

## **MEETING MINUTES**

Spokane Regional Transportation Council  
Board of Directors Meeting – Thursday December 10, 2020  
Zoom Video Conference Meeting

**# 1 - Call to Order/Record of Attendance/Excused Absences:** Chair Ben Wick brought the meeting to order at 1:00 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
Council Member Lori Kinnear	City of Spokane
Larry Stone	Major Employer Representative
Commissioner Al French	Spokane County
Commissioner Mary Kuney	Spokane County
E. Susan Meyer	Spokane Transit Authority
Kennet Bertelsen	TAC Chair
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 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***

Council Member Mike Kennedy, as alternate for City of Liberty Lake Mayor Shane Brickner

### ***Guests Present***

Charles Hansen  
Joe Schmick  
Brandi Colyar, Spokane County  
Gloria Mantz, City of Spokane Valley  
Adam Jackson, City of Spokane Valley  
Sean Messner, HDR  
Paul Kropp  
Kevin Picanco, City of Spokane  
Anna Ragaza-Bourassa, WSDOT  
Char Kay, WSDOT  
Joe Tortorelli, Good Roads Association  
Rachelle Bradley, Spokane Tribe  
LeAnn Yamamoto, CommuteSmart NW  
Chad Coles, Spokane County  
Katy Allen, City of Liberty Lake  
Shauna Harshman, City of Spokane  
Katherine Miller, City of Spokane

Chair Wick announced that Matt Ewers requested an excused absence.

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

**#2 - Public Comments:** There were no public comments.

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

- The 2021-2024 Transportation Improvement Program was approved by WSDOT.
- SRTC Associate Transportation Planner III David Fletcher recently passed the AICP exam.
- Dept. of Commerce announced a delay in the decision for the electrification grant award.
- Sub-groups of the Transportation Advisory Committee have been working on project ranking for the WSDOT Consolidated Grant and SRTC's Public Participation Plan.

<b>ACTION ITEMS</b>
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#### **# 4 - Consent Agenda (a) November 2020 Meeting Minutes (b) November 2020 Vouchers**

Chair Wick announced there was a correction to the November voucher list; one payment was inadvertently omitted from the document included in the packet. A revised document was presented. Chair Wick asked if there were any items anyone would like to consider separately. There were none.

***Ms. Harnois made a motion to approve the Consent Agenda with the revised November voucher list; Ms. Burke seconded. All votes were in favor.***

#### **#5 - Executive Session to Evaluate the Qualifications of Applicant for Public Employment under RCW**

**42.30.110(g):** Chair Wick announced that all voting members would go into Executive Session for approximately 15 minutes. He said that unless there were objections, Mr. Schwartz and Ms. Minshall would also participate. There were no objections. The Executive Session began at 1:09 pm and ended at 1:23 pm. The regular meeting resumed at 1:23 pm.

#### **#6 - Selection of Interim Executive Director**

Chair Wick reported that in Executive Session they discussed the selection of Mr. Kevin Wallace for the position, with the specification that it is a full-time position and there will be an overlap period when the new Executive Director is chosen.

***Mr. Stone made a motion to select Mr. Kevin Wallace as Interim Executive Director with the modifications that were discussed in Executive Session. Ms. Meyer seconded the motion.***

Mr. Schwartz noted that part of the approval is the understanding that the additional changes to the contract will be reviewed by legal counsel and forwarded to Mr. Wallace for his acceptance.

***Motion passed unanimously.***

#### **#7 - Appointment of New Member to Subcommittee for Executive Director Recruitment & New Legal Counsel Services**

Chair Wick listed the existing members of the committee (Ms. Meyer, Ms. Harnois, Mr. Gribner, Mr. French and himself) and explained that Mr. Schmidt expressed his interest in participating on the subcommittee as well. As suggested at the last Board meeting, staff reached out to Ms. Kinnear to see if she wanted to be on the subcommittee as well; Ms. Kinnear stated that she appreciated the invitation but does not have the time.

***Mr. Weathers made a motion to appoint Mr. Schmidt to the subcommittee. Ms. Kinnear seconded the motion. All votes were in favor.***

#### **#8 - Board Direction on Executive Director Recruitment Process**

Chair Wick reported that the subcommittee met last week and directed staff to begin the process to obtain RFPs from at least three executive recruiting firms. The subcommittee is scheduled to meet again on December 18 to review the Executive Director job description and recruitment materials. Chair Wick said the Board is being asked today to decide if selection of a recruitment firm should come back before the Board in January or if that authority can be given to the subcommittee.

