

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

April 11, 2024, Meeting Minutes

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

**# 1 Call to Order / Record of Attendance / Excused Absences**

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

In attendance were:

**Board Members:**

Commissioner Al French, *Spokane County (Chair)*  
 Council Member Jennifer Morton, *City of Airway Heights*  
 Council Member Paul Schmidt, *City of Cheney*  
 Council Member Diane Pfaeffle, *City of Deer Park*  
 Mayor Cris Kaminskas, *City of Liberty Lake*  
 Mayor Kevin Freeman, *City of Millwood*  
 Council Member Kitty Klitzke, *City of Spokane*  
 Council President Betty Wilkerson, *City of Spokane*  
 Council Member Rod Higgins, *City of Spokane Valley*  
 Mayor Pam Haley, *City of Spokane Valley*  
 Doug Yost, *Major Employer Representative*  
 Matt Ewers, *Rail/Freight Representative*  
 Council Member Micki Harnois, *Small Towns Rep*  
 Commissioner Mary Kuney, *Spokane County*  
 Susan Meyer, *Spokane Transit Authority*  
 Council Member Tiger Peone, *Spokane Tribe*  
 Mike Frucci, *WSDOT-Eastern Region*  
 Heather Trautman, *Transportation Technology Committee Chair*

**Board Alternates:**

n/a

**Guests:**

Kevin Picanco, *City of Spokane*  
 Barry Greene, *TTC Vice Chair*  
 Char Kay, *WSDOT-ER*  
 Bobby Wertman  
 Paul Kropp  
 Karl Otterstrom, *Spokane Transit Authority*  
 Jeremy Clark, *City of Spokane Valley*  
 Dan Baker, *City of Spokane Valley*  
 Anna Ragaza-Bourassa, *WSDOT-ER*  
 LeAnn Yamamoto, *CommuteSmartNW*  
 Eric Lowe  
 Wende Wilbur, *Kittleson and Associates*  
 Francis SiJohn, *Spokane Tribe*

**Staff:**

Lois Bollenback, *Executive Director*  
 Eve McMenemy, *Deputy Executive 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. Planner*  
 Benjamin Kloskey, *Assoc. Trans Planner*  
 Savannah Hayward, *Comm. & PR Coord*  
 Greg Griffin, *Admin. Services Manager*  
 Angel Jackson, *Admin.-Exec. Coord.*  
 Megan Clark, *Legal Counsel*

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

- Kelly Fukai, *Washington State Transportation Commission*

**Council Member Schmidt made a motion to approve the excused absences from the meeting. Council Member Higgins seconded the motion. The motion was passed unanimously.**

**# 2 Public Comments**

Mr. Lowe made an in-person comment regarding the Regional Safety Action Plan.

## ACTION ITEMS

### # 3 Consent Agenda

- a) Minutes of the March 2024 Board of Directors Meeting
- b) Vouchers for February (revised) and March 2024
- c) CY 2024-2027 Transportation Improvement Program (TIP) April Amendment
- d) CY 2024 First Quarter Budget Report

**Council Member Schmidt made a motion to pass the Consent Agenda. Mr. Ewers seconded the motion. The motion passed unanimously.**

### # 4 CY 2025 Unified List Development Process & Project Evaluation Criteria

Mr. Fletcher provided an overview of the 2025 Unified List development process and emphasized key dates, including the project submittal deadline and when the draft list will be complete. The process will include developing both a federal and state version of the list. He discussed proposed changes for safety and equity criteria and explained each option for these proposals. This included a summary of how the proposed criteria changes would impact the evaluation of current Unified List projects. He reviewed the alignment schedule between the Unified List and Regional Safety Action Plan (RSAP) schedule, pointing out that the draft RSAP would be used initially to evaluate 2025 Unified List project submittals if the board approved the proposed criteria changes. He then presented two options for the 2025 Unified List criteria to the Board, with option A including all proposed criteria changes and option B including only criteria changes that would not rely on using the draft RSAP. Mr. Fletcher sought the board's approval of one of the two options.

Discussion occurred regarding the two options and the recommendations provided by the SRTC advisory committees.

