

**MEETING MINUTES**

Spokane Regional Transportation Council Board  
Thursday, July 11, 2019  
SRTC Office, 421 W Riverside Ave, Ste 504, Spokane WA

1. **Call to Order** – Chair Al French brought the meeting to order at 1:04 pm.

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

***Board Members Present:***

Al French, Spokane County Commissioner (Chair)	Steve Peterson, Mayor, City of Liberty Lake (Vice-Chair)
Paul Schmidt, Council Member, City of Cheney	Larry Krauter, CEO, Spokane Airports
Arne Woodard, Council Member, City of Spokane Valley	E. Susan Meyer, CEO, Spokane Transit Authority
David Condon, Mayor, City of Spokane	Kennet Bertelsen, TAC Chair
Lori Kinnear, Council Member, City of Spokane	Sean Messner, TTC Chair
Larry Stone, Major Employer Representative	Joe Tortorelli, WA State Transportation Commission
Matt Ewers, Freight Representative	Mike Gribner, WSDOT-Eastern Region
Josh Kerns, Spokane County Commissioner	
Dee Cragun, Council Member, City of Deer Park, Small Towns Representative	

***Board Members Not Present:***

Dave Malet, Council Member, City of Airway Heights

***Board Alternates Present***

***Guests Present:***

Tina Thorson, Commonstreet Consulting	Karl Otterstrom, Spokane Transit Authority
Chad Coles, Spokane County	Alex Panagotacos, Innovia Foundation
Mollie Sanchez, Innovia Foundation	

***SRTC Staff Present:***

Sabrina Minshall, Executive Director	Eve Nelson, Senior Transportation Planner
Mike Ulrich, Senior Transportation Planner	Shauna Harshman, Assoc. Transportation Planner
Julie Meyers-Lehman, Administrative Assistant	Michael Redlinger, GIS Intern
Stanley Schwartz, Legal Counsel	

Chair French said Dave Malet had requested an excused absence from this meeting. ***Mr. Schmidt made a motion to excuse the absence. Mr. Peterson seconded the motion, which passed unanimously.***

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

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

- Introduction of Mollie Sanchez, Director of Grants and Community Engagement at Innovia and Alex Panagotacos, the new Census 2020 Coordinator. Ms. Minshall reminded the Board of the recent action to approve a voluntary dues submission by member agencies to fund the Census Coordinator position.
- Yesterday was the first of a two-day workshop hosted by SRTC and SRTMC, which is focusing on Transportation Systems Management Operations (TSMO); she briefly described TSMO. Chair French said he attended yesterday, it was very informative, and he hopes to bring a presentation about TSMO to the Board in the near future.

- Ms. Minshall and Ms. Nelson will travel to Denver later this month to attend a Federal Highway Administration sponsored conference about federal performance measures, their link to fiscal accountability, and regional performance-based planning.
- The Division Corridor Study project team has selected a consultant and a request for contract approval will be on the August Board agenda.
- The US 195/I-90 Corridor Study project team narrowed the consultant firms to three; they have interviewed two and the final interview is next week. The goal is to have the request for contract on the August Board agenda, but it may be September, depending on how long negotiations take.
- The Data Technical Tools Update, which the Board was briefed on in May, has held another project team meeting. Paperwork has been submitted to WSDOT and the project is expected to obligate funds by August 1. The draft RFQ document is currently under review by WSDOT.

