

MEETING MINUTES

Spokane Regional Transportation Council Board
Thursday, March 12, 2009
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, Ms. Micki Harnois, at 1:03 pm.

2. Roll Call/Record of Attendance

Board Members in Attendance:

Micki Harnois, Small Towns Representative (Chair)
Keith Metcalf, WSDOT – Eastern Region
Latisha Hill, Washington State Transportation Commission
Diana Wilhite, City of Spokane Valley (Vice-Chair)
Nancy McLaughlin, City of Spokane Council Member
Joe Shogan, City of Spokane Council Member
Todd Mielke, Spokane County Commissioner
Mark Richard, Spokane County Commissioner
Wendy Van Orman, Spokane Transit Authority

Board Members Not in Attendance:

Jim Williams, Private Sector Transportation Provider

Guests Present:

David Condon, Rep McMorris Rodgers' Office
Karl Otterstrom, STA
Gordon Howell, STA
Neil Kersten, City of Spokane Valley
Bob Brueggeman, Spokane County
John Mercer, City of Spokane
Katherine Miller, City Spokane
Margie Hall, City of Spokane
Paul Kropp, Neighborhood Alliance
Richard Schoen, City of Millwood

Staff Present:

Glenn Miles, Transportation Manager
Jeff Selle, Transportation Relations Mgr.
Staci Lehman, Pub. Info/Ed Coordinator
Donna Lively, Administrative Secretary

3. Approval of Minutes.

a) Approval of January 8, 2009 Meeting Minutes

Mr. Joe Shogan made a motion to approve the January 8, 2009 meeting minutes. Ms. Diana Wilhite seconded the motion, which was approved by all present with the exception of Ms. Wendy Van Orman who abstained.

4. Committee Reports.

a) Transportation Technical Committee (TTC) Report

Mr. Gordon Howell reported that the Technical Committee met twice last month. The February 18 meeting included an update on the stimulus package and project delivery schedule discussion, an update on the West Plains Study (now on the website), and a recommendation regarding a scope change request from the City of Spokane Valley for the 44th Avenue Enhancement Project. Also, a TTC subcommittee has been meeting regularly to address Congestion Mitigation and Air Quality Improvement Program (CMAQ) and STP criteria changes.

At the February 25 meeting, the TTC reprioritized the stimulus project list based on available funding and other criteria to meet a WSDOT deadline. The list of projects and recommendations are included in the Board meeting documents.

5. Administrative Matters.

Vouchers 5.a) through 5.c)

Ms. Wendy Van Orman made a motion to approve the payments:

a) Month 13 Voucher List in the amount of \$94,963.91.

Recap for Month 13 2008:	
Salaries/Benefits: Warrant Nos: 1352028-1352044 and 1355827-1355843	99,950.73
Interfund, other expenses, and reimbursements processed directly by the City of Spokane	(4,986.82)
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	94,963.91

b) January Voucher List in the amount of \$200,414.50.

Recap for January, 2009:	
Vouchers: V118693 to V118716	71,114.66
Salaries/Benefits: Warrant Nos: 1358193-1358209, 1360576-1360592, and 1364348-1364364	128,818.51
Interfund, other expenses, and reimbursements processed directly by the City of Spokane	481.33
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	200,414.50

c) February Voucher List in the amount of \$128,627.23.

Recap for February 2009:	
Vouchers: V118717 to V118732	33,770.20
Salaries/Benefits: Warrant Nos: 1366785 - 1366801 and 1370581 - 1370597	94,857.03
	<u>128,627.23</u>

The motion was seconded by Mr. Todd Mielke and unanimously approved.

