

## Transportation Advisory Committee Meeting Agenda

Date: Monday, June 22

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**

**ACTION ITEMS**

3:05 - 3:06 2. **Approval of May 26 Meeting Minutes**

**INFORMATION ITEMS**

3:06 - 3:11 3. **TAC Chair Report on SRTC Board of Directors meeting**

3:11 - 3:30 4. **Identify: Development of TAC Work Plan**

- (a) Identify: Break out groups to discuss homework: Engagement areas from the April photo exercise:
- (b) Each group reviews and selects their top 5

3:30 - 4:00 5. **Deliberate: Large Group discussion**

- (a) Group discusses and decides top 5 to create a draft TAC work plan:
- (b) Polling Exercise as a group to select overall top 5
- (c) Discuss Incorporation of Selected Engagement Areas into TAC Work Plan

4:00 - 4:20 5. **Overview of the Transportation Project Development Process**

4:20 - 4:40 6. **Deliberate: Large Group discussion**

- (a) Discussion of next steps and assignments to incorporate the top 5 engagement areas into the work plan, prepare the work plan and scheduling
- (b) How will the TAC engage the SRTC Board
- (c) Future meeting prep

4:40 - 4:50 7. **TAC Member Comments**

4:50 8. **Adjournment**

**MEETING MINUTES**

Spokane Regional Transportation Council  
**Transportation Advisory Committee (TAC) Meeting**  
Tuesday May 26, 2020 – Zoom Virtual Meeting

**1. Call to Order/Roll Call/Approval of April Meeting Minutes**

TAC Chair Kennet Bertelsen brought the meeting to order at 3:01 pm.

***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  
Mike Ulrich, Principal Transportation Planner  
Kylee Jones, Associate Transportation Planner II  
Julie Meyers-Lehman, Admin-Exec Coordinator

***Mr. Schrock made a motion to approve the April 27, 2020 meeting minutes as presented. Ms. Rose seconded the motion. There was no further discussion. Motion passed unanimously.***

**2. Community Contract** – Ms. Herzog continued the conversation from the last meeting about the creation of a TAC community contract; a set of agreed-upon behaviors and values to which all members can be accountable and for to assist in group productivity. She read list of values that emerged as part of the exercise from last meeting as follows, “*As TAC members we strive to be: Inclusive, Accountable, Focused/Aware/Present, Respectful, Honest, Supportive, Transparent, Team-oriented/Collaborative, Brave, Communicative, Open-minded, and Productive*”. She described the characteristics of each value and stated that it could be useful to present this slide at the start of each TAC meeting, or at least on a regular basis.

Ms. Minshall commented that while the community contract is informal, the group discussed at the last meeting the possibility of formally adopting it, which remains an option.

Ms. Herzog called for discussion or any modifications to the Community Contract and there was none.

**2. Re-Introductions / “Homework” Presentations / Vision & Communications Exercise**

Ms. Minshall outlined SRTC's values, the guiding principles from the long-range transportation plan, how they differ, and how they support each other.

Ms. Herzog explained how the vision and communication exercise would integrate into the TAC photo presentations. Members were to note from each other's presentations which values and/or guiding principles emerge from the dialogue and she provided several examples. Mr. Bertelsen reminded the group that in 2012/2013 the TAC was instrumental in the creation of the guiding principles.

Each member described the transportation-related photos they had submitted, which included examples of conditions in Spokane of which they were proud or thought highly of and other examples of areas that needed improvement.

Afterwards, Ms. Herzog opened up the conversation to discuss what common themes emerged. Quality of Life, Safety and Security, and Economic vitality were at the top of the list. Values that were lacking in the areas represented by the photos were operations/maintenance, economic impacts of at grade train crossings, access to resources, more balance, and transparency between esthetics and stewardship.

**4. Draft TAC Meeting Model** – Ms. Herzog explained that the proposed meeting model was designed to streamline and increase productivity and to keep the group on task during meetings. She noted that having a designated system through which topics can be moved is more efficient. The proposed model consists of three stages: Identify, Deliberate and Recommend. Ms. Herzog provided sub-tasks which could be categorized within each stage.

Ms. Herzog presented a prioritization matrix comparing the time/urgency of an item with its alignment with the guiding principles and stakeholder impact. She stated that discussion of items by the TAC may not be a linear process, but may have to revisit one of the prior stages before a recommendation can be made.

The group discussed the proposed plan and how it could fit in with the Board of Director's work plan. Mr. Bertelsen suggested that members review what the Board will be discussing for the rest of the year and evaluate where each person's area of expertise may fit in. Mr. Bertelsen recapped the presentation that he and Ms. Young gave at the May 12 Board meeting. He noted that he asked what type of involvement the Board wanted to see from the TAC and got very little feedback. Mr. Bertelsen said the ball is back in the TAC's court and the group can create a plan where they feel they can make the most impact on the Board's upcoming decisions.

