

## **MEETING MINUTES**

Spokane Regional Transportation Council Board  
Thursday, April 10, 2008  
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 Vice-Chair, Ms. Micki Harnois at 1:05 pm.

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

#### **Board Members in Attendance:**

Keith Metcalf, WSDOT – Eastern Region  
Micki Harnois, Small Towns Representative (Vice-Chair)  
Nancy McLaughlin, City of Spokane Council Member  
Joe Shogan, City of Spokane Council Member  
Dale Stedman, Washington State Transportation Commission  
Diana Wilhite, City of Spokane Valley

#### **Board Members Absent**

Allan Gainer, Spokane Transit Authority Representative  
Todd Mielke, Spokane County Commissioner (Chair)  
Mark Richard, Spokane County Commissioner  
Jim Williams, Private Sector Transportation Provider

#### **Guests Present:**

Mike Gribner, WSDOT  
Bob Brueggeman, Spokane County  
Neil Kersten, City of Spokane Valley  
Katherine Miller, City of Spokane  
Jim Plaster, STA  
Paul Kropp  
Dale Smith

#### **Staff Present:**

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

**A quorum was not present at the start of the meeting so general business was taken first until a quorum was available for voting purposes putting items out of numerical order.**

#### **4. Committee Reports.**

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

Mr. Mike Gribner, chair of the TTC reported on the past two TTC meetings which have taken place since the Board last met. They have received a presentation on the Bike Plan, worked on updating Sections 1 and 2 of the Metropolitan Transportation Plan, made a motion for the TIP Amendment, and discussed a possible future transportation study in the area of the airport. They made a recommendation regarding Funding Realignment which is on today's Board agenda.

#### **5. Administrative Matters.**

##### **d. Public Meeting Facilitation Training**

Agencies are finding there are many more public outreach opportunities to engage the public. Some of these meetings concern either controversial topics or subject matter that is a challenge to make interesting to the public. In order to learn how to better engage an audience, as well as diffuse tense situations, SRTC could like to engage the services of Ms. Lori Isenberg of Northwest Dynamics to teach a Public Meeting Facilitation course sometime in the near future.

Ms. Isenberg has agreed to teach an approximately 6-hour course for around \$800. Because of the cost, it has been suggested that SRTC not only send its own employees, but open the training to employees of other agencies for a fee to help subsidize the cost.

The Board discussed this item and agreed that it would be a good idea. They indicated that SRTC could move forward with setting up the training.

##### **e. Intermodal Office Lease**

SRTC has been working with the City of Spokane for a lease for the additional space next door to SRTC's offices. The City of Spokane City Council approved the lease on Monday night. SRTC received a final copy of the lease after it had been approved and found that a termination clause for SRTC had not been included. There was however, a termination clause for the City of Spokane. Mr. Miles asked SRTC attorney, Mr. Stan Schwartz to work with the City in getting this clause included in the lease.

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

Mr. Keith Metcalf indicated the Washington Transportation Commission meeting will be held in Pullman next week.

Mr. Stedman said the Commission holds four meetings a year in other places in the state so everybody doesn't have to go to Olympia every month if they have an issue. He also gave a report on the status of the ferry system and how it will impact funding in other parts of the state.

Ms. Micki Harnois said the kickoff for the SR 27 Study Project (corridor study between Trent and the south end of the Town of Rockford) is May 1<sup>st</sup> at 2 pm at the Albertson's parking lot at 32<sup>nd</sup> and Hwy. 27. A flyer will be distributed and Ms. Harnois put SRTC on it as part of the steering committee. They are hoping to have the mayor of Spokane Valley and the mayor of Rockford. Legislative and WSDOT people have been invited along with the media. Signs will be posted along the highway after the kickoff.

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

During SRTC's Recertification they were asked to include Spokane Transit's planning activities in its Unified Planning Work Program (UPWP). Mr. Glenn Miles met with Ms. Susan Meyer on this matter a few weeks ago. SRTC will bring forth an amendment shortly to incorporate their planning activities.

SRTC has been involved with the GMA Steering Committee and a sub-committee under it to address the potential growth and development on the border areas between the unincorporated areas and the local jurisdictions. SRTC is beginning this process with Spokane Valley and Spokane County.

Mr. Miles asked for help with getting the City of Spokane engaged in this discussion with Spokane County over where the population should be. It appears there is some confusion and certain areas have been counted by both the City of Spokane and Spokane County.

EPA has passed new ozone standards. Spokane County and Kootenai County are under the threshold for being declared a non-attainment area for ozone. A briefing is being prepared on what that means to Spokane County. The Idaho Legislature enacted a bill recently which was signed by the Governor that may institute inspection and maintenance (I&M) testing in Kootenai County for ozone even though they are below the standards.

Mr. Miles was asked to review the Greenacres Interchange Scope of Work for Greenstone and Frost Engineering. This has been done. They are moving forward; H.W. Lochner has been hired to do the analysis.

