

MEETING MINUTES

Spokane Regional Transportation Council Board
Thursday, November 9, 2017
SRTC Office, 421 W Riverside Ave, Ste 504, Spokane WA

1. Call to Order

Chair Tom Trulove brought the meeting to order at 1:05 pm.

2. Roll Call/Record of Attendance – Excused Absences

Board Members Present:

Mayor Tom Trulove, City of Cheney	Al French, Spokane County Commissioner
E. Susan Meyer, Spokane Transit Authority	Josh Kerns, Spokane County Commissioner
Mayor Steve Peterson, City of Liberty Lake	Aspen Monteleone, Councilmember, City of Airway Heights
Lori Kinnear, Councilmember, City of Spokane	Ben Wick, TAC Chair
Larry Stone, Major Employer Representative	Brandon Blankenagel, TTC Chair
Larry Krauter, Spokane Airports	

Board Members Not in Attendance:

Matt Ewers, Freight Representative	Amber Waldref, Councilmember, City of Spokane
Dee Cragun, Small Towns Representative	Joe Tortorelli, WA State Transportation Commission

Board Members Not in Attendance, but representative by an Alternate:

Mike Gribner, WSDOT- Eastern Region, represented by Mike Frucci, WSDOT-Eastern Region
Ed Pace, Councilmember City of Spokane Valley, represented by Mayor Rod Higgins, City of Spokane Valley

Guests Present:

Stanley Schwartz, Legal Counsel	Bruce Rafford, Citizen
Paul Kropp, TAC	Sean Messner, Spokane County
Mark Calhoun, City of Spokane Valley	Chad Coles, Spokane County
Gloria Mantz, City of Spokane Valley	Blake Baldwin, Office of the Governor
Char Kay, WSDOT-Eastern Region	Karl Otterstrom, Spokane Transit Authority
Don Kostelec, SRTC Consultant	

SRTC Staff Present:

Sabrina Minshall, Executive Director	Eve Nelson, Senior Transportation Planner
Ryan Stewart, Senior Transportation Planner	Greg Griffin, Administrative Services Manager
Mike Ulrich, Senior Transportation Planner	Jason Lien, Senior Transportation Planner
Staci Lehman, Communications Coordinator	Julie Meyers-Lehman, Administrative Assistant

Mr. Higgins noted that he will attend SRTC Board meetings in place of Councilmember Ed Pace until the first part of 2018.

Chair Trulove read the names of the following members who requested an excused absence from this meeting: Matt Ewers, Amber Waldref, Dee Cragun and Joe Tortorelli.

A motion was made to approve the excused absences and it passed unanimously.

3. Public Comments

Mr. Baldwin introduced himself as the new Eastern and Central Washington Regional Representative of Governor Inslee's office.

4. Executive Director's Report

Ms. Minshall distributed a staff activity report highlighting events, meetings, etc. in which staff has participated since the last Board meeting. She noted that the public comment period for Horizon 2040 will end on November 12 and the comment period on the Public Participation Plan ends November 15.

She reported that the National Association of Chronic Disease Directors, part of the Central for Disease Control, has a program called the National Walkability Institute, which promotes active living through a multi-disciplinary team. SRTC and Spokane Regional Health District are working together to assemble a project scope and will submit an application in December for the program. She announced that the Spokane-Coeur d'Alene Chapter of Women in Transportation will hold their 1st Awards Gala on December 6 at Nectar.

5. Consent Agenda – Minutes of the October 12, 2017 Board Meeting and October 2017 Vouchers

Recap for October, 2017:	
Vouchers: V120491 to V120508	30,467.46
Salaries/Benefits: Warrant Nos: 412629-412640, 414891-414902	83,641.26
Interfund, other expenses, and reimbursements processed directly by the City of Spokane	2,391.49
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	116,500.21

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

6. Transportation Advisory Committee (TAC) New Member Selection

Mr. Ulrich provided a history of the most recent years' TAC selection process. He noted there are four positions to be filled, the application period ended November 6, and eleven applications were received. He said the two options for selecting new members are: (1) The TAC Chair and SRTC staff to review the applications and bring recommendations before the Board for final selection or (2) A subcommittee of Board members to review applications and bring recommendations before the Board for final selection.

