

MEETING MINUTES

Spokane Regional Transportation Council
Board of Directors Meeting – Thursday January 13, 2022
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 and roll was taken.

IN ATTENDANCE

Board Members:

Mayor Ben Wick, *City of Spokane Valley* (Chair)
Paul Schmidt, *City of Cheney* (Vice Chair)
Council Member Dee Cragun, *City of Deer Park*
Mayor Cris Kaminskas, *City of Liberty Lake*
Mayor Kevin Freeman, *City of Millwood*
Council Member Betsy Wilkerson, *City of Spokane*
Council Member Zach Zappone, *City of Spokane*
Doug Yost, *Major Employer Representative*
Matt Ewers, *Rail/Freight Representative*
Council Member Micki Harnois, *Small Towns Representative*
Commissioner Al French, *Spokane County*
Commissioner Mary Kuney, *Spokane County*
Susan Meyer, *Spokane Transit Authority*
Council Member Glenn Ford, *Spokane Tribe of Indians*
Inga Note, *Transp. Technical Committee Chair*
Mike Gribner, *WSDOT-Eastern Region*
Kelly Fukai, *WA State Transportation Commission*

Staff:

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

Guests:

Karl Otterstrom, *Spokane Transit Authority*
Karen Corkins, *S3R3 Solutions*
Joe Tortorelli, *Spokane Good Roads Association*
Larry Larson, *WSDOT-Eastern Region*
Brian McClatchey, *City of Spokane*
Kevin Picanco, *City of Spokane*
Tom Sahlberg
Shauna Harshman, *City of Spokane*
Jeff Gunn, *City of Spokane*
Glenn Wagemann, *WSDOT-Eastern Region*
Anna Ragaza-Bourassa, *WSDOT-Eastern Region*
Kim Zentz, *Urbanova*
Chad Coles, *Spokane County*
Char Kay, *WSDOT-Eastern Region*
Mark Carlos, *City of Spokane*
Kay Allen
LeAnn Yamamoto, *CommuteSmartNW*
Paul Kropp
Brett Lucas, *City of Cheney*
Brandi Colyar, *Spokane County*
Todd Coleman, *S3R3 Solutions*

Chair Wick said Mayor Weathers requested to be excused from the meeting;

Mr. Schmidt made a motion to excuse the absence. Ms. Cragun seconded. Motion passed unanimously.

2 Election of 2022 Board Officers

Chair Wick described the procedure established for nominating and voting on Board officers.

Ms. Cragun made a motion to nominate Mr. Paul Schmidt as 2022 Chair. Mr. Freeman seconded. There were no other nominations. Motion passed unanimously.

The Chair position passed to Mr. Schmidt.

Chair Schmidt stated that per the officer seat rotation described in the 2021 Interlocal Agreement (ILA), a Board member of the City of Spokane is scheduled to be Vice-Chair.

Mr. Zappone made a motion to nominate Ms. Betsy Wilkerson as 2022 Vice-Chair. Ms. Cragun seconded. There were no other nominations. Motion passed unanimously.

3 Public Comments

There were no public comments.

4 Executive Director's Report

Ms. Bollenback reported on;

- Funding Update: Information about the federal infrastructure package is still coming in and continues to be very broad in nature at this point. It is anticipated that more specific details will arrive in March or April and there will be time set aside in future Board meetings to discuss.
- Transportation Safety: Even though driving went down during the pandemic, traffic collisions and accidents have not. While the Board will discuss transportation safety in greater depth at a future meeting; Ms. Bollenback wanted to recognize safety is a priority for the region and will be part of the Board's work this year.

ACTION ITEMS

4 Consent Agenda

- a) December 2021 Meeting Minutes**
- b) December 2021 Vouchers**
- c) Spokane Tribe of Indians: Agreement of Voting Membership**
- d) 2022-2025 Transportation Improvement Program (TIP) January Amendment**
- e) Appointment of 2022 Transportation Technical Committee Officers**

Chair Schmidt asked if there were any items that a Board member wished to consider separately. There were no comments.

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

Chair Schmidt recognized and welcomed the newly appointed voting representative of the Spokane Tribe.

6 Appointment of Major Employer and Rail/Freight Representatives

Ms. Bollenback reminded the group that the 2021 ILA includes Board appointed positions for a Major Employer representative and for a Rail/Freight representative; the prior position terms expired 12/31/21. She recapped the Board's formation of the Nominating Committee to oversee the recruitment process and recommend candidates.

The Committee has recommended that the Board confirm the re-appointment of Mr. Matt Ewers of Inland Empire Distribution Systems as the Rail/Freight representative and the appointment of Mr. Doug Yost of Centennial Real Estate to the Major Employer position.

Ms. Fukai, who chaired the Nominating Committee, recognized the work of the committee members. She thanked Board members for soliciting applicants and spoke about how the quality of applicants demonstrates community interest in regional transportation issues.