Ms. Diana Wilhite suggested that KMPO expenses be line-itemed out of the vouchers. Mr. Glenn Miles stated that KMPO expenses can be identified, but not removed in order to retain an audit trail. KMPO's indirect costs, on the other hand, are co-mingled with SRTC's, since KMPO pays a proportionate share of overhead costs. The pro-rated portions are outlined in the indirect cost allocation plan. Mr. Todd Mielke added that SRTC as the fiscal agent and public agency must approve all payments. Mr. Miles stated that KMPO direct expenses will be identified in future vouchers.

d) Board Make-up/Bylaws Review

Mr. Glenn Miles reviewed the Board composition as outlined in the Inter-local Agreement. Ms. Diana Wilhite noted that any changes in representation would require an amendment to the by-laws. Mr. Todd Mielke questioned whether it would be easier to adopt a new set of by-laws, or simply approve an amendment and include it as an attachment; regardless, all signatures would need to be obtained. He asked whether SRTC (as a separate entity) would want to specify who the Board would or would not accept as an STA representative. It was noted that STA is requesting dual representation: one from small cities one from STA staff. Mr. Mielke noted that current Board representation is based on population, not budget. He described the potential conflicts raised if selecting a staff member over an elected official.

Ms. Nancy McLaughlin suggested deferring the item until STA could make their presentation. Mr. Miles stated that STA was not the only discussion point. Currently an effort is underway, facilitated by Ms. Judy Cole of AVISTA Corp., to review various governance structures across the nation and make recommendations on potential changes. These recommendations are anticipated by June or July. Mr. Miles recommended having STA give their presentation and allow for further Board discussion, but to wait for Avista's recommendations before revising the by-laws. Mr. Joe Shogan asked whether the federal government was also looking at making changes to transportation organizations. Mr. Miles responded that they were, and that he would address this issue under the Manager's Report.

Mr. Mark Richards also requested to hear from small cities as to whether or not they have fair representation when combined with STA.

e) Ex-officio Board Membership Definition & Representation

Mr. Glenn Miles provided an update on ex-officio membership on the SRTC Board. Under RCW 47.80.040 the following provision applies:

Any members of the House of Representatives or the State Senate whose districts are wholly or partly within the boundaries of the regional transportation planning organization are considered ex officio, nonvoting policy board members of the regional transportation planning organization. This does not preclude legislators from becoming full-time, voting board members.

Mr. Miles added that in order to meet this provision in the RCW, SRTC sends via email the notice of meeting and agenda to each House and Senate member that has districts within Spokane County. And although inquiries from legislatures are received on occasion, no member has requested to sit on the Board or actively engage in the SRTC transportation planning process.

Additional ex officio members include Federal Highway Administration and Federal Transit Administration; however, due to travel constraints, they receive the monthly agenda to keep them apprised of SRTC activities

Mr. Joe Shogan stated that ex-officio membership was addressed several years ago but that it did not change the lack of participation from ex-officio members.

Mr. Todd Mielke stated that as a former legislator, they receive a lot of communication traffic. He suggested sending the agenda via email with an opening paragraph explaining why they are receiving the agenda, such as,

“As a member of the House of Representatives or the State Senate whose district is wholly or partly within the boundaries of the regional transportation planning organization, you are considered an ex officio member and are invited to participate in SRTC’s monthly meeting.”

Board members were in favor of this suggestion. Mr. Miles added that further outreach is provided to those legislators or representatives who sit on transportation related committees, or who have expressed an interest in a particular topic.

f) FTA Designated Recipient Status for STA

Spokane Transit Authority (STA) is requesting that the Governor name STA as the designated recipient for Federal Transit Administration (FTA) Section 5316, Job Access and Reverse Commute (JARC), and Section 5317, New Freedom, funding for the Spokane Urbanized Area (UZA). STA is also requesting that the Washington State Department of Transportation (WSDOT) be the designated recipient for the same funds for the exclusive purpose of administering grants awarded to sub-recipients who are non-governmental entities. As part of this proposal, STA has requested that SRTC assist in developing and administering a competitive grants process before funds are awarded. The STA Board of Directors approved this request at its February 26, 2009 meeting.

Board staff recommends the SRTC Board support STA and WSDOT as the designated co-recipients for Section 5316 and 5317 funds for the Spokane UZA. Staff also supports

assisting STA in the development and administration of the competitive selection process for JARC and New Freedom projects.