***Mr. Stone made a motion that the Subcommittee for Executive Director Recruitment & New Legal Counsel Services be empowered to select a consultant for Executive Director recruitment. Ms. Fukai seconded. Motion passed with all votes in favor.***

#### **#9 - Calendar Year (CY) 2021 Budget and Indirect Cost Plan**

Mr. Griffin noted that the only change from the draft budget presented at last month's meeting was a reduction of personnel expenses of \$21,309, which eliminated the use of cash reserves and a reduction of FTA 4303

funds. He outlined other highlights of budget expenditures, such as an 11% decrease in personnel costs and planned spending on executive director recruitment, website update, Metropolitan Transportation Plan user interface, public outreach consultants and bike map printing.

He provided a brief overview of the Indirect Cost Plan, which recovers eligible overhead costs. The plan is developed under Federal guidelines and approved by WSDOT.

***Ms. Harnois made a motion to approve the 2021 Budget and Indirect Cost Plan. Mr. Schmidt seconded, and all votes were in favor.***

## **INFORMATION & DISCUSSION ITEMS**

### **#10 - Employee Handbook Update and Compensation Plan Structure**

Mr. Griffin said this item will be presented for action next month and noted the number of times that the Board Administrative Committee reviewed and provided input on the draft handbook and compensation plan.

He explained that the current handbook was adopted in 2009 and many policies, procedures and benefits had to be updated to reflect SRTC's separation from City of Spokane for human resource, payroll and benefits. He described the sources for revisions and said SRTC legal counsel reviewed the handbook's final draft. Mr. Griffin spoke about some of the major revisions, some of which are:

- A legally compliant alcohol/drug policy
- 480-hour cap on accrued sick leave
- Expanded conflict of interest policies
- Updated performance reviews, disciplinary policy and appeals process
- Remote work/telework policies and procedures

He called for questions and there were none. He then described the proposed compensation plan that was developed in coordination with Associated Industries in late 2019 as part of the separation from the City of Spokane compensation structure. The proposed plan updated salary ranges into ten equal increment and each increment is the maximum potential increase for the next budget year, subject to the annual budget process. Staff at the top of their salary range will receive a budgeted merit increase for that year only, while staff under the top range will have the merit included in their new base wage.

Ms. Fukai asked for clarification about the salary increments. She asked if the framework is flexible at all, for example if an employee has stellar performance, does the compensation plan allow for more than one increment? Mr. Griffin replied that salaries are set by the Executive Director and then the budget is approved by the Board, and in the past people have moved through steps faster than just the annual increase because of outstanding performance. He said the Executive Director will still have the ability to move an employee through multiple increments at one time if they feel that it is warranted.

Ms. Meyer stated that she would like to see some details about the compensation plan, such as a framework or some basic information about salary ranges and increments, naturally omitting any specific employee's data. She said she appreciates that the Board Administrative Committee has recommended approval but feels that all members should have access to review the proposed structure before approving the plan. Mr. Griffin said he would email the information to her.

Chair Wick asked if there was any opposition for this item coming back before the Board next month for approval and there was none.

### **#11 - Metropolitan Transportation Plan (MTP): Financial Forecast**

Mr. Fletcher provided an overview of the financial forecast, noting that the financial forecast is Task 1 in the overall MTP financial assessment and Task 2 is a transportation needs analysis. He explained that an MTP is required to be fiscally constrained, which means it must demonstrate how the plan can be implemented using

committed, available, or reasonably available revenue sources. In July 2020 the Board authorized the Executive Director sign a contract with BERK Consulting for preparation of the MTP financial forecast; the draft forecast document was included in the Board packet.

Mr. Fletcher explained the purpose of the financial forecast, how the consultant team tailored the data to be specific to the Spokane region, and the overall approach to determining the forecast. He said total regionwide projected revenues through 2045 (the MTP's planning horizon year) is approximately \$10.6 billion and he outlined how that amount was broken about by local, regional, WSDOT and STA revenues.

He described how these forecast assumptions differ from those in Horizon 2040 and provided details on the projected revenue by source, noting that WSDOT and STA provided their own projections to BERK. Mr. Fletcher said a multi-jurisdictional subject matter expert team reviewed the forecast and provided input. The Transportation Technical Committee and Transportation Advisory Committee will be briefed on the forecast in December. Staff and Subject Matter Expert team will now move onto Task 2, the Needs Analysis, and he described the next steps in the process.