## **ACTION ITEMS**

### **5. Consent Agenda – (a) Minutes of the June 13, 2019 Board Meeting, (b) June 2019 Vouchers (c) 2019-2022 Transportation Improvement Program (TIP) July Amendment**

***Mr. Woodard made a motion to approve the Consent Agenda as presented. Mr. Tortorelli seconded the motion, which passed unanimously.***

Recap for June, 2019:			
Vouchers: V120940 to V120979			60,879.50
Salaries/Benefits Warrant Nos.	511943-511953; 514410-514420		68,858.41
Interfund, other expenses, and reimbursements processed directly by the City of Spokane			265.00
			<b>130,002.91</b>

### **6. Revision to SRTC Rules & Procedures**

Chair French noted the proposed new language was written by SRTC legal counsel. Mr. Schwartz read the two proposed changes regarding:

1. An interpretation of the Interlocal Agreement (ILA) stating that a new appointment for a Board member (or replacement of an existing appointee) would be for the then-existing term, or tenure of office, whichever occurs first. This interpretation was unanimously approved by the Board in December 2018.
2. Clarification of the intent of the ILA that alternates for SRTC Board Members who are Elected Officials must also be Elected Officials. This clarification was approved by the Board (10-4) in February 2019.

***Mr. Woodard made a motion to approve the Revision to SRTC Rules & Procedures as presented. Mr. Peterson seconded the motion.***

Mr. Kerns asked for clarification on alternate for members who are mayors, since in the previous Board discussions it was agreed that alternates must “serve in the same capacity” as the member. Chair French said alternates for Mayors must be another elected official, not a staff member. He added that members who are not elected officials, for example Spokane Transit or Spokane Airports, may have a manager or other senior level staff member serve as an alternate.

Mr. Condon explained he will be voting against the motion because he feels representation on this Board should be the decision of the member agency. He said each agency/jurisdiction knows who will best represent its interests and positions.

***A vote was taken on the motion. There were 11 votes in favor and 2 votes against (Mr. Condon and Mr. Peterson). Motion carried.***

## **INFORMATION & DISCUSSION ITEMS**

### **7. Advisory Services Policy**

Ms. Minshall provided a summary of the Board's decision last year to partially fund projects in order to leverage local dollars with outside funds. This decision led to discussions at Transportation Technical Committee meetings about a process in which SRTC provides service/assistance to member agencies/jurisdictions seeking grants/funding from outside sources. After providing the TTC with a revised proposed policy, the TTC had two questions:

1. Must services from SRTC related to grants or other funding pursuits be requested or initiated from the member agencies/jurisdictions or should SRTC be proactive in offering services?
2. In the case of project prioritization by SRTC (for projects that have not gone through the call for projects, or those which are being submitted to outside agencies for funding), the TTC would like an opportunity to review the projects and make a recommendation to the Board prior to Board action.

Ms. Minshall described the spectrum of service provided by other MPOs in this regard; some only submit letters of concurrence and others have a full-time staff person dedicated to assisting agencies with grant applications. Ms. Minshall asked if the Board wanted to institute an advisory services policy and if so, what should it be?

Chair French asked the group to discuss the role SRTC should take in supporting agencies/jurisdictions in pursuit of grants and should it be SRTC's responsibility to notify them of grants and encourage them to apply. He said another topic to consider is what should SRTC do if two agencies were going after the same grant.

Mr. Messner stated that a point that came out of TTC discussions was making sure that all agencies are given the same opportunities. He highlighted the need for parameters to an advisory policy and explained several reasons behind the TTC's desire for clarification. The TTC wants to make sure that all member agencies are working together to bring in as much funding to the region as possible.

Mr. Peterson expressed his concern about how this would affect time commitments for SRTC staff. Mr. Woodard stated he would prefer to see SRTC provide additional help to agencies that do not have dedicated grant writing staff; he also said SRTC should notify all agencies of all funding opportunities.

Mr. Condon stated that SRTC is a member organization and not a jurisdictional government body; he feels that members must agree on what services are desired to be provided. He said SRTC is a coordination and service level organization. He said when it comes to directing what projects are more important than others it becomes a governmental body with authority over organizations and he has not seen any documentation outlining member agencies giving up their authority as separate and distinct governmental bodies. He spoke about the difficulty in planning to performance measures because those are always regressive by nature. Mr. Condon said as the group has this discussion about advisory services there first needs to be a discussion about whether SRTC is a quasi-judicial directorate or a member driven organization providing service.

