

MEETING MINUTES

Spokane Regional Transportation Council
Board of Directors Meeting – Thursday November 14, 2019
SRTC Office, 421 W Riverside Ave, Ste 504, Spokane WA

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

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

Board Members Present:

Al French, Spokane County Commissioner (Chair)	Arne Woodard, Council Member, City of Spokane Valley
Steve Peterson, Mayor, City of Liberty Lake (Vice-Chair)	Larry Stone, Major Employer Representative
Paul Schmidt, Council Member, City of Cheney	Kennet Bertelsen, TAC Chair
Lori Kinnear, Council Member, City of Spokane	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:

Matt Ewers, Rail/Freight Representative	Steve Lawrence, Council Member, City of Airway Heights
David Condon, Mayor, City of Spokane	

Board Alternates Present

Larry Larson, WSDOT-Eastern Region

Guests Present:

Becky Spangle, WSDOT-Eastern Region	Lance Beck, Spokane Valley Chamber of Commerce
Cara Coon, Greater Spokane Inc.	Brandi Colyar, Spokane County
Glenn Wagemann, WSDOT-Eastern Region	Katherine Miller, City of Spokane
Gloria Mantz, City of Spokane Valley	Micki Harnois, Councilmember, Town of Rockford

SRTC Staff Present:

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

Chair French read the names of one Board member who had requested an excused absence: Matt Ewers.

Mr. Peterson made a motion to excuse the absence. Mr. Woodard seconded the motion, which passed unanimously.

3. **Public Comments** – Ms. Micki Harnois thanked SRTC staff for the assistance given to the Spokane County small towns with the transportation section of their comprehensive plan updates.

4. **Executive Director's Report** – Ms. Minshall reported on;

- SRTC continues the process of separation from City of Spokane for administrative services by moving to an independent payroll system and utilizing Spokane County as a treasury in early 2020. A resolution will come before the Board next month giving authority to her (and Greg Griffin in her absence) to sign checks; currently all SRTC checks are generated and authorized by City of Spokane. She said next month the Board Administrative Committee (BAC) will review a new compensation plan structure report produced by the contracted human resources consultant
- The US 195/I-90 Study kick-off meeting was October 24 and the Division Street Study kick-off meeting is December 5. A request for consultant contract approval for the DATA (Data Acquisition for Transportation Analysis) project will come before the Board next month
- The WTS Spokane-CDA Chapter is hosting a breakfast meeting featuring Washington State Secretary of Transportation Roger Millar as a guest speaker

- The Greater Spokane Incorporated Legislative Forum and Reception event is immediately after the December 12 Board meeting, so the Board meeting must end on schedule. She said there are five action items on the December agenda
- SRTC will be mailing requests for 2020-2023 Board member appointment information to the agencies/jurisdictions whose member 3-year terms are ending December 2019
- There will be no Board meeting in January to allow members time to appoint new Board Members and relay this information to SRTC; an educational workshop titled “SRTC 101” will be held on January 30 from 9:00 am – 11:00 am

ACTION ITEMS

5. Consent Agenda – (a) Minutes of the October 10, 2019 Board Meeting, (b) October 2019 Vouchers

Mr. Peterson made a motion to approve items Consent Agenda as presented. Mr. Woodard seconded the motion. All votes were in favor.

Recap for October 2019:			
	Vouchers:	V121061-V121095	47,598.54
	Salaries/Benefits Warrant Nos.	534086-534096 & 536423-536433	70,440.15
	Interfund, other expenses, and reimbursements processed directly by the City of Spokane		2,072.00
			120,110.69

6. Spokane Regional Transportation Management Center ITS Architecture Plan – Ms. Spangle defined Intelligent Transportation Systems (ITS). She explained that ITS Implementation help to maximize the safety and mobility of people and goods and improves the performance of existing transportation facilities.

