

MEETING MINUTES

Spokane Regional Transportation Council
Board of Directors Meeting
Thursday, September 12, 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
Lori Kinnear, Council Member, City of Spokane	Kennet Bertelsen, TAC Chair
Larry Stone, Major Employer Representative	Karl Otterstrom, TTC Chair
Josh Kerns, Spokane County Commissioner	Joe Tortorelli, WA State Transportation Commission
Dee Cragun, Council Member, City of Deer Park, Small Towns Representative	

Board Members Not Present:

Dave Malet, Council Member, City of Airway Heights	Matt Ewers, Freight Representative
David Condon, Mayor, City of Spokane	

Board Alternates Present

Larry Larson, WSDOT-Eastern Region

Guests Present:

Chad Coles, Spokane County	Kathy Allen, City of Liberty Lake
Char Kay, WSDOT-Eastern Region	Mayor Rod Higgins, City of Spokane Valley
Adam Jackson, City of Spokane Valley	Mark Calhoun, City of Spokane Valley
Ron Valencia, Spokane County	Paul Kropp, Citizen
Alisha Shaw, WA State Auditor's Office	Mayor Kevin Freeman, City of Millwood

SRTC Staff Present:

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

Chair French read the names of Board members who had requested excused absences: Mayor Condon, Dave Malet and Matt Ewers. ***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:

- Transportation Technical Committee has a new chair, Karl Otterstrom of Spokane Transit Authority
- Data Project Technical Tools received two submittals under the RFQ process; anticipating requesting Board approval to award a contract in November.
- Reminder that SRTC is hosting a grant writing for transportation workshop on 9/26
- SRTC had a booth at the recent Fiesta Spokane event and will be at ValleyFest on 9/21

- SRTC Transportation Improvement Program open house event is 9/17 at the SCC Lair, in conjunction with a WSDOT/City of Spokane NSC Workshop
- SRTC hosted the most recent quarterly MPO Coordination and MPO/RTPO/WSDOT Coordination meetings
- This year SRTC is going through a federal certification review, which happens every four years. A pre-meeting was held on August 28 with another in October, and a final in early January; she will keep the Board apprised of the progress.
- The Memorandum of Understanding with Innovia Foundation for the US Census Complete Count Coordinator position has been executed. SRTC transferred \$75,000 of funds collected from members to Innovia, with the remainder to be delivered in 2020. The Board will receive an update from Alex Paganatacos, the Complete Count Coordinator, at the October meeting.
- Provided details about a Growth Management Act meeting at the Spokane Public Library on 9/24.

5. Washington State Auditor’s Report on 2018 SRTC Audit – Ms. Shaw reported that the audit of SRTC for calendar year 2018 was successful with no recommendations or findings. She said it was a very clean audit with good controls and financial statements in place. The documents are available on the Auditor’s website. There were no questions or discussion.

ACTION ITEMS

6. Consent Agenda – (a) Minutes of the July 11, 2019 Board Meeting, (b) July & August 2019 Vouchers (c) 2019-2022 Transportation Improvement Program (TIP) October Amendment

Chair French announced that Item 6c would be moved to follow agenda item 12.

Mr. Peterson made a motion to approve items 6a and 6b of Consent Agenda as presented. Mr. Woodard seconded the motion, which passed unanimously.

Recap for July 2019:			
	Vouchers:	V120980-V121008	64,668.92
	Salaries/Benefits Warrant Nos.	516927-516937; 519463-519473	69,175.17
	Interfund, other expenses, and reimbursements processed directly by the City of Spokane		2,072.00
			135,916.09

Recap for August 2019:			
	Vouchers:	V121009-V121031	56,698.64
	Salaries/Benefits Warrant Nos.	521980-521990; 524505-524515 & 527003-527013	96,148.66
	Interfund, other expenses, and reimbursements processed directly by the City of Spokane		265.00
			153,112.30

7. Division Street Corridor Study Contract Award - Mr. Lien announced that Parametrix had been selected as the preferred consultant for this study. He recapped study’s purpose, partner agencies, the RFQ process, outlined recent steps, and described the budget and sources of funding. He highlighted upcoming schedule milestones and next steps.

