

MEETING MINUTES

Spokane Regional Transportation Council Board
Thursday, December 10, 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)
Latisha Hill, Washington State Transportation Commission
Mark Richard, Spokane County Commissioner
Todd Mielke, Spokane County Commissioner
Joe Shogan, City of Spokane Council Member
Nancy McLaughlin, City of Spokane Council Member
Diana Wilhite, City of Spokane Valley (Vice-Chair)
Wendy Van Orman, Spokane Transit Authority
Keith Metcalf, WSDOT – Eastern Region

Board Members Not in Attendance:

Jim Williams, Private Sector Transportation Provider

Guests Present:

Susan Meyer, CEO STA
Gordon Howell, STA
Karl Otterstrom, STA
Heleen Dewey, Spokane Regional Health District
Neil Kersten, City of Spokane Valley
Paul Kropp, Neighborhood Alliance
Bob Brueggeman, Spokane County
Katherine Miller, City of Spokane
Joe Tortorelli, Good Roads Association
Jon Snyder, Spokane City Council Elect
Kevin Picanco, David Evans & Associates

Staff Present:

Glenn Miles, Transportation Manager
Jeff Selle, Transportation Relations Mgr.
Ryan Stewart, Senior Transportation Planner
Anna Ragaza-Bourassa, Transportation Planning Supervisor
Eve Nelson, Senior Transportation Planner
Staci Lehman, Pub. Info/Ed Coordinator
Donna Lively, Administrative Secretary

3. Board Action Items.

a) November 2009 SRTC Board Minutes

Mr. Joe Shogan made a motion to approve the November 12, 2009 meeting minutes. Ms. Wendy Van Orman seconded the motion, which was unanimously approved.

Mr. Todd Mielke arrived at 1:04 p.m.

b) Approval of November Vouchers

Ms. Nancy McLaughlin made a motion to approve the payment of the November 2009 voucher list in the amount of \$133,644.73. Ms. Latisha Hill seconded the motion, which was unanimously approved.

Recap for November 2009:	
Vouchers: V118927 to V118951	51,492.83
Salaries/Benefits: Warrant Nos: 1429700-1429714 and 1432260-1432274	82,151.90
	<hr/>
	133,644.73

Ms. Diana Wilhite arrived at 1:05 p.m.

Mr. Mark Richard arrived at 1:06 p.m.

c) Indirect Cost Plan Submission

Mr. Glenn Miles noted that every year SRTC is required to submit an Indirect Cost Plan to the Federal Highway Administration depicting the recovery of overhead costs associated with operating the agency from the various grant programs that support the organization. Last year, SRTC was able to recover approximately \$10,000 of previous years' under recovery. Based on recent analysis, the 2010 indirect cost rate must be increased by 3% for the 2010 budget and also to continue the process of collaboration for previous years under recovery.

Mr. Miles explained that various staff positions outlined in the Plan are a direct expense to a grant or an overhead cost to several grants. Time cards are coded to indicate the amount of time spent on projects having a particular funding source. Mr. Miles noted that some organizations base their indirect cost allocation rate on salaries and benefits, whereas SRTC bases its rate strictly on direct salaries. The rate is low relative to other MPOs.

The question was asked why some MPOs are supported entirely from state and/or federal funding. Mr. Miles stated that these have large administrative teams and are involved in other planning related activities unlike SRTC, which focuses strictly on transportation.

Mr. Todd Mielke made a motion to approve the 2010 Indirect Cost Allocation Plan establishing the indirect cost rate at 59% of direct salaries. Ms. Diana Wilhite seconded the motion, which was unanimously carried.

d) Election of Officers

Ms. Micki Harnois thanked the Board for their confidence and support while serving as Chair. She thanked Ms. Diana Wilhite for her service on the Board and presented her with a Certificate of Appreciation.

Ms. Harnois stated that the election of SRTC Board officers has utilized an informal rotation process in the past, beginning with the City of Spokane, Spokane County, small cities, and the City of Spokane Valley. She reminded the Board of the request made at last month's meeting to postpone the City of Spokane Valley's officer position until the representative, once selected, has become familiar with the Board's process/policy/procedures.

Ms. Wendy Van Orman made a motion nominating Ms. Nancy McLaughlin as Chair of the SRTC Board for 2010.

Mr. Joe Shogan noted that the Spokane City Council will not make their Board appointments until January 5. Ms. Van Orman responded that at that time, the SRTC Board can hold another election. Ms. Harnois stated that she has talked with Mr. Mark Richard regarding taking the Chair position and that he has agreed to do so if selected. Ms. Diana Wilhite suggested that the Board consider allowing the City of Spokane Valley representative to be Chair the following year.