Ms. Cragun made a motion to confirm Doug Yost as the SRTC Board Major Employer Representative and Matt Ewers as the SRTC Board Rail/Freight Representative. Ms. Wilkerson seconded. Motion passed unanimously.

7 Transportation Advisory Committee (TAC) Resolution, Bylaws and Membership

Ms. Jones provided information about membership of Nominating Committee and dates they met and noted that the 2021 ILA specifies that SRTC committees must be created by resolution. She described the role of the TAC, whose members are volunteers, and explained how the group's input assists SRTC in regional transportation planning.

As part of Resolution 22-01, a new TAC specific set of bylaws were developed that contain the following recommended changes from the existing bylaws:

- Membership term length changes from 3 to 2 year
- Adds clarification on attendance, excused/unexcused absences
- Adds a process to fill TAC member vacancies
- Increases membership from 13 to 14

Ms. Jones described the outreach methods soliciting TAC membership and the application review process. She shared the list of proposed individuals to serve as TAC members.

Ms. Wilkerson stated that, as a new member, she appreciated the description of the outreach and application evaluation process. Ms. Fukai said 24 applications were received and staff assisted by developing metrics to ensure a holistic representation of the region. The committee worked to get representation of all modes of transportation. She said the quality of the applicants reflects the desire of the community to take part in conversations about transportation.

Mr. French made a motion to adopt by Resolution 22-01: Establishing a SRTC Transportation Advisory Committee and TAC Bylaws. Ms. Wilkerson seconded. Motion passed unanimously.

Mr. French made a motion to confirm the proposed slate of 14 candidates for 2022-223 TAC membership. Ms. Fukai seconded. Motion passed unanimously.

8 TIP Additional Obligation Authority

Ms. McMenemy described the Transportation Improvement Program and the Obligation Authority. She explained that SRTC received an additional \$4.26M of funding from WSDOT Local Programs because SRTC member agencies met our target, WSDOT met their state target, and other Washington State MPOs did not meet their targets and some of their funding was then re-distributed. While additional funding is always welcome, it is important to note that the \$4.26M will be added to this year's obligation target and the deadline for project delivery is June 1, therefore staff and member agencies must work to find projects that can deliver in this year. She outlined the regional target and obligations going back to 2019.

She outlined the policy approach being used to best facilitate this quick turnaround time, including the TIP Working Group's review of member requests and contingency lists, a review of which projects are ready to obligate and discussing the possibility of increasing the federal share of partially funded projects that are ready to deliver.

Ms. McMenemy said that after receiving feedback from the Board, the Transportation Technical Committee, TIP Working Group and the TAC, the following eight projects are being recommended to receive funding awards;

<i>Agency</i>	<i>Project</i>	<i>Recommended Award</i>	<i>Fund Type</i>
Airway Heights	SR 2-Path Gap Project	\$ 145,761	STBG Set-Aside

Spokane County	Little Spokane Connection Rd Separated Path	\$ 375,000	STBG Set-Aside
Spokane Valley	Wilbur Sidewalk	\$ 57,000	STBG Set-Aside
Millwood	Argonne Rd Congestion Relief	\$ 1,000,000	CMAQ/HIP
Spokane	Thor/Freya Couplet Reconstruction	\$ 1,250,000	STBG
Spokane	Spokane Falls Blvd (PE Phase)	\$ 500,000	STBG
Spokane County	Brooks Rd	\$ 1,684,000	STBG
Spokane Valley	Evergreen Rd Preservation	\$ 824,519	STBG

She described the selection process from the contingency list, looking for award opportunities for projects that could deliver by the June 1 deadline. She presented the next steps and funding schedule.

Ms. Wilkerson made a motion recommend funding awards to projects in Table 1 to meet member agency requests and to assist SRTC in meeting the 2022 Federal Funding Obligation Target. Mr. Ewers seconded. Motion passed unanimously.

INFORMATION & DISCUSSION ITEMS

9 2024-2026 Call for Projects & Principles of Investment

Ms. Jones reported SRTC will hold a region-wide Call for Projects for an estimated \$40M of funding to be allocated in 2024-2026. The Board is being asked to discuss Principles of Investment, such as off-the-top requests, a set-aside for a future call for preservation projects, and a minimum percentage for small towns.

She outlined the five different funding types and the approximate amounts that will be available; she stated that staff will assist applicants in identifying the most appropriate funding type for each project.

She gave the floor to Mr. Glenn Wagemann to discuss the off-the-top funding request from the Spokane Regional Transportation Management Center (SRTMC), which is \$2.104M distributed over three years for operations. He provided an overview of SRTMC's function and governance, presented a map of the video cameras, message signs and fiber managed by SRMTC. He noted that data collected from SRTMC managed devices are made available to SRTMC's partner agencies. Mr. Wagemann showed a history of previous approved funding requests and explained the increased amount is due to higher costs for labor, office space rental, and software.

