

**SPECIAL MEETING NOTICE OF THE
CITIZEN'S TRANSPORTATION ADVISORY BOARD**

The regularly scheduled August 17, 2022, meeting of the Citizen's Transportation Advisory Board ("CTAB") has been canceled. A special meeting of the CTAB will be held remotely on August 24, 2022, at 5:30 p.m.

The City of Spokane's Citizen's Transportation Advisory Board ("CTAB") meeting will be held virtually via Teams at **5:30 p.m. on Wednesday, August 24, 2022**. The public is encouraged to tune into the meeting using the Teams meeting information posted on the attached agenda.

The CTAB meeting is regularly held on the 3rd Wednesday of each month at 5:30 p.m. unless otherwise posted.



Breean Beggs
Council President



Meeting Agenda

Committee Members: Cliff Winger (PCTS), Randy McGlenn (PeTT), Grant Shipley (BAB), Hayley Harrison (HRC), Brian Thomas (D 3), Stefan Rodriguez (D 3), Barbara Coe (D 2), Lindsey Shaw (D 1)

I. Welcome and Introductions

II. Proposed changes to agenda and agenda approval

III. [Approval of minutes from last meeting](#)

IV. Council liaison Report

Shauna

V. Member liaison Reports

All

- a) BAB
- b) PeTT
- c) PCTS
- d) Human Rights Commission

VI. Open issues

- a) [Policies and procedures review and approval](#) Randy
- b) [Annual Report Draft](#) Shauna

VII. New business

- a) Project Updates Kevin
- b) Project Updates Clint
- c) Wellesley rebuild discussion Clint

VIII. Open Forum

All

IX. Wrap up – Next meeting – September 21st





Citizen's Transportation Advisory Board (CTAB)

March 16, 2022

5:30 – 7:00 p.m.

Webex Meeting

Draft Meeting Minutes

Attending Members: Randy McGlenn (PeTT, chair), Cliff Winger (PCTS), Grant Shipley (BAB), Hayley Harrison (HRC)

Attending Staff: Shauna Harshman, Clint Harris, Chris Cafaro, Kevin Picanco

Community Members:

Meeting called to order at 5:30

Welcome and Introductions

- Introduction of new member Hayley Harrison from the Human Rights Commission

Agenda Revisions

- Moving Clint's items forward
 - 2021 adjustment to project near Lowes with bus routes, bus route portions taken out of the project due to the need to rebuild the street instead of grind and overlay.
 - Adjustment of 2022 projects due to escalating costs.
- Almost done with the residential crack sealing, making big push right now to get through the last of the work before the weather gets too cold.
- Changing terminology of residential streets to local access.
- Revised project list to Council in mid-November – they will start to work in parallel.
 - Motion to approve the changes to the list of proposed projects - Randy moved, Hayley seconded. Passed unanimously.
- Crack Seal prep versus Crack seal reporting of costs. Keep crack seal at \$400k, and track the prep as part of district project costs.

Approval of minutes from last meeting

- Grant moves, Randy Seconds – Both approved

Council Liaison Report

- New members to Council by Friday
- Project updates to Council for approval in April

Committee Liaison Reports

- BAB
 - DivisionConnects was major focus of meeting topic
 - Nick Hamad and Don Kardong bridge update prior meeting
- PCTS
 - 6-year plan update by Kevin Picanco
 - MONCI will be providing monthly updates
- PeTT
 - Randy is working on updates to PeTT function

Open Issues

- Work Plan Review –
 - Policies and procedures complete – vote at next quorum meeting next month and then post

New Business

- Project Status Updates

New Business

- New matrix discussion – adding items on equity, and other indicators from street rebuild matrix.
- Project spreadsheet revisions –
- Criteria for creating project areas-
 - Chris uses matrix data
 - Should be district reps selecting projects, increasing or reducing project size
 - Process to suggest new projects – limits of the streets, then Chris can pull the numbers and do the matrix etc. and get back to the committee. We will work to get that info into P & P and onboarding. Make it an agenda item for future meeting to train.
- Sidewalk funding – Kevin Picanco
 - North River Drive Sidewalk – Washington St. East
 - Bid and contract awarded, fall 2021, construction started this week
 - Driscoll
 - Proposed 2020 to 2022

- Driscoll-Alberta-Cochrane (\$650,000) they have secured additional funds from Safe routes to schools and will not need all of the money, suggesting adding new infill project – Haven St. Sidewalk Infill
 - Discussion of funding, leveraging funds, ADA ramps, sidewalk data.
 - Put Kevin’s item on next month’s agenda for approval to move to council for approval.
- Review of winter maintenance requests
 - Clint presentation of mud boils

Open forum

- Communication – distribution email list

Wrap up and what’s next

- Next meeting date April 17th

Adjourn

Meeting adjourned at 7:08 pm.

Minutes taken by TBD Administrator and City Council Liaison, Shauna Harshman

Draft

Citizen's Transportation Advisory Board

Policies and Procedures

I. Purpose

The purpose of the Citizen's Transportation Advisory Board (herein referred to in this document as the CTAB) is to bring forward recommendations for prioritization and funding for residential street maintenance and preservation to the Spokane City Council.

Pursuant to Resolution No. 2010-0002, the CTAB is responsible for the review of transportation projects for their consistency within the parameters established by Ordinance No. C-34648, codified in Chapter 8.16 SMC, and for recommending prioritization and funding of transportation projects funded by Transportation Benefit District (TBD) and residential Street Maintenance funds to City Council.

We are here because we care profoundly, and we want to serve to the best of our ability to benefit everyone in our community.

