

MEMORANDUM

Date: February 1, 2018
To: Members of the SRTC Board of Directors
From: Sabrina C. Minshall, AICP, Executive Director
Subject: Meeting Notification and Transmittal of Meeting Agenda

Meeting Date: February 8, 2018

Time: **1:15 p.m.**

Please note change in time to 1:15 instead of 1:00

Location: SRTC Office, The Paulsen Center Building
421 W Riverside Ave Suite 500, Spokane WA 99201

The next SRTC Board meeting will be held at the SRTC office at the time and place noted above. The agenda and supporting information are enclosed for your review.

The SRTC offices are located in the Paulsen Center building on east side of the fifth floor. Paid parking is available in many surface parking lots in the surrounding area. Please contact Julie Meyers-Lehman at the SRTC office if you have questions about parking.

The Paulsen Center Building is two blocks east of the STA Plaza and served by all Spokane Transit routes. Please refer to STA's website for routes to the Paulsen Center building here: <https://www.spokanetransit.com/>

SRTC is committed to nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964, and Civil Rights Restoration Act of 1987 (P.O. 100.259) and the Americans with Disabilities Act. Reasonable accommodations can be requested by contacting the SRTC office by telephone at (509) 343-6370 or by email at contact.srtc@srtc.org at least 48 hours in advance.

Meeting Notification Board of Directors Meeting Agenda

Date: February 8, 2018	Time: 1:15 pm*
Location: SRTC, 421 W Riverside Ave (The Paulsen Building) Suite 504, Spokane WA	

* please note change in time to 1:15 instead of 1:00

1. Call to Order
 2. Roll Call / Record of Attendance / Excused Absences
 3. **Action** – Election of Board Officers (*Stanley Schwartz*)
 4. Public Comments
 5. Executive Director’s Report (*Sabrina Minshall*)
 6. **Action** - Consent Agenda
 - a) December 14, 2017 Meeting Minutes Page x
 - b) December 2017 and January 2018 Vouchers Page x
 - c) Approval of 2018 Transportation Technical Committee (TTC) Officers Page x
 - d) Approval of 2018 Transportation Advisory Committee (TAC) Officers Page x
 - e) Approval of 2018-2021 Transportation Improvement Program February Amendment Page x
 7. **Action** - Selection of New Board Administrative Committee Members Page x
 8. **Information & Discussion**
 - a) SRTMC Manager Selection (*Mike Gribner, WSDOT-Eastern Region*) n/a
 - b) Calendar Year 2018 Quarterly Budget Update (*Greg Griffin*) Page x
 - c) Project Obligation Status (*Anna Ragaza-Bourassa*) Page x
 - d) Call for Projects Update (*Anna Ragaza-Bourassa*) Page x
 - e) Education Series Update (*Staci Lehman*) Page x
 9. **SRTC Board Comments** n/a
 10. Adjournment
- Attachments**
- Future SRTC Board of Directors Meeting Agenda Items Page x
 - November 2017 Transportation Advisory Committee Minutes Page x
 - November & December 2017 Transportation Technical Committee Minutes Page x

MEETING MINUTES

Agenda Item 6a

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
	<hr/>
	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.

Julie Meyers-Lehman
Recording Secretary

**SPOKANE REGIONAL TRANSPORTATION COUNCIL
VOUCHERS PAID FOR THE MONTH OF DECEMBER, 2017**

As of this date, February 8, 2018, the Spokane Regional Transportation Council approves the payment of the December, 2017 vouchers included in the following list in the amount of \$ 123,492.14

Chair

Date	Voucher	Vendor	Description	
11/28/17	V120525	Diamond Plaza LLC	Paulsen Center Suite 500/504 Rent for December 2017	6,392.07
	V120526	Eve Nelson	Mileage & Parking reimburse for 10/16/17 - 11/15/17	41.84
	V120527	Greg Griffin	Mileage reimburse for 9/12/17 - 11/01/17	46.28
	V120528	Washington Trust Bank	Office/IT equip; Conf Exp's SM,ARB,JL; Webinar/Conf regstrtns; Minor furniture	2,947.97
12/1/17	V120529	WA State Dept of Retirement	Employee and Employer Contributions: November 2017	15,059.78
	V120530	Visionary Communications, Inc.	Telephone: Fiber Services, December 2017	953.31
	V120531	Verizon Wireless	IT Svcs: Wireless Svcs E.D. Phone & Public Outreach Tablets, 11/24/17-12/23/17	95.38
12/5/17	V120532	Konica Minolta Business Solutions	Lease - Copier: December 2017; Usage November 2017	403.68
	V120533	Association of WA Cities (AWC)	SRTC membership thru December 2018	300.00
	V120534	Spokane County Treasurer	Software Support: ESRI for November 2017	687.24
12/8/17	V120535	Integra	Telephone: Lines to 01/7/18 and Long Distance for November 2017	508.43
	V120536	Sylvia Ferrin	Mileage reimburse for 2/23/17 - 12/5/17	9.26
	V120537	Anna Ragaza-Bourassa	Per Diem for 2017 Innovations & Partnerships in Transportation Conf, Tacoma WA	43.00
	V120538	Jason Lien	Per Diem for 2017 Innovations & Partnerships in Transportation Conf, Tacoma WA	43.00
	V120539	Sabrina Minshall	Per Diem for 2017 Innovations & Partnerships Conf; Mileage reimb 9/1/17 - 12/8/17	203.02
12/12/17	V120540	Staci Lehman	Mileage reimburse for 11/8/17 - 12/11/17	40.39
	V120541	Sabrina Minshall	Ins. Deductible reimburse for work time auto accident 11-16-17 w/ uninsured motorist	100.00
	V120542	Jason Lien	JL mileage reimburse for 9/28/17-10/18/17	20.33
12/19/17	V120543	Witherspoon Kelley Attorneys	Legal Services for November 2017	1,012.00
	V120544	Intrinium	Email Server Migration	180.00
	V120545	Greater Spokane Incorporated	SL registration for GSI Olympia Fly-in event	475.00
	V120546	Wayne Anderson	WA mileage reimburse for 8/2/17 to 12/20/17	11.24
	V120547	American Planning Association	JL registration for APA & AICPA 12/31/17 - 12/30/18	555.00
12/26/17	V120548	Washington Trust Bank	Office/IT equip; Conf Exp's SM,SL,MUARB,JL; Postage; Laptops (3)	7,262.90
	V120549	Diamond Parking	Parking Lot B100 Voucher use for Committee Meetings	45.61
		Spokane, City of - Salaries/Benefits	Pay Periods Ending: 12/02/17 and 12/16/17	85,458.08
		Spokane, City of - MIS	IF DP Services: November 2017	550.34
		WA State Dept of Revenue	Use Tax: November 2017	46.99
TOTAL DECEMBER, 2017				123,492.14

Recap for December, 2017:	
Vouchers: V120525 to V120549	37,436.73
Salaries/Benefits: Warrant Nos: 421597-421608, 423798-423809	85,458.08
Interfund, other expenses, and reimbursements processed directly by the City of Spokane	597.33
	123,492.14

**SPOKANE REGIONAL TRANSPORTATION COUNCIL
VOUCHERS PAID FOR THE MONTH OF JANUARY, 2018**

Agenda Item 6b

As of this date, February 8, 2018, the Spokane Regional Transportation Council approves the payment of the January, 2018 vouchers included in the following list in the amount of \$ 138,259.94