SRTC has located a professor at MIT who is willing to come to Spokane and give a 5-day training session on travel demand modeling. Ms. Deb LaCombe, SRTC

staff, has been working with several universities and other MPO's across the state and in Oregon who are interested in the training. The charge is \$50,000 for the training; SRTC would charge \$1,500 per person. It appears there is no shortage of people interested. Mr. Miles has advised staff that if enough people can be found to subsidize the training they should pursue it.

## **8. Old Business.**

### **a) Board Retreat Follow-up**

After the Board Retreat, Chair Todd Mielke asked Mr. Miles him to bring a briefing to the Board each month on the different aspects of the Recertification (where we are and where we are going with that particular aspect).

The first briefing will be on public information and outreach as that was the only corrective action at the Recertification. The Public Involvement Policy is being reviewed by FHWA and once we have their approval, it will be brought forward to the Board.

Also, Mr. Mielke indicated he would like to see "brown bag" sessions instituted. Therefore, lunch would be taken prior to the Board meeting each month to talk about the various aspects of SRTC that the Board would like to get briefed on in more detail. These sessions would be open to the public, however, lunches will only be provided for the Board. The public is welcome to come and provide their own lunch. Mr. Miles asked the members for three or four items they would like to see discussed in depth at a "brown bag" session.

- At the Board Retreat the Board voiced that they would like to see a flow chart of how a project goes from conception to reality. This is underway at this time.
- Mr. Stedman asked for a more in-depth discussion of the financial aspects (how SRTC gets the money and how it is distributed).
- Ms. Harnois suggested that planners might be able to utilize the brown bag session discussions towards credit for their certification. It was agreed that these sessions would be more strictly for the education of the Board.
- Ms. McLaughlin is interested in seeing where the process is for developing funding recommendations including prioritization.
- Mr. Mielke has asked that the common street standards discussion take place again. Another subject matter that came out of the Retreat was how does SRTC develop things to be worked on the Unified Planning Work Program (UPWP).

Mr. Dale Smith asked about the possibility of the public giving comments at future Board Retreats. It was agreed that if a Board Member knows of an issue he would like to have the Board discuss they can invite a member of the public to the Retreat to speak on that matter in order to educate the Board. Other than that, public comments can be given during the public comment period of the regular monthly Board meetings.

#### **b) Regional Concurrency Committee**

This matter has been deferred to a future meeting.

### **9. New Business.**

#### **b) Regional Bike Plan Overview**

Eve Nelson, SRTC staff, gave a presentation on the Regional Bike Plan. She works with a committee made up of staff from various jurisdictions called the Active TTC which focuses on non-motorized issues.

She indicated the last Bike Plan was in 1994 and was a combination Bike-Ped Plan. They are now separate; a Ped Plan will be prepared at a later date. She gave an overview of the objectives and goals for the region. It is hoped that as a regional government SRTC is making strides to improve its mode-shift.

A presentation was given to the TTC in March and will be brought back to them in April for a recommendation to the Board. The Bike Plan went out for public comment on March 30<sup>th</sup> which will end on April 29<sup>th</sup>. Once the comment period is over, the public comments received will be included in the Plan and returned in final draft form to the Board at their May meeting.

The presentation was followed by discussion.

Ms. Nelson also reported that at the next Board meeting she will be giving a presentation on SmartRoutes 2010 which is a countywide initiative taking place now to double non-motorized funding at the federal level. The Spokane region would like to participate in this if funding becomes available. The hope is that 40 communities will each get \$50 million.

***Mr. Joe Shogan arrived at 2:15 pm and there is now a quorum.***

**9. New Business.**

**c. On-call Services for Regional VISUM Model Research & Support Request for Proposals (RFP)**

Mr. Miles stated that an item that came out of the Board Retreat and out of the Recertification review was to go out and make sure SRTC has a third party review of the travel demand model.

To that end, SRTC has prepared a Request for Proposals for VISUM On-call Modeling Support. SRTC would like to go out for an RFP to seek an on-call services provider so as the model is updated annually as well as throughout the year that a contract is in place for an on-call contractor. PTV America is the owner and supplier of the model and does provide support services but SRTC wanted to make sure this is an open and competitive process. If some other consulting firm has the ability to provide the services that are outlined in the RFP then they have an opportunity to compete for the business.

Once the proposals are received and ranked, a recommendation will be brought back to the Board for approval.

