

## MEETING MINUTES

Spokane Regional Transportation Council Board  
Thursday, December 13, 2007  
SRTC Office - Intermodal Center – Third Floor  
Spokane, Washington

### **1. Call to Order**

The meeting of the Spokane Regional Transportation Council was called to order by Chair, Mr. Joe Shogan, at 1:10 pm.

### **2. Roll Call/Record of Attendance**

#### Board Members in Attendance:

Mike Frucci, WSDOT (Alternate)  
Micki Harnois, Small Towns Representative  
Nancy McLaughlin, City of Spokane Council Member  
Todd Mielke, Spokane County Commissioner (Vice-Chair)  
Mark Richard, Spokane County Commissioner  
Joe Shogan, City of Spokane Council Member (Chair)  
Dale Stedman, Washington State Transportation Commission  
Diana Wilhite, City of Spokane Valley (Alternate)

#### Board Members Absent:

Jim Williams, Private Sector Transportation Provider  
Gary Schimmels, City of Spokane Valley  
Jerry Lenzi, WSDOT - Eastern Region  
Allan Gainer, Spokane Transit Authority Representative  
Pat Dalton, Legal Counsel

#### Guests Present:

Katherine Miller, City of Spokane  
Neil Kersten, City of Spokane Valley  
Bob Brueggeman, Spokane County  
Jason Wheaton  
Wayne Frost  
Paul Kropp

#### Staff Present:

Glenn Miles, Transportation Manager  
Staci Lehman, Pub. Info/Ed Coordinator  
Val Melvin, SRTMC Traffic Engineer  
Jeff Selle, Manager Transportation Relations  
Judy Hazard, Administrative Assistant

**3. Approval of November 2007 Meeting Minutes.**

A correction was noted on Page 6 of the minutes. The name Gary Gainer was corrected to read Allan Gainer.

**Mr. Mark Richard made a motion to approve the November 8, 2007 meeting minutes as corrected. Mr. Todd Mielke seconded the motion, which was unanimously approved.**

**4. Committee Reports.**

**a) Transportation Technical Committee (TTC) Report**

The TTC did not meet in November so no report was given at this time.

**5. Administrative Matters.**

**a) Approval of November Vouchers**

Recap for November 2007:	
Vouchers:	63,268.08
Salaries/Benefits: Warrant Nos: 1259780-1259792 and 1262183-1262195	71,625.98
Interfund and other expenses processed directly by the City of Spokane	521.85
	135,415.91

**Mr. Todd Mielke made a motion to approve the payment of the November 2007 voucher list in the amount of \$135,415.91. Ms. Nancy McLaughlin seconded the motion, which was unanimously approved.**

**b) Indirect Cost Plan**

Annually, SRTC is required to develop a plan to recover the overhead costs associated with operating the agency from the various grant programs that support SRTC. The Indirect Cost Allocation plan outlines SRTC's year 2006's actual expenses, anticipated 2008 expenses, and over/under recovery of previous years' indirect costs. The Indirect Cost rate for 2008 will rise from 31% to 44%. Five percent of this increase is due to the leasing of an additional 3,353 square feet of space and three percent is due to the adjustment for the under-recovery of indirect costs for the previous years. The remaining five percent is due to general increases in items such as telephone, contractual/professional services, and equipment maintenance.

A request was made of SRTC to make sure the wording of the transmittal letter to WSDOT reflects the above information regarding the percentage rate.

**Mr. Mark Richard made a motion to adopt the 2008 Indirect Cost Allocation Plan. Mr. Todd Mielke seconded the motion, which was unanimously approved.**

**c) Election of Officers**

**Mr. Joe Shogan made a motion to appoint Mr. Todd Mielke Chair of the SRTC Board for 2008. Ms. Diana Wilhite seconded the motion, which was unanimously approved.**

**Mr. Joe Shogan made a motion to appoint Ms. Micki Harnois Vice-Chair of the SRTC Board for 2008. Mr. Todd Mielke seconded the motion, which was unanimously approved.**

Mr. Dale Stedman arrived at 1:20 pm.

**d) Lease for Additional Office Space**

SRTC is in the process of attempting to lease additional office space on the third floor of the Intermodal Center next door to its current offices. The building is owned by the City of Spokane and negotiations have been under way for quite some time. The City has agreed to lease the office space to SRTC; their agents, Kiemle & Hagood have sent a letter with the general terms for the lease to SRTC. This letter was given to the Board for their review. There was a consensus of the Board that SRTC continue to work with the City and have a lease drawn up with the terms as set forth in the letter. Once the lease has been prepared it will be brought back to the Board for their approval.

