



Board of Directors Meeting Minutes

Thursday, December 11, 2025- 1:00 pm

BOARD MEETING 01/08/2026

CONSENT AGENDA

AGENDA ITEM 4a

1 Call to Order/ Excused Absences

Council Member Higgins called the meeting to order at 1:00 pm, and attendance was taken.

Excused Absences:

Mayor Cris Kaminskas
(Vice Chair)
City of Liberty Lake

Matt Ewers
Rail/Freight Rep.

Commissioner Mary Kuney
Spokane County
Mayor Kevin Freeman
City of Millwood

Council Member Barthels made a motion to approve excused absences. Commissioner French seconded the motion. The motion passed unanimously.

In attendance were:

Board Members:
Council Member Jennifer Morton
City of Airway Heights
Council Member Vincent Barthels
City of Cheney
Council Member Dianne Pfaeffle
City of Deer Park
Council Member Don Kennedy
City of Medical Lake
Council Member Kitty Klitzke
City of Spokane
Mayor Pam Haley
City of Spokane Valley
Council Member Rod Higgins
(Chair)
City of Spokane Valley
Daniel Clark
Kalispel Tribe
Doug Yost
Major Employer Rep.
Council Member
Micki Harnois
Small Towns Rep.
Commissioner Al French
Spokane County
Karl Otterstrom (CEO)
STA

Board Members:
Council Member
Cecilia Evans
Spokane Tribe
Char Kay
WSDOT-ER
Commissioner Kelly Fukai
WA Transp. Commission
Absent Members:
Council Member Jonathan Bingle
City of Spokane
Ex-Officio Members:
Barry Greene
Spokane County
(TTC Chair)

Guests:
Wende Wilber
Kittleson & Assoc.
Wade Scott
Kittleson & Assoc.
Kelley Dolan
FHWA
Kevin Picanco
City of Spokane
Paul Kropp

Staff:
Lois Bollenback
Executive Director
Eve McMenamy
Deputy Exec. Director
Greg Griffin
Admin Services Manager
Savannah Creasey
Comm. & PR Coor.
Anadia Grier
Admin-Executive Coor.
Jason Lien
Principal Transp. Planner
Ryan Stewart
Principal Transp. Planner
Michael Redlinger
Associate Transp. Planner 3
Ben Kloskey
Associate Transp. Planner 2
Megan Clark
Legal Counsel

2 Public Comments

There were no public comments.

ACTION ITEMS

3 Consent Agenda

- a. November Board Meeting Minutes
- b. Vouchers Paid for the Month of November

Commissioner French made a motion to approve the Consent Agenda as presented. Mr. Otterstrom seconded the motion. The motion passed unanimously.

4 Horizon 2050 - Approval

Mr. Lien presented Horizon 2050, the Spokane region's Regional Transportation Plan and Metropolitan Transportation Plan, and requested Board approval of the resolution adopting the plan. He explained that the plan represents the culmination of work begun in 2024, incorporating input from the Board, local agency staff, state and federal partners, and the public.

He highlighted updates included in Horizon 2050, including: refreshed guiding principles, revised regional activity centers, an updated financial forecast through 2050, updated transportation programs, and a list of regionally significant projects. The plan also incorporates updated chapter text and data, along with new appendices, including the System Performance Report, documentation from the needs assessment and a comprehensive public engagement effort. Mr. Lien noted that a 30-day public comment period concluded in November, generating approximately 90 comments, many of which resulted in minor updates and clarifications. An open house was held in October, and the plan received unanimous approval from both the TTC and TAC. He also shared that staff are developing an interactive webpage to make key data and maps more accessible once the plan is approved.

Commissioner French asked whether adopting Horizon 2050 would limit the ability to amend the plan if conflicts arise with local comprehensive plan updates that are currently underway. Ms. Bollenback confirmed that the plan is designed to remain flexible, and any significant changes would be brought back to the Board for consideration. She noted that the plan reflects current input and regional priorities but can be updated as needed.

Ms. Kay inquired about how public and agency comments were tracked. Mr. Lien confirmed that all comments and SRTC responses are documented in Appendix A. Mr. Otterstrom commended staff and the Board for completing the plan in a timely and coordinated manner.