It was noted that the JARC and New Freedom funds have been set aside in years past but were never tapped due to the absence of a recipient designation. Mr. Glenn Miles noted that the challenge is creating an expected service/program without the ongoing funding to sustain such services/programs. Mr. Mark Richards added that it is STA's desire to extend services to reach long term care patients as well as establish a South County shuttle, but due to intense staffing requirements relative to available funding, it has been problematic. Nevertheless, for the benefit of the community, STA is interested in taking a small step approach. Mr. Miles stated that there has also been an ongoing interest in using available funds to establish a shuttle between Spokane and Coeur d'Alene.

Mr. Todd Mielke made a motion to adopt SRTC staff recommendations to support STA and WSDOT as the designated co-recipients for Section 5316 and 5317 funds for the Spokane UZA, and assist STA in the development and administration of the competitive selection process for JARC and New Freedom projects. Ms. Diana Wilhite seconded the motion, which was unanimously approved.

6. SRTC Board Member Comments.

Mr. Todd Mielke reported that there is the political will and dialog from jurisdictions to move forward with uniformed street standards. He noted that the concept stalled when staff needed direction and priority clarification from elected officials. Mr. Mielke stated that the County is currently working on updating its own street standards and policies. He noted that Spokane County is unique in that most of the metropolitan population resides in one corridor; consequently, jurisdictional adjacency necessitates uniformed standards. Mr. Mark Richards emphasized that the County is taking a 2-stage approach, in that it will address its own street standards while trying to maintain uniformity with urban growth area standards. The goal is to ensure that street standards are compatible with integrated roads, create connectivity in an annexation process, reduce the utilization of private roads, and make roads easier to maintain and manage.

Ms. Latisha Hill reported that the yearly plan kick-off meeting for the Washington Transportation Commission (WTC) is scheduled for April 3rd in Olympia. The focus will be on policy. She added that while they have the statutory authority to host such an event, they do not have the funds to conduct it. Also, the Commission will be meeting in Spokane Valley on June 16th. She suggested that the region coordinate topics to discuss prior to the meeting, and asked SRTC to coordinate this effort. Mr. Miles stated that staff will provide the coordination for the event. Ms. Hill noted that a similar event will be held in Kent, WA next month and that she will provide an update to the Board on the outcome.

Mr. Joe Shogan expressed disappointment with regard to the amount of federal stimulus money dedicated to Spokane area transportation projects, vs. projects on the west side of the state.

Ms. Nancy McLaughlin reported that she will be in Washington DC next week with the National League of Cities (NLC). She will be sitting on the transportation infrastructure steering committee and asked that Board members contact her if there was any information they wanted her to bring back or to communicate to the NLC.

Mr. Keith Metcalf reported that WSDOT opened two bids on projects east of town, which came in at/under engineer's estimates. More homes in the East Central neighborhood are set up to be demolished as part of the contract and agreement with that neighborhood for the collector distributor system project. Project six on the North/South Freeway (the last contract needed to get the project drivable from Francis to Wandermere) goes on ad May 18th. He added that of the \$20 million in stimulus funds to be spent at WSDOT's discretion within the seven county region, 6% percent will be for a local project.

Mr. Metcalf reported that they have had discussions with local legislatures regarding the Spokane/Cheney interchange. A bill has been proposed to provide a short term solution involving a separated right turn lane for Southbound I-95. Also, the North Spokane Corridor (NSC) continues to receive attention from legislatures; funding would enable the completion from the Spokane River to Francis, making 80% of the corridor drivable. He added that a bill passed the Senate which consolidates three Eastern Washington WSDOT districts into two, giving Keith oversight over all of Eastern Washington. Ms. Latisha Hill asked if there were other transportation projects of regional significance. Mr. Metcalf noted that the NSC, Spokane/Cheney interchange, Bridging the Valley, I-90 East of Sullivan, as well as SR-904 from Four Lakes to Cheney are all projects of regional significance, although WSDOT has additional ones. Ms. Wendy Van Orman asked whether off ramps would be provided on the NSC to promote economic development in the Hillyard area. Mr. Metcalf noted that off ramps to/from the north would be provided, but not to the south.

