

MEETING MINUTES

Spokane Regional Transportation Council Board
Thursday, August 9, 2018
SRTC Office, 421 W Riverside Ave, Ste 504, Spokane WA

1. **Call to Order** - Chair Al French brought the meeting to order at 1:05 pm.

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

Board Members Present

Al French, Spokane County Commissioner	Mayor Steve Peterson, City of Liberty Lake
Kate Burke, City of Spokane Council Member	Larry Stone, Major Employer Representative
Dee Cragun, Small Cities/Towns Representative	Joe Tortorelli, WA State Transportation Commission
Mike Gribner, WSDOT-Eastern Region	Kennet Bertelsen, TAC Chair
Lori Kinnear, City of Spokane Council Member	Matt Ewers, Freight/Rail Representative
Larry Krauter, Spokane Airports	Arne Woodard, City of Spokane Valley Council Member
E. Susan Meyer, Spokane Transit Authority	

Board Alternates Present

Albert Tripp, City of Airway Heights	Sean Messner, TTC Vice-Chair
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Board Members Not in Attendance:

Paul Schmidt, City of Cheney Council Member	Josh Kerns, Spokane County Commissioner
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Guests Present

Stanley Schwartz, Legal Counsel	Mark Calhoun, City of Spokane Valley
Carol Evans, Spokane Tribal Council	Mayor Rod Higgins, City of Spokane Valley
Tiger Peone, Spokane Tribal Council	Brandon Blankenagel, City of Spokane
Paul Kropp	Charlene Kay, WSDOT

SRTC Staff Present:

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

Chair French read the names of the following members who have requested an excused absence from this meeting: Paul Schmidt and Josh Kerns.

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

3. **Public Comments**

Ms. Evans, Chair of the Spokane Tribal Council introduced herself and requested that SRTC consider a partnership with the Spokane Tribe by allowing the Tribe a voting seat on the SRTC Board of Directors. She remarked that the land on which this meeting is being held is historical tribal land; she also spoke about the benefits of partnering with the Tribe because there is a potential for additional funding sources when roads are added to the BIA inventory. She thanked the Board for consideration of the request.

Mr. Peone of the Spokane Tribal Council gave a history of his association with the Spokane Tribe and of Spokane Tribal lands. He stated that the Spokane Tribe would like to play an active part in regional transportation planning and requested that SRTC consider adding the Tribe as a voting member of the Board.

4. Executive Director's Report

Ms. Minshall spoke about:

- The schedule for the proposed US-195/I-90 Study at each person's place. She provided details about the schedule, recapped the history of Board action of the funding set-aside, and spoke about next steps.
- The August 1 presentation at SRTC by Dr. Michael Clay from Brigham Young University evaluating regional land use allocation, economic driven models, and SRTC processes.
- The Washington Transportation Plan 2030 is available for review and comment on the Washington State Transportation Commission (WTSC) website and Paul Parker from WTSC will be at SRTC next month to present information about the plan.
- The next speaker in the Education Series, Joe Minicozzi, who will be here in September.
- Puget Sound Regional Council's (PSRC) recent letter of interest sent to FHWA for a partnership initiative in regards to autonomous vehicles was unsuccessful, but PSRC would still like to collaborate with SRTC on this topic.
- The SRTC Title VI Activity Report was approved by the Federal Transit Administration.

5. Consent Agenda – (5a) Minutes of the July 12, 2018 Board Meeting, and (5b) July 2018 Vouchers

Chair French read the following requests to amend items 5a and 5b:

- Request to correct the attendance section of the minutes to reflect that Mike Gribner was in attendance.
- Request to correct the voucher report to reflect that total expenses for July were \$20 less than shown.

Mr. Woodward made a motion to approve the Consent Agenda as amended. Mr. Tortorelli seconded the motion, which passed unanimously.