Ms. Bollenback recognized Mr. Lien's leadership and the contributions of the entire SRTC team over the past 18 months. She highlighted staff's work on engagement, outreach, financial forecasting, research, writing, and QA/QC, noting that the plan was developed largely in-house without reliance on costly consultants. She invited attendees to celebrate the milestone with cake.

Commented [LB1]: My notes show that the second was provided by Vince Barthels. ???? Please double-check

Commented [AG2R1]: I just rewatched the recording and confirmed it was Karl



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Council Member Klitzke made a motion to approve Horizon 2050 as presented. Council Member Barthels seconded the motion. The motion passed unanimously.

INFORMATION AND DISCUSSION

5 2026 Transportation Improvement Program (TIP) Guidebook – Draft

Mr. Stewart presented the draft 2026 Transportation Improvement Program (TIP) Guidebook and highlighted key updates since. He noted that the Guidebook provides the policies, procedures, and timelines that guide development of the TIP, including how funding is assigned and how amendments and administrative modifications are handled. He reviewed major changes, including the updated definition of regionally significant projects, which no longer requires a transportation air quality conformity determination, revisions to the project selection section reflecting the 2025 call for projects, inclusion of the 2027-2030 TIP development schedule, and updates to the congestion management process section.

Mr. Stewart summarized the major updates. The definition of regionally significant projects was revised to remove the requirement for transportation air quality conformity determination, streamlining project administration. The project selection section was updated to reflect the 2025 call for projects approved last summer, and the new TIP development schedule now covers 2027 through 2030. The congestion management process section was revised to align with the CMP approved by the Board earlier this year. He also highlighted updates to schedules for amendments and administrative modifications, which provide clear guidance for project sponsors and staff.

A significant focus of the discussion was Policy 4.4, which was updated to allow a one-time, one-year extension for right-of-way or construction phases. The policy previously allowed a two-year extension. Requests must be submitted by March 1 and include an explanation of the delay along with any schedule or budget impacts. If a project sponsor obligates another project of equal or greater value in its place, the one-time extension request will not be recorded. Policy 4.5 clarifies that if a project cannot meet its obligation date after the grace period, the Board may approve an additional extension or remove the project from the TIP. In cases of removal, any regional federal funds are returned to SRTC for reallocation, and the project may be placed on the contingency list for future funding at the Board's discretion.

Mr. Stewart emphasized the importance of timely project delivery to meet annual obligation targets and secure additional federal funding for the region. Missing targets could reduce funding allocations, while meeting them provides opportunities for additional obligation authority, as demonstrated by \$1.7 million in additional funding secured last year. He noted that late extension requests can complicate achieving these targets, underscoring the value of the revised Policy 4.4 language.

The proposed changes were vetted with the TIP Working Group, which included staff from member agencies, and received broad support. Mr. Stewart reported that discussions highlighted best practices from other RTPCs and MPOs in the state, illustrating the importance of timely project



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delivery and effective use of regional funding. The next steps include review by the committees, with a recommendation to the Board expected at the January meeting.

6 Transportation Performance Management (TPM): PM1 – Safety

Ms. Bollenback introduced Agenda Item 6, noting that Mr. Kloskey would present remotely due to illness.

Mr. Kloskey provided an update on SRTC's Transportation Performance Management (TPM) target setting, particularly on PM1 safety. He explained that TPM establishes a data-driven, performance-based approach for planning and programming transportation investments nationwide, with the goal of improving accountability and aligning resources with measurable targets for safety, reliability, and efficiency. The discussion focused on safety targets, which in Washington are set in alignment with Target Zero, the state's goal to eliminate traffic fatalities and serious injuries by 2030. These targets are implemented through programs such as the Highway Safety Improvement Program.

He reviewed the five federally required safety measures: total fatalities, fatalities per 100 million vehicle miles traveled (VMT), serious injuries, serious injuries per 100 million VMT, and non-motorist fatalities and serious injuries. Each year, the region may either align its projects with the state's TPM safety targets or adopt separate, region-specific targets, which require additional reporting and documentation of methodology and yearly progress. This decision will be brought to the Board for consideration in January.

