Cities Trust as a non-city entity sponsored by the City of Spokane Valley. Medical Insurance premiums are anticipated to increase between 7 – 10% for 2025. An increase to Dental Insurance of 2% is expected after several years of no increases. SRTC's earned 2025 Well City discount will result in a 2% reduction in medical insurance premiums. Medical insurance premiums are estimated to increase 8.5% for the 2024 budget. Vision and life insurance rates will not change. Industrial Insurance is also included in this category. Agency contributions to Health Savings Accounts for staff on High Deductible Health Insurance plans and Transit passes are in this budget category as well.

CONTRACTUAL AND PROFESSIONAL SERVICES: *decrease* of $657,250 (27.7%) vs 2024. This is primarily due to the completion of the D.A.T.A. and SS4A efforts, as well as decreases in total of various on-going contracts for the Metropolitan Transportation Plan (MTP) update.

Legal Services: No change from 2024 budget.

Contractual/Professional Services: This category includes available funds from prior year grant balances available for project work to be identified in the 2024-2025 UPWP which includes the first half of CY 2025: moderate increases to translation and state audit services; and addition of photography services to support outreach efforts.

Consultant Services for DATA Project and SS4A are $564,000 less than 2024 budget. Other projects include the TIP database and other projects included as part of the MTP update due in 2025.
Consultant work budgeted in 2025 includes:
- Needs Planning (MTP): $75,000
- Smart Mobility Plan (MTP): $30,000
- Resiliency Plan (MTP): $30,000
- Economic Analysis (MTP): $87,500

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

Avista and STA continue to work on installing charging infrastructure as part of the $2,500,000 ETS grant administered by WA Dept of Commerce using US Dept. of Energy funds. The project closes at the end of 2025 (these are pass through funds for SRTC).

MATERIALS AND SERVICES: *decrease* of $7,960 (5.8%) vs 2024 – Primarily due to marked decrease in office lease expense offset somewhat by anticipated increase of agency property/liability insurance, one-time rebranding costs, and a more robust outreach program.

Operating Supplies: General office supplies, outreach and wellness program supplies.

Minor Furniture/Equipment: Includes replacement of older office chairs & furniture as necessary. Replacement of equipment for outreach at community events.

Telephone: VOIP telephone service for office; cell service for Executive and Deputy Directors.

Advertising: Expenses for legal notices related to items such as public meetings, outreach events, plan comment periods, and Transportation Improvement Program (TIP) amendments.

Office Space Rent: SRTC leases Suites 500 at the Paulsen Center. Starting in June of 2024 SRTC no longer leases Suite 504 but does have free use of the space for public meetings until May 2026.

Copy Machine Lease: This includes the copier lease expense as well as the copier usage charges.

Property and Liability insurance: Anticipated to increase approximately 10% for 2025.

Printing: $6,000 budgeted for printing an updated SRTC Bike Map in 2025. Additional printing as part of MTP update and rebranding.

TRAVEL, TRAINING, AND STAFF/BOARD DEVELOPMENT: *Increase* of $500 (.8%) vs 2024 budget.

Because of the specialized and technical nature of the services provided, this category is to ensure adequate resources for travel, as well as resources for needed technical training related to travel demand modeling, air quality modeling, geographic information systems, transportation planning, information technology, financial management, updates and changes to employment law, public records law, and public involvement. Regular travel is also necessary for coordination with other organizations.

- Mileage & Parking
- Travel & Training
- Annual Summit & Guest Speakers

- Dues, Subscriptions, and Memberships

INFORMATION TECHNOLOGY (IT) OPERATIONS – **Increase** of $14,860 (15.3%) vs 2024 budget.

IT Management Services: In July 2024 SRTC contracted with a new IT Support Services vendor. The Professional Services rate is comparable to that of 2024; additional funds are budgeted for potential work on the cloud network and security.

Software - Software purchases and software maintenance: Support for the VISUM model, ESRI Software for GIS, firewall maintenance, finance/payroll software. Software purchases include Presentation software, MS Office 365 and Planner/Data software, Adobe Acrobat. Network security software and investments in ArcGIS software and data storage are also budgeted in 2025.

Hardware – New/Replacement/Repairs/Maintenance/Upgrades: Replacement of network equipment and workstation replacement. The 2025 budget does include workstation replacement & minor equipment, as well as improvements to hybrid office equipment/hardware. Repair supplies and equipment repair.

Online Services: Internet service, metro Ethernet connection, website hosting, spam filtering, domain names, virtual meeting platform services.

SRTC

SPOKANE REGIONAL TRANSPORTATION COUNCIL

CALENDAR YEAR
2025 INDIRECT COST PLAN
DRAFT

421 W Riverside Ave
Suite 500
Spokane WA 99201
www.srtc.org
509.343.6370

INDIRECT COST PROPOSAL CERTIFICATION STATEMENT

This is to certify that I have reviewed the Indirect Cost proposal submitted herewith and to the best of my knowledge and belief:

All costs included in this proposal, 10/10/24, to establish billing or final indirect costs rate for January – December 2025 are allowable in accordance with the requirements of the Federal awards to which they apply and the provisions of 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards. Unallowable costs have been adjusted for in allocating costs as indicated in the Indirect Cost proposal.

All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Spokane Regional Transportation Council

_____

Lois Bollenback, Executive Director
Spokane Regional Transportation Council

_____

Date

PURPOSE

This document serves as the Calendar Year (CY) 2025 Indirect Cost Allocation Plan for the Spokane Regional Transportation Council (SRTC) and was prepared in accordance with the policies and procedures contained in 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards. The 2025 Indirect Cost Plan will be effective for the months of January through December 2025.

METHODOLOGY

A consistent approach has been followed in the treatment of direct or indirect costs; in no case have costs charged as direct costs to programs been included as indirect costs. Actual expenditure information used to prepare the plan was obtained from financial statements. SRTC has not made any significant changes to the accounting treatment of any expense category or to its accounting system for CY 2025. The expenses will continue to be allocated between direct and indirect costs as described in the approved CY 2025 Indirect Cost Plan. The CY 2025 indirect rate calculation is based on the approved 2025 budget. Based on this amount, the new indirect cost rate will be 51% of total direct salaries and wages. This proposal is for a fixed rate, with any over/under cost recovery amount adjusted in a subsequent year.

For CY 2025, SRTC will continue using Vision Municipal Solutions software for financial accounting and payroll processes. Vision MS is designed with the WA State Auditor's Office BARS reporting codes to provide seamless reporting for annual audits. The general ledger provides the capability of tracking overall expenses by calendar year and fiscal year, enabling an overall audit by either period. Salaries for hours worked, fringe benefits, and direct costs for each work element will be recorded in the appropriate task code.

The non-worked hours paid (vacation, holiday, sick leave, jury duty) and benefits will be prorated among the work elements. To accomplish the proration of the non-worked salary and benefits, these amounts will be accumulated in an independent function code number. At the end of each month, the non-worked salary and fringe benefit totals in this function code will be prorated to the Unified Planning Work Program (UPWP) work elements based on the amount of each employee's time in each work element. This will be done through a spreadsheet program from which actual billings will be prepared.

The proposed indirect cost percentage rate is of the "fixed rate with carry-over" type. Any over/under recovery for a specific year is carried forward to the following calendar year to be used as an adjustment to the following year's rate.

Expenses that are directly identifiable to a specific work element within SRTC are classified as "direct costs" and charged to the specific work elements to which they relate. Expenses that are not directly identifiable to a specific work element are classified as "indirect costs" and are recovered as a fixed percentage rate of total salaries and wages.

DEVELOPMENT OF THE CY 2025 INDIRECT RATE

The CY 2025 indirect cost is based on a calculated 2025 total of indirect costs of $481,088 plus a 2023 adjustment of $57,298, and a direct salary base of $1,024,545 yielding an indirect cost rate of 51%. This information is documented in the Appendix in **Table 1: Total Proposed Indirect Costs for CY 2025**. Table 1 also demonstrates that unallowable costs associated with SRTC staff interaction with state and federal officials are not included in the calculated indirect cost rate.

$$\$523,866 \ / \ \$1,024,545 = \textbf{51\%}$$

CY 2022 shows an under-recovery amount of <$57,298>. This information is documented in the Appendix in **Table 2: CY 2023 Indirect Cost Recovery Analysis Worksheet**.

SRTC will use this indirect cost rate of 51% for the January - December 2025 billings, as reflective of anticipated expenditures.