Ms. Van Orman reminded the Board that the new interlocal agreement does not include any rotation for officer positions.

Ms. Latisha Hill seconded the motion nominating Ms. Nancy McLaughlin as Chair of the SRTC Board for 2010 for discussion purposes.

Mr. Mielke questioned whether officer elections should be postponed until January. Mr. Shogan stated that the City's STA appointment has been postponed until January and that there will be no new City of Spokane Board appointments confirmed until the January 11 City Council Meeting. Ms. Harnois stated that the process is the same for the City of Spokane Valley

Ms. McLaughlin stated that she hoped the Board would not allow the political process to interfere with moving forward on SRTC officer elections. She expressed her desire to be Board Chair and noted her qualifications. Mr. Shogan expressed concern that when the City Council considers appointments, Ms. McLaughlin might use the argument that she needs to remain on the SRTC Board since she was elected Chair. Mr. Keith Metcalf suggested an "either/or" solution to honor the Board's informal rotation: Ms. McLaughlin could be named Chair with Mr. Richards as the alternate Chair should the City decide not to renew her appointment.

Ms. Latisha Hill rescinded her second on the motion nominating Ms. Nancy McLaughlin as Chair of the SRTC Board.

Mr. Richards suggested that the motion stipulate a Chair and Vice-Chair with the Vice-Chair assuming the Chair position if the Chair does not get reappointed to the Board, in which case a Vice-Chair can be selected in January. This would alleviate the City of Spokane's dilemma by providing an alternative while maintaining the integrity of the SRTC Board.

Ms. Van Orman amended her original motion as follows:

Ms. Wendy Van Orman made a motion to appoint Ms. Nancy McLaughlin as Chair of the SRTC Board for 2010 with the alternate and Vice-Chair being Mr. Mark Richard, should Ms. McLaughlin not retain her seat on the Board pending Spokane City Council appointments. Mr. Mark Richard seconded the motion for discussion purposes.

Mr. Mielke stated that his preference is to defer action on the Vice-Chair position and to elect Ms. McLaughlin as Chair and Mr. Richard as the alternate. A formal action by the Board in January could solidify Mr. Richard as Vice-Chair in January, if Ms. McLaughlin retains her appointment.

Mr. Mielke noted that he anticipates legislative discussions on Transportation Benefit Districts (TBDs), which would require SRTC Board Member travel and asked whether this would pose a conflict for either Ms. McLaughlin or Mr. Richard. Ms. McLaughlin stated that Board representation could be shared by both the Chair and Vice-Chair, depending on schedules.

Mr. Shogan asked the Board to respect the City Council's procedures by deferring SRTC Board officer elections to January out of courtesy and consistency with what the City told STA.

SRTC legal council, Mr. Stan Schwartz, noted that the interlocal agreement stipulates that officers of the council are elected by a majority vote of the Council and does not note when it should occur. It does not preclude deferring the officer elections to January. Mr. Shogan stated that if the Board decides to select officers today, he would have to abstain. As a Board member himself, he cannot endorse Ms. McLaughlin as Chair now and then objectively vote for her as a City SRTC Board representative next month. Ms. Harnois stated that if necessary, she is willing to Chair the January SRTC Board meeting. Ms. McLaughlin argued that the Board should proceed with the officer selection process.

A Call for Question was made. There being no objection, the Board voted on the following primary motion on the floor:

Ms. Wendy Van Orman made a motion to appoint Ms. Nancy McLaughlin as Chair of the SRTC Board for 2010 with the alternate and Vice-Chair being Mr.

Mark Richard, should Ms. McLaughlin not retain her seat on the Board pending Spokane City Council appointments. Mr. Mark Richard seconded the motion, which was unanimously approved, except for Mr. Joe Shogan who abstained.

Mr. Todd Mielke made a motion to defer the selection of a Vice-Chair to the January 14, 2009 SRTC Board Meeting. Ms. Latisha Hill seconded the motion, which was unanimously carried.

e) Board Meeting Date/Time for 2010 – Review and Approve

It was noted that the November 11, 2010 SRTC Board Meeting falls on Veteran's Day. It was decided to defer a decision on the November Board meeting until later in the year. Ms. Nancy McLaughlin noted a conflict with the January 14, 2010 Board meeting date. A Greater Spokane Incorporated meeting is scheduled for that day; Ms. McLaughlin suggested changing the Board meeting date to January 21st.

