

## Transportation Advisory Committee Meeting Agenda

Date: Tuesday, May 26

Time: 3:00 pm

Location: Zoom Meeting

**To Join Zoom Meeting**

<https://us02web.zoom.us/j/9394879626?pwd=ZFRmL2RJTkx4SGowV2YwOUdxMGVTZz09>

**Meeting ID: 939 487 9626 | Password: 234239 | Phone-in Option: Dial 1-253-215-8782**

Meeting Facilitator: Katie Herzog

SRTC Staff Lead: Sabrina Minshall, Executive Director

- 3:00 - 3:05 1. **Call to Order / Roll Call / Approval of April Meeting Minutes**
- 3:05 - 3:15 2. **Community Contract**
- 3:15 - 4:00 3. **Re-Introductions / “Homework” Presentations / Vision & Communications Exercise**
- 4:00 - 4:20 4. **Draft TAC Meeting Model**
- 4:20 - 4:35 5. **Current Metropolitan Transportation Plan (MTP)**
- 4:35 - 5:00 6. **2021 MTP Update and the Role of the TAC / Future Meetings Prep**
- 5:00 7. **Adjournment**

Attachment: April Meeting Breakout Room Notes Summary

**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

To: Transportation Advisory Committee (TAC)

May 19, 2020

From: Katie Hertzog, TAC Introductory Meetings Facilitator

**Topic: Draft Community Contract**

<b>Brainstormed</b>	<b>Condensed</b>
Inclusive**	Inclusive
Accountability	Accountable
Focused***	Focused/Aware
Awareness**	Respect
Respect****	Honest
Honesty***	Supportive
Support/Encouragement	Transparent
Transparency	Team-oriented
Teamwork	Brave
Brave	Communication
Consensus	Open-minded
Communication	Present
Multiple Perspectives – Open Minded	Productive
Present**	
Productive**	
Comfort Zones	
Equal Participation	

To: Transportation Advisory Committee (TAC)

May 19, 2020

From: Katie Herzog, TAC Introductory Meeting Facilitator

**Topic: SRTC Horizon 2040 Guiding Principles & Implementation Strategies**

**Key Points**

- The SRTC Mission, Vision and Values statements direct the way in which the agency operates and conducts the business of long-range transportation planning in our region.
- The Guiding Principles of Horizon 2040 (the Metropolitan Transportation Plan, or MTP) influence the planning process, strategies and proposed solutions incorporated into the plan. The MTP is updated every four years.
- The primary focus of the TAC is to bring topical, contextual policy recommendations to the SRTC staff, TTC, and SRTC Board of Directors in the development of SRTC planning work. The TAC will base their work on the adopted SRTC mission, vision, values, and the Guiding Principles of the adopted Metropolitan Transportation Plan (MTP): Horizon 2040. The TAC is comprised of individuals who will bring their professional expertise in their respective work areas to the transportation policy discussion.

**SRTC Mission, Vision & Values**

**Mission:**

To develop plans and programs that coordinate transportation planning in the Spokane region.

**Vision:**

The Spokane region possesses the best multi modal/multi-jurisdictional transportation network that optimizes safety, capacity, and efficiency in the movement of people and goods for a region of our size.

**Values:**

- Regional Leadership
- Collaboration
- Accountability
- Innovation
- Transparency
- Inclusiveness
- Integrity

## **Horizon 2040 Guiding Principles**

### **Economic Vitality**

- Focus on people, freight, and goods movement to improve regional, national and global competitiveness
- Enhance accessibility and connections to economic activity centers
- Prioritize multi-modal investments

### **Cooperation and Leadership**

- Provide a regional forum to develop priorities
- Identify funding strategies
- Coordinate with stakeholders

### **Stewardship**

- Protect the environment
- Follow federal, state and local legislation and policies
- Measure performance
- Share the use of infrastructure

### **System Operations, Maintenance and Preservation**

- Preserve and prolong the life of infrastructure
- Use fiscal resources prudently
- Provide adequate funding
- Executive Summary Horizon 2040 3
- Improve efficiency of system operations