II. Creation

The Board has been created and adopted in accordance with Resolution No. 2010-0002, Ordinance xx, and shall consist of eleven members, who are City residents, appointed by the Spokane City Council. ~~One Two~~ members shall be a resident ~~from of~~ each city council district, one ~~member-person~~ shall be a member from each of the following: the Pedestrian, Traffic & Transportation committee (PETT) of the Community Assembly, The Plan Commission Transportation Subcommittee (PCTS) the Bicycle Advisory Board (BAB), the Human Rights Commission (HRC), and ~~a the seventh-eleventh~~ member shall be appointed at large. In the event of a vacancy, the CTAB-TBD Administrator shall review ~~applicants applications~~ and forward ~~a recommendation materials~~ to fill the vacancy to the Governing Board of the TBD, the Spokane City Council for selection and confirmation.

III. Term

1. The terms, as designated by the Spokane City Council at the time of appointment, shall ~~expire on November 11, 2013~~ be three years with the opportunity to be reappointed for another term of three (3) years. In order to stagger terms of appointment an initial appointment of less than half of the full term will not count towards the maximum appointment of two three year terms.
- ~~2. The terms of the other three members shall expire annually on November 11. No member from PCTS, PETT, or BAB shall be appointed for more than two consecutive three year terms.~~

2. No elected official, City officer or employee shall be a member of the CTAB.

3. CTAB members shall not be removed from office by the City Council before the expiration of their terms unless for a disqualifying change of residence or for cause based upon a determination of incapacity, incompetence, neglect of duty, or malfeasance.

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IV. Officers

The CTAB may appoint a chair and vice-chair for a term of one year. The chairperson and vice-chair shall be able to vote on all matters before the CTAB, along with the other members of the CTAB. The duties of the chairperson shall include chairing the meetings of CTAB, working with TBD administrator and staff to set the meeting agenda, and assisting with coordinating reports of the CTAB. Duties of the vice-chair shall be to serve as the chair pro-tem in the absence of the chair and other duties as established by the CTAB.

V. Quorum and Voting

Four members of the CTAB shall constitute a quorum for purposes of conducting a meeting. A majority of the quorum may approve procedural matters. ~~Four Six~~ affirmative votes shall be required to approve any motion or measure moving forward to the City Council.

VI. Conflicts

No CTAB member shall be affiliated with any contractor performing work or seeking the award of work for projects financed by, or in part, by a Spokane TBD project in any way. CTAB members shall avoid conflicts of interest, such as having a direct pecuniary or financial gain.

VII. Meeting Schedule, Agenda and Rules

Commented [HS1]: Determine logical formatting

—The CTAB shall use the current version Roberts Rules of Order to conduct meetings. -The CTAB will attempt to reach consensus before a vote is taken. The CTAB shall meet at such times as it deems advisable, when people are most available to attend. All meetings shall comply with the Washington State Open Public Meetings Act. The CTAB shall work with the TBD Administrator to develop and post its meeting notices, agenda, and meeting minutes. Meetings shall be open to the public. The CTAB shall determine the format of its meetings, including when public testimony will be taken. CTAB shall create a standing rules document to address details of meeting schedules, agendas and rules, which will be a living procedural document.

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CTAB members may attend regular or special meetings of the Board in person, telephonically, or virtually and shall be counted as present for purposes of establishing a quorum. Members attending telephonically or virtually shall have their voice vote recorded and counted among those present at the meeting. Any member desiring to participate telephonically or virtually shall notify the ~~chairperson~~ TBD Administrator prior to the meeting and shall be responsible for assisting with making all necessary arrangements.

Commented [HS2]: Follow-up about owl in conference rooms

CTAB members, TBD Administrator, and staff may suggest agenda items for CTAB meetings. ~~CTAB meeting agendas shall be prepared by~~ The staff TBD Administrator will work with the chair to set the agenda and the TBD Administrator will post and submitted to the CTAB chair for approval. New business items may be discussed during any CTAB meeting for future action by CTAB.

- ~~• In person meetings will be held in accessible and inclusive spaces, most regularly at City Hall, 808 W Spokane Falls Blvd, Spokane WA 99201, unless otherwise decided by the group.~~
- ~~• When in-person meetings are not possible, meetings will be held virtually via accessible video/phone conference software at an appointed and agreed upon time and frequency.~~
- ~~• When in-person meetings are held, a virtual option to participate will be made available for those who prefer or need to maintain social distance.~~

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Conduct of meetings

- Meetings will be facilitated by the CTAB chair.
- The TBD administrator will keep a record of meeting attendees, meeting notes, key issues raised, and actions required.
- Virtual meetings shall be recorded.
- Comments from individual members will generally not be attributed and a verbatim record of the meeting will not be prepared.

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Committee meeting Etiquette Meeting agreements

- Listen to understand
- Assume good intent, attend to impact
- Come prepared on agreed upon assignments
- No hidden agendas
- Be respectful
- It's okay to ask questions
- Recognize each other as representatives of different communities

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VIII. Staffing

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The City shall provide staffing to the CTAB. Any concerns regarding the level of staffing shall be resolved by the City Council. The CTAB may request the City Council to provide additional professional staffing, consultants and other technical personnel to advise it in

the performance of its duties. Such additional staffing ~~shall be contingent upon approval paid for~~ by the City Council.

Commented [HS6]: Is this the correct language, or is this accomplished by allocating budget resources to the administration?

IX. Communications

All communications to or from CTAB members shall be provided to and maintained by staff assigned to the CTAB (TBD Administrator).

CTAB members will be reminded of meetings through email...

Commented [HS7]: Place in standing rules document

X. Functions, Powers and Duties

The CTAB shall have the following functions, powers and duties:

1. Review transportation projects funded by the TBD and Street Department local access street funds for their consistency within the parameters established by Chapter 8.16 SMC;
2. Recommend prioritization and funding of transportation projects funded by TBD funding; and
3. Provide on an annual basis a report