Mr. Joe Shogan made a motion to adopt the 2010 SRTC Board Meeting Calendar with the amendment of moving the January 14 meeting date to January 21. Mr. Mark Richard seconded the motion, which was unanimously approved.

f) SRTC Policy Subcommittee – Latisha Hill

Ms. Latisha Hill stated that the Transportation Advisory Committee (TAC) member application was forwarded to the Board via email for review prior to the Board meeting. Ms. Hill asked for Board concurrence to send out the application for member solicitation. Mr. Miles stated that the application will be sent to a large distribution list for potential candidates and will also be available on the SRTC website for electronic submission as well.

Ms. Diana Wilhite stated that she hopes her name will be on the top of the list as a TAC candidate.

Ms. Micki Harnois reported that the Cities of Spokane Valley and Liberty Lake have not been inserted into the TTC By-laws as participating jurisdictions to date. Mr. Miles responded that the intent is to have the TTC By-laws updated, reviewed by legal council, and ready for Board review at the January 2010 Board meeting. It will then be distributed for public comment with the goal of having them adopted in February. Mr. Miles emphasized that representatives from both cities have been participating on the TTC; the by-laws simply need to be updated to include them.

4. Public Comments.

Ms. Susan Meyer reported that STA has a Request for Proposals (RFP) out seeking a consultant for the Downtown Transit Alternatives Analysis (Street Car Study). They anticipate a very good candidate pool given the state of the economy.

Mr. Paul Kropp commented that transportation was the topic for this year's Eastern Washington University's Lego League competition, a regional robotics event involving various local schools. One group's project was the SmartRoutes' Centennial Trail.

Mr. Karl Otterstrom reported that STA is recruiting sounding board members (public stakeholders' group) for the Downtown Transit Alternatives Analysis. The application is on the STA website and STA is identifying different categories they want represented and will solicit for if needed.

5. Committee Reports and Recommendations.

a) Transportation Technical Committee Report

Mr. Gordon Howell reported that the Transportation Technical Committee (TTC) met on November 18 and discussed the STP project applications. The TTC decided to postpone prioritizing projects until further information on funding was known. The committee was briefed on the West Plains Study and was told that the subcommittee would be meeting in January. STA provided a presentation on the Downtown Transit Alternatives Analysis and announced the release of an RFP in November; consultant selection is expected to occur in January. The TTC was presented with the final draft Regional Pedestrian Plan and made a motion recommending Board approval of the Plan.

Ms. Eve Nelson reported that the Regional Pedestrian Plan began in 2008 with a grant from the Health District. She noted that the key elements include: 1) recommending regionally significant projects for future funding, 2) local barrier evaluation, 3) a recommendation that jurisdictions prepare their own pedestrian plan, and 4) that the document be used as a resource for future funding.

Ms. Latisha Hill made a motion to approve the Spokane Regional Pedestrian Plan as recommended by the TTC. Mr. Todd Mielke seconded the motion, which was unanimously carried.

Mr. Mark Richard asked Ms. Heleen Dewey whether she wanted to speak on this agenda item. Ms. Dewey stated that they are excited about the partnership between transportation planning and public health. A walkable community is a public health concern that can address many health issues.

Ms. Wilhite asked for time to read the document before approving it but was told that a copy was provided at last month's Board meeting in which she was absent. Mr. Metcalf commented that he was pleased that the Children of the Sun Trail had been included into the Plan. Mr. Richard noted the importance of the new, unique collaboration between the Health District, STA, and the SRTC and encouraged future planning integration with other social elements.

Mr. Mielke inquired whether or not the Fish Lake Trail's non vehicular path was still separated from vehicular traffic. Ms. Katherine Miller responded that the US195

project is a WSDOT project but that the City entered into an agreement to work together on the route development plan. Mr. Metcalf noted that the realignment has shoulder-provided bicycle lanes as well as a separated pedestrian path. Mr. Miles provided a brief history of that property and project, noting that there has always been the intent to build a frontage road to relieve access off of US195.

Mr. Metcalf asked whether member composition of the TTC has ever been addressed, given previous comments that were made to him. Mr. Miles responded that the current TTC By-laws stipulate representation from planning, traffic and engineering, and capital programs and public works departments from each jurisdiction, with the exception of small towns, who select their own representatives. He noted that the historical problem has been that some divisions were not attending on a regular basis; however, attendance has improved over the past six months.

