

MEETING MINUTES

Spokane Regional Transportation Council Board
Thursday, February 9, 2017
SRTC Office, 421 W Riverside Ave, Ste 500, Spokane WA

1. Call to Order

Ms. Amber Waldref brought the meeting to order at 1:00 pm.

2. Roll Call/Record of Attendance – Excused Absences

Board Members Present:

Amber Waldref, Councilmember, City of Spokane	Matt Ewers, Freight Representative
Mayor Tom Trulove, City of Cheney	Larry Stone, Major Employer Representative
Mayor Steve Peterson, City of Liberty Lake	Brandon Blankenagel, TTC Chair
Josh Kerns, Spokane County Commissioner	Al French, Spokane County Commissioner
Joe Tortorelli, WA State Transportation Commission	Lori Kinnear, Councilmember, City of Spokane
Dee Cragun, Small Towns Representative	E. Susan Meyer, Spokane Transit Authority
Larry Krauter, Spokane Airports	

Board Members Not Present but Represented by an Alternate:

Mike Gribner, WSDOT-Eastern Region - Represented by Mike Frucci, WSDOT-Eastern Region

Board Members Not in Attendance:

Ed Pace, City of Spokane Valley Aspen Monteleone, Councilmember, City of Airway Heights

Guests Present:

Stanley Schwartz, Legal Counsel	Gloria Mantz, City of Spokane Valley
Ron Valencia, Spokane County	Heidi Turnbough, Town of Latah
Cheryl Loeffler, Town of Fairfield	Margo Hill, Eastern Washington University
Jacob Plagerman, Eastern Washington University	Ethan Porter, Eastern Washington University
Rich Burnett, Citizen	Paul Kropp, Transportation Advisory Committee

SRTC Staff Present:

Ryan Stewart, Interim Executive Director/Senior Transportation Planner	Staci Lehman, Communications Coordinator
Eve Nelson, Senior Transportation Planner	Greg Griffin, Administrative Services Manager
Amanda Mansfield, Assoc. Transportation Planner	Anna Ragaza-Bourassa, Senior Transportation Planner
	Julie Meyers-Lehman, Administrative Assistant

Ms. Waldref read the names of the following Board members requesting an excused absence from this meeting: Ed Pace and Aspen Monteleone.

Mr. Krauter made a motion to excuse the absences. Ms. Meyer seconded the motion which passed unanimously.

3. Election of 2017 Board Officers

Mr. Schwartz stated that according to Board bylaws, the Vice-Chair is the presumptive nominee for Chair and Mayor Trulove indicated he was willing to serve should he be elected. Mr. Schwartz reviewed the process and rules for selecting a Chair and Vice-Chair.

Mr. Peterson made a motion to nominate Mayor Trulove for 2017 Chair. Mr. French seconded the motion. Mr. Schwartz called for additional nominations and there were none. A vote was taken and the motion passed unanimously.

Mayor Trulove took the seat as Chair.

Mr. Peterson made a motion to nominate Mr. Pace for 2017 Vice Chair and Mr. Tortorelli seconded the motion.

Ms. Waldref questioned if the positions of Chair and Vice-Chair typically alternate between larger and smaller jurisdictions. Mr. Schwartz replied that historically that has been the case, but it was not outlined in the bylaws.

Ms. Kinnear made a motion to nominate Mr. French for 2017 Vice Chair. Mr. Krauter seconded the motion.

Mr. Schwartz called for additional nominations and there were none.

Mr. Schwartz asked for a vote by a show of hands for Vice Chair nominee Mr. Pace and there was one. The motion failed.

Mr. Schwartz asked for a show of hands for nominee Mr. French and there was a majority. Mr. Schwartz asked if anyone was opposed and there was none. The motion passed.

Mr. Kerns arrived at 1:08 pm.

4. Public Comments

There were no public comments.

5. Executive Director's Report

Mr. Stewart reported that he, Chair Trulove, and Mr. Krauter are involved in the WSDOT 2017 Freight Mobility Plan Update process; they participated in a conference call last Friday and a representative from WSDOT will attend a future Board meeting to provide status on the update. Mr. Krauter commented that participating in the plan update was a very worthwhile endeavor and the Spokane region was well represented in the process.

