



Board of Directors Meeting

Thursday, July 8, 2021 • 1:00 pm – 3:00 pm

Virtual Meeting via Teleconference

PUBLIC NOTICE:

Due to COVID-19 and in accordance with the Governor Inslee's proclamations the SRTC office is closed to the public and all public meetings will be held virtually until further notice.

Join Zoom Meeting

<https://us02web.zoom.us/j/85783409566?pwd=SHgrbFFPVTY0cIBJL1VZWkIPYzYzUT09>

Meeting ID: 857 8340 9566 | Passcode: 682535

Or listen by phone at: 1-253-215-8782

Meeting ID: 857 8340 9566 | Passcode: 682535



Public comments can be submitted by email to contact.srtc@srtc.org or by phone to 509-343-6370. Deadline for submitting comments is 10:00 am on the day of the meeting.



SRTC is committed to nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964, and Civil Rights Restoration Act of 1987 (P.O. 100.259) and the Americans with Disabilities Act. Reasonable accommodations can be requested by contacting the SRTC office by telephone at (509) 343-6370 or by email at contact.srtc@srtc.org at least 48 hours in advance.

Board of Directors Meeting

Thursday, July 8, 2021 | 1:00 pm – 3:00 pm

AGENDA

Time	Item	
1:00	1	Call to Order / Record of Attendance / Excused Absences
1:02	2	Executive Session to Evaluate the Qualifications of Applicants for Public Employment under RCW 42.30.110 (g)
1:22	3	<u>FOR ACTION</u> : Selection of SRTC Executive Director
1:25	4	Public Comments
1:30	5	Interim Executive Director's Report
		<u>FOR ACTION</u>
1:35	6	Consent Agenda
		a) June 2021 Meeting Minutes Page 3
		b) June 2021 Vouchers Page x
		c) 2021-2024 Transportation Improvement Program July Amendment Page x
1:37	7	Maintenance and Preservation Project Priorities (<i>Kevin Wallace</i>) Page x
		<u>FOR INFORMATION AND DISCUSSION</u> Page x
2:00	8	2021 Call for Preservation Projects (<i>Jason Lien</i>) Page x
2:10	9	Public Participation Plan Update (<i>Kylee Jones</i>) Page x
2:25	10	2022 Member Dues (<i>Greg Griffin</i>) Page x
2:35	11	Return to In-Person Meetings (<i>Greg Griffin</i>) Page x
2:45	12	2021 Quarterly Budget Update: Q2 (<i>Greg Griffin</i>) Page x
2:50	13	Board Member Comments
3:00	14	Adjournment
		<u>Attachments</u>
		• 2021 Draft Board Agendas Page x
		• Transportation Technical Committee & Transportation Advisory Committee Meeting Summaries Page x

MEETING MINUTES

Spokane Regional Transportation Council
Board of Directors Meeting – Thursday June 10, 2021
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.

Present

Board Members:

Mayor Ben Wick, *City of Spokane Valley* (Chair)
Paul Schmidt, *City of Cheney* (Vice Chair)
Mayor James Weathers, *City of Airway Heights*
Mayor Cris Kaminskas, *City of Liberty Lake*
Council Member Lori Kinnear, *City of Spokane*
Council Member Candace Mumm, *City of Spokane*
Larry Stone, *Major Employer Representative*
Matt Ewers, *Rail/Freight Representative*
Council Member Micki Harnois, *Small Cities/Towns Representative*
Commissioner Al French, *Spokane County*
Commissioner Mary Kuney, *Spokane County*
E. Susan Meyer, *CEO Spokane Transit Authority*
Todd Coleman, *Transportation Advisory Committee Chair*
Adam Jackson, *Transportation Technical Committee Chair*
Mike Gribner, *Regional Administrator, WSDOT-Eastern Region*
Kelly Fukai, *Washington State Transportation Commission*

Alternate Board Members:

n/a

Guests:

Laura McAloon, *McAloon Law PLLC*
Joe Tortorelli, *Spokane Good Roads Assn.*
Rachelle Bradley, *Spokane Tribe of Indians*
Karl Otterstrom, *Spokane Transit Authority*
Anna Ragaza-Bourassa, *WSDOT-East. Region*
Katy Allen, *City of Liberty Lake*
Lindsay Gilbert, *HDR*
Shauna Harshman, *City of Spokane*
Paul Kropp
Charles Hansen

