

**MEETING MINUTES**

Spokane Regional Transportation Council Transportation Technical Committee  
March 25, 2020  
Virtual Meeting via Skype

1. **Call to Order** - Mr. Karl Otterstrom, Chair, called the meeting to order at 1:35 p.m.

2. **Roll Call**

**Committee Members Present**

Karl Otterstrom	Spokane Transit	Gloria Mantz	City of Spokane Valley
Heather Trautman	City of Airway Heights	Scott Englehard	Spokane County
Roger Krieger	City of Deer Park	Barry Greene	Spokane County
Kara Mowry	City of Spokane	Mary Jensen	WSDOT
Inga Note	City of Spokane	Larry Larson	WSDOT
Kevin Picanco	City of Spokane	Keith Martin	WSDOT
Adam Jackson	City of Spokane Valley		

**Committee Alternates Present**

Lisa Key	City of Liberty Lake	Cindy Green	Spokane Regional Health Dist.
Mike Tresidder	Spokane Transit Authority		

**Guests**

Char Kay	WSDOT
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**Staff**

Eve Nelson	Principal Transportation Planner	Sabrina Minshall	Executive Director
Mike Ulrich	Principal Transportation Planner	Shauna Harshman	Assoc. Transportation Planner III
Jason Lien	Principal Transportation Planner	Kylee Jones	Assoc. Transportation Planner II

3. **Approval of February 26, 2020 Minutes**

***Mr. Larson made a motion to approve the February 26, 2020 minutes as presented. Mr. Greene seconded the motion, which passed unanimously.***

4. **Public Comments** - There were no public comments.

5. **Technical Member Comments**

- City of Spokane Valley reported that they are working on their 6-year TIP. Most staff are still working at the office but practicing social distancing, while some are working at home.
- City of Liberty Lake reported that
- WSDOT said 95% of staff is working remotely, but everyone is available via email. Some staff has been deployed to the emergency operations center.
- City of Spokane staff are working remotely for the most part and available by email. Most public outreach has been postponed or cancelled, awaiting further guidance.
- Spokane County had no project updates, but reported they are working on their TIP. About 75% of staff are working remotely.
- Spokane Regional Health District reported that most staff are at the command center and “Walk Bike Bus” and “Safe Routes to School” projects have been postponed.
- Spokane Transit Authority announced that starting tomorrow they would stop collecting fares, be using primarily rear entrance for on-boarding and off-boarding and expanding the paratransit program for people over 60. Overall ridership is down 62%. The Moran Station Park and Ride opens next week. About 50% of planning and administration staff are telecommuting.

- City of Deer Park reported that the roundabout project is on schedule and essential staff are in the office on a rotating basis.
- City of Airway Heights has 100% of staff working remotely and City Council meetings are held via Zoom. Their comprehensive plan is out for review on April 8. The RFQ for the 6<sup>th</sup>/12<sup>th</sup>/10<sup>th</sup> Streets projects is being reviewed in conjunction with the Cities of Spokane and West Plains PDA.

**6. Chair Report on SRTC Board of Directors Meeting** – Chair Otterstrom provided a summary of the March 12 Board meeting.

## **ACTION ITEMS**

**7. 2020-2023 Transportation Improvement Program (TIP) April Amendment** – Ms. Nelson noted the funding for the projects awarded by the SRTC Board in February, so the proposed amendment is to incorporate the projects into the TIP. Ms. Nelson said the amendment is open for public comments through March 20, but none have been received as of today. There were no questions or discussion.

*Mr. Jackson made a motion to approve the 2020-2023 TIP April Amendment minutes as presented and Mr. Krieger seconded. All votes were in favor.*

**8. Metropolitan Transportation Plan (MTP) Freight Element** – Ms. Jones explained that rather than launching a regional freight study as a stand-alone project, it is being incorporated into the MTP update and explained the reasons for this decision. SRTC would like to establish a subject matter expert (SME) comprised of agency partners and stakeholders that will review the study scope, draft work plan, timeline, etc and report back to the TTC as the study and performance indicators are identified. She described the integrated approach this study will take, outlined proposed outcomes, and completed tasks to date. Ms. Jones outlined both the SME Team and TTC roles in development of the freight study; she read the suggested SME agency/team member list. Mr. Jackson commented that he was willing to participate on the SME Team as well.

