

MEETING MINUTES

Spokane Regional Transportation Council Board
Thursday, February 8, 2018
SRTC Office, 421 W Riverside Ave, Ste 504, Spokane WA

1. Call to Order

Acting as Temporary Chair, Mr. Al French brought the meeting to order at 1:16 pm.

2. Roll Call/Record of Attendance – Excused Absences

Board Members Present:

Al French, Spokane County Commissioner	Dee Cragun, Small Towns Representative
Ben Wick, Council Member, City of Spokane Valley	Josh Kerns, Spokane County Commissioner
Dave Malet, Council Member, City of Airway Heights	Larry Krauter, Spokane Airports
Paul Schmidt, Council Member, City of Cheney	E. Susan Meyer, Spokane Transit Authority
Mayor Steve Peterson, City of Liberty Lake	Kennet Bertelsen, TAC Chair
Lori Kinnear, Council Member, City of Spokane	Mike Tedesco, TTC Chair
Kate Burke, Council Member, City of Spokane	Joe Tortorelli, WA State Transportation Commission
Matt Ewers, Freight Representative	Mike Gribner, WSDOT-Eastern Region
Larry Stone, Major Employer Representative	

Guests Present:

Stanley Schwartz, Legal Counsel	Rod Higgins, City of Spokane Valley
Brandon Blankenagel, City of Spokane	Katherine Miller, City of Spokane
Mark Calhoun, City of Spokane Valley	John Hohman, City of Spokane Valley
Nathan Thompson, Spokane County	Becky Spangle, WSDOT-Eastern Region
Char Kay, WSDOT-Eastern Region	Paul Kropp, Citizen

SRTC Staff Present:

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

3. Election of Board Officers

Mr. Schwartz read aloud from the Bylaws regarding election of Board Officers and noted that past practice has been for the Vice Chair to be nominated as in coming Chair.

Mr. Peterson made a motion to nominate Mr. Al French as Chair of the SRTC Board of Directors. Mr. Tortorelli seconded the motion, which passed unanimously.

Mr. Schwartz described the historical rotation for Chair and Vice Chair between large cities, small cities and the county and noted that although this has been the custom, this rotation is not specified in the Bylaws. He said based on this past practice, City of Spokane Valley is next in line for Vice Chair.

Mr. Tortorelli made a motion to nominate Mr. Ben Wick as Vice Chair of the SRTC Board of Directors. Mr. Peterson seconded the motion, which passed unanimously.

4. Public Comments

There were no public comments.

5. Executive Director's Report

Ms. Minshall introduced the new Board members (Paul Schmidt, Kate Burke, Ben Wick and Dave Malet) and proposed new Chairs of the TTC and TAC (Mike Tedesco and Kennet Bertelsen).

She made note of several items at each person's place:

- A letter written by coalition of MPOs requesting an increase of funding for RTPOs. Ms. Minshall stated she would like SRTC to write a similar letter to Governor Inslee and asked the group if this was acceptable. There were no objections.
- A revised memo for the agenda item 8b-2018 Project Delivery Update due to a typographical error.
- Notice of an educational opportunity from Urban Land Institute Idaho on harvesting storm water as method of economic development.
- An evaluation form for the SRTC-101 Workshop held in January.

Ms. Minshall announced that the Freight Mobility Strategic Investment Board (FMSIB) released a call for projects and SRTC staff distributed a poll to member agencies to determine which will be submitting applications. She noted the poll deadline is March 1 and results will be discussed at the March Board meeting.

Ms. Cragun joined the meeting at 1:20.

6. Consent Agenda:

- a) December 14, 2017 Minutes
- b) December 2017 and January 2018 Vouchers
- c) Approval of 2018 Transportation Technical Committee (TTC) Officers
- d) Approval of 2018 Transportation Advisory Committee (TAC) Officers
- e) Approval of 2018-2021 Transportation Improvement Program February Amendment

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
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	123,492.14

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
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	138,259.94

Chair French asked if anyone sought removal of any item off the Consent Agenda; there was no response.

Mr. Krauter made a motion to approve the Consent Agenda as presented. Mr. Stone seconded the motion, which passed unanimously.

Mr. Bertelsen and Mr. Tedesco took seats at the table as new members of the Board.

7. Selection of New Board Administrative Committee Members

Ms. Minshall described the history and purpose of the Board Administrative Committee (BAC). She mentioned several topics the BAC will be addressing this year including: dues structure, separation of SRTC from the City of Spokane's payroll and budgeting systems. She noted the group must be seven members or fewer to stay under quorum, unless the Board decides to have a larger group.

Mr. French read the names of the five current BAC members; himself, Ms. Meyer, Mr. Peterson, Mr. Stone and Mr. Krauter. He stated that Mr. Gribner and Mr. Wick had expressed their willingness to serve on the committee.

Ms. Cragun made a motion to approve as Mr. French, Ms. Meyer, Mr. Peterson, Mr. Stone, Mr. Krauter Mr. Gribner and Mr. Wick as members of the Board Administrative Committee. Ms. Meyer seconded the motion, which passed unanimously.