Ms. Diana Wilhite reported that she will be attending the NLC conference in Washington DC next week and will also be sitting on the transportation infrastructure steering committee along with Ms. McLaughlin. She added that the Association of Washington Cities will hold its kick-off conference Spokane Valley during the same week that the WTC plans to host their meeting in the Valley. Ms. McLaughlin noted that the Association of Washington Cities meeting has been changed to June 23rd.

Ms. Wendy Van Orman reported that the City of Liberty Lake is putting their street standard policy through their city council at this time and expect to have an adopted standard by next month. She stated that she is happy to be on the SRTC Board.

Mr. Joe Shogan informed Mr. Metcalf that at one of the big tent meetings last fall, the Latah Bridge remodeling/renovation/reconstruction came up as topic of interest for both the City of Spokane and proponents of light rail. Because the gorge is one of the

major geographic hurdles extending light rail to the west, single traffic lanes could be provided on the bridge in each direction with light rail located in the center, rather than two lanes in each direction. He asked that an engineering study be conducted should funds become available.

Mr. Metcalf clarified that with regard to the NSC, full funding to complete the project was not available at this time. Mr. Richards asked Mr. Metcalf about a County request for funding a study on a North/West connector (connecting Northwest Spokane to the Airport, through the West Plains to I-90). He asked for regional support for the relief it would provide to Maple, Monroe, and Division. Mr. Metcalf stated that the request was high on the GIS high priority list.

Ms. Micki Harnois reported that at the request of the Inland Pacific Hub (IPH), she attended one of their meetings. She advised them that given her term length as Chair, she could attend six more meetings and asked whether they wanted to consider that a regular board member attend. The IPH preferred Board Chair attendance. Mr. Joe Shogan noted that \$247,000 in earmarked funding will be directed to the IPH.

7. Transportation Manager's Report.

Mr. Glenn Miles reported on the status of several transportation-related bills, including Senate Bill 6064, which would establish transportation accountability regions and regional transportation accountability boards, Rail Corridor Bills SB 5496 and HB 1717, which would provide the state with a third East/West rail corridor, and SB 5540, which would provide high capacity transportation corridor areas.

Mr. Miles reported that Ms. Carole Richardson, KMPO Transportation Planning Engineer, submitted her resignation. He expressed gratitude for her service, noting that upon hire she emphasized it would be temporary.

Mr. Miles stated that KMPO's SRTC service (cost/time/materials) contract was due for renewal; however, KMPO agreed to allow for the submission of service proposals from other providers while extending the SRTC contract for 30 days. Mr. Miles emphasized that KMPO is billed directly for services and that costs are fully recovered. Mr. Miles asked for direction from the Board as to whether or not SRTC should submit a proposal to KMPO as well. Mr. Todd Mielke stated that if SRTC does not submit a proposal, it would appear that we are not interested in a regional approach to transportation. He suggested SRTC submit a proposal and let KMPO decide which service provider to use. Mr. Joe Shogan concurred, stating that existing and proposed rail and transit systems tie the Spokane region with Kootenai County.

Ms. Latisha Hill made a motion allowing SRTC staff to submit a service proposal to KMPO for consideration. Mr. Joe Shogan seconded the motion, which was unanimously approved.

Mr. Glenn Miles also reported on his recent trip to Washington DC. He stated that there will not be an authorization bill signed this year; consequently, SRTC will

continue operating under the current resolution through next April or August. He expressed uncertainty as to what future funding levels will be. He emphasized that Freight projects will be a priority as well as projects with regional and national significance.

Mr. Miles reported that the IPH received recent earmark funding. Also, there is a strong likelihood that the NSC will receive redistributed stimulus funding, if made available.

