

Spokane Regional Transportation Council – Board of Directors

January 11, 2024 Meeting Minutes

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

1 Call to Order/ Excused Absences

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

Board Members:

Council President 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*

Mayor Cris Kaminskas, *City of Liberty Lake*

Mayor Pam Haley, *City of Spokane Valley*

Doug Yost, *Major Employer Rep.*

Matt Ewers, *Rail/Freight*

Council Member Micki Harnois, *Small Towns Rep.*

Commissioner Mary Kuney, *Spokane County*

Susan Meyer, *Spokane Transit Authority*

Todd Trepanier, *WSDOT*

Kelly Fukai, *WSTC*

Paul Vose, *TAC Chair*

Heather Trautman, *TTC Chair*

Board Alternates:

Council Member Don Kennedy, *City of Medical Lake*

Coord.Council Member Kitty Klitzke, *City of Spokane*

Council

Guests:

Kevin Picanco, *City of Spokane*

Mark Zarecor, *Spokane County*

Ralph Rizzo, *FHWA*

Ned Conroy, *FTA*

Barry Greene, *Spokane County*

Matt Pahs, *FHWA*

Kelley Dolan, *FHWA*

Larry Larson, *WSDOT*

Tom Sahlberg, *TAC*

Staff:

Lois Bollenback, Executive Director

Eve McMenemy, Deputy Director

Ryan Stewart, Principal Trans. Planner

Jason Lien, Principal Trans. Planner

Mike Ulrich, Principal Trans. Planner

David Fletcher, Principal Trans. Planner

Michael Redlinger, Assoc. Trans. Plan.II

Savannah Hayward, Comm. & PR Coord.

Greg Griffin, Admin. Services Manager

Angel Jackson, Admin.-Exec.

Megan Clark, Legal Counsel

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

- Rod Higgins, *Spokane Valley*

Council Member Schmidt made a motion to approve the excused absence from the meeting. Chair Wilkerson seconded the motion. The motion was passed unanimously.

2 Public Comments

There were no public comments.

3 Election of the 2024 Board of Directors

Ms. Bollenback reviewed the ILA pertaining to the election of board members. Chair Wilkerson opened the floor for nominations for the 2024 Chair of the Board. Commissioner French was nominated. There were no other nominations.

Ms. Meyer made a motion to approve the nomination of Commissioner French. Mr. Ewers seconded this motion. The motion was passed unanimously.

Newly elected Chair French opened the floor for the SRTC Vice Chair nominations. Council Member Higgins was nominated by Mayor Haley and Council President Wilkerson seconded the motion. There were no other nominations. This motion was passed unanimously.

4 Consent Agenda

- a) Minutes of the November 2023 Board of Directors Meeting
- b) Vouchers for November and December 2023
- c) Transportation Improvement Program (TIP) Amendment
- d) Appointment of 2024 Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC) Officers
- e) Transportation Advisory Committee (TAC) Membership Appointments
- f) Update of the Fourth Quarter Budget
- g) General Planning Consultant: Consultant Selection

5 Appointments to the 2024 Administrative Committee

Ms. Bollenback reviewed the resolution for membership to the Administrative Committee while also highlighting the action items the committee successfully completed during the previous year. One item that was identified was the creation of standards for SRTC's Executive Director's performance review. Chair French nominated Mr. Ewers and Ms. Morton for two open seats in this committee. The nominees confirmed their willingness to participate in the selected seats.

Council Member Schmidt motioned to approve the nominations of Mr. Ewers and Ms. Morton to the 2024 Administrative Committee. Commissioner Kuney seconded the motion. The motion was passed unanimously.

6 SRTC Employee Handbook Mr. Griffin is seeking approval for the updates to the SRTC Employee Handbook. He reviewed the updates and identified the corresponding page for each update. A question was raised by Ms. Meyers about Dr. Martin Luther King Day and Juneteenth not being highlighted as a

recognized holiday in the employee handbook. Mr. Griffin explained the staff are offered several floating holidays throughout the year and staff could use them on those days if they choose.

Council Member Schmidt made a motion to approve the Employee Handbook updates as presented. Ms. Meyers seconded. The motion passed unanimously.