INDIRECT COST RATE ASSUMPTIONS

In reviewing the operations of SRTC, part or all of the time of two employees was determined to be of an indirect support nature rather than a direct salary cost: (1) Administrative Services Manager – 100%
(2) Administrative-Executive Coordinator – 100%

Estimates of the time spent on these activities were made and the salary and fringe benefit costs involved were calculated from the approved CY 2025 budget. Based on the line items of expense in the CY 2025 budget the following classifications of costs as direct or indirect were developed:

DIRECT	INDIRECT	
Advertising	Advertising	Rentals –Eqpt/Buildings/Facilities
Computer Hardware	Computer Hardware	Software
Contractual Professional Services	Contractual Professional Services	Software/Equipment Maintenance
Direct Fringe Benefit Expenses	Dues, Subscriptions, Memberships	State Audit Charges
Direct Salary Expenses	Indirect Fringe Benefit Expenses	Telephone
Education Series / Guest Speakers	Indirect Salary Expenses	Termination Sick Leave/Vacation Pay
Operating Supplies	Interfund Reprographics	Travel
Postage	Interfund Services*	Unemployment
Printing	Lease of Equipment	
Publications	Online IT Services	
Registration/Schooling	Operating Supplies	
Rentals –Eqpt/Buildings/Facilities	Permits/Fees	
Software	Postage	
Software/Equipment Maintenance	Printing	
Telephone	Property/Liability Insurance	
Travel / Training / Conferences	Publications	
	Registration/Schooling	

* Prorated share of Spokane County Treasurer Office costs for Treasury Services. These expenses are distributed by a standardized formula to all organizations using County Treasury services. The remaining interfund items are charged at standard rates to all users based on the amount of the service or products used or purchased.

Capital Expenditures were classified as allowed or not allowed, without prior approval from the grantor agencies, using the 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards. These line items will be funded entirely from additional local funds in CY 2025 unless prior approval is sought for specific equipment acquisitions.

INCONSISTENTLY TREATED COSTS

Line items such as Software, Operating Supplies, Equipment Maintenance, and Advertising are treated on a case-by-case basis within this proposal. The items will be purchased either for a specific contract or project or for general use. Expenditures will be specifically coded to show for what they will be used. SRTC proposes to treat those purchases that are made directly for a specific work element within the UPWP as a direct cost, while those purchases for general purpose programs are an indirect cost.

Salary and fringe benefit expenses are also treated as both a direct and an indirect cost, depending on the nature of the activity incurring the cost. A separate payroll cost accounting code and budget will be established to record actual employee time worked in the indirect cost activities to provide support for the indirect cost amounts and to avoid treating any specific salary expense as both a direct and an indirect charge. The related fringe benefit expenses for the indirect salary charges are also accounted for separately.

All other costs in this proposal are treated consistently as direct or indirect costs for all grants. The indirect cost rate will be used in billing all federal and state grants and contracts executed by SRTC.

APPENDIX

Table 1:   CY 2025 Indirect Cost Proposal Worksheet

Table 2:   CY 2023 Indirect Cost Recovery Analysis Worksheet

Table 3:   Schedule of Federal Funds Expenditures for Calendar Year 2023

Table 4:   Certificate of Indirect Costs

            SRTC Organizational Chart

TABLE 1 – SRTC CY 2025 INDIRECT COST PROPOSAL WORKSHEET

	Cost Type	Indirect Cost expenditures	Unallowable Cost expenditures	Transp. Grants eligible expenditures	TOTAL	Cost Classified Direct to All Activity	Indirect to All Activity	TOTAL
SALARIES & FRINGE BENEFITS								
Salaries & Wages	D/I	185,329	7,111	1,017,434	1,209,874	1,024,545	185,329	1,209,874
Fringe Benefits	D/I	70,109	4,713	330,665	405,487	335,378	70,109	405,487
Total Salaries/Fringe Benefits		255,438	11,824	1,348,099	1,615,361	1,359,923	255,438	1,615,361
OTHER EXPENDITURES								
Contractual/Professional Services								
Legal Services	I	25,000	0	0	25,000	0	25,000	25,000
Consultant Services	D/I	0	0	364,050	364,050	364,050	0	364,050
State Audit Charges	I	22,000	0	0	22,000	0	22,000	22,000
Misc. Professional Services	D/I	2,000	1,800	2,000	5,800	3,800	2,000	5,800
Materials & Services								
Publications	D/I	0	240	260	500	500	0	500
Postage	I	400	0	0	400	0	400	400
Operating Supplies	D/I	1,500	4,700	800	7,000	5,500	1,500	7,000
Minor Equipment	D	0	5,150	0	5,150	5,150	0	5,150
Telephone	D/I	3,600	600	780	4,980	1,380	3,600	4,980
Advertising	D	0	2,100	3,450	5,550	5,550	0	5,550
Lease – Office	I	68,000	0	0	68,000	0	68,000	68,000
Rent – Meeting Rooms	D/I	400	0	100	500	100	400	500
Lease – Copier	I	2,670	0	0	2,670	0	2,670	2,670
Property/Liability Insurance	I	22,000	0	0	20,000	0	22,000	20,000
Printing	I	750	0	7,250	8,000	7,250	750	8,000
Unemployment	I	0	0	0	0	0	0	0
Treasury Services	I	5,110	0	0	5,110	0	5,110	5,110
Contingency	D/I	0	25,000	0	25,000	25,000	0	25,000
Travel, Training, Staff Development								
Mileage & Parking	D/I	200	1,000	1,200	2,400	2,200	200	2,400
Travel/Training	D/I	1,300	5,900	37,400	44,600	43,300	1,300	44,600
Registration	D/I	1,200	800	4,800	6,800	5,600	1,200	6,800
Dues, Subscrip., Memberships	D/I	0	10,125	0	10,125	10,125	0	10,125
IT Operations								
IT Management	I	26,800	9,500	0	36,300	9,500	26,800	36,300
Software	D/I	13,350	0	30,670	44,020	30,670	13,350	44,020
Hardware-new & replacement	D/I	1,500	5,000	9,000	15,500	14,000	1,500	15,500
Hardware-repair,maint.upgrades	D/I	0	3,000	0	3,000	3,000	0	3,000
Online Services	I	13,350	0	0	13,350	0	13,350	13,350
Total Other Expenditures		211,130	74,915	461,760	747,805	536,675	211,130	747,805
TOTAL		466,568	86,739	1,809,859	2,363,166	1,896,598	466,568	2,363,166

Adjustment for (over)/Under Recovery of Indirect Cost in FY 2023 (from Table 2) will be made in the CY 2025 IDC Plan — 57,298

