

MEETING MINUTES

Spokane Regional Transportation Council Transportation Advisory Committee
 March 27, 2017
 421 W Riverside Ave Suite 500, Spokane, Washington

1. Call to Order

Chair Ben Wick called the meeting to order at 3:00 p.m.

2. Roll Call

Committee Members Present:

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| Hank Greer | John Dietzman |
| Pat Harper | Ben Wick |
| Kennett Bertelsen | Rosemarie Schmidt |
| Greg Francis | Greg Szabo |
| Yolanda Lovato | Margaret Watson |
| Jim Simon | |

Committee Members Not in Attendance:

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| Paul Kropp | Bob Race |
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Guests Present:

LeAnn Yamamoto, Spokane County Commute Trip Reduction

SRTC Staff Present:

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| Amanda Mansfield | Anna Ragaza-Bourassa |
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3. New TAC Member Introduction

Mr. Harper described his employment background including working for: 1000 Trails; Department of Natural Resources, Real Estate Division; and Spokane County Engineering, where he supervised the Commute Trip Reduction (CTR) program, Transportation Engineering, Administration for the engineering department, and the ROW Department. He described his work in support of advancing the Liberty Lake shared use trail system and the Little Spokane trail system.

Mr. Wick stated that Ms. Colyar left her position on the TAC due to a change in employment and that Mr. Harper took her place.

4. Public Comments

No public comments.

5. Approval of January 2017 Minutes

Mr. Greer stated he was not in attendance at the January 2017 meeting and requested that the minutes reflect that. Mr. Bertelsen recommended that President and Vice President be changed to Chair and Vice Chair as per TAC by-laws. Ms. Mansfield agreed to make the changes.

Ms. Watson moved to approve the minutes. Mr. Dietzman seconded. The minutes passed unanimously.

6. 2016 Annual Listing of Obligated Projects

Ms. Ragaza-Bourassa stated that SRTC produces the Annual Listing of Obligated Projects every year and posts it on the SRTC web site as per federal requirement. She stated that the listing includes all federal dollars that obligated in Spokane County and noted that “obligated” means that an agency has received approval to use funds, allowing them to implement their project and get reimbursed. She stated that in 2016, the region obligated 40 million dollars. The report shows how the money was obligated or spent by type of project and funding source.

Ms. Ragaza-Bourassa stated that the region has an obligation target of a little over 11.7 million dollars for this federal fiscal year (FFY), 2017, and that the TIP working group as well as the Transportation Technical Committee (TTC) and the SRTC Board have been working to ensure that the Region is in line to meet the target. She stated that the region is currently on track to exceed the target with a buffer of approximately 1.5 million dollars. She stated that SRTC staff would provide an update at the next TAC meeting.

7. Commute Trip Reduction (CTR) update

Ms. Yamamoto stated that the CTR program’s purpose is to promote commute alternatives and promote biking, walking, transit, carpooling, and other alternatives to single occupant vehicle commute trips. She stated that the Congestion Mitigation and Air Quality (CMAQ) grant they historically used for incentives (among other things) stopped reimbursing incentives as of September 1, 2016. She described the following program changes that had been made in light of the CMAQ restriction:

- MyCommute.org upgrade (tracking all trips, not just commute trips)
- Improving reporting and stats
- Improving website aesthetics
- Initiating badge program to award to participants for milestones such as reduced air pollution, trips; calories burned; environmental impacts (i.e. trees saved)
- Expanded Guaranteed Ride Home to new worksites
- Hosting bike safety classes for one participating work site staff member and for the general public
- Supporting employer sponsored bus and vanpool program
- Offering a Liberty Lake shuttle program that provides service from a Park and Ride to CTR work sites during AM/PM peak

Ms. Watson asked if CTR’s bike safety class leaders would be certified through the League of American Bicyclists. Ms. Yamamoto confirmed. Mr. Dietzman asked for confirmation that CTR can keep the money that was previously used for incentives, but only use it for non-incentive programming. Ms. Yamamoto confirmed. Mr. Harper asked if there are projections for how the incentives being removed will impact the program. Ms. Yamamoto responded that there are no projections but that incentives are a very successful tool. She also stated that they are hoping a yearly worksite recognition event will encourage people to participate.