### **Safety and Security**

- Draw on best-practice design
- Utilize education and outreach
- Make use of operational strategies
- Protect critical infrastructure from external threats
- Improve maintenance of the transportation system

### **Quality of Life**

- Offer safe and convenient forms of active transportation that support public health objectives
- Consider the needs of all transportation users regardless of ability
- Increase public transit access and improve service
- Improve transportation system connections
- Design to support social, cultural and commercial activities

## **Horizon 2040 Implementation Strategies**

### **Strategy 1: Prioritize Transportation Preservation, Maintenance and Operations**

Horizon 2040 emphasizes the operation, maintenance, and preservation of the region's existing transportation networks.

### **Strategy 2: Support Transportation Demand Management and Transportation System Management and Operations**

Horizon 2040 places a priority on maximizing the utility of current transportation systems using cost-effective approaches such as Transportation Demand Management (TDM) and Transportation Systems Management and Operations (TSMO).

### **Strategy 3: Pursue cost-effective transportation investments**

Horizon 2040 prioritizes the use of innovative techniques for the cost-effective engineering and construction of transportation projects using high quality, long lasting materials.

### **Strategy 4: Invest in Public Transit**

Public transportation plays an important role in the economic vitality and quality of life of our region. This includes those living in urban areas as well as rural and surrounding communities include tribal reservations and trust lands.

### **Strategy 5: Improve Safety and Security**

The transportation investments in Horizon 2040 support and enhance the safety and security of the regional networks and systems.

### **Strategy 6: Protect the natural environment**

Protecting the natural environment including air, soil and water quality will be a requirement for regional funding for all transportation projects.

### **Strategy 7: Provide multimodal options**

All people, regardless of age, ability, income, race, or ethnicity, should have safe, comfortable and convenient access to community destinations and public places— whether walking, driving, bicycling, or taking public transportation.

### **Strategy 8: Promote Regional Leadership**

Horizon 2040 has identified the need for SRTC to provide additional coordination and leadership to ensure cross-jurisdictional solutions.

TAC Member	Horizon 2040 (MTP) Guiding Principles						SRTC Values						
	Economic Vitality	Stewardship	Cooperation & Leadership	Safety & Security	Quality of Life	Systems, Operations & Maintenance	Regional Leadership	Collaboration	Accountability	Innovation	Transparency	Inclusiveness	Integrity
Chris Barnes													
Kennet Bertelsen													
Raychel Callary													
Todd Coleman													
Mark Haberman													
Liz Hall													
Carlie Hoffman													
Dave Richardson													
Melanie Rose													
Jonathan Schrock													
Kieran Sprague													
Janet Weldon													
Rhonda Young													

To: Transportation Advisory Committee (TAC)

May 19, 2020

From: Katie Hertzog, TAC Introductory Meetings Facilitator

**Topic: Draft TAC Meeting Model**

**IDENTIFY**

- Brainstorm possible areas of TAC participation/influence
- Problems
- Issues/concerns
- Potential solutions/alternatives of issues for research and exploration
- Should be used as an exercise to create a master list of potential tangible items to become involved in. This list can be added to over time or topics can be removed, but can be referred to as often as needed
- Prioritize master list based on metrics (metrics are up to TAC to produce) that align with SRTC values and guiding principles and TAC community contract.

**DELIBERATE:**

- Discuss which items/topics the TAC will take on at a time
- Assign tasks and related homework for the items on the master list accordingly: What research or planning is needed?
- Assign 1-2 individual TAC “champions” for each item to keep momentum
- This time can also be used to discuss the details or research of topics
- Give group updates on items
- Evaluate feasibility of solutions
- Decide which items are ready to move to the next phase

**RECOMMEDATION:**

- Review draft memo and/or presentation for the Board
- Action item: Move to make recommendation to the Board
- Presentations may be given by TAC Champion or TAC Chair/vice Chair
- Presentation to include and introduction to topic if necessary, the recommendation, the supporting research and or discussion (from the deliberation phase), and brief overview of its importance and how it aligns with SRTC guiding principles/values.

