

## MEETING MINUTES

Spokane Regional Transportation Council Board  
Thursday, December 14, 2017  
SRTC Office, 421 W Riverside Ave, Ste 500, Spokane WA

### 1. Call to Order

Chair Tom Trulove brought the meeting to order at 1:11 pm.

### 2. Roll Call/Record of Attendance – Excused Absences

#### Board Members Present:

Mayor Tom Trulove, City of Cheney	Dee Cragun, Small Towns Representative
E. Susan Meyer, Spokane Transit Authority	Larry Krauter, Spokane Airports
Mayor Steve Peterson, City of Liberty Lake	Al French, Spokane County Commissioner
Amber Waldref, Councilmember, City of Spokane	Josh Kerns, Spokane County Commissioner
Lori Kinnear, Councilmember, City of Spokane	Aspen Monteleone, Councilmember, City of Airway Heights
Ed Pace, Councilmember, City of Spokane Valley	Ben Wick, TAC Chair
Matt Ewers, Freight Representative	Brandon Blankenagel, TTC Chair
Larry Stone, Major Employer Representative	Mike Gribner, WSDOT Eastern Region

#### Board Members Not in Attendance:

Joe Tortorelli, Washington State Transportation Commission

#### Guests Present:

Paul Kropp	Char Kay, WSDOT Eastern Region
Sean Messner, Spokane County	Katherine Miller, City of Spokane
Karl Otterstrom, Spokane Transit Authority	

#### SRTC Staff Present:

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

Chair Trulove read the names of the following members who have requested an excused absence from this meeting: Joe Tortorelli

**Mr. Gribner made a motion to excuse the absence. Mr. French seconded the motion, which passed unanimously.**

Chair Trulove announced he had received a request to move Agenda Item 6e for action to be Agenda Item 7b for information and discussion.

**Mr. Krauter made a motion to change Agenda Item 6e, Update to SRTC Travel Policy, for action to become Agenda Item 7b for information and discussion; the motion was seconded by Ms. Meyer and it passed unanimously.**

### 3. Public Comments

Mr. Kropp stated he would like to remind everyone of the importance of a good Board chairperson during times of organizational change and on behalf of himself and the public, thanked Mayor Trulove for his hard work and dedication.

### 4. Executive Director's Report

Ms. Minshall reported that several associations to which SRTC belongs (ASHTO, AMPO and APTA) have jointly written to USDOT requesting to delay the effective dates for performance management provisions by one year.

She announced an interactive workshop titled "SRTC 101" would be held on January 11, 2018 from 1:00 to 3:00 in place of the regular Board meeting. She provided information about the event and said Board members, other elected officials, committee members, and other stakeholders are invited to participate. Emailed invitations and additional information will be sent shortly and a "Save the Date" flyer was distributed.

Ms. Minshall brought attention to the upcoming Board Agenda worksheet in the packet and stated there would be many significant issues brought before the Board in early spring, such as freight issues, an educational presentation about the upcoming call for projects, funding allocation decisions, and others. She discussed the new staff-jurisdictional liaison program.

Ms. Minshall discussed the upcoming call for projects schedule, explained the three funding sources, noted there will be a single application but separate supplemental questionnaires depending on project type. She explained there will be an additional public comment period after the applications are received but prior to tentative project selection. She said the call for project process will be reviewed in greater depth by the Board in February.

### 5. Consent Agenda – Minutes of the November 9, 2017 Board Meeting and November 2017 Vouchers

Recap for November, 2017:	
Vouchers: V120509 to V120524	40,832.00
Salaries/Benefits: Warrant Nos: 417155-417166, 419384-419395	82,478.66
Interfund, other expenses, and reimbursements processed directly by the City of Spokane	504.10
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	123,814.76

**Ms. Meyer made a motion to approve the consent agenda as presented. Mr. French seconded the motion, which passed unanimously.**

### 6a. Horizon 2040 Metropolitan Transportation Plan Approval

Ms. Nelson provided a historical overview of touchpoints the Board has received throughout the development of Horizon 2040 beginning with the Toolkit study in February 2014. She said the Horizon 2040 process has been discussed at nine Board meetings in the past year. She said documents provided in the packet include a brief description of the plan, policies, priorities and strategies, and public comments received. She referred to information about the plan's conformity to both the Federal and State air quality processes. Ms. Nelson reported that at their November meetings both the Transportation Advisory Committee and the Transportation Technical Committee recommended Board approval of the plan.

**Mr. Stone made a motion to approve the Horizon 2040 Metropolitan Transportation Plan by Resolution 17-04. Ms. Cragun seconded the motion. Chair Trulove called for additional discussion and there was none. The motion passed unanimously.**

### 6b. SRTC Strategic Plan Approval

Ms. Minshall presented the Strategic Plan development timeline and summarized the four main objectives:

- Organizational Development
- Core Requirements: Data Collection/Analysis
- Regional Collaboration and Leadership
- Growth Evaluation/Prioritization & Programming

She outlined several strategies supporting the objectives and noted the four objectives are not in a linear relationship, but will be addressed simultaneously. She said this strategic plan was developed by SRTC Board in workshops in September and October 2017 and reviewed in depth in November 2017, it is designed to be an approximate three-year program, and each objective been budgeted for in 2018.