Mr. Stewart announced that SRTC received final authorization for 2016-2017 MPO and RTPO funds, however Federal Highways funding only goes through April 28 as a result of the continuing resolution and the Board will be kept apprised of the funding situation as that date comes closer.

Mr. Stewart stated SRTC received the draft Obligation Target, noted it is higher than last year, and said the Board will be provided detailed information about it next month.

Mr. Stewart brought attention to the SRTC Year in Review publication. He said information on what the Board and staff have accomplished in the past year was included as well as information on completed transportation projects from member agencies and jurisdictions.

Mr. Stewart called for questions and Ms. Waldref asked if he would provide an overview of the recent meeting with Spokane Tribal Council Vice Chairman Mr. David BrownEagle. Mr. Stewart reported that last month he, Ms. Waldref, and Ms. Ragaza-Bourassa met with Mr. BrownEagle at the request of the Spokane and Kalispel Tribes to discuss potential membership on the SRTC Board. He noted that, from a transportation perspective,

the regional role of the Tribes has increased and the discussion was very productive. Mr. Stewart said the topic would be addressed in the future with the Board Administrative Committee and the Board.

6. Consent Agenda – Minutes of the January 12, 2017 Board Meeting, January 2017 Vouchers, 2017-2020 Transportation Improvement Program February Amendment, 2017 Transportation Advisory Committee Chair and Vice-Chair

Recap for January, 2017:	
Vouchers: V120348 to V120358	29,802.90
Salaries/Benefits: Warrant Nos: 367184-367195 and 369591-369601	92,039.57
Interfund, other expenses, and reimbursements processed directly by the City of Spokane	2,176.99
	<hr/>
	124,019.46

Ms. Meyer made a motion to approve the Consent Agenda as presented. Mr. Krauter seconded the motion, which passed unanimously.

7a. Horizon 2040 – Roundtable Report

Ms. Lehman reported that between July and October 2016 SRTC staff held a series of discussion meetings with stakeholder groups to provide staff and the Board with community perspective on transportation issues. She said 13 groups participated, including major employers, housing and homeless representatives, healthcare professionals, planning commissioners, etc.

Ms. Lehman outlined the four questions asked of each group and described how staff analyzed the answers and then compiled them into common themes. She then summarized each theme and provided examples of the responses.

She said an online survey was sent to the meeting invitees who had been unable to attend, the same questions were asked of them, and she provided some sample responses. She announced the full report would be posted to the SRTC website and roundtable comments would be used to inform the scenario planning process which in turn helps to shape Chapter 4 of Horizon 2040 “Where We’re Going”. She called for questions or comments.

Mr. Stone asked about the method for selecting roundtable participants and Ms. Lehman replied that online research was used for the most part, but staff also requested referrals from other organizations. Ms. Lehman said the goal was to hear input from people that do not normally participate in the transportation planning process. Mr. Stone questioned the value of the report to the planning process since the method wasn’t scientific and the comments and participants were random. Ms. Lehman noted that public participation and community outreach was required of the agency and as the Horizon 2040 update process continues there would be additional opportunities for receiving public input. She noted that using focus groups had been discussed but decided against due to the high cost.

Mr. Ewers noticed that there were no comments regarding freight. Ms. Lehman stated that not every comment was included in the report; however a comprehensive list of each verbatim comment was included in an appendix available upon request.

Chair Trulove thanked Ms. Lehman for her report.

7b. Horizon 2040 – Draft Chapter One Update

Ms. Nelson noted the Board would see agenda items regarding the Horizon 2040 Update frequently this year, however no action would be requested until December 2017. She provided a background of Horizon 2040, the regional long term transportation plan, and explained that Chapter One includes details about the federal and state requirements of Horizon 2040, the Interagency Consultation process, and the Guiding Principles.

