

## MEETING MINUTES

Spokane Regional Transportation Council Board  
Friday, January 18, 2019  
SRTC Office, 421 W Riverside Ave, Ste 504, Spokane WA

1. **Call to Order** - Chair Al French brought the meeting to order at 1:03 pm.

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

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

Al French, Spokane County Commissioner, Chair	Josh Kerns, Spokane County Commissioner
Mayor Steve Peterson, City of Liberty Lake, Vice-Chair	Larry Krauter, Spokane Airports
Dave Malet, Council Member, City of Airway Heights	E. Susan Meyer, Spokane Transit Authority
Lori Kinnear, Council Member, City of Spokane	Joe Tortorelli, WA State Transportation Commission
Arne Woodard, Council Member, City of Spokane Valley	Mike Gribner, WSDOT-Eastern region
Dee Cragun, Small Towns Representative	Kennet Bertelsen, TAC Chair
Sean Messner, TTC Chair	

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

Paul Schmidt, Council Member, City of Cheney	Mayor David Condon, City of Spokane
Matt Ewers, Rail/Freight Representative	Larry Stone, Major Employer Representative

### ***Board Alternates Present***

### ***Guests Present:***

Stan Schwartz, Legal Counsel	Adam Jackson, City of Spokane Valley
Chad Coles, Spokane County	Larry Larson, WSDOT-Eastern Region

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

Sabrina Minshall Executive Director	Eve Nelson, Senior Transportation Planner
Jason Lien, 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: Paul Schmidt, Mayor David Condon, Matt Ewers and Larry Stone

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

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

4. **Executive Director's Report**

Ms. Minshall reported on:

- A history of Board seats by jurisdiction and membership of each seat's 3-year term history
- SRTC Senior Transportation Planner Eve Nelson was recently elected President of the WTS Spokane-CDA Chapter and provided details of the upcoming Awards Gala
- SRTC staff and a team of other local agencies (City of Spokane, Spokane Public Schools, Spokane Regional Health District) received a highly competitive grant from the CDC to attend a Walkability Institute training in Decatur, Georgia in April. The team's focus area will be neighborhoods in northeast Spokane.

- A recent report from WSDOT on the effect of the federal government shutdown on local projects and SRTC operation. Ms. Minshall said that SRTC has sufficient cash reserve to cover three to four months of operating costs; additionally, prior to the shutdown WSDOT released planning funds for the year, which constitutes another seven to eight months of funding. Mr. Gribner stated that shutdowns don't initially impact WSDOT but the longer they go on, the greater the possibility impacts down the road; he provided several examples. Ms. Meyer noted that STA cash flow has not been impacted but continued shutdown could impact the progress working with FTA on the Central City Line. Mr. Krauter said TSA staff and FAA air traffic controllers have experienced effects from the shutdown, but no significant impacts as of yet at the security checkpoints Mr. Woodard addressed shutdown affects in City of Spokane Valley in the area of floodplain insurance issues.

**5. Consent Agenda – Minutes of the December 13, 2018 Board Meeting, December 2018 Vouchers, Approval of 2019 Transportation Technical Committee (TTC) Officers**

Mr. Woodard noted two corrections on page 1 of the minutes; a misspelling of his name and a grammatical error.

***Mr. Krauter made a motion to approve the consent agenda with minutes as amended. Mr. Woodard seconded the motion, which passed unanimously.***

Recap for December, 2018:			
Vouchers: V120783 to V120803			63,651.42
Salaries/Benefits Warrant Nos.	482058-482068 & 484351-484360		75,304.97
Interfund, other expenses, and reimbursements processed directly by the City of Spokane			414.69
			<b>139,371.08</b>

**6. 2019-2022 Transportation Improvement Program (TIP) January Amendment**

Ms. Nelson noted that generally TIP amendments are part of the consent agenda, but due to the large number of projects included in the amendment it is being considered separately. She recapped the Board action in December 2018 to approve funding for 27 new projects as part of the 2018 call for projects and noted another 11 projects in the amendment being modified by need. She drew attention to the documents in the packet describing the projects and a summary of the expected programming by calendar year; she discussed how tracking by calendar year helps SRTC staff determine fiscal constraint and assists the TIP Working Group to move projects around if need be. Ms. Nelson reported that in December the Transportation Technical Committee unanimously recommended approval of the TIP January amendment and that no public comments were received during the 10-day public comment period.