**Mr. Peterson made a motion to approve the SRTC Strategic Plan and was seconded by Mr. Gribner. The motion passed unanimously.**

#### **6c. Calendar Year (CY) 2018 Budget and CY 2018 Indirect Cost Plan Approval**

Mr. Griffin noted the Board Administrative Committee reviewed the draft budget at their meetings on October 12 and November 9 and the draft Budget was presented to the Board on November 9. He emphasized several high priority items proposed in the budget: Board training and education, a data purchase for the travel demand model, a US 195/I-90 study, and a change in how agency information technology services are provided.

He outlined two changes from the November draft budget: the addition of a \$20,000 expense for a potential unemployment claim and a reduction of the Indirect Cost Rate from 70% to 62%. He stated that a rate of 62% is the 5-year historical average. Mr. Griffin called for questions and there were none.

**Mr. Stone made a motion to approve the CY 2018 Budget and the CY 2018 Indirect Cost Plan; the motion was seconded by Ms. Meyer and it passed unanimously.**

#### **6d. Transportation Advisory Committee (TAC) New Member Approval**

Chair Trulove stated that due to a potential conflict of interest with this item he would excuse himself; he asked Vice-Chair Mr. French to preside over the meeting for this agenda item. Chair Trulove left the room.

Mr. Ulrich reported that the Board selected a subcommittee at the November meeting for the purpose of reviewing applications for TAC membership for the 2018-2020 term. He presented a list of the five people which the subcommittee recommended as new TAC members (*Fred Beaulac, Greg Francis, Donald Moore, Rosemarie Schmidt and Tom Trulove*) and the three people recommended as replacement members (*Justin Botejue, David Camp and Carlie Hoffman*). Mr. Ulrich explained the details considered by subcommittee, such as gender, areas of interest, geographic location represented, etc. and stated the subcommittee had discussed each data point carefully.

Ms. Waldref asked for clarification about the role of replacement members. Mr. Ulrich replied in the event a current TAC member is unable to continue serving, a replacement member will take their place. He said that while replacement members cannot vote, they are highly encouraged to attend and participate in TAC meetings. Vice-Chair French called for a motion to approve those recommended by the subcommittee.

**Mr. Krauter made a motion to approve the five individuals recommended as TAC members for the 2018-2020 term and the three individuals recommended as TAC replacement members. Mr. Higgins seconded the motion, which passed unanimously.**

Chair Trulove rejoined the meeting.

## **7a. Recognition of outgoing Board Members**

Ms. Minshall presented tokens of appreciation and relayed her thanks for serving on the Board for the following outgoing members:

- Amber Waldref
- Brandon Blankenagel
- Ben Wick
- Ed Pace
- Tom Trulove

Chair Trulove spoke about the positive results the Board has accomplished this year and thanked members for their efforts and participation.

## **7b. Update to SRTC Travel Policy**

Ms. Minshall noted the travel policy was written in 1994 and has never been updated. She said although there was not an urgent need to take immediate action, it needs to be re-worded and brought in line with current policies. She said she will work with Mr. Schwartz on the wording of the policy and it will come back to the Board in February.

She stated that staff use personal vehicles for agency business and recently she was rear ended while driving to a meeting; thankfully no one was hurt but it was found that SRTC's insurance does not cover that type of event nor is it addressed by the travel policy, which is one of the reasons the policy is going to be updated.

## **8. SRTC Board Comments**

Ms. Kinnear announced that the Spokane City Council passed a budget and strategic plan this week and it includes \$52 million in capital projects.

Mr. Blankenagel noted that 2018 will be a big year for the Transportation Technical Committee with the call for projects, project scoring and working on obligation authority.

Many Board members thanked and commended Chair Trulove and the other outgoing members for their hard work and dedication.

## **9. Executive Session**

At 2:03 Chair Trulove announced the Board would go into Executive Session for the purpose of reviewing the performance of a public employee, pursuant to RCW 42.30.110(g) and it was expected to last approximately 20 minutes. At 2:23 Mr. Schwartz announced the Executive Session would last another five minutes.

At 2:27 the Executive Session ended and regular session reconvened.

Ms. Meyer reported that the Board Administrative Committee (BAC) evaluated Ms. Minshall's first six months of performance and noted they received her self-assessment document. Ms. Meyer said the committee is very pleased with her work and think she is the right person for the job and recommend, by motion, a 3% wage increase.

**Ms. Meyer made a motion for Executive Director Sabrina Minshall to receive a 3% wage increase effective January 1, 2018 and Mr. French seconded the motion.**

Ms. Meyer said several members of the BAC will meet with Ms. Minshall to review what they feel is working well and how the Board can support her going forward.

**A vote was taken and the motion passed unanimously.**

## **11. Adjournment**

There being no further business, the meeting adjourned at 2:29 pm.

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Julie Meyers-Lehman  
Recording Secretary