Mr. Miles gave an overview of the various reasons SRTC needs the additional office space. One of the main reasons is that the Transportation Management Center has outgrown its space and needs to spread out in the direction of Mr. Miles' office and the area adjacent to it. Also, there is a possibility of creating an Interoperability Lab for Intelligent Transportation Systems which would be housed in the SRTC offices.

**e) Supplemental Funding Request – (City of Spokane Hatch Rd.)**

The City of Spokane requested supplemental funding of \$113,461 to cover additional costs associated with the final scope of work for the Hatch Road Preliminary Engineering Study (Srtc06-13).

During the SRTC Board's selection of projects, there was a contingency fund of \$600,000 set aside for project increases. At this time there is \$337,480 remaining in this fund.

**Ms. Nancy McLaughlin made a motion to approve the City of Spokane's request for \$113,461 for the Hatch Road Preliminary Engineering Study to be paid out of the contingency fund. Mr. Todd Mielke seconded the motion which was unanimously approved.**

## **6. SRTC Board Member Comments.**

Mr. Dale Stedman reported that Mr. Jerry Lenzi gave a presentation before the Washington Transportation Commission regarding Hwy 395 (how will it be built and paid for?). Mr. Stedman remarked how lucky this region is to have Mr. Lenzi in Olympia in his new position.

Ms. Nancy McLaughlin asked that any Board Member that has any concerns about the way she has done her job on this Board the last year, or if they feel there is a conflict between her role on this Board and the STA Board to please contact her personally.

Mr. Mark Richard expressed his support of the great job Ms. McLaughlin has been doing on this Board. Also, he reported that at tomorrow's Council of Government meeting there will be a regional discussion on the legislation authorized by the state this last year that empowers local governments to create a transportation benefit district. This is part of an ongoing discussion. He explained how this piece of legislation would work. If the County does not exercise its authority to create the benefit district then sometime after January 18<sup>th</sup>, the cities could authorize the formation of a district within their own municipalities on their own. Cities or towns could opt out of being a benefit district even if it were otherwise countywide. He said the big topic is important because the legislators are attempting to hand the region tools and expecting them to use the tools before asking for more state/federal dollars.

Mr. Todd Mielke brought up the subject of the SRTC Board Retreat. He asked that at the January Board meeting there be time on the agenda to talk about the items Board Members would like incorporated into a Retreat. Several ideas were brought up at this time and these will be brought up again and itemized at the January meeting. Members should bring their ideas and calendars to the January Board meeting.

Mr. Mark Richard asked for a more thorough briefing on documents the Board is asked to adopt. Mr. Miles will prepare a PowerPoint presentation on the MTP and TIP for the continuation of this meeting. Mr. Richard asked also for a possible two-touch method of dealing with the larger or more involved issues the Board is asked to look at or adopt.

## **7. Transportation Manager's Report.**

Mr. Miles stated that SRTC notified the City of Spokane Valley and Spokane County that the 44<sup>th</sup> Avenue Pathway project is now funded and an additional \$61,000 was received for the Ben Burr Trail project. These are both enhancement projects which the Board approved in July 2007 and were then sent to the State for final prioritization.

## **8. Old Business.**

### **a) East Valley/West Rathdrum Prairie Transportation Study**

Mr. Miles gave an update on the status of the East Valley/West Rathdrum Prairie (EVWRP) Study. SRTC staff has met with EVWRP stakeholders and have provided copies of the land use and modeling results for 2005, 2015, and 2030 using the existing transportation network. The travel demand model was also forwarded to HDR Engineering. The materials provided to the EVWRP stakeholder group on December 4<sup>th</sup> were provided to the Board in their packet.

The next steps include providing the 2015 and 2030 roadway networks and their results to the stakeholder group and HDR Engineering which should be delivered by December 12<sup>th</sup>.

### **b) Draft 2008-2011 Transportation Improvement Program**

A copy of the Draft 2008-2011 Transportation Improvement Program (TIP) was provided to the Board members for their review and consideration. This document was out for public comment for 30 days which ended November 15, 2007; no public comments were received.