Total Indirect Costs to be Recovered in CY 2025 — 523,866

Proposed Indirect Cost Allocation Rates for CY 2025	51%

TABLE 2 - CY 2023 INDIRECT COST RECOVERY ANALYSIS WORKSHEET- page 1 of 2

Type	Description	Cost Type	2023 Indirect Expenses	2023 Ineligible Expenses	Eligible Grant Expenses Jan-June23	Eligible Grant Expenses July-Dec 23	Eligible Grant Expenses STBG-23	Eligible Grant Expenses STBG-24	Consultant D.A.T.A. Study	Commerce ETS Project Sites	TOTAL	Costs Classified Direct to All Activity	Costs Classified Indirect to All Activity	TOTAL
51000	Salaries/Wages	D/I	162,364.40	1,228.97	343,586.63	416,188.00	71,629.38	3,802.13			998,799.51	836,435.11	162,364.40	988,799.51
52000	Fringe Benefits	D/I	72,065.25	492.18	98,454.74	121,872.30	23,253.18	1,333.92			317,471.57	245,406.32	72,065.25	317,471.57
	Total Sal/Fringe Benefits		234,429.65	1,721.15	442,041.37	538,060.30	94,882.56	5,136.05		0.00	1,316,271.08	1,081,841.43	234,429.65	234,429.65
Other Expenditures														
51620	Move Staff	D/I	0.00	0.00	0.00	0.00					0.00	0.00	0.00	0.00
53102	Publications	D/I	0.00	254.36	0.00	0.00					254.36	254.36	0.00	254.36
53103	Postage	D/I	137.65	0.00	0.00	0.00					137.65	0.00	137.65	137.65
53104	Software	D/I	12,417.18	0.00	18,997.62	21,261.60					52,676.40	40,259.22	12,417.18	52,676.40
53201	Operating Supplies	D/I	1,409.32	2,997.33	0.00	2,705.20					7,111.85	5,702.53	1,409.32	7,111.85
53502	Minor Equipment	D/I	2,402.37	1,157.58	0.00	2,005.59					5,565.54	3,163.17	2,402.37	5,565.54
54101	Prof. Services	D/I	25,058.36	0.00	0.00	0.00					25,058.36	0.00	25,058.36	25,058.36
54105	Legal Services	I	24,635.50	0.00	0.00	0.00					24,635.50	0.00	24,635.50	24,635.50
54120	State Audit Charges	I	19,279.05	0.00	0.00	0.00					19,279.05	0.00	19,279.05	19,279.05
54201	Contractual Services	D/I	0.00	484.25	0.00	0.00			270,096.82	208,373.05	478,953.92	478,953.92	0.00	478,953.92
54209	Online Services	D/I	13,209.55	0.00	0.00	0.00					13,209.55	0.00	13,209.55	13,209.55
54301	Telephone	D/I	3,261.49	0.00	284.47	400.53					3,946.49	685.00	3,261.49	3,946.49
54401	Travel/Mileage	D/I	5,450.39	958.82	3,121.63	3,734.36					13,265.20	7,814.81	5,450.39	13,265.20
54451	Advertising	D/I	2,389.00	0.00	711.79	882.04					3,982.83	1,593.83	2,389.00	3,982.83
54501	Rentals/Leases	D/I	85,542.76	0.00	0.00	0.00					85,542.76	0.00	85,542.76	85,542.76
54601	Prop/Liability Insurance	I	15,133.00	0.00	0.00	0.00					15,133.00	0.00	15,133.00	15,133.00
54803	Equip. Maintenance	D/I	336.95	347.13	0.00	0.00					684.08	347.13	336.95	684.08
54820	Software Maintenance	D/I	0.00	0.00	3,993.07	0.00					3,993.07	3,993.07	0.00	3,993.07
54902	Registration	D/I	382.00	3,634.78	352.45	1,005.00					5,374.23	4,992.23	382.00	5,374.23
54904	Dues, Subscrip, Mberships	D/I	0.00	9,365.52	0.00	0.00					9,365.52	9,365.52	0.00	9,365.52
54908	Permits/Fees	D/I	0.00	0.00	0.00	0.00					0.00	0.00	0.00	0.00
54909	Printing	D/I	26.16	0.00	104.94	29.96					161.06	134.90	26.16	161.06
55120	IG Services – General	D	0.00	0.00	0.00	0.00					0.00	0.00	0.00	0.00
59100	IF Charges	D/I	4,152.69	0.00	0.00	0.00					4,152.69	0.00	4,152.69	4,152.69
	Total Other Expenditures		**215,223.42**	**19,199.77**	**27,565.97**	**18,465.79**	**0.00**	**0.00**	**270,096.82**	**208,373.05**	**772,483.11**	**557,259.69**	**215,223.42**	**215,223.42**
	TOTAL		**449,653.07**	**20,920.92**	**469,607.34**	**570,084.58**	**94,882.56**	**5,136.05**	**270,096.82**	**208,373.05**	**2,088,754.19**	**1,639,101.12**	**449,653.07**	**2,088,754.19**

Expenditure Code Types
Indirect Cost Pool Charges: I
Direct Charges & Indirect Cost Pool: D/I
Direct Charges: D
Locally funded items only: L

TABLE 2 - CY 2023 INDIRECT COST RECOVERY ANALYSIS WORKSHEET- page 2 of 2

Indirect Costs charged to SRTC Projects: CY 2023 approved indirect cost rate: **47%**

	RECOVERED	2023 1ST Half	2023 2nd Half	TOTAL INDIRECT EXPENDITURES
				449,653.07
Regional Transportation Plan Update		19,804.68	25,441.98	45,246.66
Congestion Management Process		5,841.72	5,335.18	11,176.90
Program Mgt/Administration		30,654.99	52,569.46	83,224.45
Public/Stakeholder Participation & Education		8,572.43	27,475.05	36,047.48
Systems Analysis & Information Management		17,410.95	35,674.01	53,084.96
Transportation Improvement Plan		7,843.98	21,188.15	29,032.13
Planning Consultation & Studies		406.05	20,602.06	21,008.11
RTPO Planning Functions		5,069.42	7,041.79	12,111.21
Transportation Coordination		620.26	-	620.26
MTP Update – FY 2023		39,286.06	-	39,286.06
MTP Update – FY 2024		60,218.63	-	60,218.63
Safe Streets for All (SS4A)			2,067.70	2,067.70
		195,729.17	**197,395.38**	**393,124.55**
Total Indirect Costs Recovered from Projects				**393,124.55**
Amount Under-Recovered in CY 2023				(56,528.52)
Amount (Under-Recovered) in CY 2022				(769.50)
Amount to be Adjusted in CY 2025 Under-Recovered				(57,298.02)

TABLE 3 – SCHEDULE OF FEDERAL FUNDS EXPENDITURES FOR CY 2023

Item	1st Half CY 2023 PL	1st Half CY 2023 FTA	1st Half CY 2023 STBG	2nd Half CY 2023 PL	2nd Half CY 2023 FTA	2nd Half CY 2023 STBG	Consolidated PL/FTA/STBG Funds	1st Half STBG DATA	2nd Half STBG DATA	1st Half FHWA SS4A	2nd Half FHWA SS4A	STBG/FHWA Funds	Total Federal Funds
Federal Revenue	241,920	54,082	329,162	498,435	139,597	-	1,263,530	42,617	191,017	-	6,323	239,957	1,503,486
Required Local Match	32,659	7,301	44,437	67,334	18,846	-	170,577	5,753	25,787	-	1,265	32,805	203,382
Additional Local	5,097	1,139	10,509	10,509	2,941	-	26,622	898	4,025	-	738	5,661	32,282
TOTAL	279,677	62,522	380,534	576,610	161,384	-	1,460,728	49,268	220,829	-	8,326	278,422	1,739,150
Total Salaries	149,606	32,850	211,712	314,449	86,159	-	794,766	-	-	-	4,399	4,399	799,175
Total Benefits	41,267	8,823	65,693	93,018	24,480	-	233,281	-	-	-	1,437	1,437	234,718
Total Other	18,489	5,410	3,625	21,352	10,250	-	59,127	49,268	220,829	-	422	270,519	329,645
Total IDC's	70,315	15,439	99,505	147,791	40,495	-	373,545	-	-	-	2,068	2,068	375,612
TOTAL	279,677	62,522	380,534	576,610	161,384	-	1,460,728	49,268	220,829	-	8,326	278,422	1,739,150

Direct charges – (Total amount less local match, usually at 13.5%; FHWA-SS4A grant has 20% match)

Item	Consolidated PL/FTA/STBG Funds	STBG/FHWA Funds	Total Federal Funds
Direct Salaries/Wages	687,481	3,519	691,000
Direct Fringe Benefits	201,788	1,149	202,937
Other Direct Expend	51,145	233,634	284,779
Indirect Cost Plan	323,116	2,068	324,770
Total Federal Revenues	1,263,530	239,956	1,503,486

Uniform Administrative Requirement (Super Circular) 200.425 Audit Services (a) A reasonably proportionate share of the costs of audits required by, and performed in accordance with, the Single the Audit Act Amendments of 1996 (31 U.S.C. 7501-7507), as implemented by requirements of the Part, are allowable.

However, the following audit costs are unallowable: Any costs of auditing a non-Federal entity that is exempted from having an audit conducted under the Single Audit Act and Subpart F-Audit Requirements of this Part, because its expenditures under Federal awards are less than $750,000 during the non-Federal entity's fiscal year.

