

Spokane Regional Transportation Council – Board of Directors

October 10, 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 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 Vincent Barthels, *City of Cheney*
 Council Member Diane Pfaeffle, *City of Deer Park*
 Council Member Cris Kaminskas, *City of Liberty Lake*
 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, *City of Spokane Valley (Vice Chair)*
 Matt Ewers, *Rail/Freight Rep*
 Mary Kuney, *Spokane County*
 Susan Meyer, *Spokane Transit Authority*
 Charlene Kay, *WSDOT-ER*

Heather Trautman, *TTC Chair*

Absent Members:

Council Member Betsy Wilkerson, *City of Spokane*
 Daniel Clark, *Kalispel Tribe*
 Doug Yost, *Major Employer Rep*
 Micki Harnois, *Small Towns Rep*
 Kelly Fukai, *WA State Transp Commission*
 Council Member Kitty Klitzke, *City of Spokane*

Guests:

Bob Turner
 Paul Kropp
 Jerremy Clark
 Tom Sahlberg
 Spencer Montgomery
 Kevin Picanco
 Karl Otterstrom, *STA*

Staff:

Lois Bollenback, *Executive Director*
 Eve McMenemy, *Deputy Executive Director*
 Ryan Stewart, *Principal Trans. Planner*
 Jason Lien, *Principal Trans. Planner*
 David Fletcher, *Principal Trans. Planner*
 Ben Kloskey, *Assoc. Trans Planner*
 Angel Jackson, *Admin.-Exec. Coord.*
 Greg Griffin, *Admin Serv. Manager*
 Savannah Hayward, *Communications*
 Megan Clark, *Legal Counsel*

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

- Council Member Kitty Klitzke, *City of Spokane*
- Doug Yost, *Major Employer Rep*
- Council Member Betsy Wilkerson, *City of Spokane*
- Micki Harnois, *Small Towns Rep*
- Kelly Fukai, *WA State Transp Commission*
- Daniel Clark, *Kalispel Tribe*

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

2 Public Comments

Mr. Lowe, resident of Spokane Valley made a public [comment](#) regarding concerns over bicycle and pedestrian safety.

ACTION ITEMS

3 Consent Agenda

- a) Minutes of the September 2024 Board of Directors Meeting
- b) Vouchers for September 2024
- c) CY 2024-2027 Transportation Improvement Program (TIP) October Amendment
- d) CY 2024 Quarter 3 Budget Report

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

4 Calendar Year (CY) 2025 Budget and Indirect Cost Plan – Approval

Mr. Griffin, SRTC staff, reviewed and highlighted budget changes that reflect a 13% decrease from the previous year, which are primarily driven by the completion of contractual services and reduction of the office expenses. He recognized that there are increases in personnel costs, including a proposed 3% COLA adjustment and a 2.5% merit pool, as well as 15% higher IT expenses.

Mr. Griffin also outlined the indirect cost plan, which is tied to the 2025 budget and includes a 51% indirect rate for the year, which is lower than the 10-year average of 60%. This plan adheres to federal guidelines and is approved by WSDOT. The reduction in indirect costs reflects adjustments based on actual versus budgeted costs from prior years.

Council Member Higgins motioned to approve the Calendar Year (CY) 2025 Budget and Indirect Cost Plan as presented. Mr. Ewers seconded the motion. The motion passed unanimously.

5 Calendar Year (CY) 2025-2028 Transportation Improvement Plan (TIP) – Approval

Mr. Stewart recapped that the TIP is a four-year program for transportation projects in the Spokane region, including those projects that receive federal funding or that are considered to be regionally significant. The draft TIP, linked on the SRTC website, contains 65 projects, totaling approximately \$897 million, with 23 of those receiving SRTC-managed federal funds. The presentation also explained key project types and their funding sources, including transportation demand management and transportation system management and operations. Mr. Stewart emphasized the usefulness of the online map for public engagement and the completion of a public comment period in September.

The board's technical and advisory committees unanimously recommended TIP approval at their September 25th meetings. Following board approval, the projects will be uploaded to the Washington State portal for inclusion in the statewide transportation improvement program, with final approval expected in early January.

Mr. Ewers motioned to approve the 2025-2028 TIP as presented. Ms. Kay seconded the motion. The motion was passed unanimously.