SRTC Staff:

Kevin Wallace, *Interim Executive Director*
Eve McMenemy, *Principal Transportation Planner*
Jason Lien, *Principal Transportation Planner*
Mike Ulrich, *Principal Transportation Planner*
Michael Redlinger, *Associate Transportation Planner II*
Kylee Jones, *Associate Transportation Planner II*
Greg Griffin, *Administrative Services Manager*
Julie Meyers-Lehman, *Administrative-Executive Coordinator*
Stanley Schwartz, *SRTC Legal Counsel*

2 Public Comments

There were no public comments.

3 Interim Executive Director's Report

Mr. Wallace reported on:

- The annual audit of SRTC by the Washington State Auditor's office has started. The Board will be informed of the results when it is complete.
- In-person interviews and reception of finalists for the Executive Director position will be held in person and follow CDC guidelines. A virtual Special Board meeting is scheduled for 2:00 pm on June 18.
- Development of the Unified List of Regional Transportation Priorities has been challenging and staff continues to work very hard on it. There is a new wrinkle in the process, the potential of a special state legislative session, which will be discussed in further detail later in the meeting.

ACTION ITEMS

4 Consent Agenda

- (a) May 2021 Meeting Minutes
- (b) May 2021 Vouchers
- (c) 2021-2024 Transportation Improvement Program (TIP) June Amendment
- (d) Contract Extension for IT Services with Intrinium

Mr. Schmidt made a motion for approval of the Consent Agenda as presented; Ms. Kaminskas seconded. Motion passed unanimously.

5 2022-2023 Unified Planning Work Program (UPWP)

Ms. McMenamy provided an overview of the UPWP. She outlined the core functions, planning activities, technical support, and other ongoing planning functions. She described the two-year revenue forecast of federal dollars and summary of expenditure forecast by task. Several highlights of key tasks and milestones for the UPWP include:

- Completion of the Metropolitan Transportation Plan update
- Public Participation Plan update
- US 195/I-90 final report
- Setting education/outreach practices for environmental justice and racial equity focus areas
- Education for new Board members
- Annual development of a Unified List of Regional Transportation Priorities

There were no questions or discussion.

Ms. Meyer made a motion to approve the 2022-2023 UPWP and Mr. Gribner seconded. All votes were in favor.

6 Electrification Grant Contract

Ms. Jones delivered a summary of the \$2.5 M Clean Energy Fund award from the Department of Commerce for electric vehicle (EV) supply equipment for 50+ charging stations and education/outreach. This project will also allow the region to continue for EV planning in line with new federal emphasis areas. She presented an overview of the roles and responsibilities of this public/private collaboration, then gave the floor to Ms. McAloon to address details of the contract.

Ms. McAloon explained that SRTC retained her to advise on federal compliance and contracting provisions that come along with this grant. She discussed the process to address sub-recipients, noting that there will need to be an agreement whereby sub-recipients accept all federal terms and conditions. She discussed continuing restrictions on the use of facilities and charging stations to be used solely for the purpose of electric vehicle charging. She noted there is a very long list of federal requirements attached to the grant, some of which are;

- A “Buy American” component
- Federal prevailing wage and non-discrimination in employment
- Open procurement process
- Special outreach to minority-owned businesses

She emphasized that this contract does not have any of the equipment or property as being owned by SRTC.

Ms. Meyer asked about a separate contract with grant sub-recipients; Ms. McAloon responded that sub-recipient contracts are a condition of the grant agreement with Dept. of Commerce and included in the authorization for the Interim Executive Director to negotiate and execute a contract.

Ms. Meyer made a motion to approve the Interim Executive Director to negotiate and execute the Electrification of Transportation Systems Contract with the Department of Commerce and sub recipient contracts, pending legal counsel review. Ms. Schmidt seconded the motion. All votes were in favor.