SRTC
SPOKANE REGIONAL TRANSPORTATION COUNCIL

Organizational Chart as of 7/2024

421 W RIVERSIDE AVE, SUITE 500 • SPOKANE, WA 99201 • 509.343.6370 • WWW.SRTC.ORG
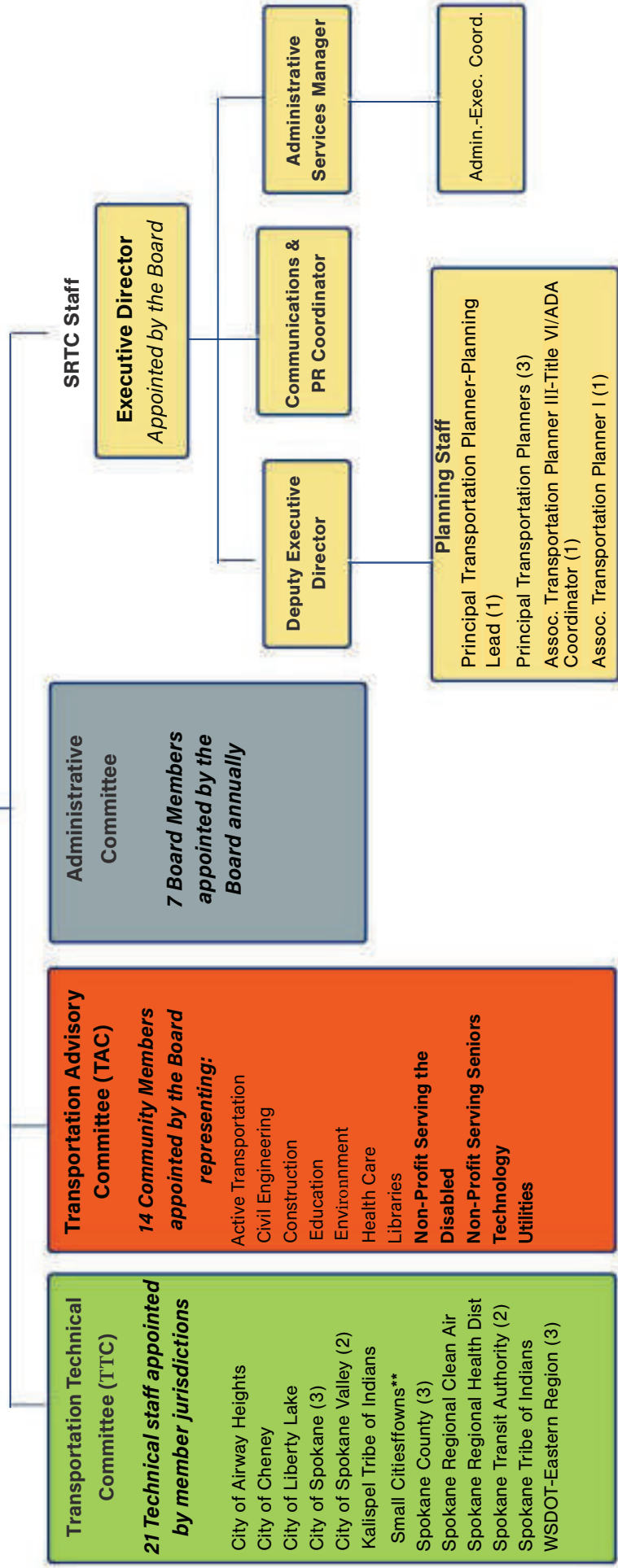
BOARD OF DIRECTORS

VOTING MEMBERS
City of Airway Heights
City of Cheney
City of Deer Park
City of Liberty Lake
City of Medical Lake
City of Millwood
City of Spokane (2)
City of Spokane Valley (2)
Kalispel Tribe of Indians
Major Employer Representative
Rail/Freight Representative
Small Towns Representative*
Spokane County (2)
Spokane Transit Authority
Spokane Tribe of Indians
WSDOT Eastern Region
WA State Transportation Commission

EX-OFFICIO MEMBERS
TIC Chair
TAC Chair
Regional WA State Legislators

Administrative Committee
7 Board Members appointed by the Board annually

Transportation Advisory Committee (TAC)
14 Community Members appointed by the Board representing:
Active Transportation
Civil Engineering
Construction
Education
Environment
Health Care
Libraries
Non-Profit Serving the Disabled
Non-Profit Serving Seniors
Technology
Utilities

Transportation Technical Committee (TTC)
21 Technical staff appointed by member jurisdictions
City of Airway Heights
City of Cheney
City of Liberty Lake
City of Spokane (3)
City of Spokane Valley (2)
Kalispel Tribe of Indians
Small Cities/Towns**
Spokane County (3)
Spokane Regional Clean Air
Spokane Regional Health Dist
Spokane Transit Authority (2)
Spokane Tribe of Indians
WSDOT-Eastern Region (3)

SRTC Staff

Executive Director
Appointed by the Board

Administrative Services Manager
Admin.-Exec. Coord.

Communications & PR Coordinator

Deputy Executive Director

Planning Staff
Principal Transportation Planner-Planning Lead (1)
Principal Transportation Planners (3)
Assoc. Transportation Planner III-Title VI/ADA Coordinator (1)
Assoc. Transportation Planner I (1)

*Towns of Fairfield, Latah, Rockford, Spangle & Waverly
**Towns listed above plus Cities of Deer Park, Medical Lake & Millwood

RESOLUTION
of the BOARD of DIRECTORS of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R 24-22 SRTC

APPROVING THE
SPOKANE REGIONAL TRANSPORTATION COUNCIL CALENDAR
YEAR (CY) 2025 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 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 2025 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 2025 SRTC Budget and Indirect Cost Plan.

PASSED and APPROVED on this 10th day of October 2024 by the Spokane Regional Transportation Council Board of Directors.

_____

Al French, Commissioner, Spokane County
Chair, SRTC Board of Directors

ATTEST

_____

Angel Jackson, SRTC
Clerk of the Board

To: SRTC Board of Directors   10/03/2024

From: Ryan Stewart, Principal Transportation Planner

TOPIC: CALENDAR YEAR (CY) 2025-2028 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) - APPROVAL

Requested Action:
Approve Resolution 24-23 adopting the CY 2025-2028 Transportation Improvement Program.

Key Points:

- SRTC is required to develop a TIP that includes a list of projects and programs to be carried out in the Spokane Metropolitan Planning Area over a four-year period.

- A TIP must be updated a minimum of every two 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. Once approved by the SRTC Board, the TIP is incorporated into the Washington State TIP (STIP) then reviewed and approved by FHWA and FTA.

- Member jurisdictions and agencies have submitted their TIP project records into the Secure Access Washington Database and SRTC staff is reviewing the records and developing the TIP.

- The draft 2025-2028 TIP document is available on the SRTC website, and a link was distributed to the Board, TAC, TTC, and other interested parties.

Board/Committee Discussions:
The Board was briefed on the draft 2025-2028 TIP at the 09/12/24 Board meeting. The TAC and TTC both unanimously recommended Board approval at their 09/25/24 meetings.

Public Involvement:

- The draft 2025-2028 TIP document was released for a 30-day public comment period on 09/01/24. Notification was posted to the SRTC website, social media platforms, in the Spokesman Review and to media outlets.

- A hybrid public meeting was held on 09/26/24 from 12:00pm-1:00pm. The meeting was recorded and is available for additional viewing opportunities. Notice of the public meeting has been widely distributed.

- Three public comments were received. Please see the **Attachment**.

- All Board and advisory committee meetings at which this topic is discussed are open to the public.

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

2025-2028 DRAFT TIP - PUBLIC COMMENTS

1 | Date Received	**Name**	**Method**	**Project/Topic**
09/03/2024	J Ramsey	Email	STIP ID: WA-15899

Comment

This is a much needed improvement to this intersection.

Agency Response

None

Jurisdiction Response

N/A

2 | Date Received	**Name**	**Method**	**Project/Topic**
09/03/2024	Andrea Oien	Email	Work on Harvard

Comment

Is their plans to make a round about or light at the intersection of Harvard and Euclid? Trying to cross Harvard or make a left turn from Euclid, onto Harvard is very difficult, especially when their is a line of Cara heading eastbound on Euclid. Also, any plans for a bike lane on Euclid onto river rd? People are always riding their bike or walking on river road and it is very dangerous because their is no room.
Thank you.

Agency Response

Hello Andrea,

Thank you for your comment regarding a project in the SRTC Transportation Improvement Program (TIP), specifically Harvard Road Phase 2. I apologize for our delay in response. Harvard Road is under the management of Spokane County; we've included Jake Saxon in this response in case you have any follow-up questions. The Harvard Road Project description is below:

Phase 2
From south of Euclid Avenue to the BNSF railroad crossing near Trent Avenue;
- Intersection improvements at Harvard & Wellesley, which includes installing a traffic signal;
- Realign portions of the roadway,
- Add pedestrian & bicycle facilities to the east side of the road through a combination of sidewalks, shared-use path, on-street bike lanes, and paved shoulders; and
- Evaluate potential improvements at Harvard and Euclid (current project funding does not include this improvement).

Construction is estimated for the 2026 or 2027 construction season. SRTC does not have any information regarding bike lanes on Euclid, so please contact Spokane County for further information. Please feel free to reach out with any other questions or comments you may have on the SRTC Transportation Improvement Program.

Sincerely,
Savannah Hayward

Jake Saxon at Spokane County was Cc'd on the response.

Jurisdiction Response
N/A

3 | Date Received   **Name**   **Method**   **Project/Topic**

3 | Date Received	Name	Method	Project/Topic
09/26/2023	Tim Colliver	2025-2028 TIP Public Meeting (Zoom Chat)	Division Street BRT

Comment
Are those new lanes? Or will you be eliminating lanes on Division?

Agency Response
Ryan Stewart directed the question to Don Skillingstad at the Spokane Transit Authority, who was in the meeting.

