

October 13, 2022 | Meeting Minutes

Hybrid Meeting at The Hive, 2904 E Sprague Ave, Spokane WA 99202 and remotely via Zoom

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

Chair Paul Schmidt brought the meeting to order at 1:01 pm and roll was taken.

IN ATTENDANCE

**Board Members:**

Council Member Paul Schmidt, *City of Cheney* (Chair)  
Council Member Betsy Wilkerson, *City of Spokane* (Vice-Chair)  
Council Member Jennifer Morton, *City of Airway Heights*  
Mayor Terri Cooper, *City of Medical Lake*  
Mayor Cris Kaminskis, *City of Liberty 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*  
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 Tiger Peone, *Spokane Tribe of Indians*  
Rhonda Young, *Transportation Advisory Committee Chair*  
Inga Note, *Transportation Technical Committee Chair*  
Mike Gribner, *WSDOT-Eastern Region*  
Kelly Fukai, *WA State Transportation Commission*

**Guests:**

Karen Corkins, *S3R3*  
Gerry Gemmill  
Char Kay, *WSDOT-Eastern Region*  
Karl Otterstrom, *Spokane Transit Authority*  
Charles Hansen, *Transportation Advisory Committee*  
Joe Tortorelli, *Spokane Good Roads Association*  
Francis SiJohn, *Spokane Tribe of Indians*  
Paul Kropp  
Anna Ragaza-Bourassa, *WSDOT-Eastern Region*  
Mark Carlos, *City of Spokane*  
Brandi Colyar, *Spokane County*  
Kevin Picanco, *City of Spokane*  
Adam Jackson, *City of Spokane Valley*  
Sean Messner, *CivTech*  
State Representative Rob Chase, *4<sup>th</sup> District*  
Gabe Sedberry

**Staff:**

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

Chair Schmidt noted that Council Member Dee Cragun had requested an excused absence.

**Ms. Meyer made a motion to approve the excused absence. Mr. Gribner seconded. Motion passed unanimously.**

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

## ACTION ITEMS

### # 3 Consent Agenda

- a) September 2022 Board Meeting Minutes
- b) September 2022 Vouchers
- c) Calendar Year 2022 Quarter 3 Budget Update

***Council Member Higgins made a motion to approve the Consent Agenda as presented. Council Member Wilkerson seconded. Motion passed unanimously.***

### # 4 2023-2026 Transportation Improvement Program (TIP)

Ms. Jones explained that the TIP is a four-year program of regional transportation projects and summarized the process for incorporating projects into the plan. The 2023-2026 TIP contains 87 projects totaling approximately \$1B of investments over the next four years. She presented a chart showing projects by type, identified new projects brought into the TIP through the recent Call for Projects, and described the public engagement activities conducted. There were no questions or discussion.

***Commissioner French made a motion to approve Resolution #22-16 to adopt the 2023-2026 Transportation Improvement Program. Council Member Wilkerson seconded. Motion passed unanimously.***

### # 5 Calendar Year 2023 Work Plan, Budget & Indirect Cost Plan

Mr. Griffin reported that the only change from draft budget presented to the Board last month was an increase in expenses and corresponding revenues from the DATA Project. The overall budget is a 6.7% decrease from 2022. He noted that budgeted expenditures include increasing FTE from 10.5 to 11.5 for the proposed addition of an Outreach/Communications position. The indirect cost rate will be 47%. There were no questions or discussion.

***Ms. Meyer made a motion to approve Resolution #22-17 to adopt the Calendar Year 2023 Budget and Indirect Cost Plan. Council Member Higgins seconded. Motion passed unanimously.***

### # 6 Update to SRTC Rules of Procedure

Ms. Bollenback explained the purpose of the Rules of Procedure. She reminded the group that the Interlocal Agreement (ILA) Implementation Subcommittee was created in February to address several administrative tasks, one of which was to update to Rules of Procedure to be in alignment with the 2021 Interlocal Agreement. The Board reviewed the draft Rules of Procedure document at their September meeting.

She called attention to one update to the draft in Section 1.3.1, which addresses alternate representatives for the Tier One (small cities/towns) position, which represents the five towns of Fairfield, Latah, Rockford, Spangle and Waverly. Ms. Clark read the additional sentence proposed to be included in Section 1.3.1: *“If an alternate representative is necessary for a Tier One City/Town Representative, the alternate must be an elected official from the membership category of Tier One City/Town.”* She stated that this language is consistent with the Interlocal Agreement.

***Commissioner French made a motion to amend the draft Rules of Procedure with the additional language to Section 1.3.1 as outlined by Ms. Clark. Mayor Kaminkas seconded. Motion passed unanimously.***

***Commissioner French made a motion to approve Resolution #22-18 adopting the SRTC Rules of Procedure as amended. Council Member Higgins seconded. Motion passed unanimously.***

#### **# 7 Establishing the Administrative Committee**

Ms. Bollenback stated that the 2021 Interlocal Agreement requires that all standing committees be established by a resolution approved by the Board. The draft resolution includes a statement of purpose, duties, responsibilities, and membership of the Administrative Committee. There have been no changes made to the document since it was reviewed by the Board in September. It was confirmed that the Administrative Committee does not have the authority to make decisions on behalf of the Board.