INFORMATION & DISCUSSION ITEMS

6 Guest Presenter: Spokane Transit Authority Connect 2035

Mr. Otterstrom, STA staff, provided an update on STA's CONNECT 2035 strategic plan, which is set to guide the agency's development for the next ten years. He explained that the plan, launched by the STA Board in 2022, follows the completion of STA's current strategic plan projects by 2026. The new plan is informed by community input and organized around three strategic goals: improving customer experience, collaborating with community partners, and strengthening the agency's capacity to meet regional demands.

Phase two of the plan, initiated in 2023, focuses on identifying specific initiatives and projects to achieve these goals. Key feedback highlighted the importance of frequent and accessible transit services, such as late-night and weekend services and expanding service to new areas. Mr. Otterstrom also emphasized the need for high-performance transit, real-time bus information, and enhancing safety and security for riders.

Core investments identified include the Division Street Bus Rapid Transit (BRT) project and expanding STA's capacity for zero-emission vehicles. Mr. Otterstrom explained that while these initiatives are crucial, there are other enhancements under consideration, such as a safety ambassador program, further community partnerships, and internal improvements to data collection and communication systems. He concluded by discussing the challenges of prioritizing initiatives due to limited funding and noted that STA sought feedback from the public, employees, and the board to determine which projects should move forward.

7 SRTC Guiding Principles Update

Mr. Lien, SRTC staff, reviewed the six guiding principles that inform SRTC's work, emphasizing the recent addition of a seventh guiding principle focused on Equity. He noted that a series of updates have been made to provide further clarity on these principles. Highlights of the updates included the alignment with both federal and state policies and a safety update based on completion of the RSAP (Regional Safety Action Plan).

Mr. Lien also reviewed the format, including the narrative description and the policy statements. He addressed feedback from the SRTC committees, explaining that suggestions included adding language on stewardship and ensuring that equity is carried out across all SRTC programs.

Ms. Bollenback reiterated that all the work done by SRTC builds on each other and these guiding principles are used to select and organize projects. She also noted that while this will be used for the Metropolitan Transportation Plan (MTP), it will also be utilized for the Call for Projects (CFP) next year. No additional comments were made.

8 Congestion Management Process: Corridor Analysis & Strategies

Mr. Fletcher, SRTC staff, provided an overview of the Congestion Management Process (CMP) and its purpose, noting that it is a federal requirement. He showcased the CMP network, including a map of its corridor, and explained how they were identified. Based on feedback from the TTC, the network was segmented into more granular corridors to increase the resolution of the CMP's analysis. The TTC also recommended adding Barker Rd to the network, based on recent increases in traffic volumes and congestion along that corridor. Mr. Fletcher then summarized the corridor analysis, reviewing the four primary factors considered in the analysis: 1) travel demand, 2) Level of Travel Time Reliability (LOTTR), 3) Peak Hours of Excessive Delay (PHED), and 4) connections to regional activity centers. He presented maps visualizing each of these factors, along with a map overlaying all four factors. These were used to identify the region's most significant and congested corridors, which are designated as Tier 1 Corridors in the CMP and are selected for detailed congestion management strategies.

Mr. Fletcher highlighted that CMP Toolkit of Strategies, which is divided into five broad categories that are further broken into 37 core strategies. The CMP also includes strategies matrix, which identifies which strategies are applicable to each of the Tier 1 Corridors. SRTC staff is holding a workshop with the CMP working group on October 16 to review and update these strategies.

9 Executive Director's Report

No questions or comments.

10 Transportation Technical Committee & Transportation Advisory Committee Meeting Summaries

No questions or comments.

11 Board Member Comments

Board members highlighted events in their perspective areas.

12 Chair Comments

Council Member French highlighted the Administrative Committee has commenced the annual evaluation of the Executive Director. Copies of her current work program and a draft work program for calendar year 2025 have been sent to the SSRTC board members. Suggestions or comments regarding the work plan or performance of the Executive Director should be emailed to either Council Member French or Mr. Griffin by the end of the business day on October 18th. The committee will review the submitted comments, evaluate the Executive Director's performance over the past year, and make recommendations for the coming year.

Additionally, SRTC, in partnership with Good Roads and local Chambers of Commerce, is hosting the second annual Transportation Summit on October 17th, focused on "Embracing Innovation, Integrating Technology and Transportation." Invitations have been distributed, and board members are encouraged to confirm their attendance with Lois to ensure adequate seating.

There being no further business, the meeting adjourned at 2:15 PM

Angel Jackson, Clerk of the Board