

## MEETING MINUTES

Spokane Regional Transportation Council  
Board of Directors Meeting - Thursday, October 10, 2019  
SRTC Office, 421 W Riverside Ave, Ste 504, Spokane WA

1. **Call to Order** – Chair Al French brought the meeting to order at 1:01 pm.

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

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

Al French, Spokane County Commissioner (Chair)	Josh Kerns, Spokane County Commissioner
Paul Schmidt, Council Member, City of Cheney	Steve Peterson, Mayor, City of Liberty Lake (Vice-Chair)
Arne Woodard, Council Member, City of Spokane Valley	Matt Ewers, Rail/Freight Representative
Lori Kinnear, Council Member, City of Spokane	Kennet Bertelsen, TAC Chair
David Condon, Mayor, City of Spokane	Karl Otterstrom, TTC Chair
Larry Stone, Major Employer Representative	Joe Tortorelli, WA State Transportation Commission
Dee Cragun, Council Member, City of Deer Park, Small Towns Representative	

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

Steve Lawrence, Council Member, City of Airway Heights	Larry Krauter, Spokane Airports
Susan Meyer, Spokane Transit Authority	

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

Larry Larson, WSDOT-Eastern Region

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

Anna Ragaza-Bourassa, WSDOT-Eastern Region	Becky Spangle, WSDOT-Eastern Region
Glenn Wagemann, WSDOT-Eastern Region	Adam Jackson, City of Spokane Valley
Garret Havens, No on 976	Alex Panagotacos, Innovia/CCC
Katherine Miller, City of Spokane	Chad Coles, Spokane County
Matt Zarecor, Spokane County	Sean Messner, HDR
Micki Harnois, Town of Rockford	Heleen Dewey, Spokane Regional Health Distr.
LeAnn Yamamoto, Commute Smart NW	Paul Allen, City of Millwood

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

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

Chair French read the names of Board members who had requested excused absences: Larry Krauter and Susan Meyer. ***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** - Chair French announced that Ms. Minshall will be a few minutes late to the meeting due to a speaking engagement, so this item will be held later in the meeting if there is time.

## ACTION ITEMS

5. **Consent Agenda** – (a) Minutes of the September 12, 2019 Board Meeting, (b) September 2019 Vouchers (c) 2019-2022 Transportation Improvement Program (TIP) October Amendment

**Mr. Kerns made a motion to approve items Consent Agenda as presented. Mr. Schmidt seconded the motion. All votes were in favor.**

Recap for Sep 2019:	Vouchers: V121032-V121060	124,154.54
	Salaries/Benefits Warrant Nos. 528159-528169 & 531748-531758	70,160.73
	Interfund, other expenses, and reimbursements processed directly by the City of Spokane	265.00
		<u>194,580.27</u>

**6. 2020-2023 Transportation Improvement Program (TIP)** – Ms. Nelson provided an overview of the TIP. 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 said the following determinations were applied to the projects prior to inclusion (1) consistency with the MTP (2) consistency with regional plans (3) conformity with state air quality plans and (4) fiscal constraint. Ms. Nelson spoke about the TIP public involvement process, which included a 30-day public comment period and a public open house event held on 9/17/19 at Spokane Community College. She explained what occurs after the TIP is approved by the Board; she reported the Transportation Technical Committee unanimously recommended Board approval at their September 25 meeting.

**Mr. Woodard made a motion to approve the 2020-2023 TIP and Mr. Stone seconded. The motion passed with all votes in favor.**

**7. Allocation of Funding: Supplement to Henry Road Overpass: Preserve High Performance Transit/Congestion Relief Corridor** – Chair French reported that the request for funding this project had been withdrawn as the City of Liberty Lake recently obtained alternative funding. Mr. Peterson provided more details about the funding. Ms. Kinnear asked if it still includes the high performance transit right-of-way preservation; Mr. Peterson confirmed that it does. Chair French stated there would be no Board action on this item.

**8. Funding Requests from City of Millwood and City of Spokane** – Ms. Nelson described the expanded scope for the Argonne Road Congestion Relief project, which extends the multi-use pathway termini and adds lighting; the request is for \$380,000. She noted the original project was approved by the Board in August 2018 and the initial scope was \$1.27M She addressed the TIP policies that apply to this request and said there are \$428,107 of Congestion Mitigation Air Quality (CMAQ) funds available from project deobligations.

