



Board of Directors Meeting Minutes

Thursday, February 13, 2025- 1:00pm

1 Call to Order/ Excused Absences

Chair Higgins called the meeting to order at 1:04pm and attendance was taken.

In attendance were:

Board Members:

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 Jonathan Bingle, *City of Spokane*
Council Member Kitty Klitzke, *City of Spokane*
Mayor Pam Haley, *City of Spokane Valley*
Council Member Rod Higgins, *City of Spokane Valley (Chair)*
Daniel Clark, *Kalispel Tribe*
Matt Ewers, *Rail/Freight Rep*
Doug Yost, *Major Employer*
Council Member Micki Harnois, *Small Cities/Towns Rep*
Karl Otterstrom, *Spokane Transit Authority*
Char Kay, *WSDOT-ER*

STAFF

Lois Bollenback, *Executive Director*
Eve McMenamy, *Deputy Exec. Director*
Megan Clark, *Legal Counsel*
Savannah Creasy, *Comm. & Public Relations Coor.*
Angel Jackson, *Admin-Executive Assistant*
Ryan Stewart, *Principal Transportation Planner*
Jason Lien, *Principal Transportation Planner*
David Fletcher, *Principal Transportation Planner*
Michael Redlinger, *Associate Transp. Planner 3*
Ben Kloskey, *Associate Transportation Planner 1*

Absent Members:

Commissioner Al French, *Spokane County*
Council Member Jennifer Morton, *City of Airway Heights*
Kelly Fukai, *WA State Transp. Commission*
Mayor Kevin Freeman, *City of Millwood*
Mayor Cris Kaminskas, *City of Liberty Lake (Vice Chair)*

Ex-Officio Members

Barry Greene, *TTC Chair*
Paul Vose, *TAC Chair*

Guests:

Wende Wilbur, *Kittleson & Assoc.*
LeAnn Yamamoto, *CommuteSmart NW*
Adam Jackson, *City of Spokane Valley*
Dan Pratt, *City of Deer Park*
Glenn Wagemann, *WSDOT*
Charles Hansen, *TAC Member*
Cecelia Evans, *Spokane Tribe*
Kevin Picanco, *City of Spokane*
Tom Sahlberg, *TAC Member*
Jerremy Clark, *City of Spokane Valley*
Paul Kropp



Excused Absences

➤ January:

Kelly Fukai, WA State Transportation Commission

Doug Yost, Major Employer Rep

Mayor Cris Kaminskas, City of Liberty Lake

➤ February:

Council Member Jennifer Morton, City of Airway Heights

Mayor Cris Kaminskas, City of Liberty Lake

Mayor Kevin Freeman, City of Millwood

Commissioner Mary Kuney, Spokane County

Kelly Fukai, WA State Transportation Commission

Commissioner Al French, Spokane County

Chair Higgins requested the excused absences from January's board meeting be included in the motion.

Council Member Klitzke made a motion to approve the excused absences for January and February's board meeting. Mr. Otterstrom seconded the motion. The motion passed unanimously.

2 Public Comments

There were no public comments. Chair Higgins recognized Savannah Creasy, SRTC staff.

Ms. Creasey informed the members the new branding and website would launch on February 25th. She stated there would be several items that will be distributed at the March Board meeting for in-person members to receive.

ACTION ITEMS

3 Consent Agenda

- a. Minutes of January 2025 Board of Directors Meeting
- b. Vouchers for December (amended) and January 2025
- c. CY 2025-2028 Transportation Improvement Program (TIP) February Amendment
- d. CY 2024 Quarterly Budget Update

Council member Klitzke made a motion to approve the Consent Agenda. Ms. Kay seconded the motion. The motion was passed unanimously.

4 Appointment to the 2025 Administrative Committee

Ms. Bollenback reported that the Administrative Committee functions as a working group for the board, assisting with responsibilities such as updating the procurement manual and conducting the annual budget evaluation. Although there are no ongoing activities at this time, meetings are expected to resume in approximately one month. She further noted the recommended appointments of Mr. Ewers and Councilman Klitzke as new members. The committee's existing members include: Chair - Rod Higgins,



Vice Chair - Cris Kaminskas, Past Chair - Al French, Char Kay (WSDOT), and Karl Otterstrom (STA).