Jurisdiction Response
At the meeting, Skillingstad explained that a general-purpose lane would be removed on Division in both the North and South bound directions. This will approximately stretch from the river to the Division Y up North. The design work has just begun so it is not clear on where those terminations will exactly be.

![SRTC Spokane Regional Transportation Council logo]

421 W RIVERSIDE AVE, SUITE 500 • SPOKANE, WA 99201 • 509.343.6370 • WWW.SRTC.ORG

RESOLUTION
of the BOARD of DIRECTORS of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-24-23

APPROVING THE 2025-2028
TRANSPORTATION IMPROVEMENT PROGRAM
FOR THE SPOKANE METROPOLITAN PLANNING AREA

WHEREAS, each Metropolitan Planning Organization (MPO) is required, under 49 U.S.C. 5303(j), to develop a Transportation Improvement Program (TIP) of transportation facilities, programs, and services to be completed in the metropolitan area; and

WHEREAS, 49 U.S.C. 5303(i) requires MPOs to develop a long-range intermodal, multimodal, and financially constrained transportation plan for each metropolitan area; and

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

WHEREAS, Horizon 2045 is the Metropolitan Transportation Plan (MTP) for the SMPA and the Regional Transportation Plan (RTP) for Spokane County; and

WHEREAS, Horizon 2045 was developed in accordance with federal metropolitan transportation planning process requirements, as prescribed in Title 23, Code of Federal Regulations, Part 450 (23 CFR 450) and other relevant regulations, including requirements for interagency consultation, financial constraint, and public participation; and

WHEREAS, Horizon 2045 has been determined to conform with Air Quality Plans; and

WHEREAS, Horizon 2045 has been approved by the SRTC Board; and

WHEREAS, the 2025-2028 TIP has been developed on the contents, goals and objectives of Horizon 2045; and

WHEREAS, the 2025-2028 TIP is consistent with Horizon 2045; and

WHEREAS, the 2025-2028 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 general public; and

WHEREAS, the draft 2025-2028 TIP document was made available for public review and provided a 30 day comment period; and

WHEREAS, the SRTC Board is responsible for approval of the TIP and the TIP must contain all federally-funded transportation projects in the SMPA prior to the distribution of funds to those projects; and

WHEREAS, the TIP must contain all regionally significant transportation projects in the SMPA requiring an action by the U.S. Department of Transportation, regardless of funding source, prior to the distribution of funds to those projects; and

WHEREAS, these projects must be included in the TIP before the funds can be used for these activities; and

WHEREAS, the SRTC Board is responsible for local approval of the Transportation Conformity for the 2025-2028 TIP.

NOW THEREFORE, BE IT RESOLVED by the SRTC Board that:
1. The 2025-2028 TIP for the SMPA is hereby approved.
2. The 2025-2028 TIP for the SMPA is hereby found to conform with the State Maintenance Plans for the Spokane CO and PM10 maintenance areas.
3. The Executive Director of SRTC is authorized to finalize and publish the 2025-2028 TIP and submit to WSDOT for inclusion in the State Transportation Improvement Program for transmittal to the appropriate agencies in the U.S. Department of Transportation.

PASSED and APPROVED this 10th day of October 2024 by the Spokane Regional Transportation Council Board of Directors.

_____
Al French, Commissioner, Spokane County
ATTEST   Chair, SRTC Board of Directors

_____
Angel Jackson, SRTC
Clerk of the Board

![SRTC Spokane Regional Transportation Council logo]

**SPOKANE REGIONAL
TRANSPORTATION
COUNCIL**

421 W RIVERSIDE AVE, SUITE 500 ▪ SPOKANE, WA 99201 ▪ 509.343.6370 ▪ WWW.SRTC.ORG

To: SRTC Board of Directors   10/03/2024

From: Jason Lien, Principal Transportation Planner

TOPIC: SRTC GUIDING PRINCIPLES UPDATE

Requested Action:
None. For information and discussion.

Key Points:

- The Guiding Principles reflect SRTC's vision and values. They were approved by the SRTC Board and are the foundation for SRTC's plans, policies, and programs. There are six Guiding Principles:

  - Economic Vitality
  - Cooperation and Leadership
  - Stewardship

  - System Operations, Maintenance, and Preservation
  - Safety and Security
  - Quality of Life

- As part of the update cycle for the Metropolitan Transportation Plan (MTP), and to ensure policy clarity and direction for the agency, staff have revisited the Guiding Principles. The review has generated suggested updates to the text and policy statements based on new requirements and related project work.
- In alignment with the Equity Planning Framework adopted by the Board in December 2022, a seventh Guiding Principle was drafted on Equity.
- The proposed updates and new Equity Guiding Principle are detailed in the **Attachment**. Staff will discuss and take feedback at the October meeting.

Board/Committee Discussions:
Staff presented the initial Draft Equity Guiding Principle at the 04/24/2024 committee meetings and at the 05/09/24 Board meeting. The Attachment was reviewed at the 09/25/24 committee meetings.

Public Involvement:
The Draft Equity Guiding Principles was presented before the Equity Working Group in July 2024. All SRTC Board and Committee meetings are open to the public.

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

Draft Guiding Principles

1) Economic Vitality (stays the same)

Investments and improvements in the regional transportation system will promote economic vitality by moving people, freight and goods to enhance the global competitiveness of the regional economy. Major transportation facilities, and the mobility they provide to, between and within economic activity centers, will stimulate commerce. Horizon 2045 should prioritize and coordinate regional transportation investments aimed at the development of a multimodal system that provides transportation opportunities that enhance accessibility and connections among city centers, regional service centers and attractions, towns, and areas of regional employment.

POLICIES - To promote economic vitality and prioritize transportation investments, SRTC will:
1A (stays the same): Prioritize transportation investments by mode that enhance accessibility and connections between city centers, regional centers, attractions, towns and areas of regional employment.
1B (stays the same): Support areas of potential economic development.
1C Current: Support the efficiency of freight movement.
1C Rewrite: Support the efficiency of freight movement and monitor associated performance measure progress around travel time reliability.
1D New: Support projects that maintain and enhance the Regional Freight Priority Network.

2) Cooperation and Leadership (stays the same)

Horizon 2045 will provide the forum to develop regional transportation priorities, to identify transportation funding needs and to develop strategies to acquire funding in accordance with federal and state planning requirements. Horizon 2045 will help coordinate efforts to communicate with business and community groups and give the public sufficient time to review and comment at key milestones in the transportation planning process. These efforts will bring together all community stakeholders and transportation planning partners in order to present a unified voice in support of the region's transportation needs.

POLICIES - To provide a regional forum for transportation planning and funding, SRTC will:
2A (stays the same): Provide leadership by facilitating coordinated, cooperative and comprehensive transportation planning.
2B (stays the same): Incorporate public processes in significant planning efforts.
2C (stays the same): Promote regional transportation interests, plans and projects to federal, state and local public and private entities.
2D (stays the same): Coordinate transportation relevant data for shared use among regional stakeholders.
2E (stays the same): Strengthen avenues of involvement for all people including those considered underserved regardless of race, national origin or income in the decision-making process.

3) Stewardship

Current Version: Transportation decisions should maximize a positive impact on the human environment while minimizing negative impacts to the natural environment. Investments will follow federal, state and local transportation, environmental and land use plans and policies. This is in addition to following federal and state and local goals as adopted by statute, ordinance, resolution or executive order. SRTC will use performance measures to ensure coordinated regional policies make progress towards established objectives. SRTC and project proponents should demonstrate that projected revenues will sustain current facilities and

services, and ensure sufficient population demand is anticipated such that new facilities are a prudent application of fiscal resources.

New Draft: Transportation decisions will strive to maximize the positive impacts to the built environment while minimizing negative impacts to air quality and the natural environment. SRTC will promote investments in the region that protect and enhance the environment and promote energy conservation. SRTC will leverage data for the benefit of the region and establish performance measures to ensure coordinated regional policies make progress towards established objectives. SRTC will ensure that the region plans for a resilient, redundant, and connected multimodal transportation network that can withstand unforeseen disruptions. Coordinated regional investment opportunities will be sought out to support the fiscally constrained planning program and fund project delivery.

POLICIES - To enhance the built environment, protect the natural environment, and promote sustainable regional investment, SRTC will:
3A (stays the same): Ensure transportation decisions minimize impacts to natural resources and conserve non-renewable resources.
3B (stays the same): Make investments that maximize transportation benefits and support federal, state and local goals and maintain a federally compliant TIP.
3C (stays the same): Ensure plans and programs provide for the responsible use of public and private funds while demonstrating financial constraint.
3D (stays the same): Encourage evaluating shared-use of infrastructure for stakeholders and all transportation users.
3E (stays the same): Use performance measures to evaluate how policies and investments support key transportation objectives.
3F New: Enhance overall resiliency in the transportation network by prioritizing projects that reduce greenhouse gas emissions, promote energy efficiency, and ensure infrastructure redundancy and state of good repair.

