

## MEETING MINUTES

Spokane Regional Transportation Council Board  
Thursday, April 4, 2019  
SRTC Office, 421 W Riverside Ave, Ste 504, Spokane WA

1. **Call to Order** - Chair Al French brought the meeting to order at 2:00 pm.

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

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

Al French, Spokane County Commissioner	Matt Ewers, Rail/Freight Representative
Mayor Steve Peterson, City of Liberty Lake	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	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
Larry Stone, Major Employer Representative	

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

Larry Krauter, Spokane Airports	Sean Messner, TTC Chair
Kennet Bertelsen, TAC Chair	

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

Ben Stuckart, Council Member, City of Spokane

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

Ashley Probart, WA State Transportation Improvement Board	
Gloria Bennett, WA State Transportation Improvement Board	Adam Jackson, City of Spokane Valley
Char Kay, WSDOT- Eastern Region	Paul Kropp, Citizen
Ron Valencia, Spokane County	Mike Tressider, Spokane Transit Authority
Diana Wilhite, Citizen	

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

Sabrina Minshall, Executive Director	Ryan Stewart, Senior Transportation Planner
Mike Ulrich, Senior Transportation Planner	Jason Lien, Senior Transportation Planner
David Fletcher, Assoc. Transportation Planner	Shauna Harshman, Assoc. Transportation Planner
Michael Redlinger, GIS Intern	Julie Meyers-Lehman, Administrative Assistant
Stanley Schwartz, Legal Counsel	

Chair French read the names of the following Board members who have requested an excused absence from this meeting: Larry Krauter, Sean Messner, and Kennet Bertelsen.

***Mr. Schmidt made a motion to excuse the absences; Mr. Malet seconded, and the motion passed unanimously.***

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

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

- Mr. Lien introduced the newest staff member at SRTC, GIS Intern Michael Redlinger
- Reminder of upcoming meetings:
  - Board Retreat on May 29 from 9:00am to 2:00pm at Nectar, 120 N Stevens

- Board Subcommittee/TAC Work Group meeting on April 10
- Board Administrative Committee on April 18
- Ms. Minshall is attending the GSI Washington DC Fly-In Event all next week and Ryan Stewart will be acting Executive Director on her behalf while she is out of office
- SRTC staff will be emailing a Title VI survey to all Board members regarding demographic information; members are asked to please complete and return
- Washington State Legislature has released the operating budget and it does not include the additional RTPO funds requested by WSDOT. WSDOT is continuing discussions with legislators
- SRTC 2019 Education Series. She provided details and distributed a handout about the three events scheduled so far and noted a fourth event geared towards the public is being developed

**ACTION ITEMS**

**5. Consent Agenda – (a) Minutes of the March 14, 2019 Board Meeting, (b) March 2019 Vouchers (c) 2019-2022 Transportation Improvement Program (TIP) April Amendment, and (d) US 195/I-90 Study: Interlocal Agreement between SRTC & WSDOT**

Mr. Woodard noted a correction to the minutes. On page 4 his comment regarding the Appleway Trail project should read “the project has two separate funding sources”.

***Mr. Woodard made a motion to approve the Consent Agenda with the amended minutes. Ms. Cragun seconded the motion.***

Ms. Kinnear requested that item 5d be considered separately.

***Mr. Woodard consented to amend his motion to be the approval of item 5a-Minutes of the March 14 Board meeting with the correction noted previously. Motion carried unanimously.***

***Ms. Cragun made a motion to approve items 5b-March Vouchers and 5c-2019-2022 TIP April Amendment. Mr. Stuckart seconded the motion. All votes were in favor.***

***Mr. Stuckart made a motion to approve item 5d-US 195/I-90 Study: Interlocal Agreement between SRTC & WSDOT. Mr. Woodard seconded the motion. Ms. Kinnear voted against the motion; all other votes were in favor. Motion carried.***

Recap for March, 2019:			
Vouchers: V120848 to V120871			51,570.78
Salaries/Benefits Warrant Nos.	CK552302, 495643-495649; CK552413, 497926-497933; 3rd payroll		85,054.85
Interfund, other expenses, and reimbursements processed directly by the City of Spokane			265.00
			<b>136,890.63</b>

**6. 2020-2023 Contingency List Process**

Ms. Minshall defined the contingency list and brought attention to the prioritized project list approved by the Board in November 2018. She explained the circumstances under which a contingency list would be used and reported that at their last meeting, the Transportation Technical Committee (TTC) agreed that the Board approved prioritized project list is essentially already a contingency list.