Chair

Date	Voucher	Vendor	Description	
12/28/17	V120550	Diamond Plaza LLC	Paulsen Center Suite 500/504 Rent for January 2018	6,535.43
	V120551	Visionary Communications, Inc.	Telephone: Fiber Services, January 2018	953.31
	V120552	CDW-G	Accounting Software	192.80
1/3/18	V120553	WA State Dept of Retirement	Employee and Employer Contributions: December 2017	14,074.10
	V120554	AMPO	2018 Membership Dues	2,327.00
	V120555	Verizon Wireless	IT Svcs: Wireless Svcs E.D. Phone & Public Outreach Tablets, 12/24/17-1/23/18	88.54
1/10/18	V120556	Spokesman Review	SRTC 101 workshop; SRTC 2018 Board meeting dates	115.47
	V120557	Konica Minolta Business Solutions	Lease - Copier: January 2018; Usage December 2017	270.59
	V120558	Spokane County Treasurer	Software Support: ESRI for December 2017	687.24
	V120559	Integra	Telephone: Lines to 1/7/18 and Long Distance for December 2017	508.86
	V120560	Action Apparel	Staff apparel for liason meetings; putlic events, etc.	1,010.68
	V120561	Intrinium	Transition to Office 365	4,948.25
	V120562	WA State Auditors Office	Final bill for FY 2016 Accountability Audit	418.95
1/17/18	V120563	Intrinium	Managed IT Services - January 2018	1,670.00

Spokane, City of - Salaries/Benefits	Pay Periods Ending: 12/02/17 and 12/16/17	102,617.17
WA State Dept of Revenue	Use Tax: December 2017	35.68
Spokane, City of - Accounting	IF Accounting Services Q-1 2018	1,805.87

TOTAL JANUARY, 2018	138,259.94
----------------------------	-------------------

Recap for January, 2018:	
Vouchers: V120550 to V120563	33,801.22
Salaries/Benefits: Warrant Nos: 425963-425974, 428153-428163	102,617.17
Interfund, other expenses, and reimbursements processed directly by the City of Spokane	1,841.55
	138,259.94

MEMORANDUM

DATE: February 1, 2018
TO: Members of the SRTC Board of Directors
FROM: Sabrina C. Minshall, AICP, Executive Director
SUBJECT: Approval of 2018 Transportation Technical Committee (TTC) Officers

Summary

On December 20, 2017 the TTC nominated and voted on officers for 2018. The TTC selected Mike Tedesco of Spokane Tribe of Indians as Chair and Sean Messner of Spokane County as Vice Chair.

Public Involvement

Officers were elected at committee meetings, which are open to the public.

Policy Implications

Bylaws for the TTC state “*The TTC shall annually select and recommend to the SRTC Board one of its members to act as Chair and one as Vice-chair for the terms of one year. The SRTC Board will appoint the TTC Chair at a regularly scheduled meeting.*”

Technical Implications

None.

Prior Committee Actions

None.

Requested Action

Approval of Mike Tedesco as Chair and Sean Messner as Vice-Chair of the TTC for 2018.

MEMORANDUM

DATE: February 1, 2018
TO: Members of the SRTC Board
FROM: Sabrina C. Minshall, AICP, Executive Director
SUBJECT: Approval of 2018 Transportation Advisory Committee (TAC) Officers

Summary

On January 22, 2018 the TAC nominated and voted on officers for 2018. The TAC selected Kennet Bertelsen for Chair and Greg Francis as Vice-Chair.

Public Involvement

Officers were elected at a committee meeting, which was open to the public.

Policy Implications

Bylaws for the TAC state “*The Committee shall recommend by majority vote the Committee Chair and Vice-Chair to the SRTC Board for approval. The Chair will represent the TAC on the SRTC Board.*”

Technical Implications

None.

Prior Committee Actions

None.

Requested Action

Approval of Kennet Bertelsen as Chair and Greg Francis as Vice-Chair of the TAC.

MEMORANDUM

DATE: February 1, 2018

TO: Members of the SRTC Board of Directors

FROM: Anna Ragaza-Bourassa, Senior Transportation Planner

SUBJECT: 2018-2021 Transportation Improvement Program February Amendment

Summary

Five member agencies have requested an amendment to the 2018-2021 TIP (see **Attachment**). The changes necessitating an amendment are:

- Fairfield - First Street Sidewalk Upgrades - Carlton Ave to Spokane Ave: *new project* to the 2018-2021 TIP (formerly in the 2017-2020 TIP), add additional TAP award of \$24,000 (\$1,000 local funds)
- Spokane - Triangle Truss Bridge Deck Replacement (*new project*)
- Spokane County - Elk-Chattaroy Bridge Over Little Spokane River (*new project*)
- Spokane County - Frideger Road (*new project*)
- Spokane County - Monroe Street - Francis Avenue to Greta Avenue: delete project from 2018-2021 TIP; all funds obligated in 2017
- Spokane County - North Kentuck Trails Road (*new project*)
- Spokane Valley – Argonne Rd Preservation – Broadway to Mission (formerly Indiana): Scope change to reduce the project length from 0.8 mile to 0.37 miles
- Spokane Valley - Barker Rd/BNSF Grade Separation: Add right-of-way phase (\$3,086,000 in local funds)
- WSDOT - I-90/2nd Ave W Bridge WB On-Ramp - Deck Repair: Increased the total project cost by \$406,543
- WSDOT - I-90/3rd Ave Bridge WB On-Ramp - Deck Repair (*new project*)

TIP Overview

The TIP is a programming document that identifies specific projects and programs to be implemented during the upcoming four years. Any project with federal funds from the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA), as well as any regionally significant projects, must be included in the TIP. After a TIP has been incorporated into the Washington State TIP (STIP), project changes can be requested by local agencies. Minor changes can be made administratively by SRTC staff. Significant changes must be made through the amendment process, which requires a 10-day public comment period and action by the SRTC Policy Board.

Public Involvement

Pursuant to SRTC's Public Participation Plan, this amendment was published for a 10-day public review and comment period from January 17 through January 26 at 4:00 p.m. Notice of the amendment was published in the Spokesman Review and on the SRTC website (www.srtc.org) on January 17. **No public comments were received.**

Policy Implications

The TIP serves as an important tool in implementing the goals, policies, and strategies identified in Horizon 2040, SRTC's long-range plan. As such, any projects included in the TIP, including projects added through monthly amendments, must be consistent with Horizon 2040. Consistency with Horizon 2040 includes a demonstration of financial constraint and conformity with regional air quality plans. The February amendment has been reviewed by SRTC staff for compliance with federal and state requirements and consistency with Horizon 2040.

Technical Implications

TIP amendments must be approved by the SRTC Board in order to be incorporated into the Washington State STIP. Any project receiving federal funds must be consistent with the STIP in order to be eligible for reimbursement on the project.

Pending approval by the SRTC Board, the February amendment will be incorporated into the STIP on or around March 16.

Prior Committee Actions

At their January meeting, the TTC unanimously recommended SRTC Board approval of the February amendment to the 2018-2021 TIP.

Requested Action

Approval of the February amendment to the 2017-2020 TIP, as shown in the **Attachment**.