Based on TTC's report on the completion of nearly all stimulus funded projects, Mr. Richard asked whether this was common, and if not, suggested a press release to provide public recognition of this efficiency. Mr. Howell commended Mr. Miles for keeping the TTC accountable and on track in completing their stimulus funded projects. Mr. Metcalf asked that should there be a press release, that it be a combined regional report that includes WSDOT projects as well. Mr. Miles stated that he would have staff work on it. He noted that the last Tier I project is the Havana Street Overpass project, which will go out on bid on December 21st. The Rockford sidewalk project is scheduled to be ready in February.

b) Inland Pacific Hub (IPH) Update – Ryan Stewart

Mr. Ryan Stewart reported that the Inland Pacific Hub status report for December was included in this month's Board packet. He noted that the IPH website, www.inlandpacifichub.org, went live on November 20th.

Three public forums were held in Pullman, WA, Sandpoint, ID, and at Center Place in Spokane Valley. The common theme at the Pullman forum involved the future movement of oil extraction and refinement equipment heading to Alberta, Canada. Approximately 196 modules are coming by barge from the Port of Portland to Lewiston that will be hauled on Highway 12 through Montana and into Alberta. There was a discussion regarding the need for all season roads to address freight mobility, as well as emerging trends in tourism (7 cruise lines that travel up to Lewiston).

Themes at the Sandpoint forum included: the need for a balance between freight mobility and tourism, addressing congestion at railroad crossings and at the Canadian border, and the improvement of utilities (e.g. broadband) to attract new businesses and sustain existing businesses. Although the attendance was low, it included those heavily invested in the economic development of that region.

Themes at the Center Place forum included the North Spokane Corridor, I-90 access, congestion, and bypass/connector issues. A Canadian representative stated that it is predicted that Prince Rupert Port in British Columbia will become the next Hong Kong.

There were also discussions of an intermodal facility in the Revelstoke/Kamloops British Columbia area.

Overall there was a desire for regional planning coordination within the 19 county area for the primary purpose of project prioritization. The establishment of a regional freight/shipper association was also suggested.

Mr. Stewart stated that the pending technical reports and working papers are expected to be delivered by the end of this year. The consultant was requested to provide key findings and recommendations for communication to key decision makers at a January 13-15, 2010 meeting in Olympia, WA,

Ms. Harnois stated that the key legislator in her district requested communication on the IPH. She asked that their legislator be added to any contact list to receive IPH communications. She added that the Chair of both the SRTC and the KMPO Boards are on the IPH Board as well, and noted that it is a responsibility for the incoming Chair. She suggested that an alternate may be needed.

6. Old Business.

a) SRTC Interlocal Agreement Update – Stan Schwartz

Copies of the SRTC Interlocal Agreement with recent edits were provided to Board members prior to the meeting. Mr. Stan Schwartz provided a brief history of the development of and recent changes made to the interlocal agreement. Mr. Schwartz forwarded the agreement to STA legal council due to questions posed by the STA Board. STA legal staff identified 3 issues to be addressed: 1) the idea of creating a separate entity; 2) owning real property; and 3) miscellaneous clauses (boilerplate) that are used in every interlocal agreement.

Mr. Schwartz categorized the proposed edits as 1) style changes; 2) formatting issues, and 3) substantive issues. He noted that he would address the significant issues with the Board and seek redirection.

Mr. Schwartz proceeded to outline the STA proposed changes to the Board and engaged the Board in discussing the significant issues that he identified. Mr. Mark Richard requested that STA provide the rationale for their concerns. Mr. Mielke stated that the interlocal agreement is intended to set the broad parameters and mission of the organization while the Board then determines the best way to carry out those objectives. He expressed concern in becoming over prescriptive and in the late arrival of comments from those that have not been involved in the process. It was assumed that those SRTC Board members who sit on the STA Board have provided an STA perspective during the agreement revision process.

Mr. Schwartz noted that many of the edits are simply a matter of opinion. Ms. McLaughlin stated that it would be difficult to review and articulate the proposed interlocal agreement changes to council members or boards on a regular basis. Mr.

Richard suggested allowing time for each agency to review and provide summarized comments on the agreement.

Mr. Schwartz continued to outline the STA comments. He stated that he would follow the Board's direction on the substantive issues and incorporate them into the agreement. After much discussion, it was determined that not all jurisdictions have reviewed the agreement with their legal staff and associates. It was agreed that Mr. Schwartz would forward the updated agreement to each jurisdiction's legal staff for review and comments along with a cover letter specifying that only issues of concern be addressed (no wordsmithing) and that comments be justified and summarized and returned by January 11, 2010. The Board will be provided with copies of the comments submitted by each jurisdiction.