Mr. French suggested a subcommittee of the Board convene to review applications would be the best option. Mr. Krauter agreed, with the addition of including the TAC Chair. Ms. Minshall asked for volunteers for the subcommittee. Ms. Meyer, Ms. Kinnear and Mr. Peterson said they would be willing to serve; Mr. Wick agreed to participate as well.

7a. Board Strategic Planning Update

Mr. Kostelec recapped the two recent Board strategic planning workshops. He explained that what was needed from the Board now was input from those who did not attend the October 27 session, consensus to move forward with finalizing priority strategies, and proceeding with budgeting and incorporating recommendations for application of high priority strategies into the Unified Planning Work Program (UPWP).

He outlined four priority areas identified by the workshops: (1) Organizational Development (2) Core Requirements & Data Collection/Analysis (3) Growth Evaluation, Prioritization & Programming (4) Regional

Collaboration & Leadership. He described the purpose of each priority area and highlighted the strategies which will support each priority action item.

Mr. Kostalec called for questions; Ms. Kinnear asked if the strategic plan takes into consideration the increase in population and residential housing units in downtown Spokane and the corresponding increases in transportation use in all modes. Ms. Minshall said in general increases are reflected through land use transportation impacts and all activity areas throughout the region need to be taken into consideration. Chair Trulove noted that the population is increasing region wide and many transportation problems can be easier and less expensive to solve if they are approached with a more regional view, rather than a jurisdictional view. He said a cooperative regional approach can meet needs and reduce costs.

Board members expressed support for the process in developing the Plan and enthusiasm for the implementation. They expressed appreciation for the consultant's efforts and the quick inclusion of items into the 2018 budget.

The group discussed how activity centers in one area can affect the regional transportation system and how technology/economic factors are rapidly changing transportation needs. Ms. Minshall said the Strategic Plan will be presented to the Board next month with a request for adoption.

7b. Evaluation/Prioritization Tool Update

Ms. Minshall provided a history of the evaluation tool discussions, which started in February 2014. She shared the background of the toolkit development process, showed a calendar of past toolkit development events, and a history of Board and Committee involvement. She outlined the prioritization process and the evaluation tool points, which coordinate with the Horizon 2040 guiding principles. Ms. Minshall shared how each evaluation category was broken down into greater detail then she showed the results of the evaluation tool. She noted that, as stated at the September meeting, one of the next steps in the prioritization process was to revisit the evaluation tool to see if the results represent what the Board values, if smaller projects could be grouped together, and if performance metrics could be improved. She said those questions are still before the group today.

Ms. Minshall stated that process for project evaluation and prioritization was completed which was a good first step and noted because of adequate funding for all projects, the evaluation tool was not used to remove any projects from the plan. She showed the projects listed by the categories in which they performed well and said the tool was able to identify which projects performed well in multiple categories.

She said a group of Transportation Technical Committee members has been formed to re-visit the tool and reflect on the key questions included in the packet. She asked the group to contact staff with additional questions or comments. Ms. Minshall announced a call for projects will occur in early 2018, so the Board will need to discuss how, or if, to use the tool criteria in the call.

Mr. Peterson commented upon how quickly the communities are changing and said it is important to make sure the Board is continually refining criteria and looking at growth patterns. He noted that perhaps a transportation impact fee should be considered in the future and stressed the importance of regional collaboration. Chair Trulove remarked that regional projects can sometimes be more beneficial his constituents more than a local project.

Mr. Frucci stated it is important to recognize that the tool will never be perfect or never be finished, but will always be a work in progress.

Mr. French said the tool should not be thought of as the end result, but it is what is used to build an efficient transportation system. He noted that many of the other boards upon which he sits try to calculate return on investment for projects or programs and he doesn't see that type of metric applied in this prioritization process yet.

Chair Trulove said care must be taken when looking at return on investment because if only dollar amounts are considered, there is no way projects from small communities can compete.