7 Evaluation of the Executive Director and Recommendation of Salary Increase

The evaluation was completed during a private breakout session with the Administrative Committee. Once the session was over and the meeting resumed, Chair French began highlighting Ms. Bollenback's bodies of work throughout the year and how her performance continuously exceeds expectation. He identified the importance of the level of respect Ms. Bollenback has created within the state and with regional partners. He recommended she receive a 4% increase for cost of living and a 4% increase for her performance for a total of 8% total salary increase.

Council President Wilkerson motioned to approve the salary increase for SRTC Executive Director. Council Member Schmidt seconded the motion. The motion was passed unanimously.

8 2023 Transportation Management Area Certification

Ms. McMenemy reviewed the background and dates and recognized FHWA, FTA, WSDOT and STA for their participation in the certification process. She highlighted the review was closed with positive findings and without any corrective actions. Mr. Rizzo congratulated the SRTC team for their work and the effort it took to receive no corrective actions in the certification process. Mr. Conroy also stated that having no corrective actions is a challenging task and that SRTC's last three certifications have not identified any corrective actions. He highlighted how important having experienced staff is helpful for continuity in certifications balanced with new staff that bring in updated skills and ideas. Mr. Conroy then reviewed several commendations and recommendations for the agency in the final report. Mr. Pahs reviewed a commendation on the Transportation Improvement Program and thanked the review team for their efforts.

Ms. Meyers explained the past reviews had many findings and highlighted the hard work the current team has done. Ms. Bollenback thanked the staff for keeping the work going even through the many changes and challenges over the past four years since the last review. Chair French reiterated the great job of the SRTC staff and how having additional eyes on the work, keeps the work on target.

9 2023 Spokane County Transportation Priorities

Mr. Zarecor explained the size of the lane road system in Spokane is one of the largest in the region and the mix of revenue sources to maintain the roadways. He highlighted the costs for treatment of the roadways and the breakdown of the type of work versus the cost to complete. He also explained the cost effectiveness of contracting work compared to having our own crew to complete the work. He reviewed some of the new processes for road preservation that include chip seal and thin overlays. He noted that one of the challenges was the high turnover rate in employment for new hires. Lastly, he reviewed the short span bridge repairs and how tracking bridge inventory is urgently needed.

Commissioner Kuney explained that the preservation and maintenance of these roadways are imperative so funding these items are a priority. She reiterated the cost of completion has increased steadily. Council member Schmidt stated the asphalt charges have also increased and the use of many of our

resources is melting away. He explained the ancillary cost and how this will be an ongoing issue as the costs continue to increase. Mr. Trepanier stated to keep the roadways active, preservation is key. Mr. Zarecor also explained the need for pavement management groups as they are the backbone of how we keep moving forward.

10 Transportation Performance Management: PM1 - Safety Targets

Mr. Ulrich provided historical context of the program while highlighting the following programs: Highway Safety Improvement Program (HSIP) is the federal program used to reduce traffic fatalities, Moving Ahead for Progress in the 21st Century (MAP-21) has several goals for performance measures, and Transportation Performance Management (TPM).

He reviewed the five performance measures required under TPM. All of the five measures are trending higher when using the rolling average. Mr. Ulrich highlighted the SS4A grant to develop a regional safety action plan.

Mr. Ewers questioned if there were other forms of transportation that are causing the accidents/fatalities. Council President Wilkerson also wondered if Target Zero was a realistic or aspirational goal.

11 Metropolitan Transportation Plane Update: Introduction and Work in Development

Mr. Lien explained that the long-range plan is the region's future vision for the multimodal transportation system. Mr. Lien identified needs assessment items that will be undertaken as part of the next plan update. He explained Smart mobility and system resilience and asked the Board for related work/projects that SRTC should consider.

Council President Wilkerson questioned how SRTC will be conducting the assessments. Mr. Lien stated the work is using consultant assistance and/or relying on existing data and established methods within SRTC.

There were no additional comments.

12 Board Comments

Ms. Bollenback stated SRTC will be hosting the first meeting of the Equity Working Group on Friday, January 12th. Membership is open to everyone.

Ms. Meyers reminded the when the temperature drops below to 32 degrees a passenger will receive fare exception if they inform the bus driver that they are headed to a warming center and cannot afford to pay the fare.

Chair French presented a recognition gift to the former chair Council President Wilkerson and thanked her for her leadership as the 2023 Board Chair.

13 Adjournment

There being no further business, the meeting adjourned at 2:51 PM.