7 Next Steps Following Ratification of the SRTC Interlocal Agreement (ILA)

Mr. Wallace explained there is no formal proposed action for this item, but a possible action if agreed upon by the Board. He said status of ILA approval by agency is in the packet and the goal is to get to 100% of members. As part of the new ILA, additional voting seats will be:

- Rail/Freight Representative
- City of Deer Park
- City of Medical Lake
- City of Millwood
- A second representative from City of Spokane Valley

Mr. Wallace said that the Spokane Tribe and Kalispel Tribe will be invited to be voting members; however, since those organizations are not signatory members of the ILA, the recommendation from the ILA signatories was to get a signed formal agreement with each Tribe. He suggested the Board authorize SRTC to send membership invitation letters to Tribes, specifying that their members and alternates must be elected officials, and also requesting that the Tribal Council assign their staff and legal counsel to coordinate with SRTC's staff and legal counsel to set up a Memorandum of Agreements (MOA), similar to the agreements that SRTC has with Spokane Transit and WSDOT. A MOA with the Tribes will help to define the working relationship and identify their rights and responsibilities as voting members. Mr. Wallace noted this MOA need not be overly detailed or prescriptive. He said it is preferred to get started as soon as possible, ideally to have MOAs to the Board by July, although that would depend on meeting availability of Tribal representatives. He asked for the Board's input on the proposed process.

Chair Wick called for questions or discussion. Mr. Weathers said this is a new process and while there have been challenges, the plan discussed sounds like a good way forward. Mr. French suggested looking to other MPOs with existing relationships with Tribes to see how they negotiated their formal agreements.

Mr. Wallace clarified that the official offer of voting membership to the SRTC Board will comply with the state law to extend membership to Tribes by 08/01/2021. Chair Wick asked if Board consensus was sufficient to move forward or if there needed to be a formal motion. Mr. Schwartz recommended a motion.

Mr. Wick made a motion to authorize the Interim Executive Director to send letters to the Spokane Tribe and Kalispel Tribe with an invitation for voting membership on the SRTC Board. Mr. French seconded the motion. Motion passed with all votes in favor.

8 Unified List of Regional Transportation Priorities

Ms. McMenemy reviewed the development of this item, noting that the Board directed staff to lead a collaborative effort to develop a unified list of regional transportation priority projects to prepare for potential state and federal spending bills to increase competitiveness for those funding opportunities.

She clarified how this list will be used differently than other project lists in its use and purpose. She said draft initial screening is in process and it is a fluid situation; staff is addressing changes as they happen. Thus far there are 56 projects from seven agencies totaling approximately \$682M and the initial list and map of where the projects are located was shown. Ms. McMenemy talked about the screening criteria.

Mr. French commented that it may be a good idea to create categories so that, for example, maintenance projects are not competing with capital improvement or bicycle projects, since each type of grant has its own criteria. Ms. McMenemy said this is a prototype and screening criteria this time is project readiness and the guiding principles; it is hoped this list will be a starting point for further development by the Board in the coming years, as this will be an annual process.

She reported that some agencies have the Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC) reviewed the criteria and their suggestions were incorporated. The Unified List will be finalized this summer and brought to the Board in September for approval. The group discussed and some comments included;

- Board would like to hear TTC and TAC input and comments on the Unified List
- Earmarks in federal funding may be possible in the future; the current list development does not take that into consideration, but criteria can be pivoted up until the list is distributed
- Questions about if there should be biasing on the criteria for the things the region is trying to accomplish, such as safety or economic development
- Emphasis that this is a work in progress and can be adjusted in future iterations

Mr. Ewers made a motion to authorize staff to request project sponsors to submit screening criteria information. Ms. Thompson seconded. Motion passed unanimously.

Mr. Ewers made a motion authorizing staff to verify with jurisdictions if any new regionally significant projects to be added for screening. Ms. Thompson seconded. All votes were in favor.

Mr. Wallace took the floor to discuss the possible special legislative session, which could include discussions about a transportation spending package. He asked the Board wants staff to compile a list of high priority preservation/maintenance projects to have ready to forward to legislature. He noted this list would need to be approved by the Board in July and would be a parallel process to the Unified List, not a replacement and asked for Board direction. The group discussions and comments included:

- If another project list is put forth, what does this say about the projects previously submitted to the legislature? Mr. Wallace replied those would be included in addition to advancement of the NSC and a few other new projects.
- Disappointed the Board is having this conversation, because if a revenue package is passed it is likely to be the last one for some time and if the Board is in a situation where we put forth a handful of one-time preservation projects, we have lost out on the larger preservation discussion. If
- Would rather see preservation money distributed equally and not cherry-picked projects
- A preservation projects list would be put together pretty quickly because of project information available from the WSDOT and SRTC preservation calls for projects earlier this year.
- Questions about outreach for both the Unified List and how that might line up with a preservation list. Staff commented that the timeline for this will be about two weeks, so there will not be sufficient time for public outreach.