Ms. Nelson discussed the Driscoll-Cochran-Alberta Sidewalk Infill project, which was also approved by the Board in August 2018. This project received partial funding of \$530,000 of the \$1M requested as part of the 2018 Call for Projects. She said the City has requested \$175,200 and there are \$774,871 of STBG-SA funds available from project deobligations; approving the request will allow the project to move forward one year earlier.

Ms. Nelson reported that the TTC unanimously recommended Board approval of the two requests at their September 25 meeting.

**Mr. Woodard made a motion to approve (1) \$380,000 of available Congestion Mitigation Air Quality (CMAQ) to complete the expanded scope for the City of Millwood Argonne Rd: Frederick to Liberty Congestion Relief Project and (2) \$175,200 in of available Surface Transportation Block Grant- Set Aside (STBG-SA) to complete the funding needs and advance the construction of the Driscoll-Alberta-Cochran Sidewalk project by one year. Mr. Schmidt seconded the motion. All votes in favor; motion carried.**

**9. Comprehensive Plan Certifications: City of Millwood and City of Medical Lake** – Mr. Ulrich noted this is a continuation of a briefing at the last meeting regarding SRTC's role as a Regional Transportation Planning Organization (RTPO) and the responsibility to certify the transportation elements of local jurisdictions' comprehensive plans. He provided information showing which jurisdictions plans were already certified and which were under review; he said the plans from the five small towns will be brought before the Board next month. He spoke about SRTC's Plan Review and Certification Process Instruction Manual adopted by the Board

in September 2015 and several elements required for certification. He addressed local jurisdictions statutory responsibilities for their transportation element and the RCW requirements.

Mr. Ulrich discussed the land use assumptions as part of the comprehensive plan update. He explained that the forecasting done by SRTC (and consequently decisions by the Board) is currently dependent on local jurisdiction land use assumptions, which are typically very high level. Staff is currently exploring ways of obtaining this information more effectively, for example the upcoming DATA project which has been presented to the Board on multiple occasions.

Ms. Minshall and Mr. Otterstrom arrived at 1:16 pm

Mr. Ulrich presented 2017-2037 population forecast and allocation information for jurisdictions in Spokane County, noting that the SRTC Plan Review and Certification Process Instruction Manual does not completely align with local jurisdiction requirements under state statutes. He described today's requested action. There were no questions or comments.

***Mr. Woodard made a motion to certify that the transportation related provisions in the Comprehensive Plan 2017 Update from City of Millwood and the City of Medical Lake are generally consistent with the specified transportation planning requirements of the Revised Code of Washington, including the Growth Management Act, and with SRTC's Regional Transportation Plan, Horizon 2040. Ms. Cragun seconded the motion, which passed unanimously.***

## **INFORMATION & DISCUSSION ITEMS**

**10. CY 2019 Q3 Budget Update** – Mr. Griffin noted that the budget remains line with projections; 2019 revenues are currently at 75% and expenditures are slightly under budget at 60%. However, upcoming travel and training expenses for staff will bring that up to expected levels in the fourth quarter. He noted that detailed budget spreadsheets were included in the packet. There were no questions or comments.

**11. Spokane Census 2020 Complete Count Committee (CCC) Update** – Ms. Minshall reminded the group that per Board approval, SRTC signed a Memorandum of Understanding with Innovia Foundation to help support the Census 2020 effort, including the hiring of a Complete Count Committee (CCC) Coordinator (Ms. Panagotacos) and part of that agreement includes quarterly status updates to the Board about outcomes and budget.

Ms. Panagotacos distributed materials from the CCC that described our area's hard to count groups, low response tracts, and maps showing the hard to count locations in Spokane County. She stated she would be reporting on what has been accomplished thus far, a snapshot of the structure being proposed and discuss how members can get involved. She announced the launch of a new website ([www.spokanecensus.org](http://www.spokanecensus.org)), described the CCC's goal to increase community understanding of the census and why an accurate census count matters.

Ms. Panagotacos described the program funding, outreach priorities, the CCC strategy/logic model, the CCC workplan, and summarized the budget to date. She said the CCC is creating a steering committee for more a more equitable decision-making process and SRTC will have a seat at the table.

