

April 13, 2023 | Meeting Minutes

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

Meeting presentations are available on the SRTC website: [SRTC Board of Directors](#)

1 Call to Order/Excused Absences

Chair Wilkerson called the meeting to order at 1:00pm; attendance was taken. In attendance were:

Board Members:

Council Member Betsy Wilkerson, *City of Spokane, Chair*
 Commissioner Al French, *Spokane County, Vice Chair*
 Council Member Paul Schmidt, *City of Cheney*
 Council Member Dee Cragun, *City of Deer Park*
 Mayor Cris Kaminskas, *City of Liberty Lake*
 Mayor Terri Cooper, *City of Medical Lake*
 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*
 Susan Meyer, *Spokane Transit Authority*
 Council Member Tiger Peone, *Spokane Tribe of Indians*
 Kim Zentz, *Transportation Advisory Committee Chair*
 Charlene Kay, *Transportation Technical Committee Chair*
 Mike Frucci, *WSDOT-Eastern Region*
 Kelly Fukai, *WA State Transportation Commission*

Board Alternates:

Commissioner Josh Kerns, *Spokane County*

Guests:

Angie Comstock, *JUB Engineers*
 Brian Jennings, *Spokane Transit Authority*
 Charles Hansen, *Transportation Advisory Committee*
 Kevin Picanco, *City of Spokane*
 Mark Carlos, *City of Spokane*
 Mike Tresidder, *Spokane Transit Authority*
 Paul Kropp
 Steven Polunsky, *WA Dept of Commerce*
 Sean Messner, *CivTech*
 Shauna Harshman, *WSDOT-Eastern Region*
 Brandi Colyar, *Spokane County*

Staff:

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

Chair Wilkerson announced that Council Member Jennifer Morton, City of Airway Heights, and Mayor Kevin Freeman, City of Millwood, requested excused absences from the meeting.

Council Member Schmidt made a motion to approve the excused absences. Mayor Haley seconded. Motion passed unanimously.

2 Public Comments - There were no comments.

ACTION ITEMS

3 Consent Agenda

- a) February 2023 Board Meeting Minutes
- b) February 2023 Vouchers
- c) 2023-2026 Transportation Improvement Program (TIP) April Amendment (Resolution R-23-09)
- d) CY 2023 Quarterly Budget Update (1st Quarter)

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

4 Transportation Performance Management: PM2 - Infrastructure

Mr. Ulrich provided a background to transportation performance management, which was developed to link federal investments to system performance. The National Highway Performance Program and Bridge Formula Program apply to PM2 measures, which are:

- % of National Highway System (NHS) bridges classified in Good condition
- % of NHS bridges classified in Poor condition
- % of pavement on the Interstate System in Good condition
- % of pavement on the Interstate System in Poor condition
- % of pavement on the non-Interstate System in Good condition
- % of pavement on the non-Interstate System in Poor condition

He presented information about the current and future conditions for each of these measures in our region. Just like the other performance measures, WSDOT sets statewide targets and MPOs are given a choice to either support WSDOT targets or set their own quantifiable targets for the metropolitan planning area.

Ms. Meyer made a motion to agree to plan and program projects that contribute to the accomplishment of WSDOT PM2 targets. Mr. Frucci Seconded. Motion passed unanimously.

INFORMATION & DISCUSSION ITEMS

5 Transportation Performance Management: PM3 – System Performance

Mr. Ulrich reviewed the funding programs applicable and provided details about the six PM3 measures which are:

- % of the person-miles traveled on the interstate that are reliable
- % of the person-miles traveled on the non-interstate NHS that are reliable
- Truck Travel Time Reliability (TTTR) Index
- Annual Hours of Peak Hour Excessive Delay Per Capita
- % of Non-SOV travel
- Total Emissions Reduction

He shared data about interstate reliability times and freight movement reliability in the Spokane region compared with those statewide and with the statewide targets. He outlined current regional efforts to improve system performance, including programming for Congestion Mitigation Air Quality eligible projects, an update to SRTC's Congestion Management Process, supporting the Spokane Regional Transportation Management

Center, and others. Mr. Ulrich informed members that this item will be presented to the SRTC Board next month for their action.

Members discussed that the Spokane region will be classified as an air quality maintenance area for a few more years and then, assuming air quality remains within the boundaries, will become an air quality attainment area and will no longer be eligible for Congestion Mitigation Air Quality funds.