A copy of the draft TIP has been reviewed by WS Department of Ecology, FHWA, FTA, and EPA for the air quality conformity analysis and found to be acceptable. The TIP has also been incorporated verbatim in to the State Transportation Improvement Program (STIP) and submitted to the Governor for review and subsequent approval.

Approval of the TIP will be deferred to a continuation of this Board meeting and approval will be requested after the Metropolitan Transportation Plan (MTP) has been reviewed and approved.

### **c) Draft Metropolitan Transportation Plan**

The Board members received a draft copy of the Metropolitan Transportation Plan (MTP) for review. Comments, changes, and/or corrections are still being accepted from the jurisdictions as well as the public. These are being posted

daily to the SRTC website and can be accessed by the Board members. The final date of the public comment period is December 20, 2007.

This agenda item will be deferred to a continuation of this Board meeting once the public comment period is complete and the Board has been able to review all aspects of the MTP.

**d) SRTC/STA Memorandum of Agreement**

Mr. Miles and Ms. Susan Meyer, STA, met with FTA, FHWA, and WSDOT in Seattle yesterday regarding the Memorandum of Understanding (MOU) between SRTC and STA. Mr. Miles indicated the session went very well and they got a lot done. The draft MOU was distributed to the Board for their review. The MOU will be an agenda item in January for the Board's action.

Ideally FTA and FHWA would like to have this MOU adopted prior to their letter regarding SRTC's Recertification at the end of the year. They indicated that as there is general agreement by STA and SRTC they would not write this up as a corrective action for the recertification but would be just a comment in the letter. It was agreed that this would be brought before both the SRTC and STA Boards and presented for the January meetings.

**e) Human Services Coordinated Transportation Plan**

SRTC and Spokane Transit Authority have been working collaboratively with stakeholder groups and have developed a Human Services Coordinated Transportation Plan for the Spokane region. This document is a requirement of SAFETEA-LU and is a prerequisite to receive a variety of funds through the Federal Transit Administration for social service providers, rural public transportation funding as well as Job Access and Reverse Commute (JARC) and New Freedom funding. It has been out for public comment and a public meeting has been held. All the public comments have been incorporated into the document .

**Mr. Mark Richard made a motion to adopt the Human Services Coordinated Transportation Plan. Mr. Todd Mielke seconded the motion which was unanimously approved.**

**f) Congestion Management Process**

This agenda item was deferred.

## **9. New Business.**

### **a) State and Federal Transportation Agenda**

This agenda item was deferred.

## **10. Public Comments.**

Mr. Paul Kropp indicated he has been observing SRTC Board meetings and TTC meetings for several years. He asked why there is no longer SRTC's advisory committee (Citizens' Advisory Committee on Transportation- CACT). Mr. Miles responded that SRTC's Bylaws say there is to be public involvement. For many years the CACT met regularly and that role has been modified to strategic advisory committees. The CACT was attracting special interest groups who were issue-directed rather than regional transportation in general. It was very difficult to get new members to stay the course for the 3-year term as they left once their issue was no longer the topic. A suggestion was made to discuss the possibility of adding a citizen to the Transportation Technical Committee.

Mr. Joe Shogan, Chair, left the meeting and Mr. Todd Mielke, Vice-Chair took over the duties of the Chair.

## **11. Executive Session – Personnel Matters**

At 2:50 pm, Mr. Todd Mielke called an Executive Session to discuss a personnel matter. Everyone except the Board Members were asked to leave the room for approximately 20 minutes. After 20 minutes Mr. Mielke came out of the Executive Session and advised it would be another 20 minutes. After another 20 minutes Mr. Mielke came out of the Executive Session and advised it would be another 20 minutes.

At 3:45 pm everyone was invited back into the room. The Board reconvened into public session.

The Board indicated they had completed their review of personnel matters.

**Mr. Mark Richard made a motion to adopt a salary increase for Glenn Miles, SRTC Transportation Manager, of three percent (3%) of his SRTC salary compensation for calendar year 2008. Mr. Dale Stedman seconded the motion which was unanimously approved.**

**12. Adjournment.**

**Mr. Mark Richard made a motion to adjourn the regular meeting of the SRTC Board until Friday, December 21, 2007 at 9:00 am at the SRTC Conference Room. Ms. Diana Wilhite seconded the motion which was unanimously carried.**

There being no further business before the Spokane Regional Transportation Council Board, the meeting was adjourned at 3:50 pm.

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JUDY HAZARD  
Recording Secretary