2018-2021 Transportation Improvement Program
February Amendment (18-02)

Agency	Project Title	Amendment Description	Funding Adjustment		Amendment	
					New Project	Existing Project
1	Fairfield	<p>First Street Sidewalk Upgrades - Carlton Ave to Spokane Ave</p> <p>New project to the 2018 TIP. Previously in the 2017 TIP. Upgrade sidewalks and pedestrian signals on 1st Street from Carlton Ave to Spokane Ave.</p>	TAP	\$24,000	✓	
			Local	\$1,000		
			Total	\$25,000		
2	Spokane	<p>Triangle Truss Bridge Deck Replacement</p> <p>New Project. Replace bridge deck of existing Riverfront Park pedestrian bridge.</p>	WSDOT	\$300,000	✓	
			Total	\$300,000		
3	Spokane County	<p>Elk-Chattaroy Bridge Over Little Spokane River</p> <p>New Project. Bridge deck repair over Little Spokane River near intersection of Elk-Chattaroy Rd and Bridges Rd.</p>	STP(BR)	\$385,527	✓	
			Local	\$60,168		
			Total	\$445,695		
4	Spokane County	<p>Frideger Road</p> <p>New Project. Bridge Replacement over Little Spokane River near intersection of Elk-Camden Rd and Frideger Rd.</p>	STP(BR)	\$1,040,356	✓	
			Local	\$260,089		
			Total	\$1,300,445		
5	Spokane County	<p>Monroe Street - Francis Avenue to Greta Avenue</p> <p>Delete project from 2018 TIP. All funds obligated in 2017.</p>	STP(UL)	-\$909,733		✓
			Local	-\$279,461		
			Total	-\$1,189,194		
6	Spokane County	<p>North Kentuck Trails Road</p> <p>New Project. Bridge scour mitigation of North Kentuck Trails Rd bridge that crosses Latah Creek. Scour removes soil from around bridge piers and abutments, leaving bridge foundations exposed and in some cases undermined. Mitigation efforts will repair that damage.</p>	STP(BR)	\$481,807	✓	
			Local	\$75,195		
			Total	\$557,002		

2018-2021 Transportation Improvement Program
February Amendment (18-02)

Agency	Project Title Amendment Description	Funding Adjustment		Amendment	
				New Project	Existing Project
7 Spokane Valley	Argonne Rd Preservation - Broadway to Mission Scope change to reduce the project length from 0.8 miles to 0.37 miles. The north project limit will be Mission Ave instead of Indiana Ave. Funding adjustments were made to compensate for additional funds that were obligated in the right-of-way phase.	STP(UL)	-\$77,160		✓
		Local	-\$12,042		
		Total	-\$89,202		
8 Spokane Valley	Barker Rd/BNSF Grade Separation Add local funds for right-of-way phase.	Local	\$3,086,000		✓
		Total	\$3,086,000		
9 WSDOT	I-90/2nd Ave W Bridge WB On-Ramp - Deck Repair Increased total project cost from \$578,108 to \$1,110,954.	NHPP	\$398,413		✓
		State	\$8,130		
		Total	\$406,543		
10 WSDOT	I-90/3rd Ave Bridge WB On-Ramp - Deck Repair New Project. Grind the 3rd Avenue Ramp bridge deck and replace it with a modified or latex concrete overlay to preserve the structural integrity of the bridge.	STP	\$2,563,994	✓	
		State	\$52,326		
		Total	\$2,616,320		

NHPP National Highway Performance Program
 STP Surface Transportation Program (State Allocation)
 STP(BR) Bridge Program
 STP(UL) Surface Transportation Program (Urban Large, SRTC Allocation)
 TAP Transportation Alternatives Program

MEMORANDUM

DATE: February 1, 2018

TO: Members of the SRTC Policy Board of Directors

FROM: Sabrina C. Minshall, AICP, Executive Director

SUBJECT: Appointment of 2018 Board Administrative Committee Members

Summary

For the past several years, the Board has appointed members to an Administrative Committee to provide management advice and assistance to the Executive Director. As established, the committee does not have any specific decision-making authority but can bring recommendations to the full Board for consideration. In addition, the group was formed with the expectation that attendance is not mandatory and that staff would seek to find the largest group available for meetings. Staff proposes to continue using the Administrative Committee to provide input and perspectives on administrative practices and procedures.

In 2018, it is anticipated that the Administrative Committee will be asked for input on the following topics:

1. Annual Budget and Indirect Cost Plan
2. Membership dues
3. UPWP and Budget timeline restructure
4. Changes to Intergovernmental Agreement
5. Executive Director's annual performance review and program of objectives
6. Employee handbook update and benefits
7. Other administrative topics as needed

Public Involvement

None.

Policy Implications

The Administrative Committee is an informal advisory group to the Executive Director and do not have any decision-making responsibilities. If the membership on the Committee is below the quorum threshold for the SRTC Board (eight voting members) meetings would not be subject to open public meeting requirements.

Technical Implications

Section 9.2 of the Board's Rules of Procedure (adopted on May 12, 2011) states that "The Board may establish subcommittees as necessary."

Requested Action

Selection of Board members to serve on the Board Administrative Committee from February 2018 through January 2019.

MEMORANDUM

DATE: February 1, 2018

TO: Members of the SRTC Board

FROM: Greg Griffin, Administrative Services Manager

SUBJECT: CY 2017 Quarterly Budget Update (Quarter 4: October through December)

Summary

Each year, SRTC develops an annual budget outlining the anticipated revenues and expenditures for the upcoming year. SRTC reports on a cash basis, which provides a snapshot in time of the agency's revenues and expenditures. The Revenues portion includes funds received in Calendar Year (CY) 2017 that were for CY 2016 expenditures. The attached spreadsheet provides a summary for the Fourth Quarter of CY 2017 budget, actual revenues received in 2017 and actual CY 2017 expenditures. The following is a summary of specific issues related to revenues and expenditures:

Revenues:

Through the Fourth Quarter of CY 2017 (October - December), SRTC collected 92% of anticipated revenues for the year. SRTC received an additional \$29,000 in RTPO funds at the end of the WA State biennium from unspent funds from other RTPO's. All SRTC members paid their 2017 dues.

- SRTC Cash Balance was \$423,883 at the end of 2017. The 2017 Budget included use of \$60,000 from cash reserve. Only \$20,300 of the budgeted amount was utilized.

Expenditures:

Through the Fourth Quarter of CY 2017 (October - December), SRTC spent 94% of total anticipated expenditures.

- Personnel Expenditures: Total personnel expenditures were \$1,117,789 through Fourth Quarter, or 95% of the CY 2017 budget amount.
- Contractual and Professional Services: Total services expenditures were \$87,755 year-to-date, or 100% of the total budget amount.
 1. Moving Expenses for new staff exceeded what was budgeted. Savings elsewhere in this category covered the difference.
 2. State Auditor's Office sent invoice in January 2018 for the 2017 audit that is an additional \$419. This will be paid in 2018.
- Materials and Services: Total materials and services expenditures were \$111,161 for the year 2017, or 98% of the total budget amount.