She provided examples of the kind of technology used in regional ITS architecture which increase operational efficiency and safety; she spoke about technologies which will be utilized in the future. Ms. Spangle described regional ITS Architecture as a guide for designing and implementing ITS projects and outlined its relationship to regional transportation planning. She spoke about the Spokane Region ITS Project Implementation Plan, which is a 6-year investment plan containing the region’s top priority of operationally focused ITS projects and explained why involvement by SRTC in the ITS plan is required by federal requirements

The group discussed current system connectivity, capacity on I-90, how ramp meters function, methods to maximize roadway efficiency, and the congestion management process.

Ms. Meyer made a motion to accept the SRMTC ITS Architecture Plan and Mr. Peterson seconded. The motion passed with all votes in favor.

INFORMATION & DISCUSSION ITEMS

7. Draft CY 2020 Budget & Indirect Cost Plan – Mr. Griffin reported that the BAC reviewed the draft budget on November 1. He provided highlights of the draft budget and indirect cost plan

- The total budget is \$2.9 million, which is an increase of 50% increase of the amended 2019 budget, primarily because of (1) a return to eleven full-time staff; personnel costs account for 85% of the *operations* budget and (2) the cost associated with the US 195/I-90 Study, Division Street Corridor Study and the DATA project, which represent 39% or \$1.1 million of the *total* budget
- Contracted IT services continue to be a savings from having dedicated IT staff in house
- The 2020 Indirect Cost rate, which is a ratio of wages charged to grants divided by budgeted overhead costs will be 65%, down from 71%

Chair French said the BAC reviewed the budget in depth and felt comfortable bringing it to the full Board for consideration. There were no questions or discussion.

8. Funding Opportunities for SRTC Priority List Projects – Ms. Nelson described the current funds available in four different categories and emphasized they are all federal funds. She explained that this funding became available as a result of project closures, de-obligations, and annual allocations. She said the TIP Working Group is actively managing the TIP program and aware of all the project and funding; they look at

assigning funding by looks at the project needs on the priority list and what outside funding is available. She spoke about the importance of meeting the federal obligation target each year.

Ms. Nelson noted the process for funding SRTC Project Priority List projects is outlined in policy 6.5.1 of the Transportation Improvement Program (TIP) Guidebook. She said the TIP Working Group, in conjunction with SRTC staff, recommends the following program of projects to receive funding

- City of Spokane: Thor/Freya Couple Reconstruction-Hartson to Sprague
- Spokane County: Bigelow/Forker Project 6-New Roadway Alignment
- Spokane Transit: Five Mile Park and Ride Study
- City of Spokane Valley: Argonne Road Reconstruction
- City of Spokane Valley: Wilbur Sidewalk

Ms. Nelson noted in all instances, the projects would become fully funded as a result of the awards recommended. She said this list of projects will be brought before the Transportation Technical Committee on November 20 for their evaluation and recommendation and then to the Board for action on December 12. There were no questions or discussion.

9. SRTC Transportation Advisory Committee (TAC) Bylaws Revision – Chair French said a Board subcommittee for TAC restructuring developed a set of recommendations to re-position the TAC to function differently than in the past and be more in alignment with Board endeavors. The subcommittee suggested amendments to the bylaws and a draft copy of the updated bylaws was provided in the packet. Mr. Otterstrom requested that a red-line version of the existing bylaws be distributed to Board members.

Mr. Larson said that the existing bylaws have a thorough description of the diversity of people sought for TAC membership focusing on users of the system; he said the proposed new bylaws have eliminated that language and WSDOT has concerns about that. Ms. Minshall explained the proposed bylaws include additional Title VI language and provides more description of membership than the current bylaws. She described the proposed application and interview process for TAC members, which will not be too prescriptive of what the focus areas will be.

Mr. Larson read from the existing bylaws *“Members shall be chosen from those who are willing to serve, none of whom shall be elected officials or members of the SRTC Board. A diverse makeup of TAC members is desired. TAC Members will represent the general public and groups including, but not limited to, people with disabilities, senior citizens, youth, the business and freight moving communities, traditional automobile users and advocates for non-motorized transportation or public transit.”*

Ms. Minshall explained that the TAC Work Group originally discussed a list of membership very different than the existing list, which is more of a transportation system user group list. The BAC and the subcommittee jointly created language in the bylaws that focus less on user groups, but more on contextual groups; it intentionally does not specify what the contextual groups should be to allow for greater flexibility.

