

## MEETING MINUTES

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

1. **Call to Order** - Chair Al French brought the meeting to order at 1:09 pm.

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

### ***Board Members Present:***

Al French, Spokane County Commissioner	Dee Cragun, Small Towns Representative
Dave Malet, Council Member, City of Airway Heights	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
Arne Woodard, Council Member, City of Spokane Valley	Joe Tortorelli, WA State Transportation Commission
Larry Stone, Major Employer Representative	

### ***Board Members Not Present:***

Matt Ewers, Rail/Freight Representative	Kate Burke, Council Member, City of Spokane
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### ***Board Alternates Present***

Robert Blegen, WSDOT-Eastern Region	Sean Messner, TTC Vice-Chair
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### ***Guests Present:***

Adam Jackson, City of Spokane Valley	Mike Tedesco, TTC Chair
Brandon Blankenagel, City of Spokane	Paul Kropp, Citizen
Mark Calhoun, City of Spokane Valley	Katherine Miller, City of Spokane
Diana Wilhite, Citizen	Chad Coles, Spokane County
Mayor Rod Higgins, City of Spokane Valley	

### ***SRTC Staff Present:***

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

Chair French read the names of the following members who have requested an excused absence from this meeting: Matt Ewers and Kate Burke.

***Mr. Schmidt made a motion to excuse the absences. Mr. Woodard seconded the motion, which passed unanimously.***

3. **Public Comments** – There were no public comments.

4. **Executive Director's Report** - Ms. Minshall reported on:

- The SRTC Title VI Plan has been approved by Federal Highway Administration (FHWA) and is available to view on the SRTC website.
- SRTC has been invited to participate in a peer exchange for Congestion Management Reporting in Oregon, with travel expenses to be paid by FHWA.

- Upcoming meeting of the Freight Mobility Strategic Investment Board (FMSIB) in Spokane Valley at which staff will be making a presentation about the regional freight plan.
- The upcoming WSDOT Innovations conference in Tacoma.
- MPOs & RTPOs statewide are meeting to discuss potential changes to the Growth Management Act.
- Staff will participate in a WSDOT Automated & Connected Vehicle Work Group.
- The discussions at the MPO quarterly meeting about MPO contracts with WSDOT.
- Legislative briefings from WSDOT regarding HOV enforcement, toll operations, and fish passage barrier removal.
- Center for Disease Control has released a call for applications for the Walkability Action Institute, an opportunity for interdisciplinary teams attend a conference about how to create walkable communities. Staff is researching the possibility of putting together a regional team.
- Ms. Minshall has just been elected to the Board of the Inland Empire Chapter of the American Planning Association.

**5. Consent Agenda – Minutes of the October 11, 2018 Board Meeting, October 2018 Vouchers, Interlocal Agreement with Association of Washington Cities (AWC)**

Chair French provided information about the Interlocal Agreement with AWC, which will allow SRTC to proceed with obtaining employee benefits through AWC.

Recap for October 2018:			
Vouchers: V120746 to V120761			38,121.15
Salaries/Benefits Warrant Nos.	472708-472719 & 475076-475087		87,364.16
Interfund, other expenses, and reimbursements processed directly by the City of Spokane			(409.63)
			125,075.68

Mr. Tortorelli requested a correction to the minutes; he was absent from the last meeting but the minutes state he both in attendance and absent.

***Mr. Krauter made a motion to approve the consent agenda with the amended minutes. Mr. Woodard seconded. Motion carried unanimously.***

**6. Re-appointment of Major Employer and Rail Representatives on SRTC Board**

Chair French stated this item is to re-appoint Mr. Larry Stone and Mr. Matt Ewers as members of the SRTC Board with terms from January 2019 through December 2021.

