

**MEETING MINUTES**

Spokane Regional Transportation Council  
**Transportation Advisory Committee (TAC) Meeting**  
Monday, June 22, 2020 – Zoom Virtual Meeting

1. **Call to Order/Roll Call** - Chair Kennet Bertelsen brought the meeting to order at 3:03 pm.

***Members Present:***

Kennet Bertelsen	Dave Richardson
Raychel Callary	Melanie Rose
Todd Coleman	Kieran Sprague
Liz Hall	Janet Weldon
Carlie Hoffman	Rhonda Young

***Guests:***

Katie Herzog, Gonzaga University  
Paul Kropp

***SRTC Staff Present:***

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

**ACTION ITEMS**

2. **Approval of Minutes** - Chair Bertelsen called for discussion or edits to the minutes; there was none.

***Mr. Coleman made a motion to approve the May 26, 2020 meeting minutes as presented. Mr. Richardson seconded the motion. Motion passed unanimously.***

3. **Approval of Revised Agenda** – Chair Bertelsen announced that the revisions were just a modification of the order in which two of the items would be presented.

***Ms. Rose made a motion to approve the revised agenda and Ms. Young seconded. All votes were in favor.***

**INFORMATION AND DISCUSSION ITEMS**

4. **TAC Chair Report on SRTC Board of Directors Meeting** – Chair Bertelsen provided a summary of the June 11 Board meeting. He called for questions and there were none.

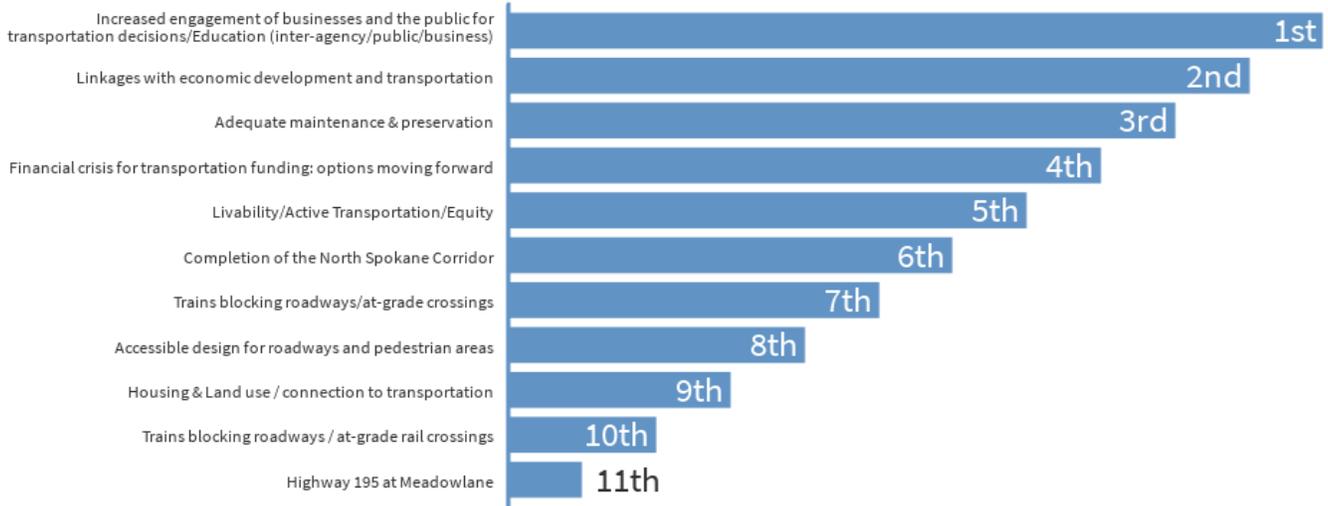
5. **Identify: Development of TAC Work Plan**

6. **Overview of the Transportation Project Development Process** - Ms. Minshall provided a high-level introduction of how the projects from member agencies'/jurisdictions' that receive funding through SRTC move from inception to construction. The group discussed the public outreach process by jurisdictions and by SRTC.

7. **Deliberate: Large Group Discussion(a) Group discusses and decides top 5 to create 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** – Each of the small group topic area lists were combined into an online ranking poll; the members voted on their preferred prioritization. The group discussed combining several topic areas into one as they were very interrelated, requested additional wording to other topic areas for clarity, and noted one item was listed twice in error. The preliminary first draft list for TAC work plan focus areas (not including the revisions) is as follows:

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## TAC Work Plan Focus Areas



The group then discussed at length what the next steps in the process would look like; Ms. Minshall stated the “how and why” of work plan creation is the difficult task now facing the TAC; staff is welcoming all suggestions. While there was considerable discussion, no conclusions were reached. Ms. Minshall said the revised topic list will be emailed to members.

8. **Deliberate: Large Group Discussion (a) Discussion of next steps and assignments to incorporate top 5 engagement area into the work plan, prepare the work plan and scheduling (b) How will the TAC engage the Board (c) Future meeting prep** – The meeting ran out of time and this item will be covered at the next meeting.
9. **Adjournment** – There being no further business, the meeting adjourned at 5:10 pm.

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Julie Meyers-Lehman,  
Acting Recording Secretary