- Travel, Training, and Staff Development: Total expenditures were \$32,853 thru Quarter Four, or 88% of the total budgeted amount. Activities during the Fourth Quarter included:
 1. Executive Director: Quarterly MPO/RTPO/WSDOT Coordinating Committee meeting in Olympia, WA; meetings with local leaders, agency officials and stakeholders; AMPO Conference Savannah, GA; WAFAC Seattle, WA; Freight Mobility Plan Discussion Olympia, WA; GSI Legislative Forum
 2. Senior Planners: NW GIS Users Conf. in Boise, ID; WA-URISA Conf.; PTV User Conf. in San Fran, CA; Large Scale Regional Travel Surveys webinar; Using Data Validation to Make Better Decisions webinar; Expediting the NEPA Process webinar; Practical Techniques for Successfully Communicating Technical Topics webinar; Smart Growth America Economic Vitality Performance Framework Workshop; Reg tour with WA Transportation Commission members; WSDOT Innovations & Partnerships in Transportation Conference Tacoma, WA *Public Outreach*: Horizon 2040 Open House.
 3. GIS Analyst: NMPRDS Update webinar; WSDOT Target Zero meeting; MAP-21 Technical Team webinar; WA-URISA Users Conference
 4. Communications Coordinator: Environmental Justice and New Generation of Leaders webinar; GSI Legislative Forum; AMPO Public Involvement Working Group. *Public Outreach*: Greater Spokane Valley Chamber Business Connections; Community Assembly Meeting; Valley Chamber Event
Administrative Assistant: Women in Transportation meeting
 5. Administrative Services Manager: Employment Law Conference at Center Place; BARS Roundtable & MRSC Finance Training at Enduris; New WA Sick Leave Policy webinar

- IT Operations: Total expenditures were \$50,435 thru Quarter Four, or 69% of the total budgeted amount.

Public Involvement

The original CY 2017 Budget was approved by the SRTC Board on December 8, 2016.

Policy Implications

SRTC operated within the Board approved budget for CY 2017. All major revenue and expenditure categories are in line with anticipated revenues and expenditures for the completed year.

Technical Implications

The budget recap provides a summary of revenues by source and expenditures by program area. No budget changes to accommodate unanticipated expenditures are needed at this time.

Prior Committee Actions

On December 8, 2016 the SRTC Board approved the CY 2017 Budget.

Requested Action

This item is presented for information and discussion.

SRTC CY 2017, Report through December 31, 2017

	CY 2017 Approved	CY 2017					CY 2017 % of Budget
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year-to-Date	
REVENUES							
SRTC Cash Balance 12/31/16						444,185	
SRTC Cash Balance Budgeted	60,000					-	0%
FHWA PL (Federal Public Law Funds)	683,189	155,568	90,868	140,331	235,575	622,342	91%
FTA (Federal Section 5303 Funds)	221,428	55,874	31,480	57,379	76,396	221,129	100%
STP (Federal Discretionary - Metropolitan Planning)	200,000	38,853	132,945	28,202	-	200,000	100%
RTPO (State Planning Funds)	141,139	33,054	6,121	55,712	54,426	149,313	106%
Local Dues	186,597	186,558	39	-	-	186,597	100%
SRTMC-Reimbursement for Network Manager	-	8	-	-	-	8	
TOTAL REVENUES (Received in 2017)	1,492,353	469,915	261,453	281,623	366,397	1,379,389	92%
EXPENDITURES							
Personnel							
Salaries	846,748	218,302	176,037	220,051	194,503	808,892	96%
FICA	64,776	16,214	14,117	16,267	14,467	61,065	94%
WA State Retirement System	97,464	21,296	21,041	24,280	26,549	93,165	96%
Insurance	170,802	36,898	38,417	37,578	41,447	154,340	90%
Cell Phone Allowance	600	-	-	148	179	326	54%
Total Personnel	1,180,390	292,710	249,612	298,324	277,144	1,117,789	95%
Contractual and Professional Services							
Legal Services	15,000	3,045	2,637	1,166	5,170	12,018	80%
Planning Consultant Services/Peer Review/Data	52,000	11,918	23,247	2,805	4,836	42,806	82%
State Audit Charges	8,800	-	-	8,259	-	8,259	94%
Misc. Professional Services	12,100	-	20,406	2,902	1,365	24,672	204%
Total Contractual and Professional Services	87,900	14,963	46,289	15,132	11,371	87,755	100%
Materials and Services							
Publications	500	80	-	-	48	128	26%
Postage	180	101	-	49	105	255	142%
Operating Supplies	1,500	181	276	151	855	1,465	98%
Minor Furniture	4,500	543	283	1,033	3,330	5,189	115%
Telephone	7,980	1,622	2,053	1,531	1,535	6,741	84%
Advertising	2,090	273	320	1,097	580	2,269	109%
Rent - Office Space	67,277	14,560	16,908	18,463	18,950	68,881	102%
Rent - Meeting Rooms	400	-	-	-	-	-	0%
Lease - Copier	4,900	843	885	851	1,112	3,690	75%
Property and Liability Insurance	10,500	-	-	10,427	-	10,427	99%
Printing	500	-	-	321	28	348	70%
IF Charges	12,900	2,667	2,942	2,942	3,217	11,767	91%
Total Materials and Services	113,227	20,869	23,666	36,865	29,761	111,161	98%
Travel, Training, and Staff Development							
Mileage & Parking	1,600	218	751	857	747	2,574	161%
Travel / Training	26,000	1,120	2,924	2,195	11,541	17,780	68%
Registration	7,500	140	600	2,070	2,510	5,320	71%
Dues, Subscriptions, and Memberships	2,305	370	755	4,110	1,945	7,180	311%
Total Travel, Training, and Staff Development	37,405	1,849	5,031	9,231	16,743	32,854	88%
IT Operations							
Software	25,740	1,949	6,235	2,062	5,829	16,074	62%
Hardware - New and Replacement	25,750	-	13,205	3,603	3,795	20,603	80%
Hardware - Repairs, Maintenance, and Upgrades	5,125	510	41	5	-	556	11%
Online Services	16,816	3,392	3,406	3,344	3,060	13,201	79%
Total IT Services	73,431	5,851	22,887	9,013	12,684	50,435	69%
TOTAL EXPENDITURES (Paid in 2017)	1,492,353	336,242	347,484	368,565	347,702	1,399,993	94%
CASH BALANCE 12/31/17						423,581	

year one or two of the approved TIP, the project's sponsor(s) can begin implementation of the project by accessing funds.

Policy 1.1.2 - Projects that are programmed in years three and four of the TIP are not part of the 'agreed to list' and are not eligible for obligation without prior approval by the SRTC Board.

SRTC staff will be coming back to the SRTC Board in March with a recommendation for approval to advance four projects programmed in 2020 and 2021. This action will allow the projects to obligate funds this year and is needed to position SRTC to meet or exceed our FFY 2018 obligation target.

- **STA's I-90 HPT Corridor Facilities**
- **STA's Monroe HPT**
- **Spokane Valley's Sprague Preservation – Sullivan to Corbin (CN phase)**
- **WSDOT's SRTMC (2020 allocation)**

Public Involvement

This information was presented at the January TTC meeting, which was open to the public.

Policy Implications

WSDOT's obligation policy has significant implications for SRTC's Transportation Improvement Program (TIP). It has become increasingly important for projects to obligate on schedule and for SRTC and member agencies to keep close track of the status of all projects with STBG, CMAQ, and STBG Set-Aside funds. This tracking informs committee and Board members of how the Region plans to meet the FFY 2018 obligation target. This process is consistent with Horizon 2040's Guiding Principle 3: Stewardship.

