

**MEETING MINUTES**

Spokane Regional Transportation Council  
Board of Directors Meeting – Thursday, November 12, 2020  
Zoom Video Conference Meeting

**1. Call to Order/Record of Attendance/Excused Absences** - Chair Ben Wick brought the meeting to order at 1:01 pm.

**Board Members Present:**

|                               |   |
|-------------------------------|---|
| Mayor Ben Wick                | City of Spokane Valley (Chair)              |
| Council Member Paul Schmidt   | City of Cheney (Vice-Chair)                 |
| Council Member Sonny Weathers | City of Airway Heights                      |
| Council Member Kate Burke     | City of Spokane                             |
| Larry Stone                   | Major Employer Rep.                         |
| Commissioner Al French        | Spokane County                              |
| Commissioner Mary Kuney       | Spokane County                              |
| E. Susan Meyer                | Spokane Transit Authority                   |
| Karl Otterstrom               | TTC Chair                                   |
| Mike Gribner                  | WSDOT-Eastern Region                        |
| Kelly Fukai                   | WA St Transp. Commission                    |
| Council Member Micki Harnois  | Town of Rockford, Small Cities & Towns Rep. |

**Board Members Not Present:**

|                      |                             |
|----------------------|-----------------------------|
| Mayor Shane Brickner | City of Liberty Lake        |
| Matt Ewers           | Rail/Freight Representative |

**SRTC Staff Present:**

|                     |                                   |
|---------------------|-----------------------------------|
| Sabrina Minshall    | Executive Director                |
| Eve McMenamy        | Principal Transportation Planner  |
| Jason Lien          | Principal Transportation Planner  |
| Mike Ulrich         | Principal Transportation Planner  |
| David Fletcher      | Assoc. Transportation Planner III |
| Michael Redlinger   | Assoc. Transportation Planner II  |
| Julie Meyers-Lehman | Admin-Exec Coordinator            |
| Greg Griffin        | Administrative Services Manager   |
| Stanley Schwartz    | Legal Counsel                     |

**Board Alternates Present**

Rhonda Young, TAC Vice-Chair, Alternate for Kennet Bertelsen  
Council President Breean Beggs, City of Spokane, Alternate for Lori Kinnear

**Guests Present**

Char Kay, WSDOT-Eastern Region  
Paul Kropp  
Shauna Harshman, City of Spokane  
Charles Hansen  
Chad Coles, Spokane County  
Gabe Phillips, WSDOT  
Sean Messner, HDR  
John Dietzman  
LeAnn Yamamoto, CommuteSmart NW  
Joel Freedman, Resource Service Group (RSG)  
Amy Aiello  
Kitty Klitze, Futurewise  
Matt Zarecor, Spokane County  
Brian McClatchey, City of Spokane  
Amber Lenhart, Spokane Regional Health District  
Katherine Miller, City of Spokane  
Inga Note, City of Spokane

Chair Wick announced that Matt Ewers requested an excused absence.

**Mr. Schmidt made a motion to approve the excused absence. Ms. Burke seconded. Motion passed unanimously.**

Chair Wick announced that, unless there were objections, he would like to add an agenda item for action after the Ms. Minshall's Executive Director's report. The item would be the establishment of a Board subcommittee for the purpose of managing Executive Director Recruitment and new SRTC Legal Counsel services. There were no objections.

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

**3. Executive Director's Report** – Ms. Minshall reported on:

- Staff is participating in multiple coordination meetings with WSDOT including freight steering committee, the WSDOT Investment Alignment Group, TSMO Work Group, and the Commercial Aviation Commission. The Board will be kept updated of status of the work done by these efforts.
- Next week is the MPO Coordination meeting and the MPO/RTPO/WSDOT Coordinating Committee meetings. The Board will be briefed of any significant issues that arise from those meetings.
- The DivisionConnects and US 195/I-90 studies continue. The Board will receive updates of these studies in the upcoming months.
- All SRTC staff continues to work remotely and can be contacted via email or phone.

## ACTION ITEMS

- **Executive Director Recruitment and new Legal Counsel Services** - Chair Wick reminded the group of Ms. Minshall's plan to separate from SRTC in the near future. The Board Administrative Committee (BAC) met just prior to this meeting and recommended formation of a Board subcommittee to manage the recruitment process. The BAC suggested the committee consist of two agency directors and three elected officials.

Mr. French nominated Ms. Meyer, Mr. Gribner, and Chair Wick, who all accepted the nomination. Ms. Meyer nominated Mr. French. Ms. Harnois said she was willing to participate.

**Mr. Stone made a motion to approve membership of the subcommittee to consist the nominated Board members. Mr. Weather seconded the motion. All votes were in favor.**

Chair Wick reported that he had received a resignation notice from Mr. Schwartz. In the letter Mr. Schwartz stated that is willing to remain as SRTC legal counsel throughout the Executive Director hiring process, if it is the will of the Board. Chair Wick said the same Board subcommittee will also oversee the search for new legal counsel for SRTC. There were no objections from the subcommittee members.

Ms. Burke requested that Ms. Kinnear be contacted about possibly being involved on this committee as well; she said it would be nice to have a City of Spokane representative. Chair Wick asked if there were any objection to this; there were none.

