

MEETING MINUTES

Spokane Regional Transportation Council Board
Thursday, December 13, 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	Joe Tortorelli, WA State Transportation Commission
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	Mike Tedesco, TTC Chair
Josh Kerns, Spokane County Commissioner	Matt Ewers, Rail/Freight Representative
Larry Krauter, Spokane Airports	Mike Gribner, WSDOT-Eastern region

Board Members Not Present:

Larry Stone, Major Employer Representative	Kate Burke, Council Member, City of Spokane
Paul Schmidt, Council Member, City of Cheney	Dee Cragun, Small Towns Representative

Board Alternates Present

Albert Tripp, City Manager, City of Airway Heights

Guests Present:

Stan Schwartz, Legal Counsel	Chad Coles, Spokane County
Brandon Blankenagel, City of Spokane	Adam Jackson, City of Spokane Valley
Sean Messner, Spokane County	Karl Otterstrom, Spokane Transit Authority
Colin Quin-Hurst, City of Spokane Valley	Char Kay, WSDOT-Eastern Region
Mayor Rod Higgins, City of Spokane Valley	Diana Wilhite, Citizen
Katherine Miller, City of Spokane	

SRTC Staff Present:

Sabrina Minshall Executive Director	Mike Ulrich, Senior Transportation Planner
Eve Nelson, Senior Transportation Planner	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: Larry Stone, Dee Cragun, Kate Burke, and Paul Schmidt.

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 reported on:

- SRTC 2018 Call for Projects award letters will be distributed next week and will include an acceptance letter which must be signed by a chief officer of the agency/jurisdiction

- SRTC staff, in partnership with City of Spokane, District 81 and Spokane Regional Health District, will be submitting an application for Walkability Action Plan training sponsored by the Center for Disease Control.
- The January Board meeting has been rescheduled to Friday, January 18 because many members had a meeting conflict
- The upcoming retirement of SRTC GIS Analyst Sylvia Ferrin

5. Consent Agenda – Minutes of the November Board Meeting and November 2018 Vouchers

Mr. Krauter noted that Mr. Woodard’s last name was misspelled in the minutes.

Mr. Woodard a motion to approve the November minutes with corrections and the November 2018 vouchers. The motion was seconded and passed unanimously.

Recap for November, 2018:			
	Vouchers: V120762 to V120782		36,836.16
	Salaries/Benefits Warrant Nos.	477424-477435 & 479758-479768, 551449	88,349.44
	Interfund, other expenses, and reimbursements processed directly by the City of Spokane		(703.78)
			124,481.82

6. 2019 Budget and 2019 Indirect Cost Plan

Ms. Minshall noted the Board was briefed in detail about the budget at last month’s meeting and the Board Administrative Committee has reviewed it in depth. She highlighted the changes from the draft budget last month and the document today:

- Salaries – proposal is to leave two positions unfilled in 2019; to be filled in 2020. Therefore, the salary projection is lower for 2019 as are the associated costs of having two fewer employees (benefits, insurance, etc.) Position reorganizations were noted also resulting in cost savings
- The final cost for the new health insurance plan is lower than previously expected
- Increases in professional services for a Human Resource consultant to perform a compensation review
- Total about budgeted for consultant services for the US 195/I-90 Study and the Division Street Study have not changed, but will be spread out over three years

Mr. Krauter made a motion to approve the 2019 Budget as presented; Mr. Woodard seconded the motion.

The group discussed SRTC member dues and frequency of proposed increases. Ms. Minshall noted the Board discussed dues earlier this year and approved a 15% dues increase on August 9, 2018. She said the budget 5-year projection indicates a plan for 15% increases per year for three years, subject to Board approval each year. Mr. Bertelsen questioned if Mr. Krauter’s motion included the 2019 Indirect Cost Plan. Mr. Krauter confirmed the intent of his motion was to approve both the 2019 Budget and 2019 Indirect Cost Plan. ***A vote was taken, and the motion passed unanimously.***

7a. Definition of Board Appointments and Terms per SRTC Interlocal Agreement

Chair French explained the reasons behind inclusion of this item on the agenda. Many agencies/jurisdictions re-evaluate their appointments for board memberships at this time of year and this information could be helpful when making those selections.

Mr. Schwartz distributed an informal document consisting of his notes from his review of the Interlocal Agreement (ILA) and he provided a background of the ILA establishing SRTC as a voluntary planning association. He noted the ILA states that all Board appointments shall be for a term of three years or the tenure of office of the representative in his or her respective jurisdiction, whichever is the lesser time. He stated this policy will be the focus of today’s discussion.

He remarked that member agencies and jurisdictions have sole authority to determine their Board representative, which in his opinion also implies removal and replacement, recognizing that one of the main goals is continuity in Board representation. He noted continuity is especially important in regard to elected officials, as they are the only members eligible to hold the Chair and Vice-Chair positions.

Mr. Schwartz said the intent and expectation is that Board appointments are for three-year terms, unless for some reason they are removed. There is a question of interpretation with regard to vacancies; for example, if for some reason an appointed individual only serves one year, then the replacement appointment by that governmental body would be for the remaining two years. He said this procedure is used by many other boards throughout the community. Alternatively, this body could re-evaluate the procedure and incoming replacement members could be assigned a three-year term, but the first method is the preferred practice.

When letters go out from SRTC for new Board appointments, the policy regarding three-year terms, derived from the statement in the ILA, will be included in the document.

Chair French said the Board Administrative Committee has directed staff to research and find out when the three-year term began for each respective jurisdiction. He provided an example of a replacement member stepping into an existing three-year term. He said a document will be distributed to Board members with information about each member agency's term. Mr. Schwartz suggested that a motion be made to reflect the intent of the Board in regards to the interpretation of the ILA's language about terms.

Mr. Krauter made a motion for Board adoption of the interpretation of the ILA in which a new appointment (or replacement of an existing appointee) may be for the then-existing term, or tenure of the office, whichever first occurs. Mr. Woodard seconded the motion, which passed unanimously.

7b. City of Spokane Bike & Scooter Share Pilot Program

Mr. Blankenagel provided a background to the City's collaboration with Lime Bikes and a summary of the results of the 73 day bike/scooter share pilot program. He outlined the number of rides per vehicles per day, total number of rides to date, and total distance per vehicle per day for each of the three vehicles; pedal bikes, e-assist bikes and scooters. He displayed a map of trips taken in October and noted that within a 2.5-mile radius of downtown, every single street was used at least once.

Mr. Blankenagel spoke about the results of public survey held by the city which was completed by over 4200 people. He noted that this was not a profit sharing venture; Lime Bikes is solely responsible for running the program and keeps all profits. The group discussed several of the policy concerns which will be addressed such as; helmet requirements, restrictions on motorized vehicles on sidewalks in downtown and in parks, liability, code enforcement etc.

8. SRTC Board Comments

Mr. Tedesco suggested that in a future meeting perhaps Spokane County could do a presentation of the BUILD grant award. Chair French announced that Mr. Krauter was unanimously selected to be Secretary/Treasurer of the National Association of Airport Executives. Ms. Meyer spoke about a \$500,000 grant received by STA as part of the Volkswagen settlement which will be used to purchase an electric bus. Mr. Tortorelli reported that the WSTC Board approved the final edition of the Washington Transportation Plan.

11. Adjournment

There being no further business, the meeting adjourned at 2:08 pm.

Julie Meyers-Lehman
Recording Secretary