*Mr. Jackson made a motion to establish a SME team as presented, with the addition of the City of Spokane Valley and himself as member, to inform the Freight Element of the MTP Update. Mr. Greene seconded the motion. Motion passed unanimously.*

## **INFORMATION AND DISCUSSION ITEMS**

**9. MTP 2045: Introduction to Regional Networks** – Ms. Harshman reported on the work that is currently underway by staff to clarify and operationalize regionally important transportation networks as part of the MTP update. She stated the ways in which staff are creating visual tools such as maps and graphics to assist in applying for funding, assist in decision making and checking for consistency between local and regional plans.

She spoke about SRTC’s MTP consistency checklist under development which help determine if a project is regionally important. Updating existing priority network maps. She described the next steps in the process which is to discuss the network approach and tools with the TTC and complete the regionally important network maps for vehicular travel, freight, and active transportation modes.

Mr. Jackson is concerned that locally funded projects that happen to be on a regionally important network will become “regionally significant” and therefore required to be incorporated into the STIP. Ms. Harshman replied that increasing the number of projects that must be added to the STIP is not the focus of this process, but staff is very mindful that is a possibility of happening. Chair Otterstrom stated that the “regionally significant” terminology can provide both opportunities and burdens for projects and that designation is not always appropriate for every project. Mr. Jackson agreed.

Ms. Minshall discussed the high-level planning for regionally important network and noted that not every project on a regionally important corridor will be classified as such. She said the ultimate goal is transparency of network integration for all modes.

Mr. Englehard stated that local agencies are capable of determining regionally significant projects themselves and already provide this information to their respective boards or governing bodies. He expressed his concern at adding another layer of input by the MPO. Ms. Minshall replied that to adhere to federal guidelines for performance-based planning, MPOs are required to identify regionally important networks

**10. US 195/I-90 Study Update** – Mr. Stewart spoke about the purpose of the study as being a multi-modal evaluation of the transportation issues along this corridor with a focus on safety, operations, access and infrastructure. He identified project team members and described the study approach as evaluating the following: existing/future conditions, systems analysis, and strategies. He described the study's systems approach. Mr. Stewart highlighted the project schedule, next steps, and [us195transportationstudy.com](http://us195transportationstudy.com) website

**11. Division Street Corridor Study Update** – Mr. Lien provided a background of the study, which is a collaborative effort with SRTC, a consultant team, and agency partners. He said the approach will evaluate all modes, the transportation network, land use and the environment. The four main purposes of the study is to identify a preferred alternative for STA rapid transit, develop multi-modal alternatives along the corridor, recommend capital projects and implementation phasing, and identifying land use opportunities. Mr. Lien noted the Board recently approve the establishment of a 6-member steering committee for the study and spoke about their tasks. He said he will be providing regular updates to the TTC.

**12. Agency Update** – Ms. Nelson said that all SRTC staff are working remotely and can be contacted by email. She said all meetings will be held virtually until further notice; additionally, the agency work plan for the year is being assessed in regards to the remote work situation. If any modifications need to be made the TTC will be informed.

She asked any member agencies who are pursuing a BUILD grant to let SRTC know by March 31.

Ms. Nelson provided an update on the DATA project; the first Subject Matter Expert team is meeting next week; part of their work is developing a draft questionnaire to be used in planned listening sessions. She told members to watch their email inbox for the questionnaires in the next few weeks.

She announced a Call for Projects has been released for Section 130 Rail Crossings and also that the Bike Walk Roll summit has been delayed until September.

Ms. Minshall reported on virtual meetings and how Governor Inslee's proclamation affects the Open Public Meetings Act. She said future Board agendas will have fewer items, while being aware that we to minimize impacts to our planned work schedules. She said staff is reviewing strategies to keep the high level of Board engagement while holding virtual meetings.

She said staff is still hoping to get the Transportation Advisory Committee seated at April Board meeting so the group can meet (virtually) by the end of April early May.

### **13. Adjournment**

There being no further business, the meeting adjourned at 2:27 pm.

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Julie Meyers-Lehman  
Recording Secretary