The group suggested additional strategies for increased success and discussed the importance of making the census process inclusive and accessible to all residents. Ms. Panagotacos reported that Spokane County is further ahead in the census process than many communities, which is a very positive indicator.

**12. Regional Priority Project Strategy** –Ms. Minshall provided a brief history of this public/private partnership effort, noting that the Board discussed the need for a regional project priority strategy at the May 2019 Board retreat to pursue external funding opportunities more effectively. She said similar discussions have been held at the Spokane Valley Chamber and Greater Spokane Incorporated while creating their legislative agendas. SRTC has been able to get involved in these conversations and further creation of a foundation for a regional strategy for collaboration. She shared some of the information that SRTC staff has presented at recent joint chamber transportation coalition meetings. She explained the past challenges of cross prioritizing projects in the long-

range plan; she noted this project strategy effort now is not a technical prioritization, but rather is a group of projects assembled into one package to increase its “sell-ability” and improve the chances of obtaining outside funding.

Ms. Minshall reported that a lot of research has been done to investigate how SRTC’s long-range plan (Horizon 2040) could be utilized to assist in the creation of this prioritized project list for the region. Ms. Minshall presented maps illustrating regionally significant projects on freight networks and primary road networks. She suggested three divisions of a potential Regional Priority Projects Strategy: (1) Maintenance (2) Capital Projects and (3) Opportunity Areas.

The group discussed at length. Some comments included:

- Differences between employment density and population density; people don’t typically live in the same neighborhoods where they work
- The importance of maintaining infrastructure; not enough funding to maintain existing facilities
- The need to publicly recognize completion of maintenance projects and to include school data sets
- Strategies to maximize roadway capacity and improve efficiency; managing congestion
- The private sector does not always understand how complex the project selection process can be
- Funding sources have changed focus to funding corridors rather than individual projects
- Multiple entities’ smaller projects grouped together as a package makes them more competitive for funding and brings more money to the region as a whole

**13. Spokane Region Intelligent Transportation System Architecture-Draft** – Ms. Spangle provided information about the most recent updates to the Intelligent Transportation Systems (ITS) Architecture Plan and the legislation requirements for conformance. She highlighted federally required ITS elements, described the types of projects and service areas in which Regional ITS Architecture are typically used, and discussed examples of operational efficiencies that ITS provides.

Ms. Spangle outlined the ways in which ITS and TSMO help the region meet transportation goals and noted that the updated ITS architecture objectives reinforce SRTC’s Horizon 2040 Guiding Principles. She spoke about how work done by SRTC supports regional ITS architecture. She said the next steps in the process were (1) Acceptance of the updated Regional ITS Architecture Plan by the SRTC Board (2) Posting of the accepted plan on the SRTC website for use with other regional long range plans (3) Maintenance of the plan to keep current with region operations and ITS/technology needs and (4) Support from the SRTC Board for Operational Strategies Supported by the ITS Architecture and Implementation Plan. There were no questions or discussion.

**14. Spokane Walkability Action Project** – Ms. Nelson said SRTC and a team of won a grant from the Center for Disease Control to attend the Walkability Action Institute in Atlanta, GA to receive intensive training from national experts in exploring the inter-relationship between transportation, public health and equity in our communities. The team consisted of representatives from City of Spokane, Spokane Public Schools, Spokane Regional Health District, SRTC and The Zone Project. The workshop instructors tasked them with identifying a systemic transportation/public health problem in the community that solving would have a positive impact thousands of citizens. The team identified a gap between school redevelopment projects and the integration of infrastructure needed to support school and students needs to use multiple modes and under-utilized modes of transportation. Team members described the Spokane Walkability Action Plan and addressed how it coordinates with Target Zero, the District 81 Strategic Plan and the Safe Routes to School Program. They spoke about the plan’s goals, strategies and tools, including Health Impact Assessment and announced that the upcoming Shaw Middle School redevelopment will be used as a pilot in the plan. There were no questions or discussion.

**15. Board Member Comments** – Members shared comments about events happening in their jurisdictions.

**16. Adjournment** - There being no further business, the meeting adjourned at 3:04 pm.