Council Member Klitzke made a motion to approve the appointments to the 2025 administrative committee as presented. Mr. Ewers seconded the motion. The motion passed unanimously.

5 CY 2025-2029 Call for Projects Criteria and Principles of Investment

Mr. Stewart led a discussion seeking approval for a resolution related to SRTC's Call for Projects (CFP), which includes approximately \$36 million in available funding. The project selection criteria were updated in collaboration with agency staff, including the TIP Working Group. He reviewed the requests for off-the-top allocations. He provided an overview of funding distribution. Preservation projects are allocated \$8.2 million, with a maximum award of \$1.35 million per application and a total cap per agency of \$2.7 million. A table was displayed to illustrate funding distribution after off-the-top allocations that are recommended. Mr. Stewart highlighted a key change in this CFP cycle, noting that separate application processes from previous years have now been consolidated into a single CFP. He also outlined the timeline, with the CFP set for release in February and final approval by the Board anticipated in July.

There was a robust discussion focused on funding and planning for an I-90 study, with concerns about the source of matching funds, project scope, and timing. It was noted that a previous study was completed in 2018, and there are multiple demands and improvement options being considered. The goal is to integrate Transportation Systems Management and Operations (TSMO) projects and smaller improvements while prioritizing cost-effective solutions, given the unlikelihood of large-scale projects. Concerns were raised by Ms. Kay, WSDOT, about control over the asset they manage, and she used the analogy of WSDOT studying STA's transit service in Airway Heights. The discussion also touched on funding allocation, the discretionary nature of funds, and the importance of a proactive approach. WSDOT's concerns were acknowledged, as the funding's timeline is set for 2027-2029. A regional perspective was emphasized over jurisdiction-specific approaches, with a focus on preservation and return on investment. The study's importance was reaffirmed, and it was noted that both committees recommended it to the board. Challenges in securing large funding awards were discussed, with a preference for smaller, more manageable allocations. The resolution was identified as the starting point, and it was agreed that the board's role is to balance agency needs through a moderated approach.

Mr. Otterstrom made a motion to approve the CY 2025-2029 Call for Projects Criteria and Principles of Investment as presented. Council Member Klitzke seconded the motion. The motion passed unanimously.

6 Transportation Performance Management: PM1 – Safety

Mr. Redlinger presented on Transportation Performance Management (TPM), focusing on safety performance and establishes annual safety targets. He highlighted the Highway Safety Improvement Program (HSIP), a federal funding source directing approximately \$30 million annually to Washington State, with the region receiving an average of \$2.5 million per year since 2014. Performance measures include fatalities, serious injuries, fatalities per 100 million vehicle miles traveled, non-motorist fatalities and serious injuries, and serious injuries per 100 million vehicle miles traveled. He emphasized concerning regional and statewide safety trends and Washington State's Target Zero policy, aiming for zero fatalities and serious injuries by 2030. MPOs may either agree to plan and program in support of WSDOT's



targets or set their own regional targets. The recommended action is alignment with WSDOT's goals.

Mr. Redlinger outlined SRTC's recent efforts to improve safety, including securing funding through the Safe Streets for All program for a Regional Safety Action Plan, adopted in September 2024, providing actionable strategies for member agencies. Additionally, SRTC received a grant for educational outreach to influence driver behavior.

During the open discussion, Councilmember Bingle questioned the ambitious nature of the proposed goals supporting WSDOT targets rather than setting a more attainable regional target. There was lengthy discussion about setting targets and the actions taken to impact change. It was noted that the Regional Safety Action Plan completed by SRTC aligned the regional efforts to reach Target Zero with those established by the City of Spokane, but the recommendation for addressing Federal Targets is to continue our support of the WSDOT targets.

The discussion continued regarding the practice of supporting WSDOT and it was noted that setting a different target would require additional data that is not readily available and reporting that would divert activities and resources away from programs that may influence change. Discussion also highlighted the need to focus on addressing the root causes of incidents rather than just setting targets, emphasizing the MPO's role in identifying projects that can contribute to safety. The need for collaboration with law enforcement, public outreach, and policy adjustments was highlighted, with a recommendation to revisit these issues in a future agenda to explore practical safety improvements.