***Council Member Wilkerson made a motion to approve Resolution #22-19 establishing the SRTC Administrative Committee. Mayor Cooper seconded. Motion passed unanimously.***

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

Ms. McMenemy explained that Unified List is a communication tool to inform state and federal legislators regarding current regional priorities with the intent to strategically position projects for potential funding opportunities. She outlined the three steps involved in the development process: (1) Develop Legislative Priority Statements (2) Develop the Unified List of Regional Transportation Priorities (3) Develop educational project information sheets

She reviewed the each of the project evaluation criteria and how scoring is applied. Applications are self-scoring so agencies can see their result immediately. She shared the list development schedule and said the application process closed 10/5/22 with approximately 30 projects submitted; staff is currently verifying the scoring.

The group discussed and comments included:

- Confirmation that the definition of “Regional Activity Centers” is consistent with that outlined in Horizon 2045 and PDAs are included.
- The project application submittal deadline was prior to the Board’s approval of project evaluation criteria and further information would be required if changes were made by the board.
- A suggestion from SRTC legal counsel, Ms. Clark, that it may be helpful to attach the screening criteria as Exhibit A to the Resolution.

***Mayor Freeman made a motion to approve Resolution #22-20 with Exhibit A adopting the process and screening criteria to develop the 2023 Unified List of Regional Transportation Priorities. Council Member Harnois seconded. Motion passed unanimously.***

**# 9 Unified List of Regional Transportation Priorities: Legislative Priority Statements**

Ms. McMenamy reviewed the three priority statements developed by the Board last year and described five options for priority statements for the upcoming legislative session:

- A. Expand resources to improve transportation safety in support of Target Zero
- B. Pursue transportation funding strategies to address known gaps
- C. Ensure access to transportation in support of affordable housing strategies
- D. Support increased funding for RTPOs
- E. Fund regionally critical projects on the SRTC Unified List

The group discussed and comments included:

- There should be a focus on pursuing multiple strategies for clean energy sources for transportation, not just electric, because having transportation reliant on the power grid can be problematic in some circumstances, such as natural disasters.
- Electric power is not sufficient for Class A trucks for agricultural purposes, long-haul freight, construction, etc. These types of vehicles will have to remain diesel powered until newer technology is developed that can accommodate heavier loads.
- The use of priority statements and supporting educational materials by member agencies and regional partners in their conversations with legislators was discussed.
- Educating legislators about regional transportation needs is not the same as lobbying.
- Eastern Washington is behind the curve in educating and lobbying legislators about our transportation needs in comparison to the west side.
- Encouraged the Board make it a priority to educate representatives from local legislative districts about regional transportation issues.
- Eastern Washington is also under-represented statewide in housing and infrastructure funding; the region needs to show up with a unified voice in order to be heard.
- In addition to developing legislative priority statements, the Board may want to consider prioritizing them as well.

The Board is scheduled to discuss this item again at the November meeting.

**# 10 2023 Transportation Improvement Program Guidebook**

Ms. Jones described the functions of the Guidebook and the major updates for 2023, which include:

- The additional of a Toll Credits Policy
- Minor updates to Policy 3.2 and Policy 4.4
- Updated amendments and administrative modifications schedules
- Updated the term “Regional Project Priority List” to “Contingency List” throughout the document

She said the Transportation Technical Committee had a lot of discussion about the updates to Policy 4.4 and as a result staff made modifications to the language. There was discussion to clarify the timing of the one-time extension request in Policy 4.4. The Board will be asked to approve the Guidebook in November.

### **# 11 Coordinated Public Transit – Human Services Transportation Plan Update**

Mr. Lien summarized the purpose of the CPT-HSTP, spoke about the community outreach efforts completed, and noted the draft CPT-HSTP plan was released for public review on 9/1. The draft plan and other supporting documents are posted on the SRTC website, and the draft public comment period will close on 10/14.

He outlined the key sections of the plan and project development timeline. The Board will be asked to approve the CPT-HSTP update at their November meeting. There were no questions or discussion.

### **# 12 IJJA Work Group: Funding Split Decision**

Ms. Bollenback provided a background to the IJJA Work Group, convened by the Joint Transportation Committee at the direction of the state legislature, the purpose of which was to discuss the split of federal transportation formula funding programs between state and local governments. The Work Group consisted of representatives from Regional Transportation Planning Organizations (RTPOs) statewide. SRTC was selected to represent RTPOs in eastern Washington and Mayor Freeman served as SRTC's representative with Council Member Zappone as the alternate. The Work Group met three times and issued a set of recommendations for future funding allocations.

She reviewed the details of the current and recommend splits between state and local distribution for programs such as National Highway Performance Program, Surface Transportation Block Grant, Formula Bridge Program, Carbon Reduction and more.

The group discussed and comments included:

- The local match required for federal funding distributions
- State and local governments do not have any authority regarding rail traffic
- We must be our own relentless advocate in seeking funding
- Mayor Freeman credited Ms. Bollenback in establishing strong relationships with the other RTPOs
- It took a lot of effort to get the legislators to accept the exchange program
- The distribution of federal funds to the state should be evaluated to facilitate advocating for a more equitable allocation to local entities
- A plan should be developed to advocate for the greatest needs in the region, regardless of whether the need sits on a state or local facility

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

Ms. Meyer reported on the new fare policy and fare collection system that went into effect 10/1/22, with the most significant change being that those 18 years old or younger can ride free. STA is collaborating with the school districts to facilitate this program.

### **# 14 Adjournment**

There being no further business, the meeting adjourned at 2:36 pm.

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Julie Meyers-Lehman, Clerk of the Board