Chair Wick asked if there was any disagreement to direct staff to create the preservation list as discussed. There were no comments.

9 DivisionConnects – Conclusion of Phase 1

Mr. Lien noted that bus rapid transit on the Division Street corridor is currently identified as a long-range project in Horizon 2040 and the DivisionConnects study has provided additional clarity to the design concept for this project. He outlined status of the study and tasks completed to date.

Mr. Lien reported that based on technical findings, public feedback and evaluation by the DivisionConnects Steering Committee, Side-Running C has been chosen as the locally preferred alternative (LPA) and that acceptance of the LPA is an action item before the Board. He described the components of this alternative and noted it emerged from a long process of engagement with the community and project partners. Next steps for Phase 2 of the study include a land use analysis and multi-modal refinements. The study will conclude in 2022.

Ms. Meyer made a motion to accept Phase 1 DivisionConnects study findings as documented in the Corridor Development Plan, including the definition of the locally preferred alternative. Ms. Kinnear seconded the motion.

Mr. Stone said the majority of employees in our region do not use transit to commute to work, so this may not be a good use of funds. Division Street is a very important corridor used by all jurisdictions and dedicating a lane for bus rapid transit is essentially a road diet on an already congested street. He understands the need for pedestrian and bicycle improvements, but the timing for large scale transit project on this corridor is wrong in terms of the movement towards electric and autonomous vehicles and also upcoming completion of the North Spokane Corridor.

A vote was taken. Motion passed with one vote against (Mr. Stone).

INFORMATION & DISCUSSION ITEMS

11 Board Member Comments

Mr. Weathers said in his short time on the Board, the group has wrestled many issues; he understands the value in being prepared and respects the many respected voices involved in keeping the group on task to continue making transportation improvements in the region. He said it is an honor to share this responsibility with all members of the Board.

12 Adjournment - There being no further business, the meeting adjourned at 2:40 pm.

Julie Meyers-Lehman, Clerk of the Board



VOUCHERS PAID FOR THE MONTH OF JUNE 2021

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
6/2/21	V121582	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for June 2021	7,686.72
	V121583	Pacific Office Automation	Copier Lease/Usage April 2021	150.25
	V121584	Washington Trust Bank	Software subscriptions; Staff trng reg's; Admin phone; IT adapters	953.82
	V121585	PTV America	Renewal of Travel Demand Software - Multiple Agencies Reimbur	10,907.03
	V121586	WA State Dept of Retirement	Employee and Employer Contributions: May 2021	14,354.59
	V121587	American Planning Association	RS APA/AICP dues renewal thru 6/30/22	636.00
6/10/21	V121588	Intrinium	Managed IT Services - Mnthly May-June; O365 MFA upgrade	1,544.90
	V121589	American Planning Association	DF APA/AICP dues renewal thru 6/30/22	169.00
	V121590	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2021	450.00
	V121591	Visionary Communications, Inc.	Fiber Services, June 2021	953.31
	V121592	Verizon Wireless	IT Svcs: Wireless Svcs E.D. Phone & Public Outreach Tablets, 4/	61.91
	V121593	Spokesman Review	Advertising TIP Amendment public notice	77.36
	V121594	Resource Systems Group Inc	Tasks 1.57 April 2021 D.A.T.A. work	10,519.13
	V121595	West Plains Chamber of Commerce	2021 membership dues	345.00
	V121596	Rehn & Associates	Admin fee May '21	75.00
	V121597	Greater Spok Valley Chmbr of Comm	2021 membership dues	489.00
	V121598	Allstream	Telephone: Lines to 7/7/21 and Long Distance for May 2021	523.03
	V121599	AWC Employee Benefit Trust	July '21 Benefit Insurance Premiums	10,634.74
6/17/21	V121600	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2021	450.00
	V121601	Parametrix	Division St Corridor Study 4/4/21 - 5/1/21	44,974.91
	V121602	Black Box Network Services	Renewal of Remote Support thru 5.12.24	1,635.00
6/22/21	V121603	Witherspoon Kelley Attnys	Legal Services for May 2021 - Admin/ETS/Legal Svcs RFP docs r	987.00
		Reimbursement(s) KMPO - PTV software renewal reimbursement		(1,117.31)
		Salaries/Benefits Pay Periods Ending: 5/29/21 and 6/12/21		71,566.61
5/31/21		Spokane County Treasury Monthly SCIP fee - May 2021		23.87
TOTAL June 2021				179,050.87