8a. Spokane Regional Traffic Management Center (SRTMC) Manager Selection

Mr. Gribner introduced the new SRTMC Manager Becky Spangle and spoke about her prior years of employment at WSDOT. Ms. Spangle said she is looking forward to working with all agencies and jurisdictions. Ms. Meyer described the recruitment process and thanked WSDOT for organizing it.

8b. Calendar Year 2017 Quarterly Budget Update

Mr. Griffin summarized revenues, expenditures, and cash reserve through fourth quarter 2017. He addressed the increases in several categories; dues/memberships, professional services, training/staff development and others. Mr. Griffin called for questions and there were none.

8c. Federal Fiscal Year 2018 Delivery Update

Ms. Ragaza-Bourassa explained the obligation target is established by WSDOT and the three types of funding sources to which it applies. She stated the federal fiscal year (FFY) 2018 target is \$8.5 million and the deadline is August 1. She said as of December 31, 2017, local agencies have obligated \$86,675 but have also de-obligated approximately \$1 million. She brought attention to the document in the packet which outlines the projects scheduled to obligate this year and based on this information, the regional obligations are expected to exceed the target by about \$2.3 million.

Mr. Wick asked about the four projects listed for possible advancement. and Ms. Ragaza-Bourassa replied that those are projects programmed for years three and four of the TIP (2020 and 2021) and will be brought before the Board next month to decide if the projects can be advanced to obligate this year. She called for additional questions and there were none.

8d. Call for Projects Update

Ms. Ragaza-Bourassa described the cyclical planning process; the long-term (20+ year) metropolitan transportation plan (Horizon 2040) leads into the shorter term (4 to 6 year) Transportation Improvement Program (TIP), the next step is project implementation, and then finally performance monitoring, which feeds back into the long-range plan. She noted that Horizon 2040 adopted the first performance measure in the area of safety and beginning this year SRTC is required to show how performance management is implemented throughout programming and planning.

She spoke about the three types of regional funds and amounts available: Surface Transportation Block Grant Program (STBG) ~\$27 million for 2020-2023, Congestion Mitigation & Air Quality (CMAQ) ~\$10 million for

2021-2023 and STBG Set-Aside ~\$2 million for 2021-2023. She said in the past, SRTC did a call for project for each funding source separately, but this year it is combined.

Ms. Ragaza-Bourassa described which elements of the call for projects have not changed and which elements have been improved, such as: consolidating multiple applications into one with supplements as needed, adjustments for required federal performance measures, refining the application provide better scoring differentiation and reducing the Safe & Complete Streets Checklist.

She provided an overview of regional funding then detailed the previous and new funding processes. She noted in the next few months the Board will be asked to make decisions on “off the top” funding for SRTC sponsored projects and for the SRTMC, capital maintenance set-aside and setting a minimum percentage or amount for small towns. She outlined the four SRTC sponsored projects, the amount of the SRTMC request, and the call for projects schedule through October 2018, calling out specifically the public comment period.

Mr. Peterson asked if staff keeps in contact with small towns to ensure inclusion in the process; Ms. Ragaza-Bourassa replied that they do and communication with small towns has increased even more with the new SRTC staff liaison program.

Ms. Minshall spoke about the SRTMC funding request and Mr. Gribner distributed the SRTMC budget. Mr. Gribner spoke about the SRMTC Ops Board decision to request off the top funding. Ms. Minshall asked the group if there were specific questions or concerns they would like addressed about this topic prior to the March Board meeting. Chair French asked for clarification of the dollar amount being requested. Mr. Gribner replied and also stressed that he does not see the SRTMC as a function of the WSDOT, but as a collaboration of regional interests. Mr. Wick questioned how this request compared to the one from the last call for projects. Mr. Gribner replied is it quite similar with only slight growth due to increases in salary and operational costs. He said some operational SRTMC/SRTC cost-sharing was lost when SRTC moved out of the shared office space in 2016.

8e. Education Series Update

Ms. Lehman announced that SRTC is starting an education series this year to engage Board members, committee members, stakeholders and the public on transportation related topics. She said the series is aimed at providing information on which to base policy decisions, focus attention on new transportation related technologies and raising awareness of SRTC in general. She said local, regional, and national experts will be brought in to give presentations, depending on the topic and the audience.

She said several of the tentative topics include:

- Land use and transportation
- State legislative session recap
- Roundabouts
- Importance of investment in parts, transit, & infrastructure

She reported that some sessions will be held in coordination with partner agencies or businesses, such as WSDOT, Greater Spokane Inc., City of Spokane, Downtown Spokane Partnership, etc.

Ms. Lehman spoke about SRTC Monthly Messaging, another new SRTC outreach and education initiative which starts next month. She said a topic will be selected that is of interest to the public, such as delays caused by road construction; then a large format informational graphic or map will be created and displayed in public places. Staff will coordinate with TTC members for assistance in securing locations to display these items (city halls, public buildings, etc). She called for questions and there were none.

10. SRTC Board Comments

Mr. Tortorelli noted that the road user charge enrollment closes within the next two weeks and is a year-long study.

Mr. Tedesco said artwork for the center of the roundabout on Highway 2 will soon be submitted to WSDOT.

11. Adjournment

There being no further business, the meeting adjourned at 2:18 pm.

Julie Meyers-Lehman
Recording Secretary