Ms. Nelson outlined the most significant updates and reported that this chapter had been reviewed thoroughly by both the Transportation Advisory Committee (TAC) and Transportation Technical Committee (TTC). She said the committees reviewed to:

- add new policies if needed
- eliminate any redundancy in policies
- ensure the policies are aligned with the core functions of the agency and do not reach beyond the scope of the agency
- ensure mechanisms are in place to address the policies

She described the eight mechanisms available to SRTC for policy implementation and gave two examples of the policy evaluation exercise. One example was the policy *“During winter weather conditions, ensure snow, ice removal and snow storage are regularly maintained, designed for and/or enforced on roadways and sidewalks to improve user safety and mobility and to keep the transportation system operational.”* Ms. Nelson said the TAC was asked if this policy was overreaching for a regional agency, because in evaluation of this policy within Horizon 2040 it was found that nothing had been done to move the policy forward. She stated that the TAC’s response was they felt SRTC, as a leader in regional transportation, should be asking questions about this policy to member agencies. Staff took that feedback to the TTC, who discussed the topic at length. Ms. Nelson reported the consensus of the TTC was that they felt questions about design for snow maintenance could be addressed in the project application process and she asked for the Board’s input.

Chair Trulove noted that not every jurisdiction has an ordinance to keep sidewalks clear of snow. He remarked that the suggestion about considering project design to accommodate snow events in the application process was a good idea.

Ms. Nelson said another recommendation that was implemented in the draft is to change from seven guiding principles to six due to language duplication; “Choice and Mobility” and “Quality of Life” have been combined. She noted that no new policies were proposed.

Mr. Krauter asked into which category Capacity is placed and Ms. Nelson replied System Operations, Maintenance and Preservation.

Chair Trulove thanked Ms. Nelson for her presentation.

7c. Small Town Comprehensive Plan Guidance

Ms. Mansfield reported that SRTC, in coordination with the Department of Commerce and students of the Eastern Washington University (EWU) Urban and Regional Planning Department, assisted five small towns with their comprehensive plan updates. She introduced EWU students Jacob Plagerman and Ethan Porter, EWU Professor Margo Hill, Fairfield Town Clerk Cheryl Loeffler, and Latah Town Clerk Heidi Turnbough.

Ms. Mansfield distributed copies of the report produced by the students for the Town of Fairfield. She turned the floor over to Mr. Plagerman and Mr. Porter.

Mr. Plagerman stated that the student studio worked with the towns of Fairfield, Latah, Spangle, Rockford and Waverly on their comprehensive plan updates and explained the purpose of the project, which was determining the consistency of the plans with both the Growth Management Act (GMA) and SRTC’s regional transportation

plan, Horizon 2040. He stated that the student's reports identified gaps in the town's consistency and provided recommendations for addressing the gaps.

Mr. Porter described what the students learned in the process and how they would assist the towns with implementation of the recommendations. He reviewed several ways in which SRTC, the Dept. of Commerce and EWU could assist the towns in economic growth and meeting comprehensive plan requirements and called for questions.

Professor Hill thanked SRTC for providing the students an opportunity to learn about small town planning. She thanked Ms. Mansfield for providing valuable technical assistance to the students.

Ms. Turnbough stated that the small town clerks in southern Spokane County were very appreciative to Ms. Mansfield and EWU for the assistance in updating their comprehensive plans.

Chair Trulove thanked Ms. Mansfield, Mr. Plagerman, Mr. Porter and Professor Hill.

7d. Calendar Year (CY) 2016 Quarterly Budget Update

Mr. Griffin noted that this item was a summary of CY 2016 SRTC revenues and expenses, stated that total revenues and expenses were in line with the budget and called for questions.

Mr. Krauter said he noticed that only about half the budget for travel/training/staff development was spent and questioned if that was a bandwidth issue or an intentional under-spending. Mr. Griffin replied it was not intentional and remarked that the training budget for the upcoming year was slightly higher due to a new Executive Director coming on staff and possibly needing additional training. Mr. Krauter said that was very prudent.

Chair Trulove called for additional questions and there were none.

8. SRTC Board Comments

Mr. Krauter expressed his thanks for Ms. Waldref for her outstanding contributions as Board Chair as well as in the SRTC Executive Director search process.

Ms. Kinnear stated the past few weeks had been challenging for the City of Spokane due the heavy snow and staff changes in the street department.

Mr. Tortorelli announced that a copy of the Washington State Transportation Commission annual report was at each person's place.

Mr. Peterson also commended Ms. Waldref for her work as Board Chair.

9. Adjournment

There being no further business, the meeting adjourned at 1:54 pm.

Julie Meyers-Lehman
Recording Secretary