Using the state's latest data, Mr. Kloskey noted that Washington's 2026 targets include fewer than 471 fatalities (0.8 per 100 million VMT), fewer than 2,023 serious injuries (3.4 per 100 million VMT), and fewer than 467 non-motorist fatalities and serious injuries. Statewide trends over the past ten years show increases in all five measures, though slight improvements were observed in 2024 compared to 2023.

In Spokane County, fatalities decreased slightly in 2024 but remain higher than 2019, with the county's portion of the 2026 target set at fewer than 36 fatalities and a rate of 0.9 per 100 million VMT. Serious injuries continued to rise, with a 2026 target of fewer than 142 injuries (3.7 per 100 million VMT). Non-motorist fatalities and serious injuries improved in 2024 compared to 2023, but remain above 2019 levels, with a target of 42.7 for 2026.

Mr. Kloskey clarified that these federally required TPM safety targets are distinct from the Regional Safety Action Plan (RSAP) targets adopted in 2024 through the SS4A action plan process. He emphasized that historically, SRTC has aligned regional planning to support WSDOT's Target Zero goals, as opposed to setting separate regional targets. He concluded by noting that committee recommendations will be presented to the Board in January and invited questions from members.

There were no questions or comments.

7 Vehicle Miles Traveled (VMT) Reduction Framework and Comprehensive Plan Certification Final Report

Mr. Stewart introduced the draft Vehicle Miles Traveled (VMT) Reduction Framework Plan and the updated Comprehensive Plan Certification Manual, noting that action would be requested at the January Board meeting. He introduced Wende Wilber from Kittleson & Associates, who provided an update on the process.

Ms. Wilber explained that the VMT Reduction Framework Plan assesses approaches to reduce regional vehicle miles traveled in response to guidance from WSDOT and updates the comprehensive plan certification process. The work included a review of Senate Bill 5412 and the SEPA categorical exclusion, as well as extensive engagement with a working group, member agencies, WSDOT, the Department of Commerce, STA, and local jurisdictions. Drafts were distributed in May and September, with comments incorporated into the current draft.

She noted that while jurisdictions are not yet required to set regional or local VMT reduction targets, WSDOT encourages establishing targets to monitor and reduce per capita VMT in support of greenhouse gas reduction goals under the Growth Management Act. Peer agencies statewide are monitoring VMT trends using travel demand models and safety data, and SRTC is following a similar trajectory with established trend lines for ongoing monitoring.

Ms. Wilber then reviewed the Comprehensive Plan Certification Manual updates. SRTC's role is to certify that transportation elements in member agency comprehensive plans are consistent with the Regional Transportation Plan and the Growth Management Act. The updated checklist reflects changes in law, including a climate change and resiliency element, per capita VMT reduction strategies, ADA transition plans, identification of state and local system needs, multimodal level of service standards, and inventories of active transportation facilities. The checklist also addresses SEPA categorical exclusions for infill housing, ensuring that environmental analysis at the comprehensive plan level considers density, intensity of uses, impacts to neighboring jurisdictions, consultation with WSDOT, and mitigation strategies.

Commissioner French asked how impacts from projects qualifying for SEPA exemptions would be addressed. Ms. Wilber explained that local permitting and review still apply, including traffic impact analyses as required by local regulations. Ms. Bollenback added that substantial changes to projects would trigger additional review, with responsibility for determining substantial changes resting with local governments. Ms. Wilber noted that significant infrastructure changes could require local SEPA review, and that SRTC's checklist is intended to ensure consultation and mitigation planning has occurred at the comprehensive plan level.