Mr. Bertelsen explained the major driver behind the change was that the old process of member selection wasn't really being utilized anyway; people were being selected by geographic area. The proposed new process makes the selection more content based and not geographic; the new process will encompass the specifications in the current bylaws, but this makes the selection process more flexible. He spoke about the need to move from a membership where individuals focus on a single topic and one where members participate in the regional planning process.

Mr. Larson agreed with the content-based selection idea, but emphasized it is important to keep system user groups as part of the criteria, which is missing in the proposed bylaws.

Mr. Woodard spoke about TAC/TTC competition. He noted the subcommittee discussed extensively how to get people on the TAC who are engaged and who can provide input and provide guidance the Board, without being engineers or transportation planners. Mr. Kerns said the subcommittee identified the types of industries that rely heavily on the regional transportation system and discussed how representatives of those industries (such as health care, military, education, non-profits, etc) could provide valuable insights to the Board.

Mr. Larson doesn't disagree with the intent for flexibility or context related membership but provided an example of how system user input is helpful. He spoke about a recent presentation at a TTC meeting by a member of the sight-impairment community and what valuable input she provided about sidewalk ADA ramps. He said hearing her perspective changed everything about the way he approaches ADA ramp design. He emphasized that making sure all system users are represented in the TAC is important and the existing bylaws give great direction in ensuring the TAC is inclusive.

Ms. Minshall asked the Board if they prefer to list out desired TAC membership perspectives or to intentionally leave it vague. She explained that it is imperative to have a seated, fully functional TAC no later than March 2020 so the bylaws must be approved next month to allow for time to recruit. She elaborated on the recruitment and application process. Mr. Stone said he is concerned that if specific groups are outlined in the bylaws then other groups may feel like they were left out, so flexible wording would be better. Mr. Woodward said how the application is structured will have a lot to do with getting well rounded individuals.

Ms. Minshall requested that Board members review the proposed bylaws and forward edits or suggested language changes to her by December 2.

10. Regional Transportation Priority Strategy Update – Ms. Minshall introduced Cara Coon from GSI and Lance Beck from Greater Spokane Valley Chamber of Commerce. She spoke about the public sector/private sector conversations about transportation that have been happening over the past three months. She said the suggestion of a regional transportation priority strategy came out of the Board retreat in May. Staff reached out to member jurisdictions/agencies to identify projects in their 6-year plans and then moved into categorizing them into corridors; it has evolved into a focus on I-90 preservation, capacity and congestion issues. She presented slides that have been shown at various transportation discussion meetings.

Ms. Minshall highlighted the amount of projected funding from all sources through 2040, which totals approximately \$9.9 billion; she said the Board and other groups will have to hold conversations about realistic funding expectations, strategies and performance measures. She noted that SRTC's metropolitan transportation plan, last updated in 2017, lists projects by performance areas, but they are not prioritized. She spoke about assembling the project data to present it as a whole system and a package, rather than as projects from independent jurisdictions.

Mr. Beck explained the impetus behind the creation of a regional strategy was when Senator Hobbs proposed a transportation package in late 2018 and the Spokane region ended up reacting to it rather than being prepared. He said the goal of this collation is for all local chambers to be unified in their transportation goals and to continue the discussions with local businesses. He noted that the data provided by SRTC will help sell the package to legislators. He emphasized the importance of creating a compelling argument to fund maintenance and operations projects.

Ms. Coon said every year GSI puts together a legislative agenda and regional transportation discussions lost steam after the Connecting Washington passed in 2015. This new public/private coalition has re-started looking at regional needs without focusing on municipal boundaries. She noted that GSI is currently in process of setting their legislative agenda and this transportation language will be a part of it.

The group discussed potential outcomes if Initiative 976 passes.

11. Board Member Comments – Members shared comments about projects and events happening in their jurisdictions.

12. Adjournment - There being no further business, the meeting adjourned at 2:33 pm.