Technical Implications

SRTC staff will continue to monitor project obligations and the status of remaining projects with STBG, CMAQ and STBG Set-Aside funds expected to obligate prior to August 1. If SRTC fails to meet this target by August 1, some of SRTC's federal funds may be lost to other regions across the state. Projects programmed with regional allocations of federal funds are subject to the project delivery policies outlined in the TIP Guidebook.

Prior Committee Actions

None.

Requested Action

For information and discussion.

Planned FFY 2018 Project Obligations

Agency	Project	Fund	Phase	\$ Programmed in 2018	\$ Estimated to Obligate by 8/1/17	Anticipated Obligation Date	Notes
Spokane	Hamilton Street Corridor Intersection Improvements - Desmet Ave to North Foothills Dr	CMAQ	RW	\$86,450	\$86,450	3/18	
Spokane	Spokane Bike Share	STP	PE	\$53,200	\$53,200	3/18	
Spokane	2013 Downtown Pedestrian Improvements	TAP	CN	\$994,266	\$994,266	5/18	
Spokane	Sprague Ave at Sherman St. Pedestrian Plaza	TAP	CN	\$700,000	\$700,000	5/18	
Spokane County	Commute Trip Reduction, TDM Expansion, Outreach Enhancements & Partnership Program	CMAQ	PE	\$332,597	\$332,597	3/18	
Spokane County	Brooks Road	STP	RW	\$13,116	\$13,116	4/18	
Spokane County	Argonne Road - MP 2.55 to MP 4.13	STP	CN	\$1,373,031	\$1,373,031	3/18	
Spokane County	Bigelow Gulch/Forker Connector - Project 2	STP	RW	\$129,000	\$129,000	7/18	
Spokane County	Mill Road	STP	CN	\$697,142	\$0	After 8/1 deadline	Possible delay due to coordination efforts with a Stormwater grant
Spokane County	Separated Spokane River Centennial Trail at Carlson Road	TAP	PE	\$67,816	\$67,816	4/18	
SRHD	2018-2020 Safe Routes to School	TAP	PE	\$148,710	\$148,710	3/18	
SRTC	Metropolitan Transportation Planning	STP	PE	\$200,000	\$200,000	5/18	
Spokane Valley	Appleway Trail - Evergreen to Sullivan	CMAQ	PE	\$95,150	\$95,150	7/18	
Spokane Valley	Sullivan-Wellesley Intersection Improvement Project	CMAQ	RW	\$103,800	\$103,800	7/18	
Spokane Valley	North Sullivan ITS Project	CMAQ	CN	\$613,045	\$613,045	5/18	
Spokane Valley	Evergreen Preservation - Mission Connector to Indiana	STP	PE, RW	\$59,685	\$59,685	3/18	
Spokane Valley	Argonne Rd Preservation - Broadway to Indiana	STP	CN	\$416,755	\$416,755	4/18	
Spokane Valley	Sprague Preservation - Sullivan to Corbin	STP	RW, CN	\$1,301,393	\$1,301,393	2/18	CN phase advanced from 2020
Spokane Valley	Appleway Trail - University to Balfour Park	TAP	PE	\$95,150	\$95,150	7/18	
WSDOT	2017-2019 SRTMC Operations and Maintenance	STP	PE	\$380,700	\$380,700	3/18	
Spokane	Sunset Blvd - Royal to Lindeke	STP	CN	\$2,398,643	\$2,398,643	3/18	Advance from 2019
SRTC	Additional planning funds	STP	PE	\$50,000	\$50,000	5/18	possible off the top Board action
STA	I-90 HPT Corridor Facilities	CMAQ	PE	\$650,000	\$650,000	7/18	Advance from 2020
STA	Monroe HPT	CMAQ	ALL	\$474,444	\$474,444	7/18	Advance from 2021
STA	Division HPT Study	STP	PE	\$400,000	\$400,000	7/18	Advance from 2019
WSDOT	SRTMC 2019 + 2020	STP	PE	\$887,200	\$887,200	3/18	Advance from 2019, 2020

\$12,024,151 \$ Planned to Obligate by 8/1/18
-\$948,300 Total Obligated to Date (10/1/17-12/31/17)
\$11,075,851 Total (Current + Planned Obligations)
-\$358,800 Planned De-obligations
\$10,717,051 Total (Current/Planned Obligations - De-obligations)
\$8,500,000 FFY 2018 Estimated Target
\$2,217,051 Estimated Exceedence over the FFY 2018 Target

MEMORANDUM

DATE: February 1, 2018
TO: Members of the SRTC Board of Directors
FROM: Staci Lehman, Communications Coordinator
SUBJECT: Education Series Update

Summary

SRTC is starting an education series in 2018 to engage Board and committee members, stakeholders and members of the public in workshops and discussions about transportation issues and trends.

The objective is to give Board and committee members information on which to base policy decisions, provide insight into decisions to be made in transportation planning, shed light on technology that could influence how the area transportation system continues to develop, explore transportation trends that could be tried locally, and raise awareness of SRTC, its services and partnership opportunities.

Subject matter experts will be brought in from around the region and the nation for these presentations. To date, staff is working to line up the following sessions for the first part of the year, although all topics are tentative at this time:

- March- Land Use and Transportation/GMA
- April-Legislative session recap
- May- Oklahoma City Mayor Mick Cornett on the importance of investment in parks, transit, wellness centers and infrastructure
- May or early June- Roundabouts

Other topics being considered for later in the year include Transit-Oriented Development, Design-Build Practices and speaker and planner Joe Minicozzi on the value of infrastructure investment.

Public Involvement

Some of the education series offerings will be available to members of the public and will be advertised through news releases, social media postings, postings on partner's websites, direct emails and possibly through purchased advertising.

Policy Implications

Depending on the topic, the education series could inform SRTC Board and committee member decisions on policy issues.

Technical Implications

Presentations that cover new technology or upcoming trends in transportation could impact how SRTC addresses technical issues in the future.

WORKSHEET FOR SRTC BOARD AGENDA

Item	Title/Description	Policy Implications/ Requirements	Agenda Type	Time	Presenter	Proposed Agenda	TTC Agenda
1.	Public Comment	Meets WA Code and various grant requirements	Regular	5	N/A	Monthly	N/A
2.	Approve Minutes from most recent Board Meeting	Meets WA Code and various grant requirements.	Consent Agenda	–	N/A	Monthly	N/A
3.	Approve Vouchers	Required	Consent Agenda	–	N/A	Monthly	N/A
4.	Approve TIP Amendment	Required	Consent Agenda	–	Anna	Monthly	Monthly
5.	Receive minutes from TTC/TAC	Aid in communication between committees and Board	Attachment	N/A	N/A	Monthly	N/A
6.	Receive Inactive Project List from WSDOT	Ensure Board is aware of projects with delays in spending	Attachment	N/A	N/A	As Available	N/A
7.	Executive Directors Report	Keeps Board up to date of issues from the month	Ex. Dir. Report	5	Sabrina	Monthly	N/A
8.	Freight Prioritization	Discussion of road/rail conflict effort from FMSIB – first touch of freight project regional prioritization	Info & Disc.	15	Mike	March	February
9.	Call for Projects	Funding Priorities/Principles of Investment/Off the top	Action	20	Anna	March	February
10.	Connecting WA update	Funding and programming of critical projects	Info & Disc	20	Mike Gribner	March	N/A
11.	2019 UPWP and Budget	Discussion of timelines, process, and changes	Info & Disc	15	Sabrina	March	February
12.	Performance Measures Update	Required- Bridge, Pavement & Congestion	Info & Disc	15	Eve	April	March
13.	Model Update	Transportation/Land use Coordination- importance of allocation of population and jobs- path forward	Workshop	60	SRTC and member agency staff	April	With TTC
14.	StreetLight Data subscription	Follows Board action on the STBG off the top allocations-	Action	10	Ryan	April	March

