

MEETING MINUTES

Spokane Regional Transportation Council Board
Thursday, March 12, 2018
SRTC Office, 421 W Riverside Ave, Ste 504, Spokane WA

1. Call to Order

Chair Al French brought the meeting to order at 1:01 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
Paul Schmidt, Council Member, City of Cheney	Larry Krauter, Spokane Airports
Mayor Steve Peterson, City of Liberty Lake	E. Susan Meyer, Spokane Transit Authority
Lori Kinnear, Council Member, City of Spokane	Kennet Bertelsen, TAC Chair
Kate Burke, Council Member, City of Spokane	Mike Tedesco, TTC Chair
Matt Ewers, Freight Representative	Joe Tortorelli, WA State Transportation Commission
Larry Stone, Major Employer Representative	Mike Gribner, WSDOT-Eastern Region

Board Members Not in Attendance:

Kate Burke, Council Member, City of Spokane

Board Member Alternates in Attendance:

Albert Tripp, City Administrator, City of Airway Heights

Guests Present:

Stanley Schwartz, Legal Counsel	John Hohman, City of Spokane Valley
Mike Basinger, City of Spokane Valley	Mayor Rod Higgins, City of Spokane Valley
Paul Kropp, Citizen	Sean Messner, Spokane County
Chad Coles, Spokane County	Katherine Miller, City of Spokane
Larry Larson, WSDOT-Eastern Region	

SRTC Staff Present:

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

Chair French read the name of the following member who requested an excused absence from this meeting:
Council Member Kate Burke

Mr. Peterson made a motion to excuse the absence. The motion was seconded and passed unanimously.

3. Public Comments

There were no public comments.

4. Executive Director's Report

Ms. Minshall reported on:

- A recent state legislature decision which will provide an additional \$500,000 to RTPOs statewide.
- The Data Scientist position has been narrowed down to two candidates and a final decision is expected next week.
- A summary of the funding discussions, 2018 appropriations, and best practices information covered at the recent Intermountain West MPO conference she attended
- April is Construction Work Zone Safety Month and SRTC has partnered with multiple agencies to print posters and run advertisements.
- SRTC Education Series. She announced there will be a joint TAC & TTC meeting in May about walkability and ADA accessibility and on June 6 there will be a discussion panel on roundabouts. She said TTC members will help author questions for the panel.

5. Consent Agenda – (5a) March 8, 2018 Board Meeting Minutes, (5b) March 2018 Vouchers, (5c) 2018-2021 Transportation Improvement Program (TIP) April Amendment

Chair French announced for clarification purposes, the vote held at the March 8 Board meeting to set aside \$400,000 for the proposed Division Street Study was not an approval of the project; it was just approval of the action to set aside funds. He noted after the project scope, MOA, etc. are finalized, the project itself will come back before the Board for authorization.

Chair French asked if anyone would like to separate an item to be removed from the Consent Agenda. Ms. Meyer requested that item 5a be removed and Chair French agreed.

Mr. Tortorelli made a motion to approve items (5b) March 2018 Vouchers and (5c) 2018-2021 TIP April Amendment as presented. Mr. Stone seconded the motion which passed unanimously.

Recap for March, 2018:		
Vouchers: V120585 to V120599		34,982.84
Salaries/Benefits Warrant Nos. 548191,434702-424711;548309,436908-436917;439199-439129		110,870.94
Interfund, other expenses, and reimbursements processed directly by the City of Spokane		1,079.87
		\$ 146,933.65

5a. March 8, 2018 Board Meeting Minutes

Ms. Meyer noted that in the minutes on Page 8 Agenda Item 8, the amount of off-the-top funding requested for SRTMC Operations should read \$1.83 million, instead of \$1.3 million.

Ms. Meyer made a motion to approve the minutes as amended. The motion was seconded and passed unanimously.

6a. WSDOT & SRTC Performance Measure Target Setting Update

Ms. Nelson explained the purpose of this item was to provide the Board with the status of the performance management process and target setting. She provided a history of performance management and reasons for the federal requirements. She showed an example of the performance management cycle, using safety as the example performance area. She said in the performance process, WSDOT sets the targets first, then MPOs have 180 days to either accept those targets (by Board resolution) or set their own quantitative targets. Ms. Nelson said WSDOT must establish targets by May 20, 2018 for the following performance measures: Bridge

Condition, Pavement Condition, System Performance & Freight, and Congestion Mitigation & Air Quality Improvement. She reported that staff has been working closely with WSDOT on target setting and noted there are no penalties to MPOs if targets are not reached. She explained how WSDOT must show they are making progress towards the targets, even if the targets are not reached. She said in many areas, WSDOT will set descending targets.