4) System Operations, Maintenance, and Preservation

Current Version: SRTC will strive to provide adequate funding for projects that address documented transportation needs, reduce lifecycle operation and maintenance costs, conserve energy, and preserve and prolong the existing infrastructure. SRTC and project proponents will use performance-based plans that provide efficient system management.

New Draft: SRTC will strive to provide adequate funding for projects that preserve the region's physical infrastructure, optimize system operations, and reduce costs. SRTC and project proponents will establish performance targets and measures that promote efficient system management and well-maintained infrastructure. Technology solutions will be utilized where appropriate to maximize efficiency of the existing transportation system.

POLICIES - To ensure a high level of system operations and responsible maintenance of the transportation network, SRTC will:
4A Current: Identify cost-effective strategies and utilize technology to optimize system performance. **4A Rewrite:** Identify cost-effective strategies and utilize technology to optimize system performance and adaptability considering future growth and potential changes in transportation demand.
4B Current: During winter weather conditions, ensure snow and ice removal and snow storage is regularly maintained and designed for roadways and sidewalks to improve user safety and mobility and to keep the transportation system operational.
4B Rewrite: During winter weather conditions, ensure snow and ice removal and snow storage is managed for roadways and sidewalks to improve user safety and mobility and to keep the transportation system operational for all users.
4C New: Monitor and set performance targets for federally required performance management areas to improve travel time reliability and advance pavement and bridge condition.

4D New: Promote coordination and collaboration with the Spokane Regional Transportation Management Center (SRTMC) and incident & emergency management agencies.

4E New: Utilize the Congestion Management Process to identify areas of need and implement strategies to improve operational efficiency.

5) Safety and Security

Current version: The regional transportation system will be designed, constructed, operated and maintained to enable healthy, safe, and secure movement of people and goods. The system will enhance safe and secure choices, access and usage of all transportation modes through best-practice design, operational improvements, education and outreach, and technological strategies. Emphasis should be placed on maintenance activities and education to make the system safer.

New Draft: SRTC will promote and implement the FHWA Safe Systems Approach, thus the regional transportation system will be designed, constructed, operated and maintained to ensure that all road users and their vehicles are able to travel safely, at safe speeds, and on safe roads. SRTC will prioritize investments that make the system safer for all users through best-practice design, operational improvements, education and outreach, and technology-based strategies. SRTC will promote strong regional post-crash care response.

POLICIES - To promote safe and secure travel on all regional transportation networks, SRTC will:

5A Current: Support improvements to roadway safety deficiencies in order to reduce crashes within all modes of transportation.

5A Rewrite: Support improvements to vehicle and roadway safety deficiencies to eliminate fatal and serious injury crashes.

5B (stays the same): Protect critical infrastructures from natural and human threats.

5C New: Review, reassess, and renew data targets regularly to achieve Target Zero.

5D (stays the same): Promote safety through supporting education, outreach and enforcement of rules of the road for all modes that use the roadways.

5E Current: Support transportation infrastructure and operational strategies for emergency response.

5E Rewrite: Support strategies to ensure safe and efficient working conditions for roadway maintenance teams and emergency responders while they provide post-crash care.

5F New: Support structural improvements to the active transportation network in accordance with SRTC's Complete Streets Policy.

6) Quality of Life

Current version: Quality of life issues will be considered in transportation decision-making. The community will strive to have urban, suburban and rural neighborhoods offer safe and convenient forms of healthy, active transportation options for people of all abilities. Decision-making will work toward creating transportation choices through increased availability and improved service. Strengthening existing connections and creating new connections will improve mobility for all users. This includes connections within street networks, to port, rail and airport facilities; and within transit, pedestrian, and bicycle modes. Shared-use infrastructure will increase transportation choices and maximize returns for investments by increasing multi-modal connectivity. Through context sensitive design, the community will strive to support social, cultural and commercial activity and protect unique or indigenous cultural and landscape features.

New Draft: SRTC will promote plans and projects in urban, suburban and rural neighborhoods that offer safe and convenient forms of healthy active transportation options for people of all abilities. Decision-making will strive to create multimodal transportation choices through increased availability and improved service, and Level of Traffic Stress analyses and other relevant data will be leveraged in transportation planning. Strengthening existing connections and creating new connections will improve mobility for all users. Context sensitive design will be considered to preserve cultural, social, commercial, and natural elements of the region's neighborhoods and communities.

POLICIES – To improve transportation choice and mobility, SRTC will:

6A Current: Incorporate complete streets policies into transportation planning that enhance and expand bike, walk and transit networks and their connectivity.

6A Rewrite: Apply SRTC's Complete Streets policy in transportation planning efforts to advance lower-stress and accessible active transportation options.

6B (stays the same): Improve access and the quality of access to transit for all people including those considered underserved, regardless of race, age, national origin, income or ability.

6C Current: Implement transit that improves frequency, span and reliability of transit services with a variety of service levels and transit modalities within the region.

6C Rewrite: Implement transit that improves frequency, span and reliability of transit services with a variety of service levels and transit modalities within the region, with emphasis on investments in the Regional Transit Priority Network.

6D Current: Support health-promoting transportation options for users of all abilities to increase opportunities for physical activity while improving demand-management strategies to reduce Single Occupant Vehicle (SOV) trips.

6D Rewrite: Support multimodal transportation options and land-use practices that enhance health and physical activity for users of all abilities.

6E New: Support demand-management strategies to help safely integrate e-bikes and micro-mobility devices while reducing Single Occupant Vehicle (SOV) trips.

6F (stays the same): Support transportation projects that protect culture, value unique characteristics of communities, and contribute to a sense of place.

6G New: Support projects that maintain or add appropriate facilities to the Regional Bicycle Priority Network, including extending and filling gaps in regional multi-use trails.

7) Equity (new Guiding Principle)

Social equity and environmental justice issues should be considered as the Spokane region makes transportation planning decisions that will impact lives for generations. SRTC maintains that all people, regardless of their demographic characteristics or barriers they may face, should have safe, dependable, and accessible transportation infrastructure that connects to resources and opportunities and enables them to reach their full potential. As such, users' experience when using the transportation system should not be determined by race, class, or any other identity.

SRTC defines potentially transportation disadvantaged communities in terms of low income, disability status, lack of vehicle access, age dependency, minority status, and limited English proficiency. Transportation disadvantaged residents are present throughout Spokane County in both urban and rural environments, and statewide data indicates that these demographics are disproportionately represented as pedestrian victims in fatal and serious injury crashes. SRTC also considers vulnerable populations as defined in RCW70A.02.010.

POLICIES – To remedy past and existing inequities and ensure that the benefits of our transportation system are accessible to all, SRTC will:

7A: Identify and elevate projects with community support as demonstrated by a robust and well-documented public engagement strategy that includes tailored outreach to vulnerable and transportation disadvantaged communities.

7B: Work to meet established safety targets and address fatal and serious injury crashes by supporting projects that build complete streets, mitigate modal conflict, and foster improved safety in areas where vulnerable and transportation disadvantaged residents make up a large share of the population.

7C: Ensure that all people can benefit from a well-connected transportation network by addressing multimodal connectivity gaps and supporting projects that improve access to employment and service centers for potentially disadvantaged communities.

7D: Employ established federal and state evaluation tools alongside local data in considering environmental justice and health disparities in transportation planning.

To: SRTC Board of Directors   10/03/2024

From: David Fletcher, Principal Transportation Planner

TOPIC: CONGESTION MANAGEMENT PROCESS: CORRIDOR ANALYSIS & STRATEGIES

Requested Action:
None. For information and discussion.

Key Points:

- The congestion management process (CMP) is a systematic and regionally-accepted approach for managing congestion that provides accurate and up-to-date information on the transportation system's performance. It involves developing regional objectives, identifying the region's most congested corridors, analyzing system needs, identifying strategies for managing congestion, and tracking the progress of these efforts.

- A CMP is federally required in metropolitan areas with a population exceeding 200,000, known as Transportation Management Areas (TMAs). As part of the metropolitan transportation planning process, SRTC is required to continuously monitor and improve the CMP.

- In 2023, SRTC staff met with multi-jurisdictional CMP working group to update the CMP Network. The updated network was approved by the SRTC Board at their 07/13/2023 meeting.