## 04/27/2020 Transportation Advisory Committee Notes from Breakout/Small Group Discussions

### Topic: Community Contract

Each group discussed what kind of norms, behaviors and values should be included in the contract.

- GROUP 1
  - Respect – Actively participate and engage in conversation; give attention to person speaking
  - Communication – don't hold back even if it may not be popular opinion
  - Safety - people need to feel comfortable speaking up
  - Inclusive – all voices, thoughts and experiences
  - Focus – Accountability- Do your homework and stay focus on the task at hand, meet expectations, make the meetings productive
  - Transparent
  - Collaborative approach – teamwork
  
- GROUP 2
  - Establishing what a consensus looks like. Is it 85% member approval? Or 50%? Or some other metric?
  - Contain meetings to inside the group setting – no “parking lot” conversations
  - Creation of a method or way to ask a question for greater understanding. Sometimes people get defensive when questioned about their statements, but in actuality the person questioning just wants to understand better.
  - All input is valued and actively sought. Everyone's perspective is important, even if a person doesn't fully understand all the contextual aspects of a topic. People should be made to feel comfortable to contribute to the discussion without being an expert on all levels of the issue.
  
- GROUP 3
  
- GROUP 4
  - Everyone's opinion is important and valid, let's make sure we are hearing everyone out.
  - Try to self-monitor ourselves on when to step forward or step back on our discussions, no need to take people down an unnecessary “rabbit trail”.
  - Make sure we are handling all people with respect, watch people to know when it's time to speak up and offer an opinion or a thought.
  - Make sure we are focused and grounded in reality and that we can implement our plan.
  - Make sure we are following the SRTC goals and doing our job to support them.

### Topic: Setting the Foundation

Each group took one or two of the SRTC Agency Values and discussed what they meant and how the TAC could interpret their role within these values.

#### GROUP 1 – *Regional Leadership and Collaboration*

Regional Leadership:

- See big picture – understand how a project, plan, policy will affect all
- Technical assistant/facilitate meetings with stakeholders
- Education & Advocacy
- Have passion and motivation
- When it comes to funding – regional leadership helps make sure that there aren't winners and losers. Regional leadership helps get past the internal competitiveness.
- Reduces the tendency for specific groups to push one type of agenda
- Serve others
- Inspire
- Innovation
- Best practices

#### Collaboration:

- Integrate diverse opinions, backgrounds, and perspectives not just for lip service.
- Team-work – leaning on each other
- Being respectful
- Working together to incorporate many viewpoints

#### GROUP 2 – *Accountability and Innovation*

##### Accountability

- Is tied to collaboration.
- Being accountable is the contextual expertise both professionally and personally that members bring to the conversation
- In terms of items of work assigned to the TAC by the Board or staff, it means completing it with a level of accountability back to the Board
- Means taking into consideration existing agency documents.
- Always keeping stakeholders in mind. Remember that there are groups of people who are impacted by decisions made here. Considering all community members and being responsible to the good of the community
- Deliberately engaging with key stakeholder groups; schools, for example

##### Innovation

- Is an interdisciplinary approach; working towards the same goals with different capacities.
- Looking at problem solving in non-traditional ways. For example, Spokane is growing and road capacity is not. How can we increase capacity on the existing system without building more roads?
- Think of ways to keep mobility going without falling back on traditional methods.

#### GROUP 3 – *Inclusiveness and Transparency*

- Proactive process.
- Both are internal and external values. How we not only interact as our own group, but how we interact with our organizations or the board.
- Being inclusive requires us to leave preconceived notions at the door and be open to considering opposing opinions or positions.
- Value other people and their voice/expertise.
- Transparency can help break down predetermined outcomes. Increase accountability.

#### GROUP 4 – *Integrity*

- Encompasses all of the other values. To have integrity one must exhibit and adhere to all the values of SRTC.
- Honest and strong moral principles.
- Means integrated. We can have active debates over an issue, but the politics of the issue should stay in the room until it is worked through. When the group comes to a decision, all must support decision even if you individually were not in favor.
- Entails ethical behavior. Do what is right even when no one is there to see it.