Mr. Mielke asked whether those agencies that appoint their SRTC Board member(s) annually are consistent with the interlocal agreement, which states that they will be appointed for a 3 year term. Mr. Miles noted that the intent of the 3 year appointment was to create stability in the Board and minimize turnover. Mr. Schwartz stated that jurisdictions should understand that an SRTC Board appointment is for 3 years.

b) SRTC/TMC Office Remodel Update – Bonnie Gow

Ms. Bonnie Gow reported that staff has researched cost effective construction alternatives including the use of demountable walls instead of drywall. She provided a handout that included photos depicting demountable walls and current cost estimates from two suppliers; additional pricing from two other demountable wall supplier/contractors is expected to be obtained soon. Advantages of this "green" alternative include ownership, re-usability, quicker (7-10 day) installation, and less disruption and construction debris. Mr. Miles stated that using demountable walls reduces the cost by \$25,000 to \$30,000 rather than going with traditional construction. It will take approximately 4 to 6 weeks to receive the materials.

c) Community Visioning and Improvement Strategy for a Unified Regional Transportation System RFP – Staci Lehman

As approved at the November SRTC Board meeting, a request for proposals (RFP) seeking qualified firms to develop a Unified Regional Transportation Vision was announced on Nov. 20, 2009. The RFP was advertised in the Spokesman-Review and the Seattle Times newspapers, as well as on SRTC's website and blog site.

As of noon on Wednesday, December 2nd, 46 firms had requested the RFP packet, from as far away as North Carolina, San Diego, British Columbia, and Colorado.

The successful candidate chosen to conduct this 'visioning' process will be expected to develop a Unified Regional Transportation Vision that describes the desired attributes of a fully integrated, multimodal transportation system to be developed over the next 30-50 years.

Interested parties have until close of business December 18th to submit proposals for consideration. The list of companies that have requested the RFP packet is posted on the SRTC website.

7. New Business.

a) Affirm Board participation on WSDOT Climate Change 2A Committee

Mr. Miles stated that SRTC, along with 3 other MPOs in the state, is part of the Governor's Order on Climate Change assigned to exam climate change in coordination with transit authorities and the Association of Counties. It has been requested that a member of the SRTC Board sit on the Climate Change 2A Committee and Mr. Mark Richards has been asked to represent the Board. Board affirmation for Mr. Richard's participation is needed.

Ms. Latisha Hill made a motion to affirm Mr. Richard's participation on the WSDOT Climate Change 2A Committee. Ms. Nancy McLaughlin seconded the motion, which was unanimously carried.

Mr. Metcalf asked what would happen if Mr. Richard becomes Board Chair. The committee anticipates meeting quarterly. Mr. Richard stated that if there is a conflict, he will request a replacement from the Board.

8. Transportation Manager's Report.

Mr. Miles reported that the earmarks contained in the conference committee report included: \$1.3 million for diesel hybrid buses for STA, \$1,948,000 for US195 Spokane/Cheney Road, a similar amount was received for the City of Spokane's Fish Lake Trail Project, \$400,000 was received for the North Spokane Corridor, and \$950,000 was received for the Gonzaga pedestrian overpass over Hamilton Street.

He noted that several of the earmarks had Spokane legislative delegates' support and concurrence as priority projects reflecting the unified approach to transportation priorities that the Board has sought after.

Mr. Miles reported that he was in Boise, Idaho on December 2 representing the five MPOs in the State of Idaho before the Lieutenant Governor's Task Force on Modernizing Transportation Funding. Mr. Miles was asked to attend future task force meetings on behalf of the Kootenai County Metropolitan Planning Organization (KMPO).

9. SRTC Board Member Comments.

Mr. Keith Metcalf reported that WSDOT Eastern Region has also completed 100% of their Tier I stimulus projects. One Tier II project (Dowel Bar retrofit on US 195) has been awarded but construction will not begin until next summer. A Tier III project on US 195 from State line to Colton was identified and awarded funding.

Ms. Micki Harnois announced a 3 minute break prior to convening the scheduled executive session.

10. Executive Session—to review the performance of a public employee.

Ms. Micki Harnois announced that the purpose of the special meeting was to review the performance of a public employee. The meeting is anticipated to last until approximately 4:00 p.m. Board Chair, Micki Harnois, convened the Executive Session at 3:24 p.m.

At 4:00 p.m. Mr. Stan Schwartz announced that the executive session would be continuing for another 15 minutes.

At 4:19 p.m. the Executive Session adjourned with no action taken and the regular meeting reconvened.

11. Adjournment.

There being no further business before the Spokane Regional Transportation Council Board, the meeting was adjourned at 4:19 pm.

Donna Lively
Recording Secretary