

**MEETING MINUTES**

Spokane Regional Transportation Council  
**Transportation Advisory Committee (TAC) Meeting**  
Monday April 27, 2020 – Zoom Virtual Meeting

**1. Call to Order** - SRTC Executive Director Sabrina Minshall brought the meeting to order at 3:02 pm.

**2. Welcome, Zoom Logistics, Introductions**

***Members Present:***

Chris Barnes	Dave Richardson
Kennet Bertelsen	Melanie Rose
Raychel Callary	Jonathan Schrock
Todd Coleman	Kieran Sprague
Mark Haberman	Janet Weldon
Liz Hall	Rhonda Young
Carlie Hoffman	

***Guest Meeting Facilitator***

Katie Herzog, Gonzaga University

***SRTC Staff Present:***

Sabrina Minshall, Executive Director  
Julie Meyers-Lehman, Admin-Exec Coordinator  
Kylee Jones, Associate Transportation Planner II

**3. Overview of SRTC and TAC Purpose** – Ms. Minshall presented “SRTC-101”, a high-level overview of the agency. She covered:

- SRTC structure, staff, member agencies and participating tribes
- Advisory committee definitions
- Excerpts from December 2019 advisory committee bylaws focusing on the TAC
- Focus of the TAC, its membership, and membership terms
- SRTC Mission, Vision and Values
- Definition of Metropolitan Planning Organization, Transportation Management Area and Regional Transportation Planning Organization
- How all SRTC plans work together
- Top transportation issues in our region
- SRTC core programs and functions
- Community engagement principles
- Metropolitan Transportation Plan: Horizon 2040

**4. Getting-to-Know-You Activity** – Ms. Herzog instructed everyone to take a one-minute break and get an object from their surroundings that has special meaning to them; the group then showed their items and told a little bit about it.

She requested that members type into the chat box responses to the following questions:

- What two or three things do you hope to individually accomplish from the experience of being on the TAC?
- What two or three things do you hope the TAC team will accomplish?

The list of responses will be compiled for the group to use at the next meeting.

**6. Community Contract** – Ms. Herzog explained the four stages of team formation and provided reasons why creation of a community contract at the formation of a team is so important. She divided everyone into small groups to come up with principles that could be discussed for inclusion in the community contract. After re-grouping, each small group read the principles they came up with. Ms. Herzog said responses from all the groups will be assembled for further discussion at future meetings.

**5. Setting the Foundation** – Ms. Herzog spoke about meeting objectives and noted the group must deliberately decide how this committee will interact with the agency’s core values. The group again broke into four small groups to discuss two of the agency values and what those look like in terms of the TAC. Upon reconvening, each group spoke about one or two main points they had discussed. In the interest of time, Ms.

Minshall asked the groups to email their complete lists to her and the information will be provided to the TAC for further discussion at the next meeting.

**7. Election of TAC Chair and Vice-Chair** – Ms. Minshall explained the need for committee officers, the duties of each position, the rules and process for election. She noted the terms of office run by calendar year, so this term is a bit short. She opened the floor for nominations and said the votes will be taken in order that the nominations are received.

- Mr. Richardson made a motion to nominating Kennet Bertelsen as Chair and Mr. Schrock seconded the motion. Mr. Bertelsen accepted the nomination.
- Ms. Rose made a motion nominating Todd Coleman as Chair and Ms. Weldon seconded the motion. Mr. Coleman accepted the nomination.

***Ms. Minshall called for a vote on the motion for Mr. Bertelsen as Chair. There were seven votes in favor; motion carried. As that was a majority, there was no need to vote on the second nomination.***

- Mr. Richardson made a motion to nominating Rhonda Young as Vice-Chair and Mr. Bertelsen seconded the motion. Ms. Young accepted the nomination.
- Mr. Sprague made a motion to nominating Melanie Rose as Vice-Chair and Ms. Callary seconded the motion. Ms. Young accepted the nomination.

***Ms. Minshall called for a vote on the motion for Ms. Young as Vice-Chair. There were eight votes in favor; motion carried. As that was a majority, there was no need to vote on the second nomination.***

**8. “Homework” Assignment** – Ms. Herzog asked each member to take two photos which will be shared at the next meeting (1) A location in the community – ideally transportation related – that they love and are proud of and (2) a place that maybe they are not so proud of or that needs improvements.

Ms. Minshall asked the group to email her or Ms. Meyers-Lehman with feedback about today’s meeting or recommendations for improvements.

**9. Adjournment** - The meeting adjourned at 5:11 pm.

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Julie Meyers-Lehman,  
Acting Recording Secretary