

**MEETING MINUTES**

Spokane Regional Transportation Council  
Board of Directors Meeting – Thursday April 9, 2020  
Skype Virtual Meeting

1. **Call to Order** – Chair Ben Wick brought the meeting to order at 1:01 pm.

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

***Board Members Present:***

Mayor Ben Wick, <i>Chair</i>	City of Spokane Valley
Council Member Paul Schmidt, <i>Vice Chair</i>	City of Cheney
Council Member Sonny Weathers	City of Airway Heights
Mayor Shane Brickner	City of Liberty Lake
Council Member Kate Burke	City of Spokane
Larry Stone	Major Employer Rep.
Larry Krauter	Spokane Airports
Commissioner Al French	Spokane County
Commissioner Mary Kuney	Spokane County
E. Susan Meyer	Spokane Transit Authority
Matt Ewers	Rail/Freight Rep.
Kennet Bertelsen	TAC Chair
Karl Otterstrom	TTC Chair
Mike Gribner	WSDOT-East. Region
Council Member Micki Harnois	Town of Rockford, Small Cities/Towns Representative

***Board Members Not Present:***

Council Member Lori Kinnear City of Spokane

***Board Alternates Present***

n/a

***SRTC Staff Present:***

Sabrina Minshall	Executive Director
Eve Nelson	Principal Transportation Planner
Ryan Stewart	Principal Transportation Planner
Kylee Jones	Assoc. Transportation Planner II
David Fletcher	Assoc. Transportation Planner III
Michael Redlinger	Assoc. Transportation Planner II
Julie Meyers-Lehman	Admin-Exec Coordinator
Stanley Schwartz	Legal Counsel

***Guests Present***

Adam Jackson	City of Spokane Valley
Joe Tortorelli	
Katy Allen	City of Liberty Lake
Char Kay	WSDOT-East. Region
Larry Larson	WSDOT-East. Region
Katherine Miller	City of Spokane
Paul Kropp	
LeAnn Yamamoto	Spokane County
Alex Pantagotacos	Census 2020 Spokane Complete Count Committee

Chair Wick stated that Lori Kinnear requested an excused absence from the meeting.

***Mr. Brickner made a motion to excuse the absence. Mr. Schmidt seconded the motion, which passed unanimously.***

3. **Public Comments** – There were no public comments.

4. **Executive Director’s Report** – Ms. Minshall reported on:

- In response to COVID-19, all SRTC staff have been working from home since March 19. The contracted IT services from Intrinium and ongoing hardware upgrades have made it a mostly seamless transition. All staff can be reached by email and the main phone line is being forwarded to Ms. Minshall.
- Association of Metropolitan Planning Organizations (AMPO) has sent a letter to USDOT Secretary Elaine Chao requesting universal deadline extensions, waiving non-federal match requirements, greater flexibility to MPOs for performance targets, and other issues as a result of impacts from COVID-19.

- Public involvement for the US 195/I-90 and Division Street corridor studies will continue, but on a modified basis due to the stay at home requirements. Both studies are currently in the technical analysis stage and project managers are trying to keep the studies on schedule.
- Concern about meeting this year’s federal obligation target because COVID-19 has created delays on many projects. She said there will have to be a future discussion by the Board about how they want to respond. Ms. Minshall also expressed continuing concern regarding a need for a regional strategy to have projects “shovel” ready and members cohesive on priorities as additional funds may be available from a variety of sources including a possible stimulus package, or redistribution from other areas that aren’t meeting their obligation targets.

**5. Special Report: 2020 Spokane Census Complete Count** – Ms. Paganotacos said as planned outreach events have been put on hold because of COVID-19, the committee has shifting its focus to on-line strategies and is also working on plans to reach populations without internet access. She listed those areas of Spokane County with low response rates and asked members whose jurisdictions include those areas to share posts and information with their constituents. She also noted the availability of Partner Messaging Packages and large banners to help bring awareness to the census since the Census Bureau has suspended door-to-door contact. Ms. Paganotacos said the committee is looking into mailers, but they are quite expensive and asked member agencies to consider partnering with the committee to include census mailers in utility bills, water bills, etc.

**ACTION ITEMS**

**6. Consent Agenda (a) March 2020 Meeting Minutes (b) March 2020 Vouchers (c) 2020-2023 Transportation Improvement Program (TIP) April Amendment**

*Mr. Brickner made a motion to approve the Consent Agenda as presented; Mr. Gribner seconded. Motion passed unanimously.*

Recap for March 2020:		
Vouchers: V121208-V121237		78,667.90
Salaries/Benefits Pay Periods Ending: 3/7/20 and 3/21/20		75,075.30
Spokane County Treasury Monthly SCIP fee - MARCH 2020		23.76
		<b>153,766.96</b>

**7. Comprehensive Plan Certification for Town of Fairfield**

Mr. Stewart provided a status update of all comprehensive plan certifications in the 2017 update cycle. He spoke about the elements in jurisdictions’ comprehensive plans required to be certified by RTPOs and the state law behind those requirements. He noted the Town of Fairfield has a very well written plan; staff has reviewed it thoroughly and determined that it meets the certification criteria in the SRTC Plan Review and Certification Manual.