Mr. Peterson made a motion to authorize SRTC Executive Director to execute contract for consultant services with Parametrix to complete the Division Street Corridor Study. Mr. Schmidt seconded the motion. All votes were in favor.

8. US 195/I-90 Study Contract Award – Mr. Stewart reported that after the RFQ process, the consulting team of Fehr & Peers with KPFF and Leland Consulting Group had been selected as the preferred consultant for this study. He described the purpose of the study, noting that it is a multi-jurisdictional effort and will examine all modes on all facilities in the corridor. Funding for the study is coming from WSDOT, City of Spokane and Surface Transportation Block Grant funds, to total \$400,000. He explained that the scope includes a robust and on-going community/stakeholder engagement plan.

Chair French asked that the record reflect there is no relation between Eagle Ridge development and the Eagle Ridge West development. Mr. Stone stated he wishes that more local consulting firms would be selected. Mr. Stewart responded that the project manager for Fehr & Peers is located in their Seattle office but one of the subconsultants, KPFF, is located here in Spokane on the 9th floor of the Paulsen Center. Ms. Minshall provided additional details about the RFQ process, noting that most are national or regional consulting firms with local branch offices. Mr. Peterson requested that the consultant be instructed to also examine areas that feed into the corridor.

Mr. Schmidt made a motion to authorize SRTC Executive Director to execute the contract for consultant services with Fehr & Peers for the US 195/Interstate 90 Study. Mr. Peterson seconded the motion. The motion passed unanimously.

9. Calendar Year 2019 Budget Amendment – Ms. Minshall noted that SRTC does not typically amend the budget, but due to significant budget modifications and to remain fully transparent, approval of an amendment is being requested. This item had been an information item to the Board in July. She said both revenue and expenditures are being adjusted and the changes come to approximately 15% of the total yearly budget. She explained that less would be spent in 2019 on the corridor studies than anticipated and she described other amendment highlights. There were no questions or discussion.

Ms. Cragun made a motion to approve the CY 2019 Budget Amendment and Mr. Woodard seconded. The motion passed unanimously.

10. Set Calendar Year (CY) 2020 SRTC Dues – Mr. Griffin stated that the Board is being asked to approve a 15% increase in dues over the 2019 rate, which is 0.26¢ per capita and based on the Washington State Office of Financial Management's 4/1/2019 population estimates. He said this is the second year of 15% dues increases, as discussed by the Board at multiple meetings. He reported that approval of the 15% increase will result in a total increase in dues of \$31,715 over last year.

Ms. Kinnear asked, prior to last year's increase, when the last increase had occurred. Ms. Minshall replied it was in 2013 and she also spoke about the projected budget shortfall the five-year budget if there were no dues increases. Ms. Minshall also noted the Board has discussed a 15% increase per year, for three years, as part of the overall plan to balance the long-term budget and rely less on only federal and state funding sources; CY2020 is the second year in the three years. Dues will be discussed as part of the Interlocal Agreement update as well, which is intended to be in place by CY2022.

Mr. Stone made a motion to approve a 15% increase in SRTC member dues for CY 2020. Mr. Peterson seconded the motion; all votes were in favor.

11. SRTC Letter of Support for City of Spokane "OLLI" Grant Application – Ms. Minshall noted that the information about OLLI was provided by the City of Spokane. She explained that the grant application for this test project has already been submitted, but the City is still requesting a support letter from SRTC. She explained that OLLI is an autonomous 12-passenger shuttle vehicle, although it does have a driver on board. She said it has been tested out on tech and college campuses, and as the vehicle is not ADA accessible it is therefore not considered public transit, but an attraction. The City of Spokane has a proposed route through Riverfront Park. She stated SRTC staff does not have a recommendation; this item is to be considered at the Board's discretion.

Ms. Kinnear spoke about her concerns with the speed (20 mph) of a vehicle operating inside the park where there are people walking, biking and riding scooters; she also noted her concerns about the money required to pay for the driver's salary. Mr. Peterson said he felt it was a good opportunity because it is just a trial and he supports it.

Mr. Peterson made a motion to authorize SRTC to write a letter of support for the City of Spokane's OLLI grant application. Mr. Tortorelli seconded the motion.