**4. Consent Agenda (a) October 2020 Meeting Minutes (b) October 2020 Vouchers** – Chair Wick asked if there were any items anyone would like to consider separately. There was no response.

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

**Recap for October 2020:**

|  |                   |
|--|-------------------|
| Vouchers: V121393-V121420                                  | 140,512.01        |
| Salaries/Benefits Pay Periods Ending: 10/3/20 and 10/17/20 | 69,138.45         |
| Spokane County Treasury Monthly SCIP fee - October 2020    | 23.81             |
|  | <hr/>             |
|  | <b>209,674.27</b> |

**5. Legislative Priority List** – Chair Wick noted this topic was introduced last month and he provided a history of the regional priority project list creation, which was done in conjunction with joint chambers of commerce. The list was recently narrowed down from over 100 projects to a shorter list consisting of projects that are in a greater state of readiness and includes information about prior funding awards. Maintaining the funding of projects currently in the Connecting Washington package are called out as the number one regional priority with the second priority being maintenance and preservation of existing systems. He noted that the list was already submitted to the legislature by the joint chambers of commerce group and the question before the Board today is whether this body would like to officially endorse their list as the regional priority project list.

The group discussed and comments included:

- Ms. Fukai noted there had been previous discussions about packaging projects into corridors or in a way that could be reviewed collectively. She said creating a narrative about regional needs is key to be successful in obtaining funding.
- Ms. Meyer noted that STA's I-90 project was not on the list and they had specifically requested to the Chambers that it be included.
- Discussion about if the Transportation Technical Committee should have been involved in the project vetting process.
- This is a policy document for use by regional partners, not a specific list of project data to be used by SRTC.
- The very short time frame that the chambers of commerce were given by legislators between when the priority list was requested and the submission deadline.

- Concern that not every Board member was contacted prior to the list being sent to the legislature and a suggestion that if a similar situation occurs in the future that it be handled differently.
- The importance of having a regional priority list ready, not just from SRTC, but the region as a whole.

Chair Wick asked if anyone would like to make a motion. There was no response; no action was taken by the Board on this item.

## INFORMATION & DISCUSSION ITEMS

**6. Draft CY 2021 Budget & Indirect Cost Plan** – Mr. Griffin provided highlights of the 2021 budget and reviewed details about specific expenditures for personnel, contractual/professional services, IT services, software/hardware and SRTC’s cash reserve. He explained the Indirect Cost Plan and outlined next steps in the budget and ICP approval process.

Mr. French inquired if the letter from WSDOT regarding their part in the US 195/I-90 Study was accounting for in this draft of the budget. Ms. Minshall replied it had not because the letter was received just this morning the I-90 study will be discussed at the December Board meeting and any changes as a result of the letter will be incorporated into the final draft budget in December.

**7. WSDOT Investment Strategy Committee** – Ms. Minshall spoke about the reasons WSDOT formed this group and noted there have been five meetings to date. She is member of the committee and wants to be sure the Board is aware of the group’s discussions and the role of MPO’s in the process. She hopes the Board will supply input and direction to SRTC as the investment strategy development moves forward.

Mr. Gribner commented that this committee was established in an attempt for WSDOT to look at a different way to have conversations about investments and how to get prepared for investments. MPOs across the state are involved and he has been encouraged by the open and honest dialogues so far. He said everyone has been in agreement that the way things are being handled currently could be improved.

No specific Board input was given.

**8. DATA Project Task 1a Findings** – Mr. Ulrich explained why Task 1a is key to the success of the entire project and reviewed the project phasing plan and project budget. The technical memo released by the consulting firm RSG represents the completion of Task 1a and the memo includes:

- Inventory of existing data and analysis tools
- Literature review of state of best practices
- A summary of the stakeholder engagement
- Options and recommendations.

Mr. Ulrich emphasized that it will ultimately be the Board’s responsibility to make the final decision regarding which of the recommended data tool improvements to select. He then turned the floor over to Mr. Freedman for an overview of the technical memo.

Mr. Freedman outlined the project stakeholders and spoke about Konveio, the engagement platform, and provided example of stakeholder input. He explained the needs/benefits of the following different data tools; land use model, household travel survey, passive data, travel demand model improvements, transit on-board survey data, traffic count clearinghouse, and online data hub. He noted that a comparison chart of each of these activities was included in the report.

Mr. Ulrich described the next steps in the process, presented a list of the multi-jurisdictional DATA Project team and displayed the team’s data tool prioritization based on a exercise at a recent meeting.

He spoke about the need for SRTC to create a balance between the fulfilling its the federal and state requirements as a both a metropolitan planning organization and regional transportation planning organization and serving the needs of local jurisdictions. There were no questions or discussion.

**9. Board Member Comments**

- Ms. Fukai spoke about upcoming WTSC meetings and status of the Road User Charge project.
- Ms. Burke announced that Shauna Harshman has been hired as the City Council Manager of Neighborhood Connectivity Initiatives.

**10. Adjournment** - There being no further business, the meeting adjourned at 2:30 pm.

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Julie Meyers-Lehman, Clerk of the Board