

MEETING MINUTES

Spokane Regional Transportation Council Board
Thursday, May 10, 2018
SRTC Office, 421 W Riverside Ave, Ste 504, Spokane WA

1. Call to Order

Vice-Chair Ben Wick brought the meeting to order at 1:05 pm.

2. Roll Call/Record of Attendance – Excused Absences

Board Members Present:

Ben Wick, Council Member, City of Spokane Valley
Paul Schmidt, Council Member, City of Cheney
Mayor Steve Peterson, City of Liberty Lake
Lori Kinnear, Council Member, City of Spokane
Kate Burke, Council Member, City of Spokane
Larry Stone, Major Employer Representative

Dee Cragun, Small Towns Representative
Josh Kerns, Spokane County Commissioner
Larry Krauter, Spokane Airports
E. Susan Meyer, Spokane Transit Authority
Kennet Bertelsen, TAC Chair
Joe Tortorelli, WA State Transportation Commission

Board Alternates Present

Albert Tripp, City of Airway Heights
Sean Messner, TTC Vice-Chair

Larry Larson, WSDOT-Eastern Region

Board Members Not in Attendance:

Al French, Spokane County Commissioner
Larry Krauter, Spokane International Airport

Matt Ewers, Freight Representative

Guests Present:

Stanley Schwartz, Legal Counsel
Mayor Rod Higgins, City of Spokane Valley
Paul Kropp, Citizen
Katherine Miller, City of Spokane

Chad Coles, Spokane County
Mark Calhoun, City of Spokane Valley
Karl Otterstrom, Spokane Transit Authority

SRTC Staff Present:

Sabrina Minshall Executive Director
Anna Ragaza-Bourassa, Senior Transportation Planner
Mike Ulrich, Senior Transportation Planner

Staci Lehman, Communications Coordinator
Greg Griffin, Administrative Services Manager
Julie Meyers-Lehman, Administrative Assistant

Vice Chair Wick read the names of the following members who have requested an excused absence from this meeting: Commissioner French and Matt Ewers

Mr. Peterson made a motion to excuse the absences; Ms. Meyer seconded the motion, which passed unanimously.

3. Public Comments

There were no public comments.

4. Executive Director's Report

Ms. Minshall:

- Spoke about SRTC involvement at the Washington Bike Summit and the upcoming Bike to Work day.
- Announced that the Data Scientist position has been filled and Tristan De Alwis starts on June 25. She provided a history of his work experience.
- Said that SRTC is sending out requests for proposals for a long-range IT Services contract and it is likely the contract will come before the Board in July for approval.
- Discussed the May 23 joint TAC/TTC meeting and walkability workshop.
- Reported that the TIGER program (now called BUILT) released additional funds April 20.
- Reminded the group that applications for the 2018 SRTC Call for Projects are due tomorrow by 4:00pm.

5. Consent Agenda – (5a) Minutes of the April 12 Board Meeting, (5b) April 2018 Vouchers, (5c) 2018-2021 Transportation Improvement Program (TIP) April Amendment

Recap for April, 2018:

Vouchers: V120600 to V120618		29,253.18
Salaries/Benefits Warrant Nos.	441344-441354 and	78,512.55
Interfund, other expenses, and reimbursements processed directly by the City of Spokane		2,090.37
		<hr/>
		\$ 109,856.10

Mr. Peterson made a motion to approve the Consent Agenda. The motion was seconded and the vote passed unanimously.

6a. State Fiscal year 2019 Unified Planning Work Program (UPWP)

Mr. Griffin described the purpose of the UPWP and the federal/state requirements; he said it follows the State Fiscal Year which begins July 1, differing from the January 1 SRTC budget year. He noted there were no significant changes from the 2018 Department of Transportation (DOT), Federal Highways Administration (FHWA) & Federal Transit Administration (FTA) Guidance, the UPWP development process was the same as in prior years, and announced there would be an on-site review with FHWA, FTA and WSDOT on May 16.

He stated that this document incorporated a SFY SRTC budget which ties to the UPWP budget as a step toward aligning the two documents. He addressed the five primary sections of the documents: Federal emphasis areas, 2018 accomplishments, FT 2019 Tasks, STA Planning Tasks and WSDOT Planning Tasks. He said the final version of the document will be brought before the Board for approval next month.

Ms. Minshall addressed highlights of 2018 accomplishments. She noted that for 2019 UPWP tasks, the sub-task lists for Metropolitan Transportation Planning, General Long-Range Planning, TIP and others have expanded to increase transparency and she provided several examples. She discussed Task 7 (Planning Consultation & Studies) and said the two studies have been separated in order to track staff time accurately. She discussed the balance of tracking time dedicated to tasks and efforts to make it more consistent throughout the agency. Ms. Minshall said very specific outcomes are listed so it can be easily determined which have been accomplished.

Ms. Meyer questioned the dollar amount allocated to Task 7; she noted the amount allocated for this task in the 2018 UPWP was about \$75,000 and in the 2019 UPWP it is almost \$500,000, with almost half for personnel and indirect services. She asked how SRTC will accomplish this scale-up. Ms. Minshall replied that the staff cost portion has been adjusted down to \$200,000 and the amount for consultants' costs has been increased. She said staff had been inconsistent in tracking time on tasks; more time in the past should have been tagged as Task 7 and correctly assigning time to this task will increase staff costs here. Ms. Minshall said also in 2017 and 2018 staff spent a lot of time on the MTP update and now that it is done more staff time will be focused in Task

7. She spoke about a plan for budgeting the receipt and distribution of funds over two fiscal years and said the plan will be discussed with FHWA/FTA at the meeting next week.