- The CMP corridor analysis identifies the network's most significant and congested segments, which are designated as Tier 1 CMP Corridors. These corridors are selected for detailed congestion management strategies. The analysis considers a variety of indicators, including travel demand, reliability, delay, and regional connectivity.

- The CMP strategies identification evaluates potential strategies that can realistically be applied to manage congestion in the Spokane region, as well as which specific strategies are applicable to the each of the region's Tier 1 CMP Corridors.

Board/Committee Discussions:
The CMP Corridor Analysis and Strategies was presented to the TTC and TAC for discussion at their 08/28/2024 and 09/25/2024 meetings. The SRTC Board approved the CMP Regional Objectives and Network at their 07/13/2023 meeting.

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

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

To: SRTC Board of Directors   10/03/2024

From: Lois Bollenback, Executive Director

TOPIC: EXECUTIVE DIRECTOR'S REPORT

Requested Action:
None. For information only.

Key Points:

Ongoing/Upcoming Events & Activities

- o SRTC staff attended the ESBA Dinner (9/12/24), participated in a public meeting for the NSC (9/18/24) and for Argonne Road improvements in Millwood (9/19/24). Staff hosted a public meeting for the updated CY 2025-2028 TIP, participated in the FHWA Listening Session at WSDOT (9/26/24), and attended the State of the County luncheon (9/26/24).

- o Upcoming events include:

  - ▪ The 2nd Annual Transportation Summit October 17th – "Embracing Innovation: Integrating Technology in Transportation." Signup for the event on the GSI website at 2ND ANNUAL REGIONAL TRANSPORTATION SUMMIT (greaterspokane.org)

  - ▪ The 3rd Annual Greater Northwest Rail Summit – October 8 & 9 – This event is being held at the Spokane Central Library and signup for the event can be found at Home (nwsummit.org)

- o SRTC also participated in the FMSIB Bus Tour (9/5/24), attended the Bike-Walk-Roll Summit (Tacoma-9/11-13/24), attended the National AMPO Annual Conference (Salt Lake City-9/23-27/24), hosted an Equity Working Group meeting (9/27/24), and participated in a Spokane River Clean-up activity (10/2/24).

- o SRTC staff have completed a significant portion of network updates to the model and have worked with the model users and consultant to research various concerns identified by users. Work is proceeding and model validation results reflecting updates are expected in late October.

Transportation Funding – Awards & Opportunities

- o There are limited funding opportunities (NOFO's) currently open for transportation projects.

SRTC Administrative Committee Update

The SRTC Administrative Committee met on 10/4/24. Members received an update on the annual audit including the initial site visit and completion of the "Entrance Conference" on 10/2/24. They also received an update on the potential need for a budget amendment associated with IT maintenance activities. Members began the annual performance review for the Executive Director by reviewing the current and proposed work plans and they discussed several policy considerations associated with an update to the Procurement Manual.

Staff Contact: Lois Bollenback, SRTC | lbollenback@srtc.org | 509.435.3870

Spokane Regional Transportation Council – Transportation Advisory Committee
09/25/2024| Meeting Minutes
Hybrid Meeting at SRTC, 421 W Riverside Ave Suite 500, Spokane WA 99201 and virtually on Zoom

 # 1   Call to Order/Record of Attendance 3:00 PM
In Attendance:

Members	Guests	SRTC Staff
Michael Ankney	Brian Jennings, STA	Eve McMenamy, *Deputy Executive Director*
John Barber		David Fletcher, *Principal Transportation Planner*
Raychel Callary		Ryan Stewart, *Principal Transportation Planner* Jason
Charles Hansen		Lien, *Principal Transportation Planner*
Carlie Hoffman		Michael Redlinger, *Associate Transportation Planner 3*
Katie Melby		Benjamin Kloskey, *Associate Transportation Planner*
Tom Sahlberg		Savannah Hayward*, Communications & PR Coord.*
Paul Vose		Angel Jackson, Admin Exec. Coord.
Bill White		
Kim Zentz		

 # 2   Public Comments
No comments

 # 3   TAC Member Comments
Each member was given the opportunity to highlight events/projects in their respective areas.

 # 4   Chair Report on SRTC Board of Directors Meeting
Chair Vose reviewed action and discussions from the previous SRTC Board meeting.

ACTION ITEMS

 # 5   Consent Agenda
  a) August Minutes for the TTC Meeting
  b) CY 2024-2027 Transportation Improvement Program (TIP) October Amendment

Mr. Barber made a motion to approve the Consent Agenda as presented. Mr. Ankney seconded. The motion was passed unanimously.

 # 6   Election of TAC Vice Chair
Mr. Fletcher reminded the committee of the open Vice Chair position, and the responsibilities required for the position. Mr. Ankney asked a few clarifying questions before volunteering for the position.

Mr. White motioned to approve the nomination of Mr. Mike Ankney as the TAC Vice Chair. Mr. Hansen seconded the motion. The motion passed unanimously.

 # 7   2025-2028 Transportation Improvement Program (TIP) Recommendation
Mr. Stewart explained the TIP is a four-year plan for regionally significant and federally funded transportation projects. He discussed the project selection processes, ensuring alignment with regional and state transportation plans such as *Horizon 2045*, the Congestion Management Process, and fiscal constraint. Key highlights include 65 total projects, 23 with SRTC-managed funding totaling $32 million, and nearly $896 million in project funding overall. Notable projects include the Division Street BRT, transportation demand

management, and the US 2 Craig Road roundabout. Public engagement includes a 30-day comment period, with a public meeting scheduled for September 26th.

Mr. Sahlberg motioned to recommend the Board to approve the 2025-2028 Transportation Improvement Program (TIP) Recommendation. Mr. Hansen seconded this motion. This action passed unanimously.

INFORMATION & DISCUSSION ITEMS

 # 8   Guest Presenter: Spokane Transit Authority Connect 2035

Brian Jennings, Spokane Transit Authority's Deputy Director for Community Development, reviewed the 2022 Strategic Plan update, highlighting the current Phase 2's focus on strategies and goals for adoption this year. Public feedback emphasized the need for more frequent service, expanded locations, longer hours, and a push toward sustainability. Key goals include enhancing the customer experience, strengthening community partnerships, and building capacity to anticipate and respond to the demands of the region. He also outlined core investments and enhancements.

He also discussed alternatives for using $10 million in available additional enhancements and sought input from the community and STA Board. The plan's final adoption is scheduled for December 18, with next steps outlined for implementation. Ms. McMenamy noted STA's role in shaping long-term transportation plans for metropolitan transportation plan (MTP).

Questions were raised about the clean and community campus concept, the selection process for mobility-on-demand locations, and service efficiency in less dense areas. It was explained that location selection is based on density and demand, with a focus on "door to network" service rather than "door to door." Suggestions for plaza locations and accessibility improvements for those with vision loss were discussed, along with the need for further analysis in certain areas.

 # 9   SRTC Guiding Principles Update

Mr. Lien provided an overview of the six guiding principles that originated from the 2012 Metropolitan Transportation Plan (MTP) cycle, noting that they have remained unchanged since then. The current review aims to bring clarity to the policies associated with these principles, especially with the implementation of a new equity planning framework in 2022. Some of the key updates include revised guiding principle language, clearer text alignment, stronger connections to performance measures, safety updates based on the Regional Safety Action Plan (RSAP), enhanced ties to priority networks with an emphasis on technology and resiliency, and the introduction of a new guiding principle focused on equity.

Mr. Lien opened the floor for discussion before continuing. The discussion amongst the members focused on incorporating equity as a guiding principle. A suggestion was made to add "equitable" to the draft, with concerns raised about the balance between equity and accessibility. It was noted that there's often a lack of understanding around equity and how to implement it in planning. Another comment emphasized the need to address equity in all contexts to correct past oversights, while a final point highlighted how tying equity back to guiding principles strengthens its application in practice

Mr. Lien concluded the discussion by outlining the next steps, with the final adoption of the updated guiding principles scheduled for Horizon 2050 in November 2025. He invited attendees to reach out with any additional comments.

 # 10   Congestion Management Process: Corridor Analysis and Strategies

Mr. Fletcher reviewed the Congestion Management Process (CMP) network which includes National Highway System (NHS) routes with 15,000 or more vehicles and key connecting routes. The new CMP corridor mapping was displayed, explaining the division of sections based on regional destinations and traffic volume changes. Feedback was requested on the proposed network split. The previous network's Tier 1 and Tier 2 distinctions were reviewed, with Tier 1 including detailed congestion management strategies and Tier 2 serving as a watch list for potential future strategies if conditions worsen.