Recap for June 2021:			
	Vouchers: V121582 - V121603		107,460.39
	Salaries/Benefits Pay Periods Ending: 5/29/21 and 6/12/21		71,566.61
	Spokane County Treasury Monthly SCIP fee - May 2021		23.87
			179,050.87

As of 7/8/21, the Spokane Regional Transportation Council Board of Directors approves the payment of the June 2021 vouchers included in the list in the amount of: **\$179,050.87**

Chair

To: Board of Directors 07/01/2021
From: Kylee Jones, Associate Transportation Planner II
Topic: **2021-2024 Transportation Improvement Program (TIP) July Amendment**

Requested Action:

Approval of the July amendment to the 2021-2024 TIP as shown in the **Attachment**.

Key Points:

Two agencies have requested amendments to the [2021-2024 TIP](#). See **Attachment** for more details.

- Spokane County - Brooks Road Railroad Crossing CRP 3249
- Spokane Transit Authority - Central City Line

TIP Overview

The TIP is a programming document that identifies specific projects and programs to be implemented during the upcoming four years. Any project with federal funds from the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA), as well as any regionally significant projects, must be included in the TIP. After a TIP has been incorporated into the Washington State TIP (STIP), project changes can be requested by local agencies. Minor changes can be made administratively by SRTC staff. Significant changes must be made through the amendment process, which requires a 10-day public comment period and action by the SRTC Board of Directors.

Board/Committee Discussions:

This item was presented to the TTC on 6/23/21 and they unanimously recommended Board approval.

Public Involvement:

Pursuant to SRTC's Public Participation Plan, the proposed amendment was published for a public review and comment period from June 18, 2021 through June 28, 2021 at 4:00 p.m. Notice of the amendment was published in the Spokesman Review and posted to the SRTC website (www.srtc.org) and social media platforms on June 18, 2021. No public comments were received.

Supporting Information/Implications:

The TIP serves as an important tool in implementing the goals, policies, and strategies identified in Horizon 2040, SRTC's long-range plan. As such, any projects included in the TIP, including projects added through monthly amendments, must be consistent with Horizon 2040. Consistency with Horizon 2040 includes a demonstration of financial constraint and conformity with regional air quality plans. The May amendment has been reviewed by SRTC staff for compliance with federal and state requirements and consistency with Horizon 2040.

TIP amendments must be approved by the SRTC Board to be incorporated into the Washington State TIP (STIP). Projects receiving federal funds must be in both the TIP and the STIP to access those funds.

Pending approval by the SRTC Board, the July amendment will be incorporated into the STIP on or around August 16, 2021.

More Information:

- See Attachment: 2021-2024 TIP July Amendment
- For detailed information contact: Kylee Jones at kjones@src.org or 509.343.6370

2021-2024 Transportation Improvement Program

July Amendment (21-07)

Agency	Project Title Amendment Description	Funding Adjustment		Amendment	
				New Project	Existing Project
Spokane County	Brooks Road Railroad Crossing CRP 3249 New project that will install a median barrier, guardrail, LED upgrade, and update signs and markings. This project was unprogrammed in 2020 due to Railroad negotiations, but has been brought back for construction in 2022.	Federal (HSIP)	\$940,586	✓	
		Local	\$104,509		
		Total	\$1,045,095		
STA	Central City Line On June 11, 2021 USDOT allocated Section 3401 American Rescue Plan (ARP) Act funds (5309-NS) intended for grantees of the Capital Investment Grant Program (5309 funds) which offsets previous local match funds committed and secured by Spokane Transit.	Federal 5309 (NS)	\$5,754,747		✓
		Local	-\$5,754,747		