Ms. Meyer said the UPWP document indicates the 2021 update of the MTP will begin this fall and asked if it was going to be a different process than before. Ms. Minshall replied that staff will begin to work on the update scope this fall which is much earlier than prior updates. She said other changes to the update process are not known at this time as input from the TTC and Board will determine much of how it goes. Ms. Minshall also responded to a question from Ms. Meyer regarding the definition of “regional significance.”

Ms. Minshall described several of the comments on the draft UPWP from TTC members and how they were addressed; she said any comments or changes that occur as a result of the FTA/FHWA meeting next week will be outlined in the June memo. Mr. Griffin said the TAC and TTC will be asked to make a recommendation to the Board at their meeting on May 23. He called for additional comments from WSDOT or STA representatives; there were none.

6b. 2018 SRTC Call for Projects Update

Ms. Ragaza-Bourassa announced that the 2018 SRTC Call for Projects was released on March 9 and she summarized the action taken by the Board at the March 8 meeting, which was approval of:

- \$1.834 million off the top for Spokane Regional Transportation Management Center (SRTMC) Operations
- \$3 million reserve of STBG funds in 2022 and 2023 for capital maintenance projects
- Minimum of 5% STBG (\$1.35 Million) and STBG Set-Aside (\$100,000) for small towns
- SRTC Sponsored off-the-top Projects:
 - SRTC Planning Operations \$350,000/year for 6 years
 - Data Acquisition and Model Development - \$1 million over 6 years
 - Reserve \$150,000 for I-90/US195 Systems Study
 - Reserve \$400,000 for Division Street Reimagined Study

She reviewed the estimated funding amounts available in each category; STBG, STBG Set-Aside, STBG Capital Maintenance Reserve and CMAQ.

Ms. Ragaza-Bourassa stated that the eligibility worksheets and Safe & Complete Streets checklists were due on April 6 and 52 worksheets were received, although two projects have since removed themselves from consideration. She said the 50 project applications received fall into the following categories:

- Bicycle/pedestrian – 8
- New construction/widening – 11
- Transportation System Maintenance & Operations - 6
- Transit - 1
- Capital Maintenance – 19
- Programs - 3
- Planning studies – 2

She showed a map that illustrated where each of the 50 proposed projects are located, described the next steps in the process, presented a schedule of upcoming key dates, and noted that preliminary results will be brought before the Board in July.

Ms. Kinnear asked about the requirement for agencies to use all available tools to obligate funds including imminent domain as sometimes that results in a project getting stuck in court for a long period. Ms. Minshall replied that wording is included so that agencies understand when they are accepting federal funds, they will do everything possible to obligate and as long as that effort is made then funds can be re-programmed.

Ms. Meyer requested that future presentations regarding the amount allocated to SRTC in off-the-top funding be totaled rather than separated by project. Ms. Ragaza-Bourassa stated the total is \$3.15 million

6c. Education Series Update

Ms. Lehman spoke about the five upcoming education events SRTC is hosting:

- May 23 - Looking Glass Academy, an ADA & Accessibility Workshop for TAC & TTC members
- June 6 - Roundabouts Community Conversation
- July 10 & 11 Former Oklahoma City Mayor Mick Cornett, speaking about the benefits of investing in transportation infrastructure
- September 13 & 14 Joe Minicozzi, a consultant from Ashville NC, speaking about shifting the view of development patterns in order to create livable communities
- October 3 Parris Glendening, former Governor of Maryland. He advises state governments on transit and sustainability policies.

She said most events will have a similar format consisting of three separate sessions; one for TAC, TTC and other technical staff, one for the SRTC Board and other elected officials and a session for the public. Ms. Lehman demonstrated where to find complete details about the education series on the SRTC website and asked the group to assist with creating some questions for the Roundabout panelists.

7. SRTC Board Comments

Mr. Peterson commented about the recent article in the Spokesman Review about Susan Meyer and Spokane Transit. He spoke about the recent GSI fly-in event to Washington DC and asked Mr. Higgins to comment. Mr. Higgins said they were told that there could be additional funding that is easier to come by, for example a long-term lending program instead of traditional TIGER grants.

Mr. Messner reported that at the last TTC meeting there was discussion about providing input from the TTC to the Board at the Board meeting immediately following a TTC meeting, in addition to having the minutes from the TTC meeting from two months prior. He said that TTC collectively hopes the Board will entertain either formal paragraph or brief description of the meeting and high points of discussions as part of the Board packet or a verbal report by the TTC Chair or Vice Chair at the Board meeting.

Mr. Stone spoke about a fundraiser for the Museum of Arts & Culture.

Ms. Meyer said the 2017-2018 STA Annual Report is available in a digital format on the STA website.

Mr. Wick announced the Spokane Valley State of the City address will be on May 23 at CenterPlace.

8. Adjournment

There being no further business, the meeting adjourned at 1:54 pm.

Julie Meyers-Lehman
Recording Secretary