Key factors influencing congestion management, such as traffic volume, level of travel time reliability, peak hours of excessive delay, and the presence of regional activity centers, were also discussed. Participants were invited to attend an upcoming workshop for further details.

 # 11   Washington State Dept of Transportation (WSDOT) Consolidated Grant- Scoring Volunteers

Mr. Redlinger requested volunteers to participate as scorers in the upcoming project evaluation process. He provided a brief overview of the grant program, noting that the application deadline was set for 9/17/24. He reviewed the scoring process and outlined the commitment required for evaluating the two submitted projects. The scoring process will run through October 2024, with individual scores to be completed by 11/9. He also mentioned Board review dates related to the process. Volunteers included Mike Ankney, Charles Hansen and Kim Zentz.

 # 12   Agency Update and Future Information Items

Mr. Fletcher gave a few agency updates:

- The October 17th Regional Transportation Summit will be at the Centerplace Regional Event Center in Spokane Valley from 8-10 a.m., tickets are available now on the SRTC website.
- The Equity working group would be meeting September 27th. Mr. Fletcher showcased the regional data hub and how to access it on the SRTC website.

 # 13   Adjournment

There being no further business, the meeting adjourned at 4:25 pm.

Angel Jackson, Recording Secretary

Spokane Regional Transportation Council – Transportation Technical Committee
September 25, 2024 | Meeting Minutes
Hybrid Meeting at SRTC, 421 W Riverside Ave Suite 500, Spokane WA 99201 and virtually on Zoom

#1   **Call to Order/Record of Attendance**
Chair Trautman called the meeting to order at **1:00pm**

In Attendance

TTC Members

Heather Trautman, *City of Airway Heights (Chair)*
Brett Lucas, *City of Cheney*
Luke Michels, *City of Liberty Lake*
Lisa Key, *City of Liberty Lake*
Lance Mueller, *City of Liberty Lake*
Kevin Picanco, *City of Spokane*
Tyler Kimbrell, *City of Spokane*
Adam Jackson, *City of Spokane Valley*
Jerremy Clark, *City of Spokane Valley*
Bob Turner, *City of Spokane Valley*
Sonny Weathers, *Small Cities/Towns Rep*
Jami Hayes, *Spokane County*
Margee Chambers, *Spokane Regional Clean Air*
Samantha Hennessy, *Spokane Regional Health District*
Brian Jennings, *Spokane Transit Authority*
Mike Pea, *WSDOT-ER*
Shauna Harshman, *WSDOT-ER*

Guests

Spencer Montgomery
Tony Baird, *The Woodshop*
Cassi Bruner, *The Woodshop*
Paul Kropp
Sean Messner, *CivTech*

SRTC Staff

Eve McMenamy, *Deputy Executive Director*
Jason Lien, *Principal Transportation Planner*
Michael Redlinger, *Asso. Transportation Planner*
David Fletcher, *Principal Transportation Planner*
Benjamin Kloskey, *Asso. Transportation Planner*
Ryan Stewart, *Principal Transportation Planner*
Mike Ulrich, *Principal Transportation Planner*
Savannah Hayward, *Communications & PR Coord.*
Angel Jackson, *Admin-Exec Coord.*

#2   **Public Comments**
There were no Public Comments.

#3   **TTC Member Comments**
The members provided an update on the events happening within their organization.

#4   **Chair Report on SRTC Board of Directors Meeting**
Ms. Trautman shared highlights of the SRTC Board meeting.

ACTION ITEMS

#5   **Consent Agenda**
   a) August Minutes for the TTC Meeting
   b) CY 2024-2027 Transportation Improvement Program (TIP) October Amendment

Mr. Jackson motioned to approve the Consent Agenda as presented. Mr. Picanco seconded the motion. This motion was passed unanimously.

#6   2025-2028 Transportation Improvement Program (TIP) Recommendation

Mr. Stewart explained the TIP is a four-year plan for regionally significant and federally funded transportation projects. He discussed the project selection processes, ensuring alignment with regional and state transportation plans such as *Horizon 2045*, the Congestion Management Process, and fiscal constraint. Key highlights include 65 total projects, 23 with SRTC-managed funding totaling $32 million, and nearly $896 million in project funding overall. Notable projects include the Division Street BRT, transportation demand management, and the US 2 Craig Road roundabout. Public engagement includes a 30-day comment period, with a public meeting scheduled for September 26th.

Mr. Weathers motioned to recommend board approval of the 2025-2028 Transportation Improvement Program (TIP) Recommendation. Mr. Picanco seconded the motion. The motion passed unanimously.

INFORMATION & DISCUSSION ITEMS

#7   Guest Presenter: Spokane Transit Authority Connect 2035

Brian Jennings, Spokane Transit Authority's Deputy Director for Community Development, reviewed the 2022 Strategic Plan update, highlighting the current Phase 2's focus on strategies and goals for adoption this year. Public feedback emphasized the need for more frequent service, expanded locations, longer hours, and a push toward sustainability. Key goals include enhancing the customer experience, strengthening community partnerships, and building capacity to anticipate and respond to the demands of the region. He also outlined core investments and enhancements.

He also discussed alternatives for using $10 million in available additional enhancements and sought input from the community and STA Board. The plan's final adoption is scheduled for December 18, with next steps outlined for implementation. Ms. McMenamy noted STA's role in shaping long-term transportation plans for metropolitan transportation plan (MTP), and Mr. Jackson requested links that could be used by the committee members on social media that could boost awareness.

#8   SRTC Guiding Principles Update

Mr. Lien provided an overview of the six guiding principles that originated from the 2012 Metropolitan Transportation Plan (MTP) cycle, noting that they have remained unchanged since then. The current review aims to bring clarity to the policies associated with these principles, especially with the implementation of a new equity planning framework in 2022. Some of the key updates include revised guiding principle language, clearer text alignment, stronger connections to performance measures, safety updates based on the Regional Safety Action Plan (RSAP), enhanced ties to priority networks with an emphasis on technology and resiliency, and the introduction of a new guiding principle focused on equity.

During a pause for questions, Mr. Jackson asked how these updates would impact the scoring for the Call for Projects (CFP), particularly in relation to equity. He raised concerns about the possibility of equity efforts placing a disproportionate burden on disadvantaged communities. Mr. Lien responded by explaining that as these principles are translated into project criteria, further discussions would be needed to define what constitutes a benefit and ensure clarity moving forward.

Mr. Lien concluded the discussion by outlining the next steps, with the final adoption of the updated guiding principles scheduled for Horizon 2050 in November 2025. He invited attendees to reach out with any additional comments.

#9   Congestion Management Process: Corridor Analysis and Strategies

Mr. Fletcher reviewed the Congestion Management Process (CMP) network which includes National Highway System (NHS) routes with 15,000 or more vehicles and key connecting routes. The new CMP corridor mapping was displayed, explaining the division of sections based on regional destinations and traffic volume changes. Feedback was requested on the proposed network split. The previous network's Tier 1 and Tier 2 distinctions were reviewed, with Tier 1 including detailed congestion management strategies and Tier 2 serving as a watch list for potential future strategies if conditions worsen.

Key factors influencing congestion management, such as traffic volume, level of travel time reliability (LOTTR), peak hours of excessive delay (PHED), and the presence of regional activity centers, were also discussed. Participants were invited to attend an upcoming workshop for further details.

During the discussion, a congested area was highlighted due to interchange issues, though congestion data for that location is limited. Concerns were raised about certain roads not being included as Tier 1 despite their significance for grants and traffic impact, with suggestions for improving data coverage and addressing gaps. Additionally, there were questions about including a back road to Fairchild Air Force Base and alternative ways to represent the density element on US 2, which is currently classified as Tier 1.

#10   Washington State Dept of Transportation (WSDOT) Consolidated Grant- Scoring Volunteers

Mr. Redlinger requested volunteers to participate as scorers in the upcoming project evaluation process. He provided a brief overview of the grant program, noting that the application deadline was set for 9/17/24. He reviewed the scoring process and outlined the commitment required for evaluating the two submitted projects. The scoring process will run through 10/24, with individual scores to be completed by 11/9. He also mentioned Board review dates related to the process. Volunteers included Samantha Hennessy, Adam Jackson, and Kevin Picanco.

#11   Agency Update and Future Information Items

- The Transportation Summit will take place October 16th and if anyone is interested in attending, please find the link on the SRTC Website.
- The Equity working group would be meeting September 27th. Mr. Ulrich showcased the regional data hub and how to access it on the SRTC website.

#12   Adjournment

There being no further business, Mr. Jackson motioned the meeting adjournment, which was seconded by Mr. Weathers, to unanimous approval and adjournment at 2:25 p.m.

_____

Angel Jackson, Recording Secretary