Ms. Ragaza-Bourassa asked if CTR was looking to jurisdictions to provide funding for the CTR program that could be used for incentives. Ms. Yamamoto responded that CTR is reaching out to businesses and the jurisdictions about the possibility for funding to bring back incentives.

Mr. Greer asked if there had been any thought given to safety workshops for all road users. Ms. Yamamoto responded that they distribute brochures with this information but do not have a program in place. Ms. Watson asked if the safety class would be done before Bike Everywhere Month. Ms. Yamamoto stated it would not, and that the classes would happen in the fall. Ms. Watson asked if CTR would try to work with the two certified instructors currently in Spokane. Ms Yamamoto stated they would.

Mr. Dietzman asked if the CTR program documents changes in participation in the winter, particularly bus and pedestrian activity. Ms. Yamamoto stated they do not monitor this but that it appears there is a spike in ridership in the winter. Mr. Harper stated that the upcoming Bike Swap was started by Ms. Yamamoto. Ms.

Yamamoto stated that the event is on April 8, with 60 exhibitors, an education and entertainment area, free helmets, bike registration, and bikes for sale. She stated that they have raised over 175,000 dollars over the past several years and that the proceeds go to Friends of the Centennial Trail. Ms. Schmidt asked if they have thought of television advertising. Ms. Yamamoto responded that it is not in their budget.

8. SRTC Executive Director Search Update

Ms. Mansfield stated that SRTC senior planner Ryan Stewart was selected by the SRTC Board to be Interim Director, and that the recruitment firm SRTC had hired, Prothman Inc., had put out the job advert and selected 10 applicants. She stated that the Board Administrative Committee would review applicants and by the end of March put together a final list of recommended applicants to interview. She stated that it was expected that there would be a new Executive Director in April or May. Mr. Wick asked if there was TAC involvement in the last hiring process for the previous Executive Director. Ms. Ragaza-Bourassa responded that there had been an open house where members of the public were allowed to meet the candidates, that Prothman is aware of how the process was organized previously, and that staff and the committees want to be involved. Ms. Watson asked if the TAC could have the new Executive Director come to a meeting to present. Ms. Mansfield responded that she would bring this up.

9. Preliminary Draft SFY 2018 Unified Planning Work Program (UPWP)

Ms. Mansfield provided an overview of the content of the SRTC UPWP including the following:

- SFY 2017 key accomplishments
- SFY 2018 work tasks by major activity and task
- Proposed funding by activity/task
- Unfunded planning activities
- Washington Spokane Department of Transportation (WSDOT) and Spokane Transit Authority (STA) major planning activities
- SFY 2018 development timeline

She stated that staff would bring the UPWP back to the TAC in May before it goes to the Board in June for final approval and that the comment deadline is May 3. Mr. Dietzman asked if the document would reflect any changes to federal funding to come out of the new federal budget. Ms. Ragaza-Bourassa responded that on April 19, at the FHWA, FTA, WSDOT Headquarters on-site UPWP review meeting, there would likely be discussion, not only of changes the reviewers want to see in the UPWP document, but also of potential funding changes and how SRTC would compensate for them in the document. She stated that at this point, SRTC staff does not know what the changes will be. Ms. Mansfield stated that SRTC staff would be happy to keep the TAC informed about funding changes. Ms. Lovato asked for more information about SRTC's stated commitment in the document to working with Tribal governments. Ms. Ragaza-Bourassa responded that SRTC staff has formal sit-down meetings with the two tribes within SRTC's planning boundaries: the Kalispel Tribe and the Spokane Tribe. She stated that recently there had been a meeting with the Board Chair and the Spokane Tribe and that SRTC staff is waiting on a meeting with the Kalispel Tribe to discuss interest in potentially having representation on the SRTC Board. Mr. Wick stated that the tribes have representatives on the Transportation Technical Committee (TTC).