Recap for July, 2018:		
Vouchers: V120669 to V120691		36,802.23
Salaries/Benefits Warrant Nos.	455513-455523, 458030-458041	87,351.73
Interfund, other expenses, and reimbursements processed directly by the City of Spokane		1,650.37
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		125,804.33

6. Election of Vice-Chair

Chair French explained that when the City of Spokane Valley changed their SRTC Board representation last month it resulted in a vacancy of the Board Vice-Chair position. He read the eligibility requirements to serve as Vice-Chair from the SRTC Board by-laws. He said three members meet the requirements; himself, Ms. Kinnear and Mr. Peterson. Ms. Kinnear recused herself because of time constraints.

Mr. Stone made a motion to elect Mayor Steve Peterson as SRTC Board Vice-Chair through December 2019; Mr. Tortorelli seconded the motion and all votes were in favor.

Mr. Krauter asked for clarification about the Chair position for 2019 and the group discussed.

Mr. Krauter made a motion that Mr. French remain SRTC Board Chair through December 2019. Ms. Cragun seconded the motion, which passed unanimously.

7. 2019 Member Dues

Ms. Minshall explained that according to the Interlocal Agreement (ILA), a request for up to a 15% increase in dues is permitted without a one-year notice to member agencies. She spoke about increased operational expenses and a future gap identified in the cash reserve if revenue does not go up. Ms. Minshall noted there are

two categories of members; (1) cities, towns and counties whose dues are population based and (2) STA, WSDOT and SIA whose dues are a flat amount; not based on population.

Mr. Woodard noted his concern about the timing of the request, as the City of Spokane Valley was already well into their 2019 budget planning process. He suggested a lower percentage increase at this time, such as 8 or 10% and perhaps the rest of the increase could be implemented in 2020.

The group discussed the proposed increase which will change the per capita rate from \$0.20 to \$0.23, the fact that the per capita rate has not been raised since dues were instituted, the challenges of the timing of this request due to jurisdictional budget planning processes, and the dues rates at other MPOs in Washington.

Mr. Peterson made a motion to approve a 15% increase in SRTC member dues for the Calendar Year 2019 budget and Ms. Kinnear seconded. The motion carried, with Mr. Woodard opposed.

8. 2018 SRTC Call for Projects: Approval of Prioritized Project List

Ms. Minshall announced this is the first decision point for the Board in a prioritized call for projects and the next step will be at the October meeting. She made note of the differences between prioritization and programming and between the technical work done by member agencies' staff and Board decisions.

She presented the prioritization/programming schedule and provided details about each task. She outlined the steps to achieve priority-driven resource decisions. Ms. Minshall defined prioritization, programming, funding sources, and funding criteria; she said that programming/applying the funds to projects is primarily a technical exercise, but it is easier when the Board sets priorities first. She described the historical practice of using funding sources as the criteria for prioritization, which is not the most effective method of ascertaining regional priority. Ms. Minshall explained that many of the projects on the list are eligible for many different funding sources.

Ms. Minshall then explained the reasons why a prioritized list is important and emphasized that the region will be stronger when pursuing funding opportunities and will be more competitive with the west side of the State if collective regional priorities are clear. Ms. Minshall furnished additional information about the programming step and asked the group to discuss prioritization.

Chair French spoke about the importance and challenges of making decisions with a regional focus. Mr. Gribner noted that west side MPOs and coalitions are extremely good at regional prioritization and pooling resources and strategies. He said he is concerned that if the Spokane region cannot learn to do the same, it will lose out. He feels there is a misunderstanding between priority and programming; priority is about what we want to do to prosper regionally and programming is a strategy to bring as much of that to fruition as possible. The group discussed examples of regionally important projects and making decisions for the greater good of the region.

Ms. Minshall related that the technical work on the project applications was complete and the Transportation Technical Committee (TTC) recommended an unweighted raw score. She described the prioritization exercises the TTC went through and noted that the TTC felt very strongly that the raw scores were the best reflection of regional priorities.

She described the Transportation Advisory Committee's (TAC) purpose to provide public perception and input to the Board; She outlined the exercises the TAC completed in order to weight the Guiding Principles and additional project prioritization; the TAC recommended a list of projects weighted by placing a higher value on the *Quality of Life* and *Safety and Security* Guiding Principles and also recommended shifting the rank of seven projects on the list.