Mr. Miles along with Ms. Staci Lehman announced a press conference to be held to kick-off the construction season in light of stimulus funding for local projects. SRTC staff has completed its new construction map which will be made available at the press conference. The press conference will be held in the 5-mile area and SRTC staff asked whether elected officials should attend and address the public. The Board discussed possible dates and times, concluding that the press conference will be held on Thursday, March 26 at 10:30 am. Mr. Joe Shogan stated his and possibly the mayor's interest in attending.

8. Old Business.

a) Inland Pacific Hub Draft Resolution Review

Mr. Glenn reported that legal council completed their review of the Inland Pacific Hub (IPH) bylaws and resolution. He noted that the IPH advisory board will review the document again, having expressed a need to have a few questions answered and desire to have representation from the SRTC and KMPO Boards on either their Executive or Full Board. If no further substantive changes are made, the bylaws and resolution as presented today will move forward.

b) Project Selection and Re-allocation Procedures

Mr. Glenn Miles provided and reviewed a handout outlining the Transportation Technical Committee's recommendations regarding project selection and funding re-allocation procedures. Mr. Todd Mielke asked why jurisdictions are further solicited to ensure adequate funding on projects on projects already funded. Mr. Miles responded saying that based on his experience, there have been numerous instances where agencies will experience an over run on project costs and request additional funding *after* additional available funding has been obligated. This provision provides those jurisdictions an opportunity to secure additional funding should over runs occur. Mr. Mark Richard requested time to review the recommendations in detail with his staff and suggested deferring the approval of the TTC's recommendations until next month.

Ms. Nancy McLaughlin made a motion to defer Board response to the TTC's Project Selection and Re-allocation Procedures recommendation to the April 9, 2009 SRTC Board meeting. Mr. Mark Richard seconded the motion, which was unanimously approved.

9. New Business.

a) STA Request for SRTC Board Representation

Noting that STA was not prepared to present their request for SRTC Board representation at today's Board meeting, the following motion was made:

Ms. Wendy Van Orman made a motion to move STA's request for SRTC Board representation to the April 9, 2009 SRTC Board meeting. Mr. Mark Richard seconded the motion, which was unanimously approved.

b) ARRA Transportation Improvement Program Amendments

Mr. Jeff Selle provided a PowerPoint presentation outlining the brief history of and funding allocations under the 2009 American Recovery and Reinvestment Act (ARRA). Mr. Glenn Miles then reviewed the final regional federal stimulus project list requesting Board approval of the list and direction as to where to spend the remaining \$469,638 of unallocated funds.

It was proposed that the remaining funds be directed to the completion the City of Spokane's Fish Lake Trail enhancement project. Mr. Mark Richards expressed a desire to utilize the funds for the County's Argonne Road project. Mr. Miles reported that although the TTC's intent was to direct the funds toward small town projects, according to the contracted designer(s), these projects were not shovel ready and risk returning the funds to the federal government for reallocation. It was noted that the City risks losing state funding for the Fish Lake Trail project if completion efforts are not made. After much discussion, the Board agreed to allocate the remaining \$469,638 of stimulus funding to the Fish Lake Trail enhancement project.

Mr. Joe Shogan made a motion to designate the remaining \$469,638 of federal stimulus funds to the Fish Lake Trail enhancement project. Ms. Nancy McLaughlin seconded the motion, which was unanimously approved.

c) Regional Mobility Grant Rankings Review – Staci Lehman

Ms. Staci Lehman reported that in fall of 2008, the Washington State Department of Transportation (WSDOT) put out a call for projects for Rural Mobility Grants. The following three applications were received: (1) the Kalispel Tribe of Indians to implement a public transit system to access rural areas, (2) Special Mobility Services (SMS) to sustain dial-a-ride service in north Spokane County, and (3) an additional one from SMS to expand dial-a-ride service in north Spokane County.

