

MEETING MINUTES

Spokane Regional Transportation Council Transportation Advisory Committee
January 23, 2017
421 W Riverside Ave Suite 500, Spokane, Washington

1. Call to Order

Ms. Brandi Colyar called the meeting to order at 3:00 p.m.

2. Roll Call

Committee Members Present:

Brandi Colyar	Ben Wick
Jim Simon	Greg Francis
Rosemarie Schmidt	Greg Szabo
Margaret Watson	Kennet Bertelsen
John Dietzman	Bob Race
Yolanda Lovato	

Committee Members Not in Attendance:

Paul Kropp	Hank Greer
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Guests Present:

Rich Burnett, Citizen

SRTC Staff Present:

Amanda Mansfield, SRTC staff	Eve Nelson, SRTC staff
Staci Lehman, SRTC staff	

3. Election of 2017 Officers

Mr. Francis nominated Mr. Wick for TAC Chair. Ms. Schmidt seconded. The motion passed unanimously. Ms. Colyar nominated Mr. Bertelsen for TAC Vice-Chair. Mr. Dietzman seconded. The motion passed unanimously.

4. Public Comments

Mr. Burnett proposed that SRTC provide a presentation to the TAC on the search for a new Executive Director. Ms. Mansfield responded that she would look into doing that.

5. Approval of November 2016 Minutes

Mr. Wick made a motion to approve the minutes. Mr. Francis seconded. The minutes passed unanimously.

6. Member and Replacement Member Introductions

Ms. Mansfield introduced the new TAC members (Ms. Lovato and Mr. Szabo) and replacement members (Mr. Harper and Mr. Carollo). The newcomers and the sitting committee members introduced themselves.

7. Committee Procedures and Communication Rules

Ms. Mansfield described the purpose of the Open Public Meetings Act (OPMA) and provided OPMA definitions of the following: Meeting, Governing Body, Motion, and Action. She reviewed appropriate TAC business conduct related to deliberation, public comment times, and what constitutes public

record. Mr. Dietzman confirmed that there is a no collusion policy, which states that members cannot make decisions on issues related to the TAC outside of the meeting. Mr. Francis asked whether members could discuss issues outside of the meeting via email if for instance, only two members were communicating and at what point it would become an issue in terms of number of members communicating. Ms. Mansfield responded that the rule states that it is actions, not discussion, that cannot occur via email. Ms. Lehman responded that since the TAC is an advisory and not a decision-making group that it would not be a big deal if members communicate outside of TAC meetings but that staff could look into it further.

8. **Fiscal year (FY) 2018 Unified Planning Work Program (UPWP)**

Ms. Mansfield reviewed the purpose and general structure of the UPWP document including its federally required components:

- SFY 2017 Key Accomplishments
- Work proposed by major activity and task
- Who will perform the work
- Schedule for completing the work
- Resulting products
- Proposed funding by activity/task
- Summary of total amounts and sources of federal & matching funds
- Unfunded Planning Activities

Ms. Mansfield also discussed the SFY 2018 Task categories:

- Program Administration and Coordination
- Public & Stakeholder Participation/Education
- Systems Analysis & Information Management
- Metropolitan Transportation Plan (MTP)
- Transportation Improvement Program (TIP)
- Congestion Management Process (CMP)
- Planning Consultation & Studies
- RTPO Planning Functions
- Unfunded Planning Activities
- Major Planning Activities – WSDOT and STA

Ms. Mansfield discussed the SFY 2018 UPWP Development Schedule providing key dates for submittal of the UPWP and comments regarding the UPWP.

Ms. Colyar asked how the region did on its 2016 obligations. Ms. Lehman responded that she would follow up with Ms. Ragaza-Bourassa.

9. **Horizon 2040 Update: Draft Chapter One**

Ms. Nelson presented on SRTC's long-range plan: Horizon 2040. She mentioned policy framework, strategies and goals, and noted that other agencies documents must be consistent with Horizon 2040. She noted that the TAC contributed to the development of Horizon 2040's Guiding Principles and that SRTC staff are currently updating chapter one of Horizon 2040, which includes the Guiding Principles. She stated that at previous meetings, the TAC had reviewed and provided comments on proposed updates to the Guiding Principles. She noted that new population figures and making the plan's federal language consistent with the federal FAST (Fixing America's Surface Transportation) Act were the other changes included in this update to chapter one. She stated that after the TAC provided comments, the updated principles and corresponding policies were brought to the TTC. The TTC discussion focused on how the region would address the problem from a maintenance, enforcement and design perspective. The suggestion was for a question in the call for projects application related to how the applicant will address snow removal from a design perspective. Ms. Nelson stated that how to enforce snow removal through maintenance and enforcement would be a future discussion. Ms. Nelson stated that this discussion will go before the call for projects application committee and they will decide how to score the applicant based on how the applicant addresses snow removal. Mr. Dietzman asked if the TTC also discussed incentives and volunteer efforts. Ms. Nelson responded volunteer efforts, not