Ms. Nelson outlined the next steps in the process, first of which is convening a Target Setting Working Group of TTC members who will spend time reviewing the highly technical formulas and provide input to the Board about either accepting WSDOT targets, setting our own regional target and selecting a sub-set of Spokane Transit targets. She called for questions.

The group discussed the safety target, the WSDOT Target Zero program, and the how funding could be affected by adopting the state baseline or setting other targets.

Mr. Krauter stated he would like to make sure staff has clear direction in the presentation of analysis related to the targets so the Board can understand very clearly the funding implications on the upcoming policy decisions.

6b. Freight Planning

Mr. Ulrich announced this item is for consideration of the Board for SRTC to convene a Freight Working Group and the goal of that group will be to draft a scope for a Regional Freight Mobility Plan. He noted the scope will be brought before the Board for review and eventually be part of the next long-range plan update. He pointed out that the foundation of the process is local need, provided a history of several past freight planning studies in the past fifteen years and provided details about those studies: Bridging the Valley, Inland Pacific Hub and Joint Transportation Commission (JTC) Road/Rail Study Phase I and Phase II.

Mr. Ulrich noted that Board strategic planning discussions identified the need to align local needs with regional goals and policies and a Regional Freight Mobility Plan is an effort to start that process. He presented a map which showed:

- Major jurisdictions in Spokane County
- Then overlaid the regional freight network
- Then highlighted which corridors have applied for National Highway Freight Program Formula Funds
- Then highlighted corridors which have applied for funds through the recent Freight Mobility Strategic Investment Board call for projects
- Then highlighted JTC road/rail crossings

He said all this data taken together is as close to a needs assessment as currently available for the region. Mr. Ulrich said to think of this as a strategy rather than a plan; he said this can be used to aggregate local need and align it with a regional strategy so that local jurisdictions can be more competitive when they go out for funding. Mr. Ulrich spoke about several successful freight projects such as Bigelow Gulch, Barker Road, the Havana Street Bridge and the North Spokane Corridor.

Mr. Ulrich said potential Freight Working Group participants would include member jurisdiction freight planning staff, member jurisdiction capital improvements staff and private sector freight stakeholders. He said this is an opportunity to apply very specific freight criteria to the system and include them in a plan that can be used to demonstrate a projects' importance to the region. The group discussed the JTC Phase II project tiers and ranking. Mr. Ewers stated his support of the timeliness of this topic because freight mobility is shifting with changing trends and new technologies in transportation.

Mr. Krauter asked if he understood correctly the issue: SRTC is being asked to weigh in on WSDOT and FMSIB freight grant applications, the solution is a TTC based committee of stakeholders, and the outcome will be a regional freight mobility plan that ideally would position the region to be more successful with project funding. Mr. Ulrich replied that is the primary mission, although there will be other ancillary benefits.

6c. 2018 Quarterly Budget Update

Mr. Griffin reported that in first quarter 2018 revenues were in line with the budget, the cash balance as of March 30 was \$526,500. He said SRTC typically holds about three to four months of operating funds in the cash balance. He said that first quarter 2018 expenditures are 20% of the budget with larger expenditures expected later in the year. Mr. Griffin discussed savings on IT expenses and future expenses for upcoming staff training.

The group discussed the larger cash reserve balance compared with prior years and the reasons for higher first quarter expenditures of advertising and printing. Ms. Kinnear requested for future quarterly updates to include the prior year's budget numbers for reference.

7. SRTC Board Comments

Mr. Peterson talked about some staffing changes at City of Liberty Lake.

Mr. Bertelsen announced that the TAC is in the process of creating a mission statement to better define their role in an effort to provide better feedback to the Board.

Mr. Tedesco reported that a meeting has been scheduled to discuss and re-define the role of the TTC as it relates to the SRTC Board.

Mr. Wick questioned if the Board provided what was needed for the Freight Working Group agenda item. Ms. Minshall said it was not an action item and no approval of a project required; staff was seeking concurrence from the Board to proceed with the formation of the Working Group. She said staff will now move forward with the Working Group and keep the Board informed of its progress. Mr. Wick stated that the City of Spokane Valley has been holding discussions with BNSF regarding their plans for a double track.

Mr. Krauter announced that a new Southwest Airlines non-stop service to San Jose started earlier in the week and Frontier Airlines is returning to the Spokane Airport with service to Denver.

Mr. Ewers reported that the FMSIB Call for Projects list has projects from City of Spokane, City of Spokane Valley, Spokane County and Spokane International Airport.

Ms. Meyer announced that Spokane Transit recently won \$1.4 million from a competitive grant from Federal Transit Administration for buses.

8. Adjournment

There being no further business, the meeting adjourned at 2:15 pm.

Julie Meyers-Lehman
Recording Secretary