



**Spokane Regional Transportation Council – Board of Directors**

**Approved:** November 9, 2023

October 12, 2023 | Meeting Minutes

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

**# 1 Call to Order/Excused Absences**

Chair Wilkerson called the meeting to order at 1:01 pm and 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 Jennifer Morton, *City of Airway Heights*  
Council Member Paul Schmidt, *City of Cheney*  
Council Member Dee Cragun, *City of Deer Park*  
Council Member Zack Zappone, *City of Spokane*  
Mayor Pam Haley, *City of Spokane Valley*  
Daniel Clark, *Kalispel Tribe of Indians*  
Doug Youst, *Major Employer Representative*  
Matt Ewers, *Rail/Freight Representative*  
Council Member Micki Harnois, *Small Towns Representative*  
Commissioner Mary Kune, *Spokane County*

CEO Susan Meyer, *Spokane Transit Authority*  
Char Kay, *Transportation Technical Committee Chair*  
Kim Zentz, *Transportation Advisory Committee Chair*

**Board Alternates:**

Francis Si John, *The Spokane Tribe of Indians*

**Guests:**

Adam Jackson, *City of Spokane Valley*  
Paul Kropp, *Citizen*  
Larry Larson, *WSDOT*  
Sean Messner, *CivTech*  
Karl Otterstrom, *STA*  
Kevin Picanco, *City of Spokane*  
Ashley Probart, *Executive Director (TIB)*

**Staff:**

Lois Bollenback, *Executive Director*  
EveMcMenamy, *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*  
Savannah Hayward, *Communications & Public Relations Coordinator*  
Megan Clark, *Legal Counsel*



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Chair Wilkerson stated that the following members requested an excused absence from the meeting:

- Mayor Cris Kaminskis, *City of Liberty Lake*
- Kelly Fukai, *Washington State Transportation Commission*
- Matt Ewers, *Rail/Freight*

***Council Member Schmidt made a motion to approve the excused absences. Commissioner Cragun seconded. Motion passed unanimously.***

## **# 2 PUBLIC COMMENTS**

There were no comments.

### **ACTION ITEMS**

## **# 3 CONSENT AGENDA**

- a) September Board of Directors Meeting Minutes
- b) September 2023 Vouchers
- c) CY 2023 3rd Quarter Budget Update

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

## **# 4 CY 2024 BUDGET & INDIRECT COST PLAN**

Director Bollenback explained the budget breakdown and reviewed the expenditures that related to the two-year plan. The budget will increase 4.3% overall which includes a 5% increase in personnel cost and 8% increase in the Office Lease. All other items remain consistent. Director Bollenback stated there is a \$23K carryover for next year and there are not any other changes.

***Council Member Cragun made a motion to approve. Commissioner Kuney seconded. The motion passed unanimously.***

## **# 5 CY 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) Guidebook**

Mr. Stewart explained the process for projects to be included in the TIP and stated this was discussed in previous meetings. He also summarized that the projects in the TIP must be consistent with other regional and state plans while also maintaining compliance with state air quality guidelines. The TIP must also be financially constrained. The projects were displayed on an updated map. The approved TIP must be submitted to WSDOT by the deadline of 10/20/2023. The projects will then be incorporated in the Statewide Transportation Improvement Program (STIP). The expected approval for the STIP from FHWA and FTA is January 2024.

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***Council Member Cragun made a motion to approve Resolution R-23-27, adopting the 2024-2027 TIP and approving the finding of transportation conformity with air quality. Council Member Schmidt seconded. Motion passed unanimously.***

**# 6 ESTABLISHMENT OF AN ANNUAL EVALUATION PROCESS FOR THE EXECUTIVE DIRECTOR**

Director Bollenback explained that, as part of the employment agreement, there is a requirement to complete an annual review of the Executive Director and direction from the Board is for that to be completed through the Administrative Committee. She presented a draft resolution outlining a policy for completing the annual review and providing a recommendation for compensation adjustment for the Executive Director of SRTC. This new policy is being recommended by the Administrative Committee and intends to include a transparent set of metrics to complete the evaluation for the Executive Director. She also explained there was no evaluation process previously and the tools that will be used are still under development. The Board Administrative Committee is requesting any thoughts from the full Board and looking forward to approval to move forward with their activities.

Members discussed and comments included:

- Ms. Wilkerson mentioned this was a robust discussion within the committee about putting this evaluation standard into practice. She also explained that the group’s goal is to be equitable and fair using the metrics and documentation. Comments or questions allowed now.
- Mr. Schmidt stated while he missed the last meeting, he agreed with the approach to provide feedback and communication with the Executive Director. He commended the Administrative Committee for taking this on.
- Mr. Yost agreed with the action but asked why this was not created prior?
- Ms. Wilkerson reiterated this is new and the process is being reviewed.
- Mr. Schmidt informed the group that the prior Executive Committee listed the information in the employment contract initially. However, this would now be a more formal and set process and not up to an individual.
- Mr. Zappone appreciated the process and making it clear. He had several questions based on what will be disclosed in the resolution and materials provided.
- Ms. Wilkerson stated the report and evaluation tool will go out to everyone and that there will be a recommendation to present it to the full Board. The most critical part of this is to maintain transparency.
- Ms. Meyer informed that she is a part of the discussion and while it would be ideal to have goals created prior for a lookback year, the new evaluation will have the objectives applied in 2024.