***Mr. Krauter made a motion to approve the re-appointment of Mr. Stone and Mr. Ewers. Mr. Woodard seconded the motion, which passed unanimously.***

**7. Coordinated Public Transit-Human Services Transportation Plan**

Mr. Lien reported that both the TTC and TAC recommended approval of the Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP) at their meetings last month. He defined the plan, the populations it serves, the purpose of the update, and federal requirements for the maintaining the plan. He noted that this was the end of a process that began in March; he listed all the agencies and jurisdictions involved in the update and summarized the work completed in the last few months. Mr. Lien noted that the open public comment period ended October 26 and highlighted some of the comments and strategy modifications resulting from the comments. He described the seven projects from three agencies that submitted applications for WSDOT Consolidated Grant Program funding and spoke about the ranking process facilitated by SRTC and done by a scoring committee representing human services transportation interests. Mr. Lien said that part of the requested action before the Board was to adjust the ranking of two projects: changing “Sustain Deer Park Dial-a-Ride and Community Shuttle” to an A ranking and changing “Expanding Deer Park Community Shuttle” to a B ranking.

The group discussed the ranking process and the funding formula. The lack of transparency about the State's funding process and the way in which the project rankings are utilized for funding selection was discussed at length. Questions were raised asking if the Board was in a position to take action at this meeting due to lack of information about the process and if the Board could approve the CPT-HSTP document but delay a decision on the list of projects until more details about the projects/scoring could be made available. Concerns were raised about lack of knowledge about how this program functions at the state level, if the process is equitable, and if it provides benefits to our region.

Ms. Minshall said staff will find out more about the State's letter grade allocations and process and will report back to the Board.

***Ms. Meyer made a motion to approve the 2018 CPT-HSTP. Mr. Tortorelli seconded. Chair French called for additional discussion and there was none. Motion carried unanimously.***

***Ms. Cragun made a motion to approve the list of ranked projects and Mr. Krauter seconded.***

Mr. Kerns asked Ms. Cragun to clarify if her motion included adjusting the ranking of the two Deer Park projects and she replied it did. The group spoke about timing of the next funding cycle and suggestion to learn more about the State's evaluation of the regional rankings.

Chair French restated that the motion on the floor is to accept the recommendation of the rankings prepared by staff and before the Board, except for the justification of the issues as it relates to the Deer Park projects.

***A vote was taken; all votes were in favor. Motion carried.***

## **8. 2018 Call for Projects: Project Programming Selection**

Ms. Ragaza-Bourassa brought attention to the list of projects being recommended for funding and presented a process timeline, noting that the final step will be to incorporate the projects into the 2019-2022 TIP via the January amendment. She said projects that do not receive funds as part of the program will be put onto a contingency list should additional funds become available. She spoke about continued review of eligibility of the Commute Trip Reduction (CTR) program, showed maps indicating locations of capital projects throughout the region and in the metro area, and spoke about the programs receiving funding.

She reported on the TTC's recommendation to approve the Program of Projects with provisos to (1) Communicate the risk for partial funding of projects and (2) Revise policies in the TIP Guidebook so that projects can be evaluated and programmed in a consistent manner before any funds are obligated. She said that the TAC unanimously recommended Board approval of the Program of Projects.

Chair French questioned what happens to funds if a project that received partial funding was unable to secure additional funding and cannot obligate. Ms. Minshall replied that funds come back to the region and can be re-programmed to the contingency list or to the Board's direction. Ms. Kinnear asked about the timeline for that situation; Ms. Minshall replied it could vary, but there are many options available besides cancelling a project, and she spoke about SRTC actively managing the program.

Chair French observed that not all jurisdictions/agencies have the same level of expertise/experience in obtaining additional funding, but SRTC is a resource to help. Statements were made about how fully funding projects with SRTC regional funds means losing the opportunity to leverage outside funds.

Mr. Messner described the concerns of TTC members regarding acceptance of partial funding for early phases of a project and the increased risk of not delivering projects within the 10-year federal window. He said over the past several months the TTC has discussed at great length the project prioritization list and programming plan;

the group's main concern is that accepting partial funding leaves a project sponsor on the hook to try to find the rest of the money. He stated that the TTC has concurred with the Program of Projects but wants to make sure the increased risk of non-delivery is fully understood.

It was noted that the program of projects spreadsheet should include the total project cost, not just the amount requested, so it is evident how much local match the project sponsors have committed to already.

The group discussed active management of projects by SRTC and the fact that even fully funded projects can involve risk of non-delivery. Discussion continued about the procedure for terminating funding when a project stalls.

