

**MEETING MINUTES**

Spokane Regional Transportation Council  
Board of Directors Meeting – Thursday November 11, 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.

**IN ATTENDANCE**

**Board Members:**

Mayor Ben Wick, *City of Spokane Valley* (Chair)  
Paul Schmidt, *City of Cheney* (Vice Chair)  
Mayor James Weathers, *City of Airway Heights*  
Council Member Dee Cragun, *City of Deer Park*  
Mayor Shirley Maike, *City of Medical Lake*  
Mayor Kevin Freeman, *City of Millwood*  
Council Member Linda Thompson, *City of Spokane Valley*  
Larry Stone, *Major Employer Representative*  
Matt Ewers, *Rail/Freight Representative*  
Council Member Micki Harnois, *Small Towns Representative*  
Commissioner Mary Kuney, *Spokane County*  
Susan Meyer, *Spokane Transit Authority*  
Kelly Fukai, *WA State Transportation Commission*

**Alternate Board Members:**

Council Member Betsey Wilkerson, *City of Spokane*

**Guests:**

Char Kay, *WSDOT-Eastern Region*  
Karl Otterstrom, *Spokane Transit Authority*  
Kristine Williams, *Spokane Transit Authority*  
Shauna Harshman, *City of Spokane*  
Joe Tortorelli, *Spokane Good Roads Assn.*  
Sean Messner, *HDR*  
Chad Coles, *Spokane County*  
Paul Kropp

**SRTC Staff:**

Lois Bollenback, *Executive Director*  
Eve McMenemy, *Deputy Executive Director*  
Mike Ulrich, *Principal Transportation Planner*  
Jason Lien, *Principal Transportation Planner*  
David Fletcher, *Associate Transportation Planner III*  
Kylee Jones, *Associate Transportation Planner II*  
Michael Redlinger, *Associate Transportation Planner II*  
Greg Griffin, *Administrative Services Manager*  
Julie Meyers-Lehman, *Administrative-Executive Coordinator*  
Megan Clark, *SRTC Legal Counsel*

Chair Wick stated that the following members requested an excused absence from the meeting;  
Commissioner French, Mike Gribner, Lori Kinnear and Adam Jackson

**Mr. Schmidt made a motion to excuse the absences. Ms. Cragun seconded. All votes were in favor.**

**# 2 Public Comments**

There were no public comments.

**# 3 Executive Director's Report**

Ms. Bollenback spoke about;

- Funding Update – The US House passed the Infrastructure & Jobs Act last week and she provided some highlights of the transportation related features, including a 5-year renewal of the surface transportation grant program. She announced that SRTC was recently notified by WSDOT of an additional \$4.26M of funding awarded to the region; this is due to the region meeting the federal obligation target while other regions did not.

- Tribal Representation – SRTC continues to hold discussions with the Kalispel Tribe and Spokane Tribe and are reviewing the draft Memorandum of Agreements, which could be ready to review by the Board in the next few months.
- Project Updates – The request for Board approval of the US 195/I-90 Study was pushed back to December to allow for more time for community outreach.
- Nominating Committee – The group met on 11/3 to review activities associated with filling board positions for the Major Employer and Rail/Freight representatives and for the Transportation Advisory Committee (TAC) membership. They reviewed the draft applications, the project schedule and the TAC bylaws and requested additional input from existing TAC members. The application deadline for all positions has been set for 12/10 and the committee expects to make a recommendation to the Board in January. Ms. Bollenback reminded the group that the 2021 Interlocal Agreement states that representatives for the Major Employer and Rail/Freight positions shall be recruited by the Board, so it is hoped Board members can provide referrals and candidates.

**ACTION ITEMS**

**# 4 Consent Agenda**  
**a) October 2021 Meeting Minutes**  
**b) October 2021 Vouchers**

There was no discussion or questions about any item on the Consent Agenda.

***Ms. Cragun made a motion for approval of the Consent Agenda as presented and Ms. Thompson seconded. Motion passed unanimously.***

Recap for October 2021:	
Vouchers: V121688 - V121712	96,591.13
Salaries/Benefits Pay Periods Ending: 10/02/21 and 10/16/21	75,356.28
Spokane County Treasury Monthly SCIP fee - September 2021	17.53
	<b>171,964.94</b>

**# 5 West Plains Subarea Transportation Management Plan**

Ms. Kay reviewed the study partners, provided a background and history of the 2.5 year study in and around the US2 corridor, and outlined the study purposes, which are to address safety, multimodal mobility, mobility for access to and from Fairchild Air Force Base (FAFB), quality of life in the West Plains area and local economic vitality.