Ms. Minshall noted that the two committees recommended project priority lists that were different and staff synthesized both lists into Attachment One B and provided details about the combined list.

Mr. Bertelsen spoke about how the TAC came to their recommendations.

Mr. Messner added comments from the TTC's standpoint. He stated that SRTC's long-range plan, Horizon 2040, does not weight Guiding Principles. He described all the technical work from SRTC staff and member agencies that went into the application development process, which was based off Horizon 2040 criteria. He said the application process and scoring was very well defined and known at the time of application; if there had been discussion of weighting Guiding Principles at the time of application it is possible that the project list presented today could be different. He said the list of projects before the group in no way represents all the needs of each of the communities represented at the table. He stated that the TTC felt it was very important to keep the integrity of the process from beginning to end, which is why the TTC did not recommend any weighting by Guiding Principles.

Mr. Bertelsen said the top 25 projects didn't change very much with the TAC's recommendations. He pointed out that the intent of the TAC is to look at GP and if the goal is truly a regional prioritization, then we have to add to the technical score. He said there are no bad projects on the list and they are all needed.

Ms. Minshall mentioned that the majority TAC project shifts were all in the bottom 25%, which is reflective of the strength of the technical work. She asked the group if the synthesized list of projects is reflective of the Board's priorities, did the technical work place the projects where they should be and, if there was anything not considered that would merit changes. She stated that the Board approved list will be worked on by staff to allocate funds from the fourteen different funding sources, it will then be brought back before the Board for strategy programming.

Ms. Kinnear noted it is very difficult for members to fully know the priorities and needs of other jurisdictions.

Ms. Burke felt it would be unmanageable to discuss each project individually, but if the group agrees with the process and ranking holistically, and with the work done by the committees and staff, then the group can agree with the list without having to evaluate each project's regional priority. The group discussed how programming is applied to a priority list.

Mr. Krauter stated his agreement with Ms. Burke's comments; the qualitative and quantitative method used in the process allows the Board to trust the process results. He compared how this was done in the past, there has been a very healthy evolution of processes to get to prioritization. He noted the process is not perfect but is on the right track. He said he agreed with Mr. Messner's comments that the entire process needs to be made clear to project sponsors.

The group discussed right of way acquisition, concerns about wanting to be assured that programming will be done by project and not by jurisdiction, concern that relying on process only without project discussions may result in missed opportunities to identify regional needs, and the importance of regional prioritization.

Ms. Meyer spoke about her reservations to adding project prioritization at the end of the process when there was no indication given about prioritization at the beginning. She said the long-range plan has equal weight to all criteria and agencies may have submitted very different projects if they had known there was to be an emphasis on one or another. She stated it is unclear how a call for projects process can refine the criteria after applications have already been submitted; she agreed with Mr. Messner about the retaining integrity throughout the process.

The group continued discussion about the process and results.

Mr. Stone made a motion to approve of the priority list of projects on Agenda Item 8 Attachment One B. Mr. Woodward seconded. The motion carried, with Ms. Meyer opposed.

9a. Title VI Plan Update: Comments Received

Ms. Lehman outlined Title VI, explained that staff recently updated the SRTC Title VI plan and the 30-day public comment period ended August 8. She said one public comment was received from the Spokane Tribe; they noted that on page 3 of the document it reads "Member agencies and Tribes include" rather than "Member

agencies and *Participating Tribes*”, which is how the phrase reads in the SRTC Unified Planning Work Program. The comment from the Tribe explains that the phrase “Member agencies and Tribes” suggests that the Spokane Tribe is a member of SRTC, which is not correct. Ms. Lehman explained that the omission of the word “participating” was unintentional, it was a typographical error, and has been corrected. She noted the final document will be forwarded to WSDOT. There were no questions or comments from the Board.

9b. Education Series: Board Comments and Input

Ms. Lehman recapped the 2018 SRTC Education Series to date and spoke about the two upcoming events. She read some of the comments received from attendees of past events and asked for questions or concerns about events so far. She called for suggestions for topics or speakers for the 2019 series; there were none. Ms. Lehman stated that if any ideas come up, she can be reached by email or by phone.