Mr. Stewart said the requested action before the Board is to certify that the transportation related provisions in the Town of Fairfield’s Comprehensive Plan for the 2017 Update are generally consistent with the transportation planning requirements of the Revised Code of Washington (RCW), including the Growth Management Act (GMA), and with SRTC’s Regional Transportation Plan (RTP): Horizon 2040. There were no questions or discussion.

*Mr. Schmidt made a motion to certify the Town of Fairfield Comprehensive Plan as outlined; Ms. Harnois seconded. All votes were in favor.*

**8. Approval for SRTC to Lead and Submit Electrification Grant**

Ms. Jones read the requested action and explained that there are two parallel processes happening with electrification now. The first is a draft regional Transportation Electrification Plan until recently led by Avista, which outlines Avista's commitment to spending two to five million dollars over the next several years on electric vehicle supply equipment (EVSE). The second is a grant from the Washington State Department of Commerce for Electrification of Transportation Systems Ms. Jones explained that the grant is being pursued to leverage the funding already committed by Avista as the match required for the grant.

She outlined the previous meetings and work done to date and explained how project components will benefit locations throughout Spokane County. She noted the multi-jurisdictional work group developing the plan agrees that it is important to focus on a collaborate approach to the grant, rather than competing against one another. The project list is diverse and includes both public and private ownership of facilities.

Ms. Jones outlined the next steps in the grant application and grant award process, noting the grant application deadline is June 1. She said the Department of Commerce expects to announce the grant awards in November or December 2020.

***Mr. Weathers made a motion to approve SRTC to lead and submit a regional grant application for Electric Vehicle Supply Equipment (EVSE), while allowing flexibility for final list of projects to be adjusted as additional due diligence is required for grant components. Mr. Brickner seconded the motion, which carried unanimously.***

## **9. Transportation Advisory Committee (TAC) Membership Appointments**

Ms. Minshall said this item is the culmination of 16 months of work by the Board Administrative Committee, the Board subcommittee created to re-evaluate the TAC, and staff to make the re-structured TAC an effective and engaged group that can bring value to the Board. She noted:

- SRTC staff requested and received input at the March Board meeting as to the desired Board engagement and process for bringing a slate of candidates to the Board. SRTC Board agreed to SRTC staff to recommend a slate of candidates and outline the process and make all recruitment, selection and application materials available to the Board for review and any questions.
- Documentation in the packet as requested at the March Board meeting, as well as a link to a webpage with all supporting documentation detailed the recruitment and selection process.
- While contextual areas were discussed extensively by the TAC and Board subcommittee, they were not outlined specifically in the updated committee bylaws (approved by the Board in December 2019). However, the application and scoring process included contextual areas such as education, military, economic development, real estate, etc. Geographical distribution was also considered in the recommendation; both residence and work locations.
- The scoring panel made up of 5 staff members and Mr. Bertelsen scored applications and tiered them into three groups.
- Staff interviewed 17 prospective members, either in-person or by phone.
- She explained that Mr. Bertelsen is on the proposed member list and it will technically be his third term. Under the previous bylaws he would not be eligible for a third term, but the new bylaws do not have this stipulation.

Mr. Ewers expressed his appreciation for including a person from the freight industry. Mr. Bertelsen felt the recruitment/selection process created a good end product and said proposed member Liz Hall would bring a lot of value to the table.

Mr. Gribner stated that he continues have concerns about the selection process; he feels that the Board was disconnected from the process and noted that he brought this up at the last meeting as well. He feels the Board abdicated its responsibility in the construction of a group which will be making recommendations for Board decisions.

Mr. Krauter noted that the geographic diversity seems limited. Ms. Minshall agreed that there were no proposed members with direct ties to Liberty Lake or Cheney, despite reaching out to organizations in those areas. She said staff recognized that the proposed membership list is a bit heavy from City of Spokane residents, but felt a candidate with a more limited background but a better geographic representation would not be as impactful to the committee. She also commented that the population of the City of Spokane is approximately proportionate to the TAC membership recommended.

***Mr. Stone made a motion to approve the TAC Membership list as presented; Mr. Schmidt seconded. Motion carried with 8 votes in favor and 4 votes against. (Mr. Gribner, Ms. Meyer, Mr. Krauter and Mr. French voted against)***

## **INFORMATION & DISCUSSION ITEMS**

### **10. Board Member Comments**

- Mr. Ewers reported that has been a very difficult time for cross state truck drivers because many truck stops are closed. Trucks can't pull through drive-throughs at restaurants, which are not serving in-person, and staying overnight is mostly not an option.
- Ms. Meyer announced the STA employee who had COVID-19 has fully recovered.
- Mr. Krauter and Mr. Schmidt both thanked Board members and staff for pulling together a virtual meeting.
- Chair Wick said at a future meeting the Board should discuss a regional strategy or regional plan for a potential transportation bill as well as how to have more projects ready for future funding so agencies and jurisdictions are not competing against each other for funding.

**11. Adjournment** - There being no further business, the meeting adjourned at 1:57 pm.

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Julie Meyers-Lehman, Clerk of the Board