She spoke about the extensive community engagement and the elements of the study analysis which included environmental justice assessment, current traffic count data, market land use methodology, safety assessment, transportation modeling, practical solutions lab, measure of effectiveness assessment and more. Study outcomes include a traffic circulation plan and multimodal practical strategies. She said next steps are to maintain this as a ‘living study’ and continue to work collaboratively with local agencies, tribal governments, and FAFB. This also will remain in alignment with the S3R3 West Plains Subarea Transportation Network Plan.

Ms. Kay read the requested motion ***“Acceptance of the West Plains Subarea Transportation Management Plan Study, Phase 1, US 2 Vicinity – Study outcomes – Practical Solution Strategies”***

Ms. Meyer questioned whether the strategies listed in the Board packet were the same as those recommended for approval by the TTC. Ms. Kay and Mr. Otterstrom provided information to clarify. The traffic circulation plan document included in the packet are a subset of the Practical Solutions strategies; a hyperlink to the full list of

strategies was provided in the memo. The title of the attachment was slightly different as well, which created some confusion.

Mayor Weathers was asked what the City of Airway Heights thought about the plan. He responded that while there was some concern about intersection controls, they understand it this is an evolving plan and these are recommended strategies. He said Airway Heights is in favor of the plan and has provided WSDOT with a letter of support.

***Ms. Meyer made a motion as stated. Ms. Cragun seconded. Motion passed unanimously.***

## **# 6 Unified List of Regional Transportation Priorities**

Ms. McMenemy reminded members that the SRTC Board and other stakeholders requested that SRTC take the lead of this endeavor and provide focus to identify and get important regional transportation projects to completion. The goal is to bring focus and attention to 20 regionally important projects and then bring other projects forward as the initial group is implemented.

She said the Board adopted a Transportation Priority Statement in August and now staff is developing the 2022 Unified List which can be used to help create federal agendas or used by member agencies for additional funding opportunities. She reviewed the work effort to date and summarized the project screening criteria, which include project status, consistency with the metropolitan transportation plan and project emphasis on equity and climate change.

Ms. McMenemy reviewed the project pipeline concept and the three categories contained within; initiation, project development and implementation. She noted that SRTC would like to develop and provide project information sheets that help tell the story and explain why each project is important. She provided a fictional example of what one of these educational pieces might look like.

She presented the proposed project list, described how they are weighted by the screening criteria, and divided into the three pipeline categories. She reviewed the screening/scoring process and presented maps illustrating locations of the projects throughout the region.

Ms. McMenemy stated that staff feels this is a good starting point for an annual process and recognizes the opportunity to refine the process as this list gets updated every year. Both the Transportation Technical Committee and Transportation Advisory Committee felt this process was headed in the right direction and look to continue to be engaged in future development. She read the requested motion.

The group discussed the overall effort and some comments included:

- This looks great and appreciates the work; in the future elements of the process and evolve and grow but this is a very good start.
- Excited to see the educational materials; these will help sell projects and make it a bigger narrative
- The use of language on the educational materials is very important to promote and change community norms; urges staff to include the phrase “active transportation” on the educational pieces

***Ms. Thompson made a motion to adopt the Unified List of Regional Transportation Priorities as reported in Attachment 1. Mr. Schmidt seconded.***

Commissioner Kuney asked if the projects in the list will be identified by the funding buckets for which they are eligible, such as transit, roads or bridges, so funding can be pursued efficiently. Chair Wick noted as the regional list is developed, it will include the flexibility to pull out individual projects to apply for specific funding availabilities. Ms. McMenemy commented that the list is very multi-modal and the intent was to recognize the different types of funding categories available for different projects. Commissioner Kuney stated that it's important that the opportunities of the new federal infrastructure package are addressed.

***The motion carried with all votes in favor.***

1:53 Mayor Freeman announced he had to leave to attend another meeting.

#### **# 7 CY 2022 Budget and CY 2022 Indirect Cost Plan**

Mr. Griffin noted the only change from the CY 2022 Budget document presented in October was Office of Financial Management population figure adjustments as a result of 2020 Census data. He presented the information about populations increases and decreases and noted these adjustments will result in about \$4,581 in additional overall local member contributions to SRTC. He provided an overview of the Indirect Cost Plan. There were no questions or discussion.