incentives, were discussed. She stated that the TTC thought there was no way for them to impact those things in their applications. Ms. Nelson stated that conceivably, SRTC could fund a winter time education campaign to encourage the community to take the initiative around snow removal. Ms. Nelson stated that the TTC was also happy to maintain a focus on placemaking in the application. She stated that the Quality of Life and Choice and Mobility policies and principles were combined. She stated that the Board is expected to take action on the update on December 14, 2017. Mr. Wick asked when the Horizon 2040 update project applications would be submitted and Ms. Nelson responded that application submission period for regionally significant projects was currently open and would close around February 8, 2017. Ms. Lovato asked that age be included as a category under policy 6b. Ms. Nelson concurred.

10. TAC Member Comments/Roundtable

- Mr. Szabo described how the snow removal problem is a serious impediment to the visually impaired community in terms of basic mobility. He stated that Inland Northwest Lighthouse for the Blind is working with a City of Spokane engineer on a midblock crossing by the R&R RV/old Fred Meyer, with installation in the spring of 2017.
- Mr. Race stated he is interested in making sure projects that impact Spokane Valley are brought up as important because of the jobs they will bring to the city.
- Ms. Schmidt asked what the County as well as the City does to address snow removal. She stated she wants to see a presentation on this.
- Mr. Francis reported that the City of Spokane's comprehensive plan is being updated and that the draft has just been released. Ms. Colyar asked if it was available for public viewing. Mr. Francis directed members to LINKSpokane on the City's website to read it.
- Ms. Watson asked, regarding the completed Main Ave. project, why the City put in back angle parking and stated that it seems dangerous. She stated that there has been a lot of public dissension and discussion around the North Monroe St. project and the impacts that may occur from reducing the number of lanes. She stated that, regarding the new South Hill project for KXLY, that there is already significant congestion in the area and that this would add to it. She asked that staff present more on that project. Ms. Colyar asked if there was a public meeting on the KXLY project. Mr. Dietzman stated that there had been public hearings before the City Council. Mr. Francis stated he thought there had been a public meeting within the last week.
- Mr. Dietzman suggested that the region look back at the discussion that has occurred around snow removal over the years and try to put together a plan to address it based on what has been learned.
- Mr. Bertelsen stated that in Sandpoint, Idaho, the City is going through a process to phase out one-way streets and turn them into two-streets.
- Mr. Wick stated that Spokane Valley started a committee to decide what the City would do around snow removal but that where they will land is unknown. He suggested that the City of Spokane connect with Spokane Valley to share ideas. He stated that Spokane Valley recently let go of their Public Works Director and Capital Projects Director.
- Mr. Francis stated that the public meeting for the KXLY project is the upcoming Wednesday at 5:30 and is focused on the site plans that would go before the review board.

11. Staff Report

Ms. Mansfield presented the February TIP amendment:

- Spangle Scour Protection for Bridges
- Spokane County Signal Safety
- Metropolitan Transportation Planning

The SRTC Board approved the comprehensive plan update for the City of Spokane Valley in December and the City of Deer Park in January. Ms. Lehman stated that from Jan-Oct SRTC updates the TIP at the request of jurisdictions and that often the requests have to do with funding or timeline changes. She stated that each amendment has a comment period and that the current TIP amendment's comment

period ends on January 27. She stated that the amendments are always posted on the SRTC web site, the comment period ends on a Friday at 4PM, and that comments are welcome.

Ms. Mansfield noted that SRTC is in the middle of filling the vacant SRTC Executive Director position and stated that a recruiter was hired to oversee the process. She stated a new hire is anticipated around April, that the recruiter met with staff to obtain our input on important characteristics we would want in an Executive Director. She stated that the SRTC 2016 Year In Review document was at each member's seat and that she would send it to Mr. Szabo after the meeting.

12. Future Agenda Items

Mr. Francis asked for a presentation on rail safety.

13. Adjournment

Mr. Bertelsen made a motion to adjourn. Mr. Francis seconded the motion. The meeting adjourned at 4:30pm.

Amanda Mansfield
Recording Secretary