Each Metropolitan Planning Organization is required to rank the applications for Rural Mobility projects in its area. A group was convened on January 13, 2009 consisting of staff members from SRTC, Spokane Transit Authority, and Greater Spokane Incorporated to rank the applications. The group agreed that all three applications should receive 'A' rankings, as each project will provide much-needed transit services

to outlying areas that lack public transportation options. Each ranked project also meets the needs and strategies described in the Spokane County Coordinated Public Transit Human Services Transportation Plan.

To complete the process, WSDOT has requested that the SRTC Board be briefed on the submitted project applications and provide concurrence with the application rankings. The Board was advised that a motion was not needed, merely a consensus. With that, it was the consensus of the Board to concur with the application rankings for all three grant applicants.

10. Public Comments.

Mr. David Condon from Representative McMorris Rodgers' Office asked whether the SRTC was congressionally, state, and/or locally chartered. Mr. Miles responded that it is chartered by all three entities. Mr. Condon asked whether the federal government allocates funds to the Board. Mr. Miles stated that the federal government allocates approximately \$475,000 a year to the Board. Mr. Condon asked whether the federal government is represented on the Board. Mr. Miles responded that federal highways and transit are also ex-officio members, but do not attend. Mr. Condon noted that the ex-officio representation (mentioned earlier) is from the congressional branch though the funding is derived from the legislative branch. He added that they enjoy the representation on the board and the non-biased opinion from the board to bring regional concerns to them.

With regard to those attending the NLC conference in Washington DC next week, Mr. Condon stated that of the many municipalities attending, they received 7 requests to meet with the congresswoman from those representing the jurisdictions, but none from the principals. When asked if group meetings could be set, those representing the jurisdictions declined. Ms. Diana Wilhite stated that she talked with Executive Assistant Jin Young Lee regarding her concerns and has since scheduled a group meeting with Representative McMorris Rodgers on Tuesday, March 24th at 5 pm.

Mr. Paul Kropp noted that there are many entities that do not have the collaboration process, the sense to do it, nor the mandate to do it like that provided by the SRTC Board. He added that it is the proper way and that he enjoys watching the process. The Board thanked Mr. Kropp for his comment.

Mr. Richard Shane from the City of Millwood noted that the Argonne repavement project through the City of Millwood is not listed on SRTC's federal stimulus project list, but will incur additional traffic due to planned construction on other routes into the Valley. He stated that this road provides a third access from the Prairie into the Valley. He added that at one time it was included in the region's long term plan.

Ms. Nancy McLaughlin asked Mr. Bob Brueggeman about the bike lanes and sidewalks along the 5-mile, noting that there is not a link between Lincoln and Strong. Mr. Brueggeman concurred, stating that the County does not intend to add additional sidewalk and curbs along the route. Ms. McLaughlin noted that neighbors in that area have suggested a roundabout at the intersection of Strong and 5-mile. Mr.

Brueggeman responded that the intersection is within the City's jurisdiction, not the County's.

Mr. Mark Richard requested that the Board continue to hold its scheduled executive session. Mr. Todd Mielke noted that the purpose of the meeting was not to hold an executive session, but rather for the subcommittee to review and discuss the returned surveys of the Transportation Manager's job performance. He added that the subcommittee intends to inform the Board of the results of the meeting via an executive session to be held at a later date. Mr. Richards requested to be included in the survey review.

11. Executive Session—Personnel Matters.

Due to a quorum of Board members who desired to review the survey results, SRTC Board Chair, Ms. Micki Harnois, convened the Executive Session at 4:10 pm. Everyone except the Board Members was asked to leave the room.

Mr. Joe Shogan and Ms. Nancy McLaughlin departed at 4:10 pm.

The Board requested several extensions to the executive session, and at 4:37 pm the meeting was reconvened into public session. It was noted that only the subcommittee assigned to review the survey results would convene following the Board meeting.

12. Adjournment.

There being no further business before the Spokane Regional Transportation Council Board, the meeting was adjourned at 4:37 pm.

Donna Lively
Recording Secretary