***Ms. Cragun made a motion to approve the CY 2022 Budget and CY 2022 Indirect Cost Plan. Ms. Thompson seconded. Motion carried with all votes in favor.***

### **INFORMATION & DISCUSSION ITEMS**

#### **# 8 DivisionConnects Update**

Mr. Lien reminded the group that this is a multi-jurisdictional partnership led by STA and SRTC. He outlined the study structure and reported that Phase 1 of the study is complete, which involved identification of the Bus Rapid Transit (BRT) locally preferred alternative (LPA) for the corridor. The LPA was accepted by the SRTC and STA Boards and the LPA has been incorporated into the update of the Metropolitan Transportation Plan, Horizon 2045.

The scope of work for Phase 2 includes;

- Land use planning that will evaluate activity “nodes” along the corridor with potential for development change
- Active transportation planning, which includes screening potential projects to support local mobility and bus rapid transit
- Public engagement

He highlighted the study of other BRT systems around the country and how development intensity increases and locations of jobs have been influenced by proximity to BRT. He provided details about the land use planning and active transportation scope of work.

Phase 2 also includes continuing community engagement and coordination with partner agencies. A Land Use StoryMap has been posted to the study website ([divisionconnects.org](http://divisionconnects.org)) which includes a questionnaire for the public to submit comments. Another public engagement opportunity will be launched later in November about active transportation options. Mr. Lien described the remaining project schedule and next steps.

#### **# 9 Horizon 2045 – Metropolitan Transportation Plan (MTP): Draft Chapter 4 and Plan Overview**

Mr. Ulrich explained how deeply involved the Transportation Technical Committee has been in the development of the MTP update and listed the total tasks involved in the update which are complete or substantially complete. The public comment period ends 11/12; the compilation of the comments is Appendix A which will be posted to the website next week.

He outlined the main topics of each of the four chapters, noting that the bulk of chapter 4 is the MTP financial plan, which accepted by the Board previously, and recapped total projected revenues and expenditures from 2022-2045.

Mr. Ulrich reminded members that this MTP update was scoped as a refresh of plan assumptions. The MTP list of regionally significant projects was not altered due to the concurrent development of the Unified List of Regional Priorities, although project costs were updated. He displayed the list of short-term and long-term regionally significant projects in the plan. He said staff expects to add projects to the MTP regionally significant project list as part of the near term plan update.

At 2:18 Mayor Maike joined the meeting.

Mr. Ulrich spoke about other focus areas of Chapter 4 including implementation strategies for maintenance and operations, investing in public transit, providing multimodal options, and more. He described the public outreach completed with the plan update and outlined the final steps.

Mr. Ewers asked if the recent trend in local food/grocery deliveries has been factored into the estimated increase in VMT (vehicle miles traveled). Mr. Ulrich replied that this type of increase will be captured as part of the household travel survey data early next year; he said current information about micro-mobility, ride-sharing, etc will be incorporated into a MTP near-term update.

#### **# 10 Public Participation Plan (PPP) Update**

Ms. Jones said the purposes of this document are: to provide a single location where people can learn how to engage with the agency; to serve as a tool for staff in developing engagement plans for projects, studies, etc.; and to outline federal/state regulations regarding public participation.

She described the development of the update, including the significant involvement by members of the Transportation Advisory Committee. She reviewed the updated plan components and new plan components. The Board will be asked to approve the plan next month. There were no questions or comments.

#### **# 11 2022 Transportation Improvement Program (TIP) Guidebook**

Ms. Jones explained the purpose of the guidebook is to outline the goals and objectives of the TIP, to identify policies and procedures necessary to implement the TIP, and to post important dates and timelines for things such as amendments and administrative modifications. She said there were very few changes from the 2021 guidebook, mainly the addition of information for the 2022 Call for Projects. There were no questions or comments.

#### **# 12 Electrification Grant Contract Update**

Ms. Jones shared recent developments at the state level regarding electric vehicle (EV) planning. She reviewed \$2.5M the WA Dept of Commerce grant received by SRTC and Avista Utilities for 50+ EV charging stations throughout the region and for EV education/community outreach. She presented a map illustrating where the EV charging stations will be built and reviewed the timeline of the grant collaboration process beginning in February 2020.

She reported that the project team is collaborating with students from Eastern Washington University to develop project branding and to create EV educational displays that can be set up in public spaces, such as libraries. There were no questions or comments.

#### **# 13 Board Member Comments**

- Mr. Ewers reminded everyone that State Senator Hobbs was just appointed as the new Secretary of State so he will no longer be chairing the State Transportation Committee.

- Chair Wick asked if there were any objections to him sending a thank you letter to Washington Senators thanking them for their support of the federal infrastructure package; there were no objections.

#### **# 14 Adjournment**

There being no further business, the meeting adjourned at 2:46 pm.

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Julie Meyers-Lehman, Clerk of the Board