**Ms. Diana Wilhite made a motion to approve the release of the On-call Services for Regional VISUM Model Research & Support Request for Proposals. Mr. Joe Shogan seconded the motion which was unanimously approved.**

**3. Approval of February 2008 Meeting Minutes.**

**Mr. Dale Stedman made a motion to approve the February 14, 2008 meeting minutes. Mr. Joe Shogan seconded the motion, which was unanimously approved.**

**5. Administrative Matters.**

**a) Approval of February Vouchers**

**Mr. Joe Shogan made a motion to approve the payment of the February 2008 voucher list in the amount of \$171,311.66. Ms. Diana Wilhite seconded the motion, which was unanimously approved.**

Recap for February 2008:	
Vouchers:	60,932.61
Salaries/Benefits: Warrant Nos: 1278885-1278898, 1281192-1281206, and 1284877-128491	111,825.28
Interfund and other expenses/reimbursements processed directly by the City of Spokane	(1,446.23)
	<hr/>
	171,311.66

**b) Approval of March Vouchers**

**Mr. Joe Shogan made a motion to approve the payment of the March 2008 voucher list in the amount of \$95,975.18. Ms. Diana Wilhite seconded the motion, which was unanimously approved.**

Recap for March 2008:	
Vouchers: V118454 - V118467	17,470.54
Salaries/Benefits: Warrant Nos: 1287203-1287217 and 1291007 - 1291021	80,291.80
Interfund and other expenses and reimbursements/rebates processed directly by the City of Spokane	(1,787.16)
	95,975.18

**c) April TIP Amendments**

SRTC requests approval of the April Amendment to the 2008-2011 Transportation Improvement as follows:

**i. WSDOT Amendments**

- NCS-North Spokane Corridor, Federal funds received for project
- Geiger Spur/Airway Heights, New Rail Connection, Federal and State funds received
- Spokane Economic Development Study, additional funding received from the 2008 federal appropriations bill

**ii. Spokane Transit**

- Smart Bus Technology, project title and funding changes

**iii. City of Spokane Valley**

- Broadway Avenue Improvement, 180' E of Moore Rd. to Flora Rd., state funds received

**Mr. Joe Shogan made a motion to adopt the April Amendment to the 2008 Transportation Improvement Program. Ms. Diana Wilhite seconded the motion which was unanimously approved.**

**9. New Business.**

**a) STP-U and CMAQ Funding Realignment**

At the February Board meeting Mr. Miles briefed the members about this funding issue and distributed spreadsheets regarding funding.

The Transportation Technical Committee (TTC) was given these spreadsheets at their February meeting and asked to look at the highlighted projects. If the

project couldn't be done in the next two years they were asked to defer that project to the future to free up money to complete projects from 2004. It was hoped that \$4.3 million could be freed up to fully fund three projects (Havana Street Bridge Overpass, Broadway Avenue Realignment, and Pines/Mansfield Realignment) which are short on funds and are projects that are ready to move forward.

The TTC recommended the SRTC Board defer/delay funding for the following identified projects that have not moved forward as scheduled in their applications, and those funds be applied to the list of projects ready to proceed in 2008, and the balance of the contingency funds (\$87,360) be used to make up the difference:

Srtc06-16	Crawford Ave. Phase V; Forest Ave. to 200' past Airport Rd.	Deer Park	1,037,906	09-2007
Srtc06-19	Bigelow Gulch Road - Project #4 - Old Argonne; Havana to Forker Rd.	Spokane County	303,157	11-2006
Srtc06-24	Francis Ave., Division St. to W City Limits ITS Devl & Comm. Infrastructure	City of Spokane	2,131,903	05-2007
Srtc06-32	US 195 Congestion & Safety Management ITS; Cheney-Spokane Rd to I-90	WSDOT	1,079,895	01-2007
			<b>\$4,552,861</b>	

Mr. Miles explained that deferring/delaying these four projects did not fully fund the Havana Street Overpass. Therefore, the City of Spokane has agreed to also defer the Bridge Avenue project as listed below and reassign that money to the Havana Project in order for that project to be fully funded:

Srtc04-15	Bridge Avenue – Lincoln/Monroe Connector	City of Spokane	777,600	04-2005
-----------	---	--------------------	---------	---------

These deferred projects get priority status if new money is brought by Congress, if other projects get cancelled due to non-performance as committed to in their original application, or any other reason money is returned.

**Ms. Nancy McLaughlin made a motion to approve the deferral of the projects numbered Srtc04-15, Srtc06-16, Srtc06-19, Srtc06-24, and Srtc06-32, in order to fully fund the Havana Street Bridge Overpass, Broadway Avenue Realignment, and Pines-Mansfield Realignment projects. Ms. Diana Wilhite seconded the motion which was unanimously approved.**

**10. Public Comments.**

Mr. Jim Plaster, Spokane Transit, stated that STA is now on the May 20<sup>th</sup> ballot for reauthorization of a 3% sales tax which is 37% of its funding. The 3% sales tax was approved in 2004 with a sunset clause and will be reconsidered by the voters. He indicated STA is allowed to have one factual public education piece available which Mr. Plaster provided to the Board members. He gave an overview of the flyer.

**11. Adjournment.**

There being no further business before the Spokane Regional Transportation Council Board, the meeting was adjourned at 2:40 pm.

---

JUDY HAZARD  
Recording Secretary