9c. Division Street Reimagined Study Update

Mr. Lien provided a history of the study, noting the Board approved a set-aside of \$400,000 for the study in March 2018. He said STA was awarded funds in 2014 for a High-Performance Transit (HPT) study along the Division Street corridor and staff is now researching how the two studies can be coordinated. He outlined the project partners and described how the corridor is multi-jurisdictional.

Mr. Lien spoke about the concepts the study will address, such as HPT, the effect of completion of the North Spokane Corridor on parallel corridors, and identification of preferred capital improvements, among others. He said the proposed study will be done under a consultant master contract with STA managing the HPT effort and general tasks managed by SRTC with collaboration of the project management team made up of jurisdictional partners. He outlined the next steps in the process, which will ideally result in contracting with a consultant in early 2019.

Chair French pointed out that the Board action in March was just to set aside funds; it did not assign funds to this project. Ms. Minshall stated that a request to fund the Division Street study will be brought before the Board next month as a TIP amendment.

Ms. Kinnear stated concerns about the level of participation by City of Spokane because they are currently short several planners. She also remarked that as the NSC will not be complete for at least ten years, maybe this study is premature. Mr. Gribner responded that because of the amount of time needed for public outreach, maintenance and funding partners, it is not too soon at all; if anything, it should have started sooner.

9d. Spokane Tribe & Kalispel Tribe Requests for SRTC Membership

Chair French explained that the Board Administrative Committee (BAC) has reviewed and discussed the requests and has concerns about the timing of adding new members at this time because new population data from the 2020 U.S. Census will very likely result in the ILA needing to be opened and modified. He said amending an ILA takes many months and is a very laborious process, so it would be more efficient to just do it once, after the Census. He said the BAC suggested having the conversation about adding new Board members should be held at that time.

Ms. Burke stated she felt the Tribes have waited long enough for Board membership and steps should be taken to include them without delay; Ms. Cragun agreed.

Mr. Tripp noticed that in the language of the ILA smaller cities with populations 5,000 does give consideration for representation on the Board, but the Tribes are not given that consideration. As a governance structure within this jurisdiction it seems reasonable and fair for them to have a seat at the table. He suggested that in the matter of opening the ILA, perhaps there could be a two-phase effort; the Board could express agreement for inclusion now, wait for official membership until after the census; staff can use the time to figure out all the details.

Mr. Woodard remarked that he was in favor of the Tribes on the Board, agreed that ILAs take a very long time to complete, but suggested the process could begin now so that when the ILA is open all the groundwork has been done.

Mr. Krauter said he agreed with Ms. Burke, however Tribe membership on the Board means interacting with a sovereign nation so thorough research must be done ahead of time so there is a complete understanding of how it will work. He suggested there should be discussions with the BAC, SRTC legal counsel and both tribes before moving forward.

Ms. Kinnear suggested that research could begin now and to determine answers to Board questions so that when the census is complete the Board will be fully informed and ready to take action. Chair French said the BAC will review that course of action and identify a time table. Ms. Burke asked if the Board could take action to make the Tribes non-voting members for the time being. Chair French replied that the BAC will explore the options available.

9e. Calendar Year 2017 Audit

Mr. Griffin announced that the Washington State Auditor's Office completed Financial Statement Accountability and Federal Single Audits for 2017 and there were no findings, management letters or exit items. He thanked Mr. Ben Wick for attending the audit entrance conference and Mr. Tortorelli for attending the exit conference. Mr. Griffin said the report was in the packet and also posted on the State Auditor's website.

10. SRTC Board Comments

Mayor Peterson spoke about the Liberty Lake Farmer's Market.

Mr. Tortorelli said on August 27 there will be a ceremony to dedication the designation of US Hwy 395 as the Thomas S. "Tom" Foley Memorial Highway.

Mr. Krauter announced that Frontier Airlines will begin offering non-stop service to Las Vegas and San Diego.

11. Adjournment

There being no further business, the meeting adjourned at 3:03 pm.

Julie Meyers-Lehman
Recording Secretary