

**MEETING MINUTES**

Spokane Regional Transportation Council  
Board of Directors Meeting – Thursday April 14, 2022  
Zoom Video Conference Meeting

**# 1 Call to Order/Record of Attendance/Excused Absences**

Chair Paul Schmidt brought the meeting to order at 1:00 pm and roll was taken.

**IN ATTENDANCE**

***Board Members:***

Council Member Paul Schmidt, *City of Cheney* (Chair)  
Council Member Sonny Weathers, *City of Airway Heights*  
Council Member Dee Cragun, *City of Deer Park*  
Mayor Cris Kaminskas, *City of Liberty Lake*  
Mayor Terri Cooper, *City of Medical Lake*  
Mayor Kevin Freeman, *City of Millwood*  
Council Member Zack Zappone, *City of Spokane*  
Mayor Pam Haley, *City of Spokane Valley*  
Council Member Rod Higgins, *City of Spokane Valley*  
Sev Jones, *Kalispel Tribe of Indians*  
Doug Yost, *Major Employer Representative*  
Susan Meyer, *Spokane Transit Authority*  
Glenn Ford, *Spokane Tribe of Indians*  
Inga Note, *Transp. Technical Committee Chair*  
Mike Gribner, *WSDOT-Eastern Region*  
Rhonda Young, *Transp. Advisory Committee Chair*

***Guests:***

Mike Volz, *WA State Representative*  
Char Kay, *WSDOT-Eastern Region*  
Brandi Colyar, *Spokane County*  
Tom Sahlberg, *City of Liberty Lake Council*  
LeAnn Yamamoto, *CommuteSmartNW*  
Chad Coles, *Spokane County*  
Adam Jackson, *City of Spokane Valley*  
Karl Otterstrom, *Spokane Transit Authority*  
Katherine Miller, *City of Spokane*  
Sean Messner, *CivTech*  
Larry Larson, *WSDOT-Eastern Region*  
Karen Corkins, *S3R3*  
Cathy Gunderson  
Paul Kropp

***SRTC Staff:***

Lois Bollenback, *Executive Director*  
Jason Lien, *Principal Transportation Planner*  
Kylee Jones, *Associate Transportation Planner III*  
Michael Redlinger, *Associate Transportation Planner II*  
Megan Clark, *Legal Counsel*

Eve McMenemy, *Deputy Executive Director*  
David Fletcher, *Principal Transportation Planner*  
Greg Griffin, *Administrative Services Manager*  
Julie Meyers-Lehman, *Admin.-Exec. Coordinator*

Chair Schmidt said the following members requested an excused absence from today's meeting:  
Micki Harnois, Matt Ewers, Mary Kuney, Betsy Wilkerson, and Kelly Fukai.

***Ms. Cragun made a motion to excuse the absence. Ms. Haley seconded. Motion passed unanimously.***

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

**# 3 Executive Director's Report**

Ms. Bollenback reported:

- The Interlocal Agreement Implementation Subcommittee met on 3/30/22 and reviewed TTC bylaws. They directed staff to present a draft update to the TTC for their input. Once a final draft has been reviewed by the subcommittee, the Board will receive a presentation of the draft document for review and then be asked to approve the bylaws. They also reviewed the SRTC Rules of Procedure and will be evaluating an updated version at their next meeting. The next meeting of this group is 4/29/22.

- There have been two resignations from members of the Transportation Advisory Committee due to changes in employment status. Staff is seeking Board direction for filling the vacancies. Members discussed and recommended that staff review the applications from the recent recruitment process and bring forward a recommendation.
- The format for future Board meetings is likely to be a hybrid of in-person and virtual. She spoke about the challenges of the size of the conference room and increased number of Board members.
- The June Board meeting overlaps with the GSI Fly-in event. Staff will be contacting Board members to see how many will be attending that event to determine if the June Board meeting should be rescheduled.

## ACTION ITEMS

### # 4 Consent Agenda

- a) March 2022 Meeting Minutes
- b) March 2022 Vouchers
- c) SRTC Letters of Support

Ms. Meyer requested that item 4c be removed from the consent agenda and considered separately.

***Mr. Gribner made a motion to approve Items 4a and 4b as presented; Ms. Cragun seconded. Motion passed unanimously.***

Ms. Meyer asked for information about the dollar amounts of the projects, which grant programs are involved, and which projects are currently in the long-range plan. Staff provided those details.

***Ms. Meyer made a motion to approve Item 4c. Ms. Cragun seconded. Motion passed unanimously.***

### # 5 Correction to Section 6.B.3 of the 2021 Interlocal Agreement

Ms. Bollenback explained that this section of the Interlocal Agreement (ILA) erroneously refers to the *Transportation Technical Committee* as the *Technical Advisory Committee*. The references throughout the rest of the ILA are correct; this is a minor scrivener's error and does not create any material changes to the ILA.