<i>Item</i>	<i>Title/Description</i>	<i>Policy Implications/ Requirements</i>	<i>Agenda Type</i>	<i>Time</i>	<i>Presenter</i>	<i>Proposed Agenda</i>	<i>TTC Agenda</i>
		data purchase for model					
15.	2017 Annual Listing of Obligated Projects	Required	Info & Disc	10	Anna	April	March
16.	Quarterly Budget update	For first quarter 2018	Info & Disc	10	Greg	April	N/A
17.	2019 UPWP and Budget	Discussion of Five Year Projections/Priorities/ Membership Dues/Major cost categories and Tasks	Info & Disc	20	Sabrina	April	March
18.	Benefits/Accounting changes/	Changes with the UPWP timeline and city of Spokane services	Info & Disc	20	Sabrina	April	N/A
19.	SNAP Ride to Care program presentation	SNAP/CHAS plan to submit as project for Human Svc Transp. Plan. SRTC evaluates apps for that CFP	Educational presentation	20	Julie Honekamp/ SNAP	May	TAC
20.	Young people program, app or other	Improving participation of all segments of the population	Info and Disc	10	Staci	May	April
21.	Interagency Agreement and Employee manual	Changes with the UPWP timeline and city of Spokane services	Info & Disc	20	Sabrina	May	N/A
22.	I-90/US 195 Study	Briefing on scope development	Info & Disc	20	Ryan	May	TTC –TAC March
23.	Freight Prioritization	Freight Prioritization for FMSIB needs/applications and inclusion to MTP	Action	20	Mike	May	April
24.	2019 UPWP and Budget	Draft UPWP and Budget review	Info & Disc	20	Sabrina	May	April
25.	Proposed 2019 Transportation Fair	Priority under strategic planning plan	Info & Disc	10	Staci	June	TAC- TTC May

<i>Item</i>	<i>Title/Description</i>	<i>Policy Implications/ Requirements</i>	<i>Agenda Type</i>	<i>Time</i>	<i>Presenter</i>	<i>Proposed Agenda</i>	<i>TTC Agenda</i>
26.	Division Street Re-imagined	Briefing on scope developing	Info & Disc	20	Jason	June	TTC – TAC May
27.	2019 UPWP and Budget	Adoption	Action	15	Sabrina	June	May
28.	Interagency Agreement and Employee manual	Changes with the UPWP timeline and city of Spokane services	Action	15	Sabrina	June	N/A
29.	Title VI/EJ Plan Updates	Required – regular update	Action	15	Staci	June	May- TTC and TAC
30.	Quarterly budget update	For second quarter 2018	Info & Disc	10	Greg	July	N/A
31.	Call for Projects	Preliminary Results	Info & Disc	20	Anna	July	June
32.	I-90 Operations Study Update	Briefing on progress	Info & Disc	10	WSDOT	July/August	June
33.	Performance Measures update	Required- Bridge, Pavement & Congestion	Info & Disc	10	Eve	July	June
34.	Call for Projects	Project Selection & Contingency List approval	Action	45	Anna	August	TTC-TAC July
35.	2019-2022 TIP	TIP overview – first touch	Info and Disc	15	Anna	September	August
36.	Performance Measures- set targets	Required- Bridge, Pavement & Congestion	Action	10	Eve	September	August
37.	Quarterly budget update	For third quarter 2018	Info & Disc	10	Greg	October	N/A
38.	Performance Measures Update	Required-Bridge, Pavement & Congestion	Approval by Resolution	10	Eve	October	September
39.	2019-2022 TIP	TIP approval	Action	10	Anna	October	September
40.	New TAC Committee Members	Required by bylaws	Action	15	Mike	December	N/A

MEETING MINUTES

Spokane Regional Transportation Council Transportation Advisory Committee
November 23, 2017
421 W Riverside Ave Suite 504, Spokane, Washington

1. Call to Order

At 3:06 pm Mr. Ulrich announced that as both the Chair and Vice-Chair had not arrived yet, the committee should select a temporary Chair to facilitate the meeting until Mr. Wick arrived.

Mr. Simon made a motion to select Mr. Kropp. Ms. Watson seconded the motion, which passed unanimously.

Mr. Ulrich noted there was a request from staff to amend the agenda, moving item 10 Calendar Year Budget Update to be before item 5.

Mr. Kropp asked if there were any objections; being none, he stated Item 10 would precede Item 5.

2. Roll Call

Committee Members Present

- | | | |
|-----------------|---------------------|-------------------|
| • Ben Wick | • Paul Kropp | • Jim Simon |
| • John Dietzman | • Yolanda Lovato | • Greg Szabo |
| • Pat Harper | • Rosemarie Schmidt | • Margaret Watson |

Committee Members Not Present

- | | | | |
|--------------------|--------------|------------------|----------------|
| • Kennet Bertelsen | • Hank Greer | • Robert Race Sr | • Greg Francis |
|--------------------|--------------|------------------|----------------|

Guests

Guy Michaelsen	Berger Partnership
Heleen Dewey	Spokane Regional Health District
Juliet Sinisterra	Downtown Spokane Partnership

Staff

Sabrina Minshall	Executive Director	Staci Lehman	Communications Coordinator
Mike Ulrich	Senior Transportation Planner	Greg Griffin	Administrative Services Mgr.
Eve Nelson	Senior Transportation Planner	Julie Meyers-Lehman	Administrative Assistant

3. Public Comments

There were no public comments.

4. Approval of October 23 2017 Meeting Minutes

Ms. Watson made a motion to approve the minutes as presented and Mr. Dietzman seconded. A vote was taken and the motion passed unanimously, with Mr. Harper abstaining.

10. Calendar Year 2018 Budget Update

Mr. Griffin highlighted several changes from the 2017 budget and noted that the Board Administrative Committee had met twice to review the draft 2018 budget. He said the 2018 budget is \$388,000 higher than last year, primarily due to two proposed projects; a Travel Model Data Acquisition and an I90/US 195 Connections study. He described the proposed funding sources for the two projects. Mr. Griffin noted that

additional expense increases in the budget include a 2% wage adjustment, an increase for medical insurance costs, and costs associated with Board education/training.

Mr. Kropp asked for status on the two projects and what role the TAC would have in their scoping. Ms. Minshall replied that Travel Model Data Acquisition is a purchase of data and there would be no need for participation by the TAC; however, the I90/US 195 Connection Study will have many opportunities for public involvement and WSDOT would hopefully be presenting information before the TAC in the spring. Mr. Kropp stated that the I90/US 195 Connection Study is the most important thing that SRTC will be involved with in the near future and participation by the TAC is vital. The group discussed the upcoming study.

Chair Ben Wick arrived at 3:16 pm.

5. Horizon 2040 Plan Recommendation

Ms. Nelson noted that Horizon 2040 update is designed to plan for the future, required to remain compliance with both federal and state regulations, and provides a structure for decision making. She provided a review of the plan's highlights:

- Policy development and update to the Guiding Principles
- Safety Performance Targets
- Strategies to link performance to decision making
- Projected revenues and expenditures
- Plan focus areas and Implementation strategies

She said that the public comments received about the plan were included in the packet and she showed several examples. Ms. Nelson stated that an update to the SRTC Public Participation Plan is also embedded in the Horizon 2040 update. She called for questions or additional discussion and there were none.

