

**Spokane Regional Transportation Council - Transportation Technical Committee**

September 28, 2022 | Meeting Minutes

Hybrid Meeting at SRTC, 421 W Riverside Ave Suite 504, Spokane WA 99201 and virtually on Zoom

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

Ms. Inga Note, TTC Chair, called the meeting to order at 1:00 pm.

**IN ATTENDANCE****TTC Members:**

Inga Note, *City of Spokane* (Chair)  
 Char Kay, *WSDOT-East. Region* (Vice-Chair)  
 Brett Lucas, *City of Cheney*  
 Roger Krieger, *City of Deer Park, Small Towns Rep.*  
 Colin Quinn-Hurst, *City of Spokane*  
 Adam Jackson, *City of Spokane Valley*  
 Jerremy Clark, *City of Spokane Valley*  
 Brandi Colyar, *Spokane County*  
 Jami Hayes, *Spokane County*  
 Barry Greene, *Spokane County*  
 April Westby, *Spokane Regional Clean Air Agency*  
 Cindy Green, *Spokane Regional Health District*  
 Karl Otterstrom, *Spokane Transit Authority*  
 Matt Kenney, *Spokane Transit Authority*  
 Maria Cullooyah, *Spokane Tribe of Indians*  
 Chad Simonson, *WSDOT-East. Region*

**Guests:**

Kimberly Merritt, *CLS Right of Way*  
 Nate Sulya  
 Paul Kropp  
 LeAnn Yamamoto, *CommuteSmart NW*  
 Matt Zarecor, *Spokane County*  
 Sean Messner, *CivTech*

**SRTC Staff:**

Ryan Stewart, *Principal Transportation Planner*  
 Lois Bollenback, *Executive Director*  
 Eve McMenamy, *Deputy Executive Director*  
 Jason Lien, *Principal Transportation Planner*  
 Mike Ulrich, *Principal Transportation Planner*  
 Michael Redlinger, *Assoc. Transportation Planner II*  
 Julie Meyers-Lehman, *Admin.-Exec. Coordinator*

**Alternate TTC Members:**

Katherine Miller, *City of Spokane*

**# 2 Approval of August 2022 TTC Meeting Minutes**

***Mr. Clark made a motion to approve the minutes. Mr. Otterstrom seconded. Motion passed unanimously.***

**# 3 Public Comments**

There were no public comments.

**# 4 Technical Member Comments**

Members shared information about current projects or programs in their jurisdiction/agency.

**# 5 Chair Report on SRTC Board of Directors Meeting**

There were no questions or discussion.

## ACTION ITEMS

### # 6 2023-2026 Transportation Improvement Program (TIP)

Ms. Jones defined the TIP and summarized the process by which projects are incorporated into the plan. There are 87 projects in this TIP totaling approximately \$1B. She presented a breakdown of the projects by type, described the development timeline, and spoke about the public meeting held last week to share information and seek public input.

***Mr. Jackson made a motion to recommend Board approval of Resolution 22-16 to approve the 2023-2026 Transportation Improvement Program. Mr. Otterstrom seconded. Motion passed unanimously.***

### # 7 Unified List of Regional Transportation Priorities: Process & Screening Criteria

Ms. McMenemy recapped the Unified List of Regional Transportation Priorities (UL) process which was initiated by the Board in 2021. This list is for use by member agencies and other regional partners to promote projects and seek funding; the Board will be asked to approve the list on 12/8.

She described the three-step development process and reviewed the scoring criteria. She reviewed details of what had changed since the discussion of the criteria at last month's meeting. Project applications must be received by 10/5 in order to develop the draft project list for TTC and TAC consideration at their 10/26 meetings. Ms. McMenemy reported that the Board expressed support for Equity as a focus area and she explained how the project applications are self-scoring.

***Mr. Jackson made a motion to recommend Board approval of the Unified List Process and Screening Criteria as presented. Mr. Quinn-Hurst seconded.***

The group discussed challenges with the timing of the project submittals for the upcoming UL; some jurisdictions are developing their 2023 legislative agendas over the next few months. It was suggested that the Board may want to consider evaluating the timing of this process. Ms. Bollenback shared that SRTC has been encouraged to complete the UL even earlier than November because of the importance of speaking with legislators before the session starts.