**Council Member Schmidt motioned to approve Resolution 24-07 CY 2025 Unified List Development Process & Project Evaluation Criteria as presented for option B. Ms. Meyer seconded the motion. The motion was passed unanimously.**

### # 5 Transportation Performance Management (TPM): New Greenhouse Gas Rule and Targets

Ms. Bollenback explained FHWA issued a rule requiring state departments of transportation and MPOs to measure and set targets for reducing GHG emissions. However, this rule faced legal challenges, with 22 states contesting it. Recent court rulings in Texas and Kentucky concluded that FHWA lacks the authority to regulate GHG emissions. Consequently, FHWA agreed not to enforce current reporting deadlines.

**No immediate action is required.**

## INFORMATION & DISCUSSION ITEMS

### # 6 Commute Trip Reduction (CTR) Plan Updates

Mr. Redlinger highlighted SRTC's collaboration with CommuteSmart Northwest for Commute Trip Reduction (CTR) planning and introduced Ms. Yamamoto, TDM Manager for Spokane County and CommuteSmart Northwest. She outlined the current timeline for updates, emphasizing historical context and employer goals in each jurisdiction. Plans for developing local and regional CTR initiatives throughout 2024 are set to be effective from July 2025 to June 2029 upon approval. The next phase includes collaborative efforts among participating jurisdictions, SRTC, and STA.

The objective is to achieve a notable reduction in drive-alone single-occupancy vehicle trips, aiming for a 60% or lower drive-alone rate as part of their broader transportation and sustainability goals.

## **# 7 Special Transportation Planning Study Agreement: VMT Reduction**

Mr. Stewart delved into the historical context of the Vehicle Miles Traveled (VMT) targets report, geared towards aiding greenhouse gas (GHG) reduction goals. Washington State Department of Transportation (WSDOT) took the lead in establishing reduction strategies, notably recommending regions adopt per capita VMT reduction targets. The final report is accessible on the WSDOT website. Jurisdictions are required to revise their comprehensive plans for GHG reduction accordingly. Pending Board approval, SRTC is set to receive \$138,000 in pass-through funding from WSDOT to support this effort through a Special Transportation Planning Study Agreement. The funding will be used to develop a per capita VMT reduction framework and regional reduction target.

## **# 8 Regional Safety Action Plan (RSAP) Update**

Ms. Wilbur presented a thorough analysis of historical data and engagement efforts, involving input from a diverse group of over 100 individuals. She highlighted key themes extracted from county data, focusing on six equity factors and mapping areas of equity concern across the region. Ms. Wilbur's highlighted the High Injury Network (HIN), which accounts for 47% of fatal and serious injury crashes. She emphasized how the HIN's data supported the analysis, particularly in areas where severe crashes are less common, both in rural and urban segments. The implementation plan will encompass strategies with a project prospectus sheet for each jurisdiction, concluding with a review of next steps.

## **# 9 Data Applications for Transportation Analysis (DATA) Project Update**

Mr. Ulrich reviewed the complex deliverables for phases 4-6 of the project, highlighting their intricate nature and the substantial investment involved. These deliverables are eagerly awaited by many agencies for integration into their modeling processes. He discussed the land use allocation tool, which enhances forecasting efficiency and helps in maintaining current land use data. The travel demand model, based on 2022 data, underwent quantitative enhancements without altering its fundamental structure. This update includes an algorithm for estimating travel demand and incorporates improvements based on Spokane Transit Authority ridership data post-COVID. The updated data would need adjustments to capture underrepresented ridership accurately. Mr. Ulrich addressed the need for a review of final deliverables and outlined next steps for the project.

## **# 10 IT Support Services**

Mr. Griffin reviewed the IT Support Services vendor contract which is due to expire on 5/31/24. He stated during the contracted time of six years, there was a significant cost savings compared to maintaining a full-time IT Manager. Following interviews with three IT support vendors, prioritizing their value to the agency and network security, the staff will develop terms for a new three-year contract. Approval of this contract is targeted for the May 2024 board meeting, seamlessly integrating the new agreement into the CY2024 budget and will not require a budget amendment specifically for IT Support Services.

## **# 11 Executive Director's Report**

Written report only. No comment.

## **# 12 Board Member Comments**

Ms. Wilkerson highlighted Expo 50 which will take place on May 4th. Mr. Schmidt announced the WSTC will be holding their meeting in Cheney on June 26-27th.

### **# 13 Adjournment**

There being no further business, the meeting adjourned at 2:28 PM.

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Angel Jackson, Clerk of the Board

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