Ms. Meyer questioned the funding implications. Ms. Minshall replied that SRTC has not received any requests for funding nor a statement from the City saying they would not be asking for funding. Chair French said the request before the Board today does not contain any financial elements; it is just a request for a letter of support. Mr. Tortorelli spoke about the Transportation Commission's automated vehicle study group.

A vote was taken to provide a letter of support, and the motion passed unanimously.

12. Addition to SRTC Priority List: Opportunity Project "Supplement to Henry Road Overpass: Preserve High Performance Transit/Congestion Relief Corridor" – Chair French provided a background of the project, stating that the City of Liberty Lake in partnership with WSDOT are pursuing building a north-south overpass on Henry Road crossing I-90. He said the reasons for the overpass include safety, emergency services and better access to the schools being constructed on the south side of I-90; this overpass will go over the top of Spokane County's long-held Milwaukee Railroad Rail Right-of-Way (ROW). This ROW, which parallels I-90 to the state line, will be jeopardized if the overpass is built as designed. The ROW has been preserved for future high-performance transit and/or an I-90 congestion reduction corridor. Chair French said in order to reduce encroachment into the ROW additional funds are needed to re-design the project. He presented an example of a modified bridge design, which he created, noting the addition of one pier and another deck would preserve the ROW. He explained that while there has been no preliminary engineering on the overpass yet, a rough estimate for the modifications are \$1-1.5 million. Chair French discussed the availability of at least \$2-3 million of un-obligated funds in 2020. He spoke about the ROW as an asset to the entire region. He would like to add this project to the list of projects for un-obligated funding so the corridor may be protected for future use.

Chair French said if this is the will of the Board, the following must occur (1) to approve the addition of *Supplement to Henry Road Overpass: Preserve High Performance Transit/Congestion Relief Corridor* to the top of the SRTC Priority Project list and (2) to direct SRTC staff and the Transportation Technical Committee to provide an analysis of funding availability and a project delivery schedule.

Mr. Woodard stated he is opposed to this because (1) It is outside of the normal project prioritization process and unlike the process that all other jurisdictions went through to get projects onto the prioritization list. It seems this project is receiving preferential treatment. (2) The projects currently on the priority list are ready to deliver next year and the Henry Road bridge is many years out. (3) Building a high-performance transit (HPT) line or congestion relief corridor is very far in the future or may never happen at all. (4) While he agrees it is a regional project, it sits in Liberty Lake city limits and they received funding from the State for the overpass; any overruns or other costs were to be the responsibility of Liberty Lake or WSDOT. He feels keeping the same process for all jurisdictions is important. The group discussed the Appleway Trail as it sits on the ROW and future HPT.

Chair French said the ROW preservation is a regional project extending from City of Spokane to Coeur d'Alene and in most HPT projects nationwide, ROW is the most difficult and expensive phase. He emphasized the importance of preserving the ROW that Spokane County obtained in the 1980s.

Mr. Tortorelli asked if there were any other locations in which the ROW is hindered or obstructed. Chair French replied there was not; he discussed how this ROW may be used in the future for congestion relief of I-90.

Mr. Stone made a motion to add Supplement to Henry Road Overpass: Preserve High Performance Transit Corridor/Congestion Relief Corridor to the top of the SRTC Priority Project list and (2) Request the TTC and SRTC staff to provide a funding availability plan and project delivery schedule at the 9/25/19 TTC meeting. Ms. Meyer seconded the motion.

Mr. Schmidt questioned project timing. Chair French said it is going into design immediately and will spend funds next year and construction scheduled to begin in 2021. Mr. Schmidt asked if this additional cost was not part of the funding package received from the State. Mr. Larsen replied this modification being discussed was not in the scope at that time. Mr. Schmidt asked if the SRTC funding is the quickest avenue for funding any change in the pass. Chair French confirmed.

Mr. Otterstrom requested clarification of the instructions to the TTC. He said as he understands the Board's request, the TTC is to consider funding (CMAQ, unallocated funds or contingency funds) but viewing the project as not needing more funds for the original scope, but in terms of enhancements; the TTC is also to make sure the Henry Rd project is consistent with the policies of the City of Liberty Lake, Spokane County the Metropolitan Transportation Plan. Chair French confirmed those are the Board's requests.