The group discussed the population growth rate in Spokane County and how those numbers may impact transportation planning. Mr. French suggested that population figures from the Office of Financial Management are understated and said that building permits for Spokane County in 2020 are double the number from 2019. Ms. Kinnear is concerned that planning work is not taking into consideration the explosive growth in Kootenai County and spoke about how our infrastructure is used by more than just Spokane County residents. Mr. Fletcher noted that it is the intent of the needs analysis to incorporate data about the movement of people and goods between northern Idaho and Spokane County.

#### **#12 - US 195/I-90 Study Update**

Mr. Stewart spoke about the origins of the multimodal study, which is a collaborative effort with SRTC, City of Spokane, STA, WSDOT, Spokane County and a team of consultants, and he spoke about the community engagement challenges this year. He addressed the project goals and schedule and provided details about the completed analyses of existing conditions, market-based land use analysis, known/potential development information and a baseline of future conditions. He said the study is now at the point of developing draft strategies and the Board will be presented with a detailed maps and descriptions of the proposed strategies in January or February after technical review has been completed.

Mr. Stewart referenced the letter sent to the Board by Mr. Gribner. He noted the study advisory team met earlier in the week with WSDOT staff to discuss the issues and the group believes their concerns have been addressed. Two packages of proposed solutions and a group of supporting projects will be evaluated by the study advisory team, then released to the public for comment after vetting the strategies with the Board. The public input will then be presented to the Board, the STA Board, WSDOT leadership and others. Final strategies, phasing and funding of strategies will be presented to the Board for acceptance and will be incorporated into the Metropolitan Transportation Plan, scheduled to be brought before the Board for approval in 4<sup>th</sup> quarter 2021.

Mr. Gribner said at the next presentation to the Board it will be important to discuss strategies compared to land-use build out and evaluate the longevity of any proposed solutions. Mr. Stewart said solution's longevity will be addressed and in fact several strategies were not advanced because of lack of longevity. Mr. Gribner stated that because of the direction the study is now taking, WSDOT is willing to set aside \$1M to support construction of a near term project for this if it can be accomplished before the end of the biennium. There have been ongoing conversations between the agency, the community, and City of Spokane about near term options. He doesn't want to apply too much pressure, but the money will not be available after June 2021 so if a consensus can be reached in the near term those funds can be used.

There were no further questions or discussion.

### **#13 - Division Connects Update**

Mr. Lien recapped the study framework and structure of the Steering Committee, project management and agency partners and the consultant team. He spoke about the project schedule and described how the input from the committee, agency staff, the public and the technical team will eventually develop into a locally preferred alternative for the Division St corridor. He described the existing conditions of the four sections of the corridor and assumptions for the development of the future scenarios.

He provided visual examples of center-running transit, side-running BAT lanes, and active transportation options; he also discussed the evaluation of options for the northern transit terminus.

Mr. Lien noted that the next steps include a technical analysis of the selected scenarios, additional Steering Committee meetings and community engagement on the potential alternatives. Throughout 2021 and early 2022 the study will begin reviewing land use analysis and continue to refine transit alternatives and multimodal connectivity. The final study deliverables are expected to be available in early 2022.

Mr. Gribner said the last Steering Committee meeting had a lot of good information and was very thorough; from WSDOT's perspective, they are satisfied with the approach of the study. Ms. Meyer noted that Mr. Lien and Mr. Otterstrom presented study information to Mayor Woodard and the City Council recently and the study process has been well thought out. She said the Committee welcomes comments from the SRTC Board and the STA Board.

### **#14 - Board Member Comments**

- Several members thanked Ms. Minshall for her service and expressed their good wishes for her future endeavor.
- Mr. Weathers reported that the West Plains cities will be holding State of the City addresses on 12/16 at the West Plains Chamber of Commerce online event.
- Ms. Fukai provided details about the Washington State Transportation Commission meetings next week and the annual report will be released soon.
- Ms. Harnois announced that wi-fi wiring is being installed along Highway 27 into Rockford.
- Mr. Bertelsen provided a status update on the Transportation Advisory Committee.

**#15 - Adjournment** - There being no further business, the meeting adjourned at 2:58 pm.

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Julie Meyers-Lehman, Clerk of the Board