Chair French asked members to discuss this item with their staff and noted this will be brought before the Board for further conversation.

### **8. CY 2019 Budget Amendment**

Ms. Minshall noted that SRTC does not typically do budget amendments, but there are several reasons why an amendment is being proposed:

- The recent action taken by the Board to have a voluntary member dues collection for the 2020 Census Coordinator Position flow through SRTC to Innovia Foundation must be reflected in the budget.
- Division Street Corridor and US 195/I-90 studies are not as far along as expected, and the majority of spending will occur in 2020 rather than 2019.
- SRTC hired a third transportation planner sooner than anticipated.
- Additional funds need to be added for possible unemployment claim by the former IT Manager.

- Recent Board approval of leadership training expenses for the Executive Director.
- Increase in travel training line item was made to account for the multi-jurisdictional team that went to CDC Walkability Training Institute in Decatur, GA.
- A reduction in line item for the Metropolitan Transportation Plan was made, as expenses for the update will be delayed until 2020.
- Increase in mileage/parking and state audit charges line items; costs are higher than budgeted.

She said the Board Administrative Committee has reviewed the proposed budget amendment. Chair French called for questions or discussion and there was none.

## **9. 2020 SRTC Member Dues**

Ms. Minshall said the Board held in-depth discussions about member dues last year and approved a 15% dues increase for 2019 dues; the ILA allows for up to a 15% increase in local dues without a full years notice to members. She said the Board also modified SRTC's revenue by increasing the allocation from Surface Transportation Block Grant (STBG) funds through the 2018 Call for Projects. She outlined other SRTC revenue sources and the 5-year budget projection showing a deficit if the dues remained static.

She noted that the Board discussed raising dues 15% per year for 2019, 2020 and 2021, but not past that since the ILA will be updated after the release of Census 2020 numbers; the composition of agencies and what that means for the dues structure will likely change.

Ms. Minshall said a proposed 15% increase for 2020 dues, plus a small increase related to population growth, will be brought before the Board for action next month. She noted an unofficial estimate of 2020 dues for each agency are included in the packet.

## **10. CY 2019 Quarterly Budget Update**

Ms. Minshall reported on the 2019 budget January through June 2019 and brought attention to several items. She noted that travel and training spending are on track and this is the first year in quite some time that the full amount budget for training has been spent. She said all major expenditures categories are in line with expectations and 61% of anticipated revenue has been received. There were no questions or discussion.

## **11. Board Member Comments**

Mr. Woodard spoke about the upcoming Crave event in Spokane Valley. Mr. Tortorelli announced the Transportation Commission has produced a series of short videos about six transportation policy goals for 2040. Mr. Bertelsen thanked the TAC subcommittee for their time and announced a new and improved TAC is coming soon. Mr. Peterson talked about the connecting flights available at Spokane Intl. Airport. Mr. Schmidt spoke about Cheney Rodeo Days. Ms. Meyer announced that groundbreaking will occur soon at 57<sup>th</sup> Ave & Palouse Highway for the Moran Station Park & Ride. She also said STA is beginning recruitment for a new Chief Financial Officer.

Chair French thanked the TAC subcommittee and the BAC for the good conversation earlier today; work on reconfiguring the TAC will continue and recommendations will be brought before the Board.

He noted that work continues to create a timeline for updating the SRTC Interlocal Agreement (ILA). He said the final Census 2020 population numbers should be released in April 2021; the recently approved state legislation relating to re-composition of the ILA mandates completion in approximately July 2021. He said Board conversations about what the new ILA will look like will start in 3<sup>rd</sup> quarter 2020; there are elements of the ILA

not relating to population that can be decided upon first and then complete the process when the census figures are released.

### **13. Adjournment**

There being no further business, the meeting adjourned at 1:54 pm.

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Julie Meyers-Lehman, Clerk of the Board