Ms. Messner said the TTC feels that partial funding introduces a risk that was not there before and spoke to the recommendation about the policies in the TIP Guidebook providing consistent guidance for delivering projects. Mr. Krauter addressed the difficult situations that will arise if and when a project stalls and previously allocated funding has to be returned by a project sponsor.

Ms. Minshall spoke to the issue of TIP Guidebook policy review, the importance of retaining programming flexibility, active management of projects, and noted that, as always, the Board has ultimate discretion. The group discussed project's funding requirements to be included in the TIP and timing of project programming.

***Mr. Woodard made a motion to approve the 2018 Program of Projects as presented, with the final award amount to the CTR program based on eligibility determination. Mr. Peterson seconded the motion, which passed unanimously.***

## **9. Performance Measures Target Setting**

Ms. Nelson noted that because federal requirements require performance targets be accepted by November 15, the Board must take action on this item today. She said, as requested by the Board at the October 11 meeting, staff has provided two options to be considered:

- **Option A** - SRTC agrees to plan and program projects so that they contribute toward the accomplishment of the State performance targets set on May 20, 2018
- **Option B** - SRTC agrees to plan and program projects so that they contribute toward the accomplishment of the State performance targets set on May 20, 2018 except in those areas in which the SRTC planning area is currently performing better than the Washington State baseline. In those areas SRTC is recognizing higher-achieving performance targets

She recapped the purpose and requirements behind performance targets and summarized the pros and cons of both options. She presented a chart of ten performance measures with the baselines and targets and briefly explained each area. She explained that Option B is a hybrid of the State targets and performance targets in which the Spokane region is higher achieving. Ms. Nelson reported that Option A was accepted by other Washington State MPO's and recommended by the TTC.

The group discussed the target for PM10 (particulate matter then than 10 microns) and the lack of any information from the State about the repercussions to MPOs for not making progress towards targets or rewards for making progress.

Ms. Minshall explained why the other MPOs have chosen Option A, paraphrased the differences between Option A and Option B, and noted that in neither option is SRTC accepting the State targets; rather it is agreeing to contribute toward the State's accomplishment of their targets. She expressed her concern about Option B as it presents more risk by holding the region to a higher standard when the consequences of meeting or not meeting targets is still unknown. The group continued discussion about the baseline and 4-year target for PM10.

**Mr. Woodard made a motion to approval of WSDOT Performance Targets through Resolution 18-05 Option A. Mr. Schmidt seconded the motion.**

Mr. Tortorelli commented that many of the performance measurement areas out of the control of local agencies and jurisdictions, such as the interstate system. Mr. Schmidt said it would probably be safest to do what the other MPOs are doing.

**A vote was taken. Mr. Stone, Mr. Krauter and Mr. Peterson voted against the motion; all other votes were in favor. Motion carried.**

#### **10. FY 2019 Budget and FY 2019 Indirect Cost Plan**

Ms. Minshall noted the budget and indirect cost plan will be brought before the Board for action in December. She brought attention to the one-page budget summary and the five-year projection in the packet. She highlighted:

- SRTC cash balance of \$503,540 and noted that the cash balance was not needed to balance for the budget this year and last year
- Of the 33% increase in the budget, 80% of that is the result of the three upcoming Board approved planning projects (1) Travel Model Data Acquisition & Tool Development (2) US 195/I-90 Connections (3) Division Street Study
- A 3.0% general increase for SRTC employees, excluding the Executive Director, whose salary is set by the Board
- A budgeted increase for legal services due to three RFQs, an update to the Employee Manual, and separating from the City of Spokane employee benefits package. Also, a budget increase in the professional services category is planned for a redesign of the SRTC website.
- Information Technology expenditures are budgeted to decrease by 21%

Chair French noted that the Board Administrative Committee has been interacting closely with Ms. Minshall regarding the budget. He called for questions or discussion and there were none.

**11. SRTC Board Comments** - Members shared comments about current events in their agency or jurisdiction.

**12. Adjournment** - There being no further business, the meeting adjourned at 3:25 pm.

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Julie Meyers-Lehman  
Recording Secretary