Ms. Minshall agreed that TAC members should look to see where their talents could be of use in the regional planning process and subsequent recommendations to the Board. Ms. Rose commented that the Board discussed having the TAC look into a regional funding strategy. Mr. Coleman said it is not clear how the Board will decide on what items will be given to the TAC to evaluate/recommend. Mr. Bertelsen said an important role of the TAC is to impress upon the Board the importance of having regional collaboration and prioritization discussions with an outcome.

**5. Metropolitan Transportation Plan** – Mr. Ulrich said he would explain how the Metropolitan Transportation Plan (MTP) relates to the work done at SRTC. He explained the statutory requirements for updating the MTP and that it is used as a foundational planning document. Mr. Ulrich said it is common practice to think of a MTP in terms of dollars and projects, but it may be better to think of it in terms of outcomes. For example – what do we want Spokane to look like in 20 years?

Mr. Ulrich said the MTP is updated every four years and staff is currently working on the plan, to be approved in December 2021. He outlined the four main components of the MTP being updated (Operationalizing modal networks, Freight study/investment Strategy, Financial assessment and Subarea Study integration) and briefly described each category. He emphasized that an outcome-based approach means we stop thinking about individual products to include in the plan but instead focus on the desired results. He explained how performance-based planning differs from traditional transportation planning; instead of focusing on building a project, planners set a strategic direction and then identify projects that align with that direction. He suggested that the TAC could be involved in setting performance objectives. The group discussed other possible engagement opportunities

He requested that the group let him know what areas they would like to learn more about in terms of the MTP and SRTC's functions.

**6. Future Meetings Prep** – Ms. Minshall explained the "homework" assignment; to identify five to 10 possible areas of engagement or opportunities. These will be reviewed and discussed at the next meeting and will be incorporated into the TAC work plan. She provided several examples.

Ms. Minshall and Mr. Bertelsen spoke about having several other members attend the next Board meeting.

**7. Adjournment** – There being no further business, the meeting adjourned at 5:04 pm.

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Julie Meyers-Lehman,  
Acting Recording Secretary



## TRANSPORTATION ADVISORY COMMITTEE

At the May TAC meeting we all shared Spokane area transportation-related photos and then discussed the themes or topics that emerged (see list to the right).

**Your homework assignment is to select what you feel are the top five to seven items from the list in which the TAC could be engaged the most effectively. Or feel free to suggest with other areas you think we may have overlooked. Please send these items to [julieml@srtc.org](mailto:julieml@srtc.org) by Thursday, June 18.**

The first step at the June 22 TAC meeting will be compiling the responses will be compiled and working through the “*identify*” stage. The TAC will define:

- What does work on the items look like?
- What are deliverables?
- What do recommendations mean?
- What is the question to be answered?
- What is the “WHY” statement?

The second step of the meeting will move the items into the “*deliberate*” stage, including prioritizing, assigning champions and subcommittees, and define tasks that will become the TAC Work Plan.

The main focus of the June 22 and July 27 TAC meetings is the creation of a draft 6-12 month TAC Work Plan. This plan will be presented to the Board of Directors for input and suggested revisions before being finalized.

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For reference, the primary topics which the Board will be discussing and evaluating over the next 12 – 18 months are as follows:

- Metropolitan Transportation Plan Financial Assessment
- US 195 / I-90 Study
- Division Street Study
- Freight Strategy
- Project Delivery and Readiness Proposal
- Transportation Improvement Program development
- Preservation/Maintenance/Congestion Management/Air Quality Call for Projects
- SRTC Budget
- Updates to Employee Manual and Compensation Plan
- Interlocal Agreement Update Path Forward
- SRTC Board Administrative Committee Bylaws

## THEMES/TOPICS FROM TAC PHOTO SHARING EXERCISE

1. Linkages with economic development and transportation. How is this quantified and part of the recovery from the health crisis?
2. What lessons have we learned from COVID that we want to use in transportation planning
3. Providing adequate transit in outlying areas
4. Individual mobility (e-scooters)
5. How can businesses and public be better engaged in decision making with transportation?
6. Low bridge access and impact on freight and the public. What are solutions
7. Trains blocking the roadways/at grade crossings
8. Standards for bike lanes (use/design, when separated)
9. Accessible design of roadways and pedestrian areas (during construction and not)
10. Bus stop features
11. Placemaking as part of transportation
12. Sidewalk locations
13. Housing and transportation connection (location, land use, density)
14. Freight plan and investment
15. Intersection design and signage
16. Transportation networks of all types and how they are used, what does it mean
17. Adequate maintenance and preservation of our existing system
18. Financial crisis for transportation funding; options moving forward
19. Argonne corridor
20. US 195 corridors
21. Completing the North Spokane Corridor
22. Completion and connection of the Centennial Trails, and other trail networks