***Council Member Cragun made a motion to approve. Council Member Schmidt seconded. Motion passed unanimously.***

**INFORMATION & DISCUSSION ITEMS**

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## # 7 CY 2024 TRANSPORTATION IMPROVEMENT (TIP) GUIDEBOOK

Mr. Stewart explained that the TIP Guidebook outlines policies and procedures for developing the TIP and for TIP amendments as well as administrative modifications. Some new items in the CY2024 Guidebook include a policy for time sensitive amendments, clarifying language for funding projects on the contingency list, and strategies for meeting our obligation target. Updated schedules have been added for the next calendar year. The CY 2024 TIP Guidebook will be presented for approval at the next Board meeting. There were no comments or discussion.

## # 8 WA STATE TRANSPORTATION IMPROVEMENT BOARD (TIB) PRESENTATION

Mr. Probart highlighted policy 4.8 that Ryan presented earlier. However, changing the perspective from federal view to local view.

Mr. Probart reviewed how TIB consisted of various cities and counties in private/public sector but the goal is to fund good projects that meet the eligibility requirement. He went on to discuss the grant process for typical vs. annual grant. He disclosed the impact of TIB funding small towns and how it can be the game changer for big urban city projects. He explained the impact of loss of gas tax revenue and how that affects budget. Mr. Probart explained what qualified as codified (guaranteed funding) vs not codified funding while giving a detailed explanation of funding for this region. He explained the small city pavement ratings across Spokane via detailed map and reviewed the high rate of completion in those areas. The program is continuing to grow with assistance from various agencies. More information can be found on the performance dashboard if looking for a specific project. He expressed interest in working with SRTC and WSDOT in the future.

Members discussed and comments included:

- Commissioner French mentioned the passion of the vision in Mr. Probart and his team for small town funding.

## # 9 2024 UNIFIED LIST OF REGIONAL TRANSPORTATION PRIORITIES-FEDERAL

Ms. McMenemy discussed the feedback from the 2023 Unified List process which included developing separate state and federal Unified List as each branch has distinct duties. She discussed the opportunity to refocus our legislative priority language towards areas that can be addressed by our federal delegation. She presented revised language for the safety and maintenance & preservation priorities directed towards maintaining increased funding levels from the Biden Infrastructure Law (BIL) in the next transportation bill authorization. She also introduced priority language directed towards modernizing the federal funding formula which relies on outdated 2000 census population to distribute formula funding to states. High growth states, like WA, are not receiving their fair share of funding. Ms. McMenemy opened for questions.

Mr. Fletcher discussed the federal Unified List. He explained that it consists of the same set of projects that were included the state version approved last month, however, the project funding requests in this version of the list are intended for a federal audience. Like the state version, these funding request amounts were provided by local agencies in the project submittal process. Next steps will be to return to TAC/TTC for recommendation and board approval in November.

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Members discussed and comments included:

- Mr. Schmidt: commended the team for condensing the complex information together to be concise to allow both funders and communities to follow. He is very pleased with the Unified List and how it is progressing.
- Ms. Wilkerson agreed and acknowledged Mr. Schmidt's comments.

#### **#10 SRTC/WSDOT EASTERN REGION (ER) SAFETY COLLABORATION PILOT PROJECT**

Mr. Ulrich explained the project's schedule and various touches the Board has had with the project. WSDOT ER and SRTC worked together to create a workplan to implement the pilot project. With this being a new way to collaborate, the team anticipated some obstacles and there were times the teams needed to adjust. A data driven analysis identified 30 locations with safety issues. The project team narrowed that list to 10 based on a variety of factors. Conversations with member jurisdictions led to two locations that were included in the unified list (Spotted Rd/Airport Dr and 44<sup>th</sup> Ave/Regal Ave) Several other recommendations are included in the project's final report including WSDOT and the RTPPO working together sooner during project selection for the Highway Safety Improvement Program. This pilot project will be presented to the RTPPO coordinating committee next month to encourage them to work more collaboratively with WSDOT across their regions.

Members discussed and comments included:

- Ms. Wilkerson: Was this piloted anywhere else across the state?
- Mr. Ulrich: Stated no other org had piloted the program and they were the first to address it.
- Ms. Bollenback: Thanks Mike, Todd, and WSDOT. The team did great job to overcome some obstacles while also identifying more alignment with DOT, Chambers and various other partners. This was an opportunity to tackle new opportunities. I'd like to see this happen more.
- Mr. Trepanier: This was a huge challenge. Quite often people come to WSDOT to create a project and have been disheartened when explaining there is not a handbook to obtain funding for a project. This was more helpful when generated at a planning level. This is a huge step that is supported by these departments. Good work. Please add a few more word tweaks.
- Ms. Wilkerson: I am new to transportation and some of these are archaic systems that take quite a bit to change. I'm excited to see them evolving.

#### **#11 DIRECTOR REPORT**

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Ms. Bollenback stated there was one item that didn't make it into the report because it arrived in the last few days. This item was new state awards for Bridge Funding.

**#12 BOARD MEMBER COMMENTS**

- Ms. Wilkerson introduced and welcomed new SRTC staff Savannah Hayward and Angel Jackson.
- MS. Wilkerson highlighted the upcoming 2023 Transportation Summit and stated she would love to see members there. Ms. Bollenback informed group that SRTC staff could assist with anyone who would like to register for the Summit event as we have several tables.

**#14 ADJOURNMENT**

There being no further business, the meeting adjourned at 2:17 pm.

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Angel Jackson, Clerk of the Board

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