Council Member Klitzke asked whether WSDOT or other entities could override a jurisdiction's determination of SEPA exemption. Ms. Wilber responded that this is a statewide regulatory issue, but SRTC can facilitate discussions and ensure that comprehensive plans address transportation mitigation strategies. Commissioner French raised concerns about who would fund infrastructure gaps resulting from SEPA exemptions, noting potential conflicts with affordable housing policies. Council Member Klitzke acknowledged that jurisdictions may absorb some costs and highlighted

limitations of impact fees. Ms. Kay provided context, noting that SB 5412 was introduced by a coalition including the Builders Association to streamline housing development, and that the checklist is intended to identify mitigation needs early in the comprehensive planning process. Ms. Wilber reiterated that SRTC's role is to review comprehensive plans for compliance with the Growth Management Act, not to implement SEPA. Mr. Otterstrom asked whether the expanded checklist responsibilities come with additional state funding. Ms. Bollenback confirmed that no additional funding is provided, and emphasized the need for adequate resourcing for RTPOs to effectively carry out legislative requirements. She added that this has been a policy priority for SRTC for the past several years.

Finally, Mr. Otterstrom asked whether transportation planners, particularly those without a land-use background, have sufficient expertise to apply the updated checklist, which now includes broader land-use considerations tied to transportation mitigation. Ms. Wilber responded that the working group was intentionally composed of land-use planners, health and human services staff, and other non-transportation professionals, and that engagement with local jurisdictions, including meetings with City of Spokane planners, helped inform development of the checklist.

8 Transportation Advisory Committee (TAC) Application and Selection Process

Mr. Kloskey provided an update on the Transportation Advisory Committee (TAC) application and selection process, noting that this is Agenda Item 8, with a memo on page 16 of the packet. He explained that applications for new TAC members opened on October 13 and closed on November 28. The review process is underway, with offers to selected applicants planned by the end of December, pending Board approval.

Mr. Kloskey noted that the committee is recruiting six new members—four permanent and two alternates—while most current TAC members are returning for another two-year term. Seven applications have been received, which is sufficient to fill the roster for the next cycle.

He described the application process, which was made available online and promoted at various public events, including the City of Spokane Transportation Commission and the Community Assembly at EWU. Assistance was offered to applicants needing support. The application asked questions on demographics, geography, professional background, community involvement, and regional concerns to ensure diverse representation on the committee. He added that this is consistent with direction provided by the board and used previously for screening applicants to serve on the committee.

Mr. Kloskey then reviewed the selection process. Applications are evaluated by staff using a matrix that considers geographic diversity, community representation, professional experience, membership in other groups, and avoiding duplicity with current TAC members to ensure broad and varied perspectives. He invited input from the Board on expectations for committee members.

Ms. Bollenback emphasized that the TAC provides a citizen perspective to inform Board decision-making, support public outreach, and offer diverse viewpoints on regional transportation issues. Council Member Higgins noted the importance of committee recommendations and expressed



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support for the process. Commissioner French suggested that the Board consider applicants' communication skills and respectful engagement as part of the selection criteria, to ensure constructive participation in the group.

Mr. Kloskey concluded by noting that the proposed TAC roster, including a summary of applicants' backgrounds and qualifications, will be presented to the Board at the next meeting.

9 Executive Director's Monthly Report

Ms. Bollenback referred the Board to her monthly Executive Director's Report included in the packet and encouraged members to reach out with any questions in advance of meetings.

She took a moment to recognize the service of Board Chair Rod Higgins, noting that this is his final meeting. A desk clock was presented in appreciation, inscribed with the words: *"With thanks for leadership marked by clarity, integrity, and time well kept."* Ms. Bollenback acknowledged his commitment to efficiency, noting that meetings this year consistently ended ahead of schedule.

She concluded by wishing all members a safe and happy holiday and reminded them that the next Board meeting will be in January.

10 Transportation Technical Committee & Transportation Advisory Committee Meeting Summaries

No questions or comments.

11 Board Member Comments

Board members shared updates from their agencies, including recent developments, ongoing projects, and upcoming initiatives, and exchanged holiday greetings. Members also thanked Council Member Higgins for his service and leadership.

12 Chair Comments

Council Member Higgins thanked Board members for their patience and engagement during meetings and expressed appreciation for SRTC staff, recognizing their professionalism and support throughout the year. He concluded by wishing everyone a Merry Christmas and a Happy New Year, and adjourned the meeting at 2:03 p.m.

Anadia Grier, Clerk of the Board