

**MEETING MINUTES**

Spokane Regional Transportation Council  
**Transportation Advisory Committee (TAC) Meeting**  
Monday, September 28, 2020 – Zoom Virtual Meeting

**1. Call to Order/Roll Call** - Chair Kennet Bertelsen brought the meeting to order at 3:04 pm.

**Members Present:**

Kennet Bertelsen, Chair	Rhonda Young, Vice-Chair
Todd Coleman	Raychel Callary
Carlie Hoffman	Mark Haberman
Melanie Rose	Dave Richardson
Kieran Sprague	Jonathan Schrock
	Janet Weldon

**Guests:**

Paul Kropp

**SRTC Staff Present:**

Sabrina Minshall, Executive Director  
Mike Ulrich, Principal Transportation Planner

Kylee Jones, Associate Transportation Planner II  
Julie Meyers-Lehman, Admin-Exec Coordinator

**ACTION ITEMS**

**2. Approval of Minutes** - *Mr. Schrock made a motion to approve the August 2020 meeting minutes as presented. Ms. Rose seconded the motion. All votes were in favor.*

**EDUCATION ITEMS**

**3. DATA Project Update** – Mr. Ulrich provided a history and overview of the project, explained the travel demand model and current analytic tools, spoke about the project phasing, work completed to date and the project timeline.

**4. Chair Report on SRTC Board of Directors Meeting** – Chair Bertelsen reported on the topics and discussions covered at the September 8 Board meeting.

**INFORMATION and DISCUSSION ITEMS**

**5. TAC Work Plan Finalization** – Ms. Minshall suggested that the group discuss two of the four identified focus areas this month. Based on TAC member responses, the topic areas of the work plan that had the highest interest were:

- Focus Area 1: Increased engagement of business and the public for transportation decisions and education. Heightened interagency communication.
- Focus Area 3: Linkages between economic development and transportation

Mr. Bertelsen noted that the edited work plan was presented to the Board at their last meeting and they had no comments or discussions, so the TAC can move forward with implementing the work plan.

Members broke into two groups for in-depth discussions about the focus area;

- Scope and schedule
- Top priorities for each topic
- Champions both inside and outside the TAC
- Possible opposition or obstacles

- Resources required and questions to be addressed by staff
- A few easily reached goals to get some synergy going
- Description of deliverables
- Data needs
- Identification of other groups in the region currently working on this topic
- The “why” of the topic – what is the most important reason to be engaged in this topic

All members reconvened to summarize their conversations.

Mr. Bertelsen spoke on behalf of the economic development group. He described several themes that developed in their conversation. The first was to identify the definitions of success and failure and a primary action item would be to better define those elements and determine a reasonable metric. An evaluation of effectiveness vs. value and conversations about regional prioritization would be important as well. He said the group was also interested in reviewing the Horizon 2040 Guiding Principles in-depth to determine how they can be applied to the TAC work products.

Mr. Schrock was the spokesperson for the public engagement group. He said they discussed focusing their efforts on review of the agency Public Participation Plan and seeking ways to provide equity in communication, specifically reaching underserved populations and those with limited access to technology. He said the group suggested reaching out to businesses that have been impacted by past transportation projects to learn from their experience and find out what kind of communication from project sponsors would have made the process easier. They discussed having TAC members reaching out to their circles of influence, professional groups, Facebook groups, etc with a basic message about SRTC, which then directs people to the agency website where they could find information in plain language.

Mr. Bertelsen said the work plan is deliberately high-level and will be fairly fluid to allow for maximum flexibility. He said he it sounds like the group is comfortable with the general guidelines and with the work plan as presented in the packet and asked if they would like to take action today to formally adopt the plan.

Mr. Schrock said he feels the plan is worded adequately; the group could edit and re-edit the language for months or simply just get to work. Ms. Hoffman said many specifics won't be known until things get going so it probably isn't even possible to create a very detailed work plan at this time.

The group discussed Focus Area 4: Financial Crisis for Transportation Moving Forward. Some comments included:

- Integrating it into the other three focus areas
- Leaving it separate but adding a sub-note to the work plan that while it won't have primary attention at this time, it will still be considered with all work
- May be difficult for this group to have a significant impact with this topic
- Perhaps this is more of a staff-driven subject

***Mr. Schrock made a motion to approve the TAC Work Plan as presented in the packet. Ms. Young seconded the motion. Motion passed unanimously.***

Ms. Hoffman asked if SRTC could provide a digital platform where members can converse and/or edit work plan documents. Ms. Minshall replied that staff will make those arrangements.

**8. Adjournment** – There being no further business, the meeting adjourned at 4:40 pm.

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Julie Meyers-Lehman,  
Acting Recording Secretary