***Ms. Cragun made a motion to approve the 2019-2022 Transportation Improvement Program (TIP) January Amendment and Mr. Krauter seconded the motion.***

The group discussed the changes in phasing of the I-90/Medical Lake/Geiger project.

***The motion passed unanimously.***

**7a. Calendar Year 2018 Quarterly Budget Update**

Mr. Griffin addressed several sub-items that were slightly over budget, noted a \$60,000 increase in the cash balance, and spoke about savings in expenditures by outsourcing IT services.

Mr. Woodard asked if adjustments would be made to the budget for items that are consistently running over budget. Mr. Griffin and Ms. Minshall addressed the reasons the items were over budget and how these areas

were reviewed and adjusted in 2019 budget preparation. She noted that budget status is reported to the Board on a quarterly basis.

Ms. Kinnear asked about reporting cash reserves. Ms. Minshall replied that the cash balance is the last item on the budget update document and that she and Mr. Griffin review the balance monthly.

## **7b. Division Street Study Briefing**

Mr. Lien provided the background of the Division Street Corridor Study, which stemmed from the SRTC Board Strategic Planning effort in late 2017. He said funding came as part of “off-the-top” Surface Transportation Block Grant (STBG) dollars approved by the Board in March 2018.

He discussed the purpose is to complete a multi-jurisdictional integrated study focusing on the Division Street Corridor in terms of high performance transit (HPT), upcoming completion of the North Spokane Corridor, and identification of possible infrastructure improvements from a multimodal perspective. He outlined the agency partners and their roles in the study. He noted the study has been amended into the 2018-2021 TIP and a draft RFQ has been created to select the most qualified consultant team. The draft RFQ is currently under review by WSDOT Local Programs.

Mr. Lien outlined the total dollar amounts budgeted for STA’s HPT study effort and the Division corridor study:

Spokane Transit STP Award	\$400,000
Spokane Transit Match	\$100,000
SRTC STBG Set-Aside	\$400,000
WSDOT Contribution	\$100,000

Mr. Lien described the upcoming schedule, the phased approach of the study to make it more manageable, and how it will be coordinated through the agency partners. He outlined the anticipated results of phases 1 – 3 and the next steps in the process.

Mr. Gribner spoke about the scheduled North Spokane Corridor construction for 2019. Ms. Kinnear said the City will be doing a sub-area study around Northtown Mall and inquired about coordination of the timing of the two studies; she wants to ensure all agencies remain in close communication.

## **7c. Spokane County BUILD Grant**

Mr. Coles, Spokane County Engineer, noted that partnerships with Spokane Transit, WSDOT, Spokane Intl. Airport, Amazon, City of Spokane, SRTC and others were key in winning the grant. He said the scope of the project is a range of infrastructure improvements to Geiger Blvd on the stretch from the Geiger interchange to the Medical Lake interchange. He outlined some of the planned improvements, including utilities, lighting, shared use pathway, etc.

He said the total amount of the project cost in the grant application is \$44.7M; he provided a breakdown of costs and funding contributions by organization. Mr. Coles noted that WSDOT will own the interchanges and the water/sewer facilities will be owned and operated by the City of Spokane. He described the scheduled construction for Phase 1 in 2019 and Phase 2 in 2020, presented a project schedule. Ms. Miller spoke about the areas where water and sewer mains are to be installed. Mr. Coles addressed some of the anticipated challenges with the project.

Chair French announced the order in which agenda items 8 and 9 are addressed will be reversed.

## **9. SRTC Member Comments**

Mr. Peterson spoke about the City of Liberty Lake's hope for a successful State Legislative season for their Henry Road and Barker interchange projects. Ms. Kinnear announced the City of Spokane passed an infill ordinance for residential multi-family high density. Mr. Krauter reported that preliminary numbers for 2018 show that Spokane International Airport had 3,998,272 passengers, which is 12.6% increase from last year and 22.6% growth in past two years.

## **8. Executive Session to Review the Performance of a Public Employee, under RCW 42.30.110(g)**

At 1:53 pm Chair French announced the meeting would move into Executive Session, would last approximately 10 minutes, and those present will consist only of voting Board members and legal counsel.

At 2:03 pm Mr. Schwartz announced Executive Session had ended; the regular meeting reconvened and then immediately adjourned.

## **10. Adjournment**

There being no further business, the meeting adjourned at 2:03 pm.

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Greg Griffin,  
Acting Recording Secretary