Mr. Otterstrom made a motion to approve Transportation Performance Management: PM1 as presented. Ms. Kay seconded the motion. The motion passed with one dissenting vote.

INFORMATION & DISCUSSION ITEMS

7 MPO-RTPO Overview of Agency Purpose and Upcoming activities

Ms. Bollenback provided an overview of SRTC's dual role as an MPO and RTPO, highlighting its evolution since 1962 and the regulatory changes that shaped its current operations. She outlined the MPO's core functions, distinguishing between required and optional activities, and emphasized that while SRTC provides data and coordination, policy decisions rest with the board. She detailed the project selection process for the TIP, guided by established principles, and underscored SRTC's role in regional transportation planning. She concluded with a preview of key initiatives planned for 2025.

8 SFY 2026-2027 Unified Planning Work Program (UPWP) Development Overview

Ms. Bollenback explained that the UPWP is a two-year work program that serves as the legally required scope of services attached to the DOT grant funding agreement, outlining activities, including planning studies within the region. She emphasized that the program operates under multiple federal and state guidelines, with significant overlap and connectivity to other plans and programs. She explained that development of the UPWP is guided by a variety of emphasis areas established by federal and state directives. She stated this presents challenges under the evolving direction at the federal level. While development guidance was provided in December, changes occurred, and no additional direction has been released. The general guidance has been to remain flexible until further notice. She also reviewed ongoing efforts and noted that a recent survey identified quarterly planning as the top priority.



Ms. Bollenback sought input from the group on whether the identified priorities align correctly and outlined the timeline. She also reviewed next steps including a determination of key activities to be reviewed at the next board meeting and submission of the UPWP for state and federal review by March 25th. She added that the draft will be presented to the board for review in May, adoption in June and implementation on July 1.

In the discussion that followed, members reflected on survey results, noting that no priority received overwhelming support, reinforcing the importance of targeted project and study selection. The role of data analysis in MPO functions was emphasized, with a focus on outreach that promotes safe behavior change.

9 Horizon 2050 Metropolitan Transportation Plan: Regional Priority Network

Mr. Redlinger presented an overview of the region's priority transportation networks, to be updated as part of the Horizon 2050 update to the Metropolitan Transportation Plan. He outlined four key networks—vehicular, transit, freight, and bicycle—emphasizing their role in regional mobility and connectivity. The update will also expand considerations for air and rail transportation, integrating recent data and exploring potential passenger rail opportunities. To facilitate member engagement, an interactive web map will be made available for local agencies. He stated the goal is to complete network reviews by spring, ensuring alignment with long-term transportation planning objectives.

10 Horizon 2050 Metropolitan Transportation Plan: Needs Assessment

Mr. Lien presented an update on the process to document regional needs and projects for Horizon 2050. He introduced Ms. Wilbur, Kittleson and Associates, who noted ongoing interviews with nine agencies, with four meetings scheduled over the next week to complete the 1:1 interviews. A key concern raised was infrastructure preservation, as the gap between needs and available resources continues to grow. Mr. Lien reviewed the timeline, indicating that the master project list is expected to be finalized this spring. Outreach activities, including five public workshops and a survey, are planned throughout the next few months to engage stakeholders and identify additional needs.

11 Regional Commute Trip Reduction (CTR) Plan Update

Mr. Kloskey provided an overview of the Commute Trip Reduction (CTR) program, which seeks to reduce single-occupancy vehicle trips through four-year plans developed by the relevant agencies. The last plan was completed a decade ago and there are several updated plan elements and requirements. SRTC co-led regional workshops to develop the plan in collaboration with local agencies and Commute Smart Northwest, in order to ensure regional consistency with all plans. The current drive-alone rate stands at 64.4%, with a target reduction to 60%.

12 Executive Director's Report

No comments or questions.

13 Transportation Technical Committee & Transportation Advisory Committee Meeting Summaries



No questions or comments.

#14 Release of the Regional Travel Demand Model

No questions or comments.

15 Board Member Comments

No comments or questions.

16 Chair Comments

No comments or questions.

There being no further business, the meeting was adjourned at 2:49 PM

Signature on File

Angel Jackson, Clerk of the Board