***The vote was taken on the motion. Motion passed unanimously.***

## INFORMATION & DISCUSSION ITEMS

### # 8 Equity Planning Framework

Mr. Redlinger reviewed the ongoing development of an equity planning framework and efforts of the Equity Planning Framework Working Group. He spoke about the purpose of the project and the main themes which have emerged from the Working Group. The draft framework will be brought to the TTC next month for review and discussion with a goal of presenting to the Board for approval in December. There were no questions or discussion.

### # 9 Coordinated Public Transit – Human Services Transportation Plan (CPT-HSTP)

Mr. Lien provided a background of the CPT-HSTP, which is designed to review available transportation services, assess needs/gaps, and identify strategies to improve transportation for populations with special transportation needs (seniors, people with disabilities, people with lower incomes). The plan is updated every

four years and is a requirement for the WSDOT Consolidated Grant Program and the Federal Transit Administration Section 5310 grant. He spoke about the community outreach completed over the last few months and said the draft CPT-HSTP plan was released for review on 9/1. He outlined next steps, which includes a public review period for the Draft Plan until 10/14 and culminates in a request for Board approval in November. Next month Mr. Lien will seek assistance from TTC and TAC members to rank projects submitted through the WSDOT Consolidated Grant Program. There were no questions or discussion.

#### **# 10 CY 2023 Transportation Improvement Program (TIP) Guidebook**

Ms. Jones reviewed the purpose of the Guidebook, which is updated annually. Updates to the CY 2023 guidebook include the addition of the toll credits policy, which was approved by the Board in May, minor updates to Policy 3.2, minor language revisions, and the regular update to the amendment and administrative modification calendars.

The most substantial change is the following addition to Policy 4.4 “... *with a written request from the project sponsor by 01/17/2023. The SRTC Board will be given an information presentation of the projects requesting an extension at their February Board meeting*”.

There was considerable discussion regarding the proposed change to Policy 4.4. Comments included:

- The TIP Working Group discussed this previously; the January date was a compromise from SRTC’s initial suggestion of a November notification date.
- Concern about January being so early in the construction year; it may be too early to know if a delay will occur.
- As awards to agencies are getting larger, it becomes more challenging for SRTC to fill the programming gap in case of a project delay.
- Concern that every agency will automatically request an extension just to be on the safe side.
- This policy revision is being proposed to solve a problem because not meeting the federal obligation target puts funding in jeopardy. Extensions were more manageable when awards were smaller.
- Requesting an extension is not just a delay, but technically a swap of project allocation fund, because other project must be found to use the funding to keep on the federal obligation target.
- Suggestion for SRTC go review prior requests to see if there is a pattern; SRTC may want to consider each agency’s delivery practice/timing.
- Would like to see actual project examples in order to make this policy more tangible and grasp what the impacts could be.
- The introduction of a deadline is what is the most concerning.
- SRTC staff would be responsible for presenting the request for an extension to the Board.
- Suggestion to soften the language of policy 4.4.
- Need for clarification about when the 30-day period begins for the submittal of a revised project delivery schedule. It doesn’t seem doable with the 1/17/23 notification date; for example, what if the project sponsor learns of project delay in early February?

There was consensus that this topic requires further discussion.

#### **# 11 SFY 2022-2023 Unified Planning Work Program Update (UPWP)**

Mr. Stewart explained that the UPWP outlines SRTC’s core functions, planning activities, anticipated revenues/expenditures and other work done by the agency. It also contains similar for Spokane Transit Authority and WSDOT-Eastern Region. Lists of completed work and tasks that are still in progress were

included in the packet. When development of the 2024-2025 UPWP begins, the TTC will be asked for input on what tasks and activities SRTC should undertake. There were no questions or discussion.

#### **# 14 Agency Update and Future Information Items**

Mr. Stewart reminded the group about SRTC's October 13 Electric Transportation Grant Commencement Community Celebration being held at The Hive.

#### **# 15 Adjournment**

There being no further business, the meeting adjourned at 2:32 pm.

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Julie Meyers-Lehman, Recording Secretary