

MEETING MINUTES

Spokane Regional Transportation Council Transportation Technical Committee
November 29, 2017
421 W Riverside Ave Suite 504, Spokane, Washington

1. Call to Order

Mr. Brandon Blankenagel, Chair, called the meeting to order at 1:32 p.m.

2. Roll Call

Committee Members Present

Brandon Blankenagel	City of Spokane	Mike Basinger	City of Spokane Valley
Mike Tedesco	Spokane Tribe of Indians	Brandi Colyar	Spokane County
Derrick Braaten	City of Airway Heights	April Westby	Spokane Regional Clean Air
Todd Ableman	City of Cheney	Heleen Dewey	Spokane Regional Health Dist
Andrew Staples	City of Liberty Lake	Gordon Howell	Spokane Transit Authority
Louis Meuler	City of Spokane	Mike Frucci	WSDOT-Eastern Region
Inga Note	City of Spokane	Larry Larson	WSDOT-Eastern Region
Gloria Mantz	City of Spokane Valley		

Committee Alternates Present

Mike Tressider	Spokane Transit Authority	Sean Messner	Spokane County
Keith Martin	WSDOT-Eastern Region	Barry Greene	Spokane County

Guests

Char Kay	WSDOT	Mark Bergam	City of Airway Heights
Bill Helbig	City of Spokane Valley		

Staff

Sabrina Minshall	Executive Director	Staci Lehman	Communications Coordinator
Anna Ragaza-Bourassa	Senior Transportation Planner	Jason Lien	Senior Transportation Planner
Eve Nelson	Senior Transportation Planner	Mike Ulrich	Senior Transportation Planner
Ryan Stewart	Senior Transportation Planner	Julie Meyers-Lehman	Administrative Assistant

3. Approval of October 25, 2017 Minutes

Mr. Messner made a motion to approve the minutes as presented; Mr. Braaten seconded the motion, which passed unanimously.

4. Public Comments

There were no public comments.

5. Technical Member Comments

Mr. Tedesco announced that the new roundabout on Highway 2 is open and the new casino will open very soon.

Ms. Note stated the City of Spokane was continuing to work on updating impact fees; the last working group meeting was earlier this week.

Mr. Howell reported the northwest garage is out to bid, transit ridership was up 5% in October, and the STA Board is expected to adopt the Connect Spokane plan in December.

Mr. Martin discussed the Federal Highway Administration (FHA) project agreement end dates. He distributed an excerpt from a procedure manual which highlighted the changes. He noted it is important to be extra conservative with scheduling, especially for the preliminary engineering right of way phases, as FHA will be extremely selective in terms of schedule extensions. He explained the consequences of missing end date deadlines.

Ms. Mantz introduced the new City of Spokane Valley City Engineer, Mr. Bill Helbig. Mr. Basinger discussed City of Spokane Valley's proposed adoption of a planned action ordinance for the Northeast Industrial Area. He said that the City was discussing how to address pavement management. The group discussed land use analysis for the Northeast Industrial Area.

Chair Blankenagel reported that the City of Spokane has several active transportation elements going into various stages of development. He said there is an RFQ out for bike share design, consultant selection will take place in a few weeks, and the City is starting to meet with neighborhood councils regarding the Cincinnati Greenway project.

6. Horizon 2040 Recommendation

Ms. Nelson stated that Horizon 2040 is the long-range Metropolitan Transportation Plan (MTP) for the region and it is designed to plan for the future. She provided a review of the plan's highlights, including:

- Projections for population and employment
- Requirement to have an approved long-range plan in order to continue receiving federal funds
- Compliance with the Federal Clean Air Act, Growth Management Act and State Air Quality Plans
- Policy development and update to the Guiding Principles
- Implementation of Targets to meet Federal Performance Measures in Safety
- Strategies to link performance to decision making

Ms. Nelson turned the floor over to Mr. Stewart, who discussed the Horizon 2040 projected revenues and expenditures. He said at the last meeting a question was raised asking if SRTC compared the financial plan of the MTP to those of other MPOs and he confirmed that staff compared Horizon 2040 to those from Puget Sound Regional Council, Thurston, Whatcom, and Southwest Region and there are some interesting trends. For example, in the Transportation Systems Management and Operations category, Horizon 2040 forecasts expenditures of roughly \$175 million over the life of the plan but the Puget Sound Region plan forecasts \$1.4 billion of expenditures in that category, illustrating the differences in needs and prioritization. He outlined the sources for determining reasonably available revenues and forecasting revenue trends, such as Spokane Transit, WSDOT-Eastern Region, and the WSDOT Finance Division. Mr. Stewart called for questions and there were none.

Ms. Nelson noted that Horizon 2040 is fiscally constrained and the evaluation tool was used to analyze projects for inclusion; all projects which applied were included, as it was anticipated there would be sufficient revenues for all. She said it was important to keep in mind that not all the projects are paid for; some have funding streams attached to them but others are still looking to be funded.

She discussed the eight implementation strategies contained in Horizon 2040 that will feed into the SRTC work plan over the next four years and has been the topic of a lot of discussion by the SRTC Board in the strategic planning sessions. She noted that the public comment period ended November 12 and all comments were included in the packet. Ms. Nelson stated that an update to the Public Participation Plan is embedded in the MTP update

Mr. Frucci made a motion to recommend SRTC Board approval of Horizon 2040. Mr. Tedesco seconded the motion, which passed unanimously.

7. Spokane Regional Health District Presentation: Walk-Bike-Bus Millwood

Ms. Dewey provided a history of the Walk-Bike-Bus (WBB) program and its funding. She discussed the “Stages of Change Theory” used to encourage people to use WBB for short trips within their neighborhood. She described the program flow/plan schedule and the door-to-door marketing efforts.

Ms. Dewey outlined the participant recruitment strategy and provided examples of some of the print materials SRHD used, including a multimodal map developed with the assistance of SRTC. She explained the marketing strategy improvements from the previous two campaigns. She reported that the WBB Millwood enrolled 490 participants, launched a new weekly walking event, and the League of American Bicyclists held a “Bike Skills 101” workshop.

She stated that in terms of evaluation outcomes there was a statistically significant increase in walking and biking trips; transit trips did not have a statistically significant increase. She stated that SRHD was going to partner with STA and City of Spokane for future plans and they were in the process of identifying a neighborhood location for next year’s program.

8. SRTC Board Strategic Planning Update

Ms. Minshall reported that in developing the strategic plan, SRTC held a series of meetings facilitated by a consultant, and results would be brought before the Board in December for adoption. She brought attention to four priority areas (1) Organizational Development (2) Core Requirements & Data Collection/Analysis (3) Growth Evaluation, Prioritization & Programming (4) Regional Collaboration & Leadership. She noted that addressing the priority areas is not a linear process, described the purpose of each priority area, and highlighted some of the strategies which will support each priority action item.

She stated the Board decided that Board capacity building is important, therefore cost for travel and training for Board members is already built into the 2018 budget. She said that SRTC plans to launch an education series next year, bringing in experts to provide workshops and study groups. She discussed model and data improvements, a proposed purchase of travel data and the possibility of contracting out some modeling services if necessary. She covered some of the topics that would be addressed in growth evaluation, the conversations that will be necessary to address how land use affects transportation, and how the Board and member jurisdictions can start thinking about transportation in terms of regional system.

9. Calendar Year (CY) 2018 Budget Update

Ms. Minshall remarked that both the Board and the Board Administrative Committee had reviewed the budget and it would be presented to the Board for approval in December. She noted that the dues structure will be discussed by the Board in the near future. She provided highlights of the 2018 budget, and noted an increase of \$388,000 over the 2017 budget, and 77% of that increase is for two proposed SRTC projects; the purchase of travel model data and an I-90/US 195 study.

Ms. Minshall addressed anticipated revenues and expenditures, noting that the budget calls for staffing levels to remain with the exception of contracting out information technology services and using that FTE for a modeler/data position. She discussed budgeting for separate planning software, increases in travel/training for staff and the Board, and increases for dues/subscriptions due to joining local chambers of commerce and AMPO (Association of Metropolitan Planning Organizations). She discussed a proposed change to cease utilization of the City of Spokane systems for the accounts payable/receivable, HR services and payroll accounting.

10. SRTC 101 Content Recommendation

Mr. Ulrich explained that staff is working on an educational workshop to be held in January for the purpose of making new Board members, TTC, TAC and other stakeholders more familiar with SRTC, its work and its mission. He stated that staff would like to obtain input on information this group felt would be important to cover in the workshop.

The group broke into four smaller groups to discuss. Some of the suggestions included:

- Breakdown of funding mechanisms
- Why MPO's exist
- Clear understanding of federal requirements
- Roles of Groups & committees
- Regional vs. local modeling
- Regional Planning Organization – what does that mean?
- How does the TAC & TTC make the largest impact
- Regional Strategic Planning
- What is a transportation demand model
- What does the model do and what does it not do
- Growth Management Act

Ms. Westby remarked that it would be helpful for those TTC members who are not involved in projects on a day-to-day basis to have a project selection and funding 101 session before the project scoring process begins.

11. TIP Working Group Update

Ms. Ragaza-Bourassa stated that two meetings have been held since the last TTC meeting, one was the Call for Projects working group to discuss the upcoming Call for Projects. The second meeting was the TIP working group that discussed the TIP amendment schedule in great detail and came to the conclusion that the schedule couldn't be shortened without changing the Board meeting schedule or the WSDOT STIP amendment deadlines. The group also liked the idea of creating a calendar for Administrative Modifications which has since been added to the TIP Guidebook .

12. Agency Update

Ms. Ragaza-Bourassa stated that SRTC would like to receive information from member agencies about upcoming calls for projects and asked the group to forward that information to staff.

13. Future Agenda Items

Ms. Dewey asked if the group would be interested in hearing about the data behind suicide prevention by using bridge infrastructure; the group agreed that they would be interested.

14. Adjournment

There being no further business, the meeting adjourned at 3:12 pm.

Julie Meyers-Lehman
Recording Secretary