***Ms. Cragun made a motion to approve the administrative change to the 2021 ILA to correct the title of the Transportation Technical Committee in section 6.B.3. Mr. Higgins seconded. Motion passed unanimously.***

### # 6 Establish Executive Director Review Committee

Ms. Bollenback reported that the employment agreement for her position specifies a performance review after approximately six months of employment; therefore, it is necessary to convene a committee to complete this task.

Chair Schmidt asked for two or three members to assist him in doing the performance review. Mr. Gribner, Ms. Meyer and Ms. Haley volunteered.

**Ms. Cragun made a motion to approve the Board members named for the Executive Director Review Committee. Mr. Higgins seconded.  
Motion passed unanimously.**

## **INFORMATION & DISCUSSION ITEMS**

### **# 7 2024-2026 Call for Projects Update**

Ms. McMenemy stated that SRTC received 50 applications from 9 member agencies. The total dollar amount of all applications is \$151M and there is \$30M of funding available. Currently staff and WSDOT Local Programs are reviewing project eligibility and applications are being prepared for scoring.

She shared information about three projects from City of Spokane which are currently fully funded through the *Moving Ahead Washington* package; The City has not received information about when the projects will be programmed and *Moving Ahead Washington* a 16-year package. Due to the uncertainty of the funding timing, the City decided to also apply for funding through the SRTC Call for Projects. City staff has confirmed that if *Moving Ahead Washington* package becomes available sooner, the applications for the SRTC Call for Projects will be withdrawn. Mr. Zappone provided additional information about funding and timing of these three high-priority projects.

Ms. McMenemy said application scoring begins on 4/27/22 and updates will be provided to committees throughout the next few months. The Board will be asked to take action in July on the recommended slate of projects to be programmed through the 2024-2026 Call for Projects.

### **# 8 2022 Transportation Planning Presentation Series: Stewardship**

Ms. Jones defined how stewardship fits into the regional planning framework and the regional long-range metropolitan transportation plan (MTP). She spoke about incorporating climate change into transportation planning and summarized the concepts of transportation system sustainability, resiliency and redundancy. She reviewed current stewardship criteria as applied to the MTP, asked the Board for input on additional metrics to strengthen the criteria and also asked to what degree should stewardship factor into project prioritization.

The group discussed and comments included:

- Vehicle electrification should be considered, especially building infrastructure ahead of oncoming EV trends. This means providing good analysis of where the infrastructure should be placed and supporting it ahead of time.
- Consider land use and the relationship between density, transportation networks and public transit.
- Emphasis on system preservation.
- The existing stewardship criteria are already good; may not want to complicate things by adding more or changing criteria.
- Discussion about land use is missing in the stewardship conversation. There is room to expand on that in terms of evaluating projects.
- Evaluation of the health and condition of the existing transportation system is the first basic criteria used by WSDOT.
- Our ability as stewards of the system lends our credibility with users and constituents, and their taxes resource our decisions.

Ms. Bollenback said an in-depth Board workshop about land use and transportation is coming up this summer.

### **# 9 Toll Credits Policy**

Ms. Jones provided background regarding the toll credits program, stating that federal law permits states with toll facilities to earn toll credits, which may be applied towards the non-federal share requirements on federally funded projects. Late last year, WSDOT extended their policy for the toll credit program to MPOs for certain funding programs.

She shared detailed information about toll credits, explaining that under the program, SRTC could fund projects at 100% rather than at 86.5%, which is the current match requirement. Using toll credits does not increase the amount of funding provided to the region and they cannot be used as cash. She presented hypothetical examples of how fully funding and partially funding projects using toll credits would work.

She noted that this is a new program, therefore SRTC does not currently have a toll credit policy. She described several potential scenarios identified by TTC & TAC members in which full funding might be applied using toll credits. She explained that direction provided by the advisory committee and board would be used to draft a policy for further review.

The group discussed and comments included:

- Dollar amount for MPOs is not a set number. The authorization is a percentage to be used at the Board's discretion. The amount available is based on toll revenue.
- The limited approach recommended by the advisory committees seems reasonable.
- Funding projects at 100% seems to go against prior Board discussions and decisions about leveraging funding.

### **# 10 Transportation Improvement Program – 2021 Project Obligation Report**

Ms. Jones stated that creation of an annual project obligation report is a federal requirements for MPOs and she defined the terms obligation and de-obligation. She shared metrics from the report regarding total amount of federal funds obligated by program year and amount of project obligation by project type. There were no questions or discussion.

### **# 11 CY 2022 Q1 Budget Update**

Mr. Griffin provided updates on year-to-date numbers for revenues, expenditures, and cash balances. There were no questions or discussion.

### **# 12 Board Member Comments**

Mr. Weathers said he saw several Board members at the WSDOT Highway Systems Planning meeting recently and also appreciated hearing all the different voices at that meeting.

### **# 13 Adjournment**

There being no further business, the meeting adjourned at 2:19 pm.