She described the contingency list process developed by staff with input from the TTC and outlined the criteria for approval of funding for projects on the list. She called for questions or further discussion; there was none.

**Mr. Woodard made a motion to approve the 2018 Prioritized Project List as the Contingency List and the Contingency Process as recommended by the TTC. Ms. Cragun seconded the motion. Motion carried unanimously.**

## **INFORMATION & DISCUSSION ITEMS**

### **7a. Federal Performance Targets: Safety**

Ms. Minshall reviewed the five performance measures accepted to date: public transit, safety, pavement & bridge, congestion measures and air quality measures. Most are two or four-year targets, but MPOs are required to review the DOT statewide safety targets each year. She explained how the performance target cycle works and noted that as part of Board action in December 2017 to approve the Metropolitan Transportation Plan (MTP) update, SRTC set their own safety targets, based upon the WSDOT Target Zero trendline.

She said as part of the annual review of safety targets, SRTC must either:

- a) *Agree to plan and program projects to support the accomplishment of WSDOT targets per 23 CFR 490.209; or*
- b) *Agree to plan and program projects to support the accomplishment of SRTC's own quantifiable targets for safety*

Ms. Minshall stated that SRTC will continue to track and monitor safety targets at a regional level and will report the data in both the TIP and MTP. She said there are no penalties to MPOs for not meeting targets and the TTC recommended support of the State targets. She presented examples of the WSDOT methodology from 2018 and illustrated how it changed for 2019. She asked if there was any additional information the Board would like before taking action at the May Board meeting; there were no comments.

### **7b. Data Acquisition and Technical Tools Improvement Update**

Mr. Ulrich noted that the Data Acquisition and Technical Tools Improvement project update was last presented to the full Board almost a year ago. In October the Board took action to include funding for the project in the 2019 – 2022 TIP .He provided a background and stated that it is being presented today to address any questions or concerns before the RFQ is released in May. He said this project will provide an improved set of data-driven tools to support regional transportation policy making decisions.

He outlined the responsibilities of SRTC and federal regulations which apply to MPOs for reviewing and updating their transportation plans. He said updating data collection and analysis was a focus area of the SRTC Strategic Plan adopted in December 2017. Mr. Ulrich recapped Board action for the data acquisition project to date, including an allocation of \$1 million of STBG funds in March 2018 as part of the 2018 Call for Projects.

He spoke about the Travel Model Improvement Program peer review completed in February 2016 and explained that the recommendations of the final report were neither prioritized or costed. He also described the more recent evaluations of SRTC's socio-economic and land use forecasting data methods by Dr. Stacey Bricka and Dr. Michael Clay in 2018.

Mr. Ulrich presented several examples of how data can help inform policy making. He explained that the Data Acquisition and Technical Tools Improvement project is not a single tool, but a suite of tools including:

- Training/Documentation/Education
- SRTC Internal Capacity Analysis
- Land Use Input Improvements
- Travel Demand Model Improvements
- Ongoing Maintenance/Improvement Plan
- Other Relevant Tools

He outlined the project scope as:

*Phase 1*

Task 1a:

- Synthesize previous evaluations and prioritize recommendations
- Conduct facilitated listening sessions with SRTC members to determine members' current and future use of technical tools
- Compare SRTC's data application to the current state of the practice
- Consider other relevant tools
- Evaluate SRTC internal (existing and needed future) capacity

Task 1b:

- Develop improvement plan (including budget, schedule, necessary data, etc.)