Ms. Cragun left the meeting at 2:19.

Ms. Minshall re-capped the process that created the Project Prioritization list and explained that since the Henry Road project is fully state funded, it is not on the SRTC priority list. She said before the Board today is a supplement to the scope and said funding from SRTC is the fastest method to get the supplement funded. Chair French said without this funding, the opportunity to preserve the ROW at this location is gone; to utilize it in the future the bridge would have to be re-built. He said this is a small investment now to avoid a larger cost down the road.

Discussion continued about:

- Total cost of the Henry Road project
- How other projects have been built while preserving the ROW corridor
- Process by which the SRTC Project Prioritization list was created last year
- Examples of other major projects not included on the SRTC prioritization (such as the NSC) because of their funding coming from elsewhere
- History and details about partnerships that worked to present the Henry Rd project to the state Legislature

A vote was taken; 10 votes were in favor and 1 vote against (Mr. Woodard). Motion carried.

6c. 2019-2022 Transportation Improvement Program October Amendment

Mr. Schmidt made a motion to approve the amendment as presented. Ms. Meyer seconded the motion. All votes were in favor.

INFORMATION & DISCUSSION ITEMS

13. Comprehensive Plan Certifications: Status & Upcoming Board Actions – Mr. Ulrich described SRTC's role as Regional Transportation Planning Organization (RTPO) and the responsibilities designated by State law for the RTPO to prepare and update a regional transportation strategy, prepare a regional TIP, and to coordinate local planning, land use and economic development. He noted part of the State law requires RTPOs to certify that the transportation elements of jurisdictions' comprehensive plans reflect the regional guidelines and principles. He presented information showing which jurisdictions comprehensive plans were certified, which were pending certification, and which were under review. Mr. Ulrich explained requirements for certifications and common deficiencies found during certification review. He noted that SRTC staff works closely with the small cities and towns on the transportation element of their plans as they typically do not have the staff or resources to complete some of the required technical components themselves.

14. 2020-2023 TIP Overview – Ms. Nelson provided an overview of the TIP and noted this is its annual update. She said the 2020-2023 TIP contains 99 projects, 12 of which are new, and the program totals approximately \$786 million over a four-year time span. She presented a breakdown of projects by type and explained the TIP must (1) be consistent with the MTP (2) be consistent with regional plans (3) conform with state air quality plans and (4) be fiscally constrained. Ms. Nelson spoke about the 30-day public comment period and the public open house event scheduled for 9/17/19. There were no questions or discussion.

15. Funding Requests from City of Millwood and City of Spokane – Ms. Nelson noted that complete details were in the packet and this item would be brought back before the Board for action next month. She described the Millwood project and explained the expanded project scope would allow for the connection of two multi-use facilities. The amount being requested is \$380,000 of CMAQ funding. She addressed TIP policies for scope changes and amount of funding available due to recent de-obligations.

Ms. Nelson stated that the City of Spokane requested a funding change for the Driscoll-Alberta-Cochran Sidewalk Infill project. She said the City recently obtained outside funds to complete the Ben Burr Crossing project and was therefore able to return \$631,202 of Surface Transportation Block Grant Set Aside (STBG-SA) funding. They are now requesting to program \$175,200 to complete funding for their Driscoll-Alberta-Cochran sidewalk project. She spoke about TIP policy for leftover funds and the contingency list process.

She said the TTC discussed these items last month and they will be asked to make a recommendation at their meeting on 9/25/19.

16. Board Member Comments – Ms. Meyer said the largest increase in STA service ever will be effective 9/15/19 and it includes new south Spokane commuter routes. Mr. Peterson thanked the group for their support of the Henry Road project. Mr. Larson announced the next railway realignment in the Hillyard area of the NSC is starting. Mr. Tortorelli said the final report on the road user charge pilot program will be presented to the State legislature in January. Mr. Woodard spoke about the success of the Spokane Valley Farmer's Market. Mr. Krauter announced the upcoming new non-stop service flights from Alaska Airlines.

17. Adjournment

There being no further business, the meeting adjourned at 2:54 pm.

Julie Meyers-Lehman, Clerk of the Board