Mr. Dietzman made a motion to recommend SRTC Board approval of Horizon 2040. Mr. Kropp seconded the motion. A vote was taken and the motion passed unanimously.

6. Spokane Cultural Trail

Ms. Sinisterra stated the Spokane Cultural Trail is a concept study or an urban cultural trail designed to get people to experience downtown Spokane; the trail would run along Riverside Avenue from Browne's Addition to the west to the University District pedestrian bridge to the east.

Ms. Dewey spoke about the project from a public health perspective, noting that SRHD had received a "Prevention First" grant from the Health Department to promote walking. She said the trail would not only be an economic development opportunity, but also would provide health and safety benefits.

Mr. Michaelsen distributed copies of the report and noted this was an early planning effort. He showed a map of the prospective trail and noted Riverside was selected because of great existing culture and interesting architecture. He described the series of "character zones" along the route and highlighted points of interest. He discussed "bread crumbs" or "icons" that mark the street making it easy to identify as the cultural trail corridor.

7. SRTC 101 Content Recommendation

Mr. Ulrich reported that SRTC plans to host a series of educational opportunity workshops in 2018, beginning with a "SRTC 101" in January; he pointed out that the audience for these workshops will be the Board, TAC, TTC, staff from member jurisdictions. He said staff is seeking input on potential topics; the group made the following recommendations:

- Growth Management
- Explanation of Acronyms
- Congestion Management Corridors
- Project Selection Process
- Travel Demand Model
- Horizon 2040 Metropolitan Transportation Plan

8. New TAC Member Selection Update

Mr. Ulrich announced that the Board had chosen to select a subcommittee of members to review the TAC applications and make a recommendation to the full Board at the December 14, 2017 meeting. Chair Wick is participating on the subcommittee; he asked if there were any specifics this group would like him to bring before the subcommittee. Mr. Kropp said there should be a focus on getting younger members.

Mr. Ulrich asked each member to select their three major areas of concern in regional transportation onto the matrix written on the white board and said this information will be forwarded to the subcommittee to assist them the member selection process.

9. SRTC Board Strategic Planning Update

Ms. Minshall reported that the Board and staff recently participated in a series of strategic planning workshops facilitated by a consultant. She noted that the Strategic Plan is organized around four priority areas:

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

Ms. Minshall described the purpose of each priority area and remarked that each priority is supported by defined strategies. She said the Strategic Plan primarily focuses on the next three years, investments in Board development are included in the 2018 budget, and the Board will be requested to formally adopt the plan at their December meeting.

She called for questions or further discussion. Mr. Kropp noted that the information contained in the Strategic Planning memo will be a good way to measure how well SRTC is doing and suggested that people keep a copy of it.

10. TAC Member Comments

Mr. Kropp reminded the group to get to know each other and that in the future implementing a uniform paving rating system will be vital, as the ability to meet the federal standards will be impossible without one.

Chair Wick presented Certificates of Appreciation to Mr. Kropp and Ms. Schmidt in thanks for their service to the TAC as their terms are ending. Mr. Ulrich presented a Certificate to Chair Wick.

11. Staff Report

Mr. Ulrich stated that staff is continuing to work with the Board regarding the project selection process.

Adjournment

There being no further business, the meeting adjourned at 4:38 pm.

Julie Meyers-Lehman
Recording Secretary

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

MEETING MINUTES

Spokane Regional Transportation Council Transportation Technical Committee
December 20, 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	Brandi Colyar	Spokane County
Mike Tedesco	Spokane Tribe	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	Karl Otterstrom	Spokane Transit Authority
Inga Note	City of Spokane	Mike Frucci	WSDOT Eastern Region
Gloria Mantz	City of Spokane Valley	Larry Larson	WSDOT Eastern Region
Mike Basinger	City of Spokane Valley		

Committee Alternates Present

Keith Martin	WSDOT Eastern Region	Sean Messner	Spokane County
--------------	----------------------	--------------	----------------

Guests

Juliet Sinisterra	Downtown Spokane Partnership	Mark Bergam	City of Airway Heights
Brian Hicks	Century West Engineering	Greg Wright	WSDOT Eastern Region

Staff

Sabrina Minshall	Executive Director	Jason Lien	Senior Transportation Planner
Mike Ulrich	Senior Transportation Planner	Julie Meyers-Lehman	Administrative Assistant

3. Approval of November 29, 2017 Minutes

Mr. Tedesco made a motion to approve the November 29, 2017 minutes as presented. Mr. Otterstrom seconded the motion, which passed unanimously.

4. Public Comments

There were no public comments.

5. Technical Member Comments

Ms. Dewey announced that Spokane Regional Health District has hired Jenny Arnold as the Wike-Bike-Bus and Safe Routes to School Coordinator.

Mr. Otterstrom stated that bidding opens today for the new STA maintenance facility.

Mr. Tedesco announced that the Spokane Tribe Casino will open on January 8. He said the Spokane Tribe met with WSDOT yesterday to discuss the next roundabout planned for Highway 2.

6. Fairfield – First Street Sidewalk Project Award Increase Request

Ms. Minshall referred to a letter received by SRTC from the Town of Fairfield requesting additional funding. She noted that the letter and an outline of the SRTC policies that apply to this situation were in the packet

She stated that applicable SRTC policies from the 2017 TIP Guidebook allow the opportunity for projects to request additional funds and are considered on a case-by-case basis. She said she has concerns about some of the policies and would like the group to discuss them in greater depth in the future. She reported that sufficient funds are expected to become available when Spokane County de-obligates the Appleway Trailhead project. She invited the group to discuss the topic then a recommendation on the Fairfield funding request.

Mr. Tedesco noted that it is especially challenging for small towns to plan for new construction, and therefore he supported the proposed request.

Ms. Note questioned if there was any information available about the project bidding. Mr. Hicks from Century West Engineering responded with details about the bidding process. He said they are approximately \$15,000 short of being able to award the project right now and due to current market conditions they didn't feel that re-bidding the project would have different results.

Mr. Frucci asked if there had been any change to the project scope and Mr. Hicks replied it had been scaled back a little bit. Chair Blankenagel reported that many agencies have experienced the same situation this year because of rising costs for everything, especially concrete work.

Mr. Otterstrom asked for clarification about why an administrative modification request was being brought before the TTC, as policy 6.2.1 gives the Executive Director authority to approve or disapprove it. Ms. Minshall replied she had requested it be brought to the group for discussion since this situation has not occurred for such a long time; also because she has concerns about the policies and wanted TTC guidance and input. Mr. Otterstrom asked which policies were of concern. She replied that she is concerned that member agencies are being left on their own when SRTC awards funding based on very early estimates; she also expressed concern that there are no policies in place requiring planned contingency funds and these challenges can effect project obligation and delivery.

Mr. Otterstrom stated he felt that the request from Fairfield seems very reasonable. He spoke about the benefit of addressing this kind of situation in the grant application process by using specific language and the importance of a checks-and-balances process afterward. He noted the process is more difficult for smaller agencies and possibly benefit from additional technical assistance.