*Phase 2*

Task 2:

- Execute improvement plan (including data purchase and application)

Mr. Ulrich emphasized that the improvement plan recommended by the consultant Team and delivered in Task 1 will not be executed prior to review and approval by the Board. He went on to highlight how the technical and policy development processes parallel and dependent on each other. He stressed the importance of collecting and applying data that is aligned with Board defined policy objectives.

Ms. Kinnear asked if travel data to and from Idaho will be included. Mr. Ulrich replied that those trips are incorporated as external factors in regional travel analysis zones. Ms. Minshall noted that Kootenai MPO plans to conduct their own travel survey soon.

## **7c. Realities of Funding and Prioritization**

Mr. Probart, Executive Director of the Transportation Improvement Board, (TIB) provided an overview of the TIB; its history and purpose, the total number of projects funded to date, the amount of funding distributed to date, and where their funding comes from. He spoke about the 2018 TIB Call for Projects which will allocate \$102.5 million and outlined the funding cycle process.

Ms. Bennett of TIB, spoke about the Urban Arterial Program; evaluation and banding of projects and the scoring process. She noted scores aren't as pertinent as where a project falls in the banding and the other projects in the band. She spoke about the Arterial Preservation Program, agency rating, segment rating and challenges.

Mr. Probart provided details about other TIB programs: Sidewalks, Small City Arterial, Small City Preservation, and Statewide Pavement Condition. He presented an example of scoring and tracking of an area's pavement condition. He explained TIB is focused on performance management and their website contains a performance management dashboard. Chair French asked what happens if TIB receives multiple applications for funding from a region and they are not prioritized. Mr. Probart replied TIB must keep to their true north; they evaluate based on their own prioritization system, so in that case it would be just another project on that level. He said Ms. Bennett's on-the-ground experience and knowledge give them a pretty good idea of which projects are ready to go and what makes sense.

Mr. Probart described federalizing transportation projects, outlined the number of projects in the current TIB portfolio which are using federal funds and those that are not, and explained federalizing projects after award. He provided examples of hypothetical projects to illustrate how federalizing can lead to local savings. He outlined ways to increase chances of application funding success and suggested things not to do when submitting an application to TIB.

Chair French spoke about the ways in which a clear regional vision, coordinated efforts, and regional project prioritization can have a positive impact for funding infrastructure projects in this new funding environment. Mr. Peterson asked for clarification about points for matching funds. Mr. Ewers asked if TIB prefers to be last money in. Mr. Probart replied that project sponsors must sign a certification of funding. Ms. Meyer stated that she was on the TIB Board for four years and there is no better organization or structure for project management and tough love for local jurisdictions that need funding. She said in terms of performance metrics, management, and reporting, no one does a better job than TIB.

## **8. SRTC Board Comments**

- Mr. Ewers spoke about how proposed carbon fuel standards in Washington State will make the cost of freight and goods increase.
- Mr. Peterson expressed his thanks to TIB and WSDOT for several Liberty Lake area projects.
- Mr. Stone spoke about a commercial real estate specialist who spoke at the recent Real Estate Forum that discussed local companies relocating headquarters out of downtown City of Spokane into City of Spokane Valley due to parking issues. He said a new parking garage in the old Wonder Bread building led to a company deciding to locate their business there. Mr. Stone mentioned that the new legal counsel for his company just moved to Liberty Lake from Seattle and less traffic/easier driving was the primary reason for the move. Mr. Stone emphasized that the majority of local citizens prefer to drive their cars as a way of getting around and the Board should keep that in mind in future planning discussions.
- Mr. Schmidt said that TIB has been a great funding partner for mid-sized cities.
- Ms. Meyer announced good news in the state transportation budgets; funding for the Cheney high performance transit and Central City Line are included.
- Mr. Woodard announced that construction season is starting and people should anticipate delays in Spokane Valley as there are about \$30M worth of road and sidewalk work scheduled. He said that TIB continues to be a great partner.

## **9. Adjournment**

There being no further business, the meeting adjourned at 3:56 pm.

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Julie Meyers-Lehman  
Recording Secretary