6 Equity Working Group

Mr. Redlinger summarized the development and approval by the Board of the Equity Planning Framework in 2022. Establishment of an equity working group was one of the key near-term recommendations that came from the framework. He shared examples of the types of work and topics with which an equity work group could be involved.

There are two group format options: 1) a work group; or 2) an advisory group. A work group is more informal and would allow for greater flexibility in membership and meeting structure. An advisory group would require formation by Board approval, Board approved membership, formal meeting structure, etc. He acknowledged that a working group could be established and then formalized into an advisory committee later if desired. He also shared comments from the discussions held by the Transportation Technical Committee and Transportation Advisory Committee.

The group discussed and comments included:

- Chair Wilkerson expressed her support for the work group format, as that makes it more accessible for those who want to participate.
- Ms. Fukai stated that the Board should think about incorporating equity into all its work and processes. She said equity ought to be embedded into every level of work at SRTC, and not just the responsibility of the equity working group.
- Council Member Zappone stated his support of the work group option, with the hope that it would eventually evolve into the more formal advisory committee structure.
- Council Member Schmidt agreed with Council Member Zappone and said the Board would need a clear understanding of the benefits of moving to an advisory committee and what steps would be involved.

This topic be discussed by the TTC and TAC again in June and be back before the Board later this year.

7 SFY 2024-2025 Unified Planning Work Program (UPWP): Preliminary Draft

Mr. Stewart recapped the definition, purpose, and requirements of the UPWP. He noted the document contains six pages of accomplishments from the past two years and he shared highlights of the work to be addressed in the upcoming two fiscal years including, but not limited to:

- An update to the long-range metropolitan and regional transportation plan
- Transportation Management Area certification review
- Congestion Management Process update
- Equity Planning Framework Implementation
- DATA project design plan implementation
- Updates to administrative documents, such as Employee Handbook, Continuity of Operations Plan, Procurement Manual and Strategic Plan
- Review existing Memorandums of Agreement with STA and WSDOT
- Unified List of Regional Transportation Priorities

He said SRTC and staff from STA and WSDOT will meet on 4/18 with state and federal partners to review and receive input on the draft plan. Mr. Stewart will present the draft document at the May Board meeting and the final document will be presented for approval in June. A draft of the complete UPWP is available for review on the SRTC website.

8 CY 2022 Transportation Improvement Program Obligation Report

Ms. Jones reviewed the requirements for SRTC to compile a report of project obligations from the prior calendar year (CY). She defined the term “obligated” as meaning that a project sponsor is authorized by FHWA or FTA to start work on a project or project phase. It does not reflect work that is already underway. In 2022 approximately \$49M of federal funds were obligated in the region. She compared this number to prior years and outlined the amount obligated by project type. She reviewed the process for funds returned from closed projects. The report is available on SRTC’s website. There were no questions or discussion.

9 FFY 2023 Transportation Improvement Program Obligation Target Update

Ms. Jones stated that WSDOT sets a federal fiscal year (FFY) obligation target for all MPOs; SRTC’s target for FFY 2023 is \$11.6M. If the target is met by 07/01/23, then SRTC is eligible to potentially receive additional funds, should they become available. She said \$3,779,025 has been obligated to date and there have been \$1,697,766 in de-obligations, meaning funds that are being returned to SRTC for re-allocation. The total expected delivery is over \$16M. She said SRTC staff and the TIP Working Group meets monthly to keep close track of project obligations and potential delays and they are currently confident of meeting the FFY 2023 targets. There were no questions or discussion.

10 Board Member Comments

Mayor Haley shared details about the Barker Road ribbon cutting event next week.

Ms. Bollenback spoke about the recent Department of Retirement Services (DRS) audit. SRTC was found to be out of compliance in one area. Beginning in the summer of 2022 the number of hours worked by the part-time intern exceeded the monthly threshold that requires enrollment into DRS and that did not occur. SRTC has made the necessary corrections.

She provided information about an upcoming WSDOT workshop on alternatives for the North Spokane Corridor (NSC) and I-90 connection, recent correspondence from WSDOT to City of Spokane about development in the US 195 corridor, and the ongoing electrification project in collaboration with Avista Utilities.

11 Adjournment - There being no further business, the meeting adjourned at 2:06 pm.

Julie Meyers-Lehman, Clerk of the Board