10. Staff Report

Ms. Mansfield reported on the following:

- Joint TAC/TTC Scenario Planning Workshop on Monday, April 24, 3-5. She stated that staff would send out email invites for the workshop to the TAC. She described the purpose of the scenario planning workshop and the agenda as well as the scenario narratives that would be discussed at the workshop.
- The April amendment to the 2017 – 2020 Transportation Improvement Program (TIP). She read the project details for the amendment and stated that the projects in the amendment fell into the following categories: funding transfers, funding adjustments, and project date reprogramming.

11. TAC Member Comments/Roundtable

- Mr. Harper asked if SRTC can get documentation from the jurisdictions on the damage done to roads this winter. Ms. Mansfield stated she could look into whether it is documented. Mr. Harper stated that the County produces such a document for their roads. Mr. Bertelsen stated that there is no consistent threshold jurisdiction to jurisdiction, which could skew the numbers.
- Ms. Lovato asked that any material regarding the Joint TAC/TTC workshop be sent prior to the workshop.
- Mr. Dietzman stated that City of Spokane Plan Commission made a recommendation to approve a thorough update of the City's transportation chapter as part of the comprehensive plan update, and that this would go to the City Council. Mr. Dietzman asked for clarity on the SRTC Board's role regarding the City of Spokane's comprehensive plan update. Ms. Mansfield responded that the update would go to the SRTC Board in April for action prior to going to the City Council in June.
- Ms. Watson asked if the public could see the transportation chapter. Mr. Francis stated you could go to ShapingSpokane.org to view it and Mr. Dietzman stated that it could also be found on the Plan Commission web site.
- Mr. Dietzman stated that the Spokane City Council passed a resolution demonstrating their intent to work with the City administration to address snow removal, with specific focus on sidewalk and transit stop accessibility.
- Mr. Francis stated that the City of Spokane is exploring a sidewalk repair bond and a potential vote in the fall, which would result in an average cost to each house of \$65 per year. He stated that there would be a Community Assembly Pedestrian and Transportation (PETT) Committee meeting on this proposal on March 28 at West Central Community Center at 6pm. Mr. Wick asked if there wasn't sidewalk money included in the levy that just passed. Mr. Dietzman stated that the levy is for arterials only. Mr. Francis stated that 75% would be focused on repairing existing and 25% on constructing sidewalks. Mr. Dietzman added that there is minimal Transportation Benefit District (TBD) money that goes to sidewalks as well. Mr. Francis stated that the majority of sidewalk funding comes from Community Development Block Grant (CDBG) funds.
- Mr. Wick stated that Spokane Valley's traffic engineer has taken a position at the County, that the City merged permitting with public works, and that Mr. Hohman is in charge of both as Deputy City Manager. He stated that the City is looking for a new traffic engineer. He stated that the City is doing a lot of education about transportation funding and that they pick a funding source every month and go over it at the City Council meeting. He stated that the new Chair of the SRTC Board is Cheney Mayor Tom Trulove, and the Vice-Chair is Spokane County Commissioner Al French. He stated that the City of Spokane took heat during their comprehensive plan update presentation at the last SRTC Board meeting from STA because the material they distributed was found to not sufficiently prioritize transit.
- Mr. Francis stated that the City of Spokane is restructuring their Capital Works projects to intersperse Central City Line (CCL) improvement projects over the next 6 years, making sure they are getting all those projects done in advance of the CCL.

12. Future Agenda Items

Ms. Watson asked for a presentation by the City of Spokane about their comprehensive plan update.

Ms. Mansfield stated that Spokane International Airport is on the agenda for May so if the City were to present, it would be in July, after their City Council approves the update.

13. Adjournment

Mr. Wick made a motion to adjourn, Mr. Dietzman seconded. The meeting adjourned at 3:55 pm.

Amanda Mansfield, Recording Secretary