

Spokane Regional Transportation Council - Transportation Advisory 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

Chair Rhonda Young called the meeting to order at 3:01 pm.

IN ATTENDANCE

TAC Members:

Raychel Callary

Todd Coleman

Charles Hansen

Carlie Hoffman

Caleb Newbill

Bill White

Charlie Wolff

Rhonda Young

Claudine Zender

Kim Zentz

SRTC Staff:

Jason Lien, *Principal Transportation Planner*

Eve McMenemy, *Deputy Executive Director*

Lois Bollenback, *Executive Director*

Mike Ulrich, *Principal Transportation Planner*

Julie Meyers-Lehman, *Admin.-Exec. Coordinator*

2 Approval of August 2022 TAC Meeting Minutes

Mr. Coleman made a motion to approve the minutes. Mr. White seconded. Motion passed unanimously.

3 Public Comments

There were no public comments.

4 Technical Member Comments

There were no public comments.

5 Chair Report on SRTC Board of Directors Meeting

Chair Young shared highlights from the September SRTC Board meeting.

ACTION ITEMS

6 2023-2026 Transportation Improvement Program (TIP)

Ms. Jones provided a background of a TIP, described its development each year, and explained how projects become part of the plan. The 2023-2026 TIP contains 87 projects with a total of \$1B of worth of investments. She shared a chart that outlined projects by type and spoke about the public meeting held on 09/21.

There was discussion about the similarities and differences of projects in the TIP and the Unified List of Regional Transportation Priorities. Ms. Jones clarified what is meant by the term “regionally significant”.

Mr. White made a motion to recommend Board approve Resolution 22-16. Mr. Newbill seconded. Motion passed unanimously.

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

Ms. McMenemy reported on the development of Unified List of Regional Transportation Priorities (UL) process, which began in 2021 at the direction of the Board. She explained that primary purpose of the list is as a communication tool for member agencies and regional partners use in discussion with legislators about regional priorities. The project has three steps: setting legislative priority statements, developing a strategic and focused list of projects, and creating detailed individuals project information sheets

She reviewed the scoring criteria and noted what had changed after input from the TAC and TTC last month. A draft project list will be presented to the TAC the 10/26 meeting. Ms. McMenemy said that the Board expressed support for adding Equity as a focus area/.

There was discussion about plans to further modify the criteria next year. Ms. McMenemy noted that project sponsors have been asked to limit applications to projects which are already in their own agency's legislative priorities and/or to those with regional impact.

Ms. Zentz made a motion to recommend Board approval of the Unified List process and screening criteria. Ms. Callary seconded. All votes were in favor.

INFORMATION & DISCUSSION ITEMS

8 Equity Planning Framework

Mr. Redlinger shared information about the ongoing development of the SRTC Equity Planning Framework by the Equity Planning Work Group; a draft framework will be presented next month for review. He reported that five major themes have emerged from the group's work:

1. Engagement Processes/inclusive engagement
2. Increasing access to opportunities
3. Sustainability, health, and safety
4. Equity spending + project prioritization
5. Performance Evaluation Metrics

The final step will be prioritizing/developing specific recommendations and defining next steps.

The group discussed and comments included:

- Concern that a future Equity Advisory Committee not able to take action. For real changes to be made in equity, it would be important that an Equity Committee have more input than just being heard.
- Per the 2021 Interlocal Agreement, committees are developed through a resolution process; so there would be opportunities for discussion by the TAC of an Equity Committee's roles and responsibilities.
- Many member jurisdictions are currently holding discussions about equity within their organizations and with stakeholders
- While the Board cannot defer decision making to committees, but it can empower committees to do specified things.

Chair Young had another meeting to attend and turned the meeting over to the Vice-Chair Kim Zentz.

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

Mr. Lien defined the CPT-HSTP and its purpose, which is to review available transportation services, assess needs/gaps, and identify strategies to improve transportation for people who have special transportation needs, such as senior citizens, people with disabilities, people with lower incomes, and people in rural areas.

The plan is developed in collaboration with Spokane Transit; having a current CPT-HSTP is a requirement for several state and federal grant programs.

He recapped public outreach completed over the last few months; the draft CPT-HSTP plan was released for public review on 9/1. A public comment period for the draft document is open until 10/14 and the Board will be asked to approve it in November. The Draft Plan is available under the SRTC Plans & Programs [Page](#). Mr. Lien will seek assistance from TTC and TAC members next month 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 stated that the Guidebook is updated annually and is used by member jurisdictions as a reference guide for SRTC policies and due dates for TIP amendments and administrative modifications. The changes for 2023 include:

- The addition of a toll credits policy (approved by the Board earlier this year)
- Updates to policy 3.2 and 4.4
- Schedule updates for the TIP amendment and administrative modification process
- Other minor language changes

Ms. Jones shared the comments by the TTC about the proposed change to Policy 4.4 at their meeting earlier in the day. There were no questions or discussion.

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

Mr. Lien explained what the UPWP is and how it guides the work done at SRTC. He said the UPWP outlines the agency core functions, planning activities, anticipated revenues/expenditures and other responsibilities and duties. Descriptions of completed tasks and those progress were included in the packet. The TAC will be asked to review scheduled tasks and provide input when staff starts to develop the 2024-2025 UPWP. There were no questions or discussion.

14 Agency Update and Future Information Items

Mr. Lien shared details 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 4:11 pm.

Julie Meyers-Lehman, Recording Secretary