Mr. Frucci stated that the cost overrun policy was put in place fairly recently; he said it was created because previously many projects were coming back for additional funding and questions were being raised about the process. He said these policies were designed intentionally to try to put agencies in a position of putting forth their very best effort in the initial project estimate and to minimize increase requests; he feels it has been successful, as evidenced by the fact that there has not been an additional funding request in a long time. He said possibly the policy can be tweaked, but he would not like to see it removed completely. The group discussed project delivery, scope reduction, scoring of project features.

Ms. Mantz stated that she supported Fairfield's request because after several years of a flat economy, there have been pretty aggressive cost increases in the past two years.

Ms. Minshall thanked the group for their input and perspective.

Mr. Tedesco made a motion to recommend approval by the SRTC Executive Director of the Town of Fairfield Sidewalk Project Award Increase Request and Ms. Note seconded. The motion passed unanimously.

7. Election of TTC Officers

Ms. Minshall referred to the committee by-laws, read duties of the Chair and Vice-Chair, and reviewed the selection process.

Ms. Dewey nominated Mr. Tedesco as 2018 Chair and Mr. Otterstrom seconded. Mr. Tedesco accepted the nomination. Chair Blankenagel called for additional nominations and there were none. A vote was taken and all votes were in favor of Mr. Tedesco as 2018 Chair.

Mr. Frucci nominated Ms. Westby; she did not accept the nomination. The group discussed the historical practice of agency/jurisdiction rotation for the two positions and clarified the bylaw.

Ms. Westby nominated Mr. Messner and Mr. Otterstrom seconded. Mr. Messner accepted the nomination. Chair Blankenagel called for additional nominations and there were none. A vote was taken and all votes were in favor of Mr. Messner as 2018 Vice-Chair.

8. Spokane Cultural Trail

Ms. Dewey reported that the Spokane Cultural Trail is a concept study for an urban cultural trail designed to get people to actively experience downtown Spokane; the trail would run along Riverside Avenue from Browne's Addition to the University District. She provided a history of the proposed trail and said this was brought before the TTC because it touches on multiple Horizon 2040 Guiding Principles. She said the trail would not only be an economic development opportunity, but also contains health and safety benefits.

Ms. Dewey showed a map of the proposed trail, described several of the "character zones" along the route, and highlighted some of the points of interest. She discussed the branding or "bread crumbs" which could be installed along the trail for ease of identification.

9. Call for Projects Update

Ms. Minshall stated that highlights of the upcoming call for projects were outlined in the memo and emphasized there are more details to be worked out before the application is released. She provided additional information for each of the memo's bullet points and reviewed the call for projects schedule.

Ms. Colyar asked if there any TAC members were involved in Call for Projects Working Group. Ms. Minshall replied there are not, but that there have been discussions with the TAC about the call for projects and there more to come. Ms. Colyar noted that many of the application's two-point questions came from conversations with the TAC. Ms. Minshall said the intent behind streamlining the application is to make the process easier for agencies. She also discussed the need for greater scoring diversification, project ranking by the agencies and the need for greater flexibility in project selection.

Ms. Note stated that in the past requests to update the call for projects application originated with the TTC, primarily after issues arose about project allocation, she had not heard those types of concerns that after the last call and inquired what was driving the application change. She said she participated frequently in working groups over the years and felt a pretty good process had been developed. Ms. Minshall replied there had been some complaints, it was felt that the application too many subjective sections, and had overall too many questions reducing the impact of focus areas. Ms. Minshall addressed the subjective scoring with the previous application and spoke about the need to align the measurement of questions with the long-range plan and the TIP.

Ms. Note stated she is surprised at the scope of the change in the application. Ms. Minshall discussed the need to line up the SRTC scoring methodology with best practices in project scoring. Ms. Note said she is concerned there will not be enough time after the application is released for agency staff to get in front of councils, administrative staff, and elected officials who are involved in the project application process. Chair

Blankenagel agreed. Ms. Minshall replied she will review the schedule again with Anna Ragaza-Bourassa. The group discussed the possibility of changing some of the deadline dates.

Mr. Tedesco asked how individuals were appointed to the Call for Projects Working Group. Ms. Minshall replied it is primarily an extension of the TIP Working Group; Chair Blankenagel explained how the TIP Working Group was developed and stated membership is not limited. He mentioned that he and Ms. Ragaza-Bourassa have discussed the possibility of forming an application development committee, because it had been done in the past, but no decisions have been made yet. He said the TIP Working Group does represent most agencies and has been a functional group to help vet some of the comments and questions of the application update.

Mr. Messner agreed with Ms. Note's comment about the need for an increased time frame.

Chair Blankenagel said he is concerned about the application public comment period because it would mean comments would be received the Board without context and without the Board being made aware the public outreach was already completed by agencies. He felt we should be very thoughtful about the addition of comments, that there should be a strong justification as to how this will work, and how the results as will be addressed. Ms. Minshall noted that in the existing process there is a public comment period for project applications, but it occurs at the time they are incorporated into the TIP; the difference is in the timing. She noted that to value meaningful public input, the public should have an opportunity to comment before projects are incorporated into the TIP.

Chair Blankenagel requested that there be a clearly understood process as to how comments are incorporated into the decision-making on the call for projects. Ms. Minshall explained the similarities of the existing public comment period and the proposed change. Chair Blankenagel spoke about the importance of providing context along with public comments.

Mr. Messner remarked that according to the schedule, scoring will be done before the public comment period ends, so the scoring would likely be relatively independent of comments and an agency would have a chance to respond.

Mr. Frucci supports the schedule but would suggest the addition of a step allowing the sponsor agency an opportunity to review comments and respond to public comments, just as the process is now.

Mr. Meuler suggested that maybe documentation of the public involvement process should be part of the application. Mr. Martin said he interested in having public outreach as a criteria item for project scoring. Ms. Minshall noted review of the public comment proposal would be reviewed with these comments.

Ms. Minshall summarized the concerns raised:

- Review the timeline to get as much time available from call for projects to when applications are due;
- Make sure that the application is as quantitative as possible;
- Not change things that aren't broken;
- Add in areas for documented public process, build in opportunities for agencies to respond to public comment before they are seen by the Board, and review how it could be implemented.

The group discussed set-aside funds, the SRTC planning projects proposed to be funded off the top as part of the Board Strategic Plan, the possibility of other agencies receiving funds for planning or sub-area studies, and SRTMC/SRTC funding in the call for projects. No specific recommendations were made.

10. TIP Working Group Update

Chair Blankenagel reported that the target for this fiscal year is \$8.5 million, they are starting to gather project information and delivery timeframes from all the agencies. The group expect to provide a delivery report and obligation update at the January TTC meeting.

11. Agency Update

Ms. Minshall provided details about the upcoming "SRTC 101" workshop, a possible pavement management survey. She noted the Board adopted Horizon 2040 on December 14 and said those wanting a hard copy of the document should notify staff. She discussed the addition of two new working groups next year; a model/land use group and a freight group, both of which will report to the TTC and to the Board.

Ms. Minshall reported that staff will come before the TTC in the next few months to discuss topics for the Education Series; she also mentioned that SRTC will be hiring a Data Scientist in 2018 and a job description will be released towards the end of January.

12. Future Agenda Items

There were no suggestions.

13. Adjournment

There being no further business, the meeting adjourned at 3:23 pm.

Julie Meyers-Lehman
Recording Secretary