Ms. Bollenback took the floor to discuss SRTC's off-the-top request, which is \$1.5M to be distributed over three years for transportation planning. She summarized SRTC's current and ongoing planning activities then described regional projects that the agency is actively supporting and working to advance. She said SRTC already receives \$350K of STBG funding annually to support operations and the Board is being asked to consider increasing the funding an additional \$150K per year in 2024-2026. The reason for the additional funding is to refill the vacant community outreach staff position (\$50K) and to provide added project development support, such as cost/benefit analysis, data collection, resiliency/climate change, etc. (\$100K). She discussed historical off-the-top funding received.

The group discussed. Comments included:

- The importance of effective community outreach for both the agency and community members
- There is likely to be more focus and requirements around equity and having a community outreach staff person is key.
- There is an expectation of a transportation emphasis in the federal infrastructure bill, so assisting municipalities to be ready with projects in order to get federal funding to the area will be very necessary.

- Multiple members expressed their support for this suggestion.

Ms. Jones discussed a possible minimum award for small towns, such as 3.75% of the total amount of funding available. She described how this was done at the last call for projects and explained what populations levels define urban large, urban small and rural categories. She also spoke about a possible set-aside for a preservation-only call for projects for use in 2025-2026.

Chair Schmidt called for discussion. Mr. Gribner said he supports the idea of a set-aside for a preservation call; there has been many regional discussions in the region and throughout the state about preservation and maintenance across all jurisdictions and this feels like a reasonable response.

Ms. Jones said this topic will be discuss with TAC & TTC this month and staff will bring comments back to the Board in February.

10 DATA Project Update

Mr. Ulrich outlined the initial project goals and provided a history this effort, which began in 2018 when the Board recognized the need to acquire data to be applied to transportation planning. \$1M of STBG funding was set aside as part of 2018 Call for Projects. Staff and stakeholders developed a two-phased project to evaluate SRTC's practice, best practices and to recommend investments. The Board adopted Phase II of the design plan in March 2021; he provided details of the design plan including:

- Household travel survey: The last household travel survey was done in 2005 and this type of data is critical to updating regional assumptions. 80,000 invitations to participate have been sent to households throughout the region. The survey launches on 02/04/22 and will close 04/09/22.
- Traffic Count Data: Staff is coordinating with each regional jurisdiction to address gaps in data. The consultant team is recommending data collection at 117 locations throughout the region.
- Land Use Allocation Tool: This is based on methodology adopted by the Board in September 2020 and will automate some of the more time-consuming elements of the land use allocation process. It will create a system that allows users to adjust modeling "levers" to visualize regional changes over time in varying scenarios.
- Travel Demand Model Updates: The work on this element is just beginning and a work plan will be discussed with stakeholder team in February and March.

Mr. Ulrich then spoke about upcoming stakeholder engagement and the expected outcomes of the project. Chair Schmidt called for questions or discussion.

The group discussed:

- The responsiveness of the Land Use Allocation Tool to unanticipated and rapid changes in population or job growth in specific areas.
- Region needs an improved way to connect land use decision making to transportation and hopefully this tool will provide key information.
- The level of data provided about freight, such as the type or classification of freight vehicle, since can vary greatly by location, for example, semis aren't making local deliveries but smaller delivery vans are still considered freight. There was discussion about how passive data about vehicle type can be obtained and put into the model.

11 2022 Transportation Planning Presentation Series

Ms. Bollenback spoke about how and why Metropolitan Planning Organizations (MPO's) came into existence in the mid-1960s per federal requirement and the community role of MPOs. A key point is that MPOs give local elected officials input into the distribution of federal transportation funding. She outlined MPO's required activities and optional activities. She would like the Board to talk about what is unique to Spokane and how SRTC can pursue these optional activities to best serve the community.

She described the Transportation Funding Priority Statements and the 2021 Unified List of Regional Transportation Priorities which were adopted by the Board near the end of last year.

In 2022, SRTC would like to build on previous work by going into greater depth with the Board on one planning area each month, taking a deeper dive into prioritization screening criteria and Board seeking input. Topics include Quality of Life, Economic Vitality, Equity, Safety, Stewardship, and Operations/Maintenance/Preservation. Her recommendation is that the Board have these conversations with a consideration of "what we *have* to do" and "what we *want* to do".

Ms. Bollenback reviewed the federally required factors that MPOs must address in planning activities. The Board should discuss which requirements are the most important for this area and then SRTC can work get to responding the unique community needs for Spokane region.

12 Calendar Year 2021 Quarterly Budget Update – 4th Quarter

Mr. Griffin explained that except for member contributions, all other planning revenues are received on reimbursement basis. As of year-end, the agency collected 76% of total budgeted revenues. Cash balance at the beginning of the year was \$729,236 and ended 4th Quarter at \$643,506. He said keeping a cash reserve allows for four to five months of operating funds in case of government shutdown. He noted that 77% of budget expenditures had been met by the end of 4th quarter. There were no questions or discussion.

13 Board Member Comments

- Chair Schmidt expressed his appreciation to Mr. Wick for serving as SRTC Board Chair for the past two years.
-

14 Adjournment

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

Julie Meyers-Lehman, Clerk of the Board