Mr. Stone spoke about the importance of the Board to hold difficult conversations about projects that have regional significance.

Mr. Blankenagel remarked that the tool will provide the Board an opportunity to select a focus and then select projects which move the needle in that direction.

Mr. French commented that concepts such as road preservation are not goals; they are a process. The goal is to maximize the value of taxpayer dollars for the transportation system infrastructure.

Ms. Monteleone said she would like to see a method of measuring the success of Board decisions.

Mr. Krauter said the Board is now at a point of deciding the level of involvement that SRTC will have in the future shaping the regional transportation plan. He said in the past SRTC has been a relatively passive receiver of member jurisdictions plans, but these discussions indicate the Board is approaching a change to SRTC's role to be more proactive in with agencies and municipalities to mesh together a successful regional transportation network. He remarked this will mean SRTC will operate much differently and will take a lot of effort by the Board.

General Board discussion included that the draft strategic plan reflected the continued work and support for prioritization and data driven evaluation as well as investment in tools and resources needed. Board capacity and education were supported as very important pieces of the regional decision making effort.

Chair Trulove thanked Ms. Minshall for her presentation. Mr. French left the meeting at 2:11 pm.

7c. Horizon 2040 Complete Plan Review

Ms. Nelson noted this item will be brought before the Board next month for action; she stated that the Metropolitan Transportation Plan (MTP) Horizon 2040 is really about planning for the future and giving the Board a structure for decision making. She explained that an update to the MTP every four years was required to remain compliance with federal and state regulations.

She highlighted the main themes in each of the four chapters in the Horizon 2040 document:

- Chapter One – update to the guiding principles, policy development, toolkit process, TAC & TTC involvement in the update.
- Chapter Two – current conditions in terms of population, household size, transit ridership trends, Spokane County population statistics, the airport master plan, bike and trail usage data, implementation of federally required performance measures (including safety target, bridge deck condition and NHS lane mile conditions). She described the top eight issues of the regional transportation system.
- Chapter Three – projections for change in regional population and employment, demographic changes, projected increases in vehicle, transit, walking and biking trips, future needs to the regional transportation network, and the impacts of emerging transportation technologies.
- Chapter Four – projected revenues and expenditures, implementation of performance management, and implementation strategies to link decisions to performance.

Ms. Nelson stated that the Public Participation Plan (PPP) update is part of the MTP adoption process and both the MTP and PPP are open to public comment. She showed a few of the comments received so far. She outlined the next steps in the update process.

Ms. Nelson called for questions or discussion and there were none. Chair Trulove thanked Ms. Nelson.

7d. Calendar Year (CY) 2018 Budget

Mr. Griffin stated the Board Administrative Committee had met twice to review the draft 2018 budget and a five year budget forecast. He outlined the proposed changes to revenues and expenditures for 2018 and described the major differences from the 2017 budget.

Ms. Minshall described several highlights of the five year budget forecast. She stated that part of the five year revenue projection includes a proposed increase in member dues. She described discussions held by the Board Administrative Committee regarding separating from the City of Spokane's employee benefits and accounting systems by July 2018. Ms. Minshall said that Board discussions of the agency's dues structure as part of the budget projections should be held next year.

Mr. Stone commented that he appreciated seeing a five year budget projection and reminded the group that Mr. Peterson has spoken many times in the past that the Board needed to discuss a dues increase. Mr. Stone said he felt the suggestion to purchase existing travel data, which cost significantly less than a household travel survey, is a very good idea.

8. SRTC Board Comments

Ms. Monteleone announced that today was her last Board meeting, as her family is moving out of state, and thanked the Board and the staff. Chair Trulove said her participation on the Board was appreciated very much and she would be missed.

Mr. Frucci reminded the group of the Economic Vitality Workshop hosted by WSDOT on Monday at Enduris in Airway Heights.

Mr. Krauter thanked the SRTC staff for the level of quality and thoughtfulness that went into the documents and presentations.

9. Adjournment

There being no further business, the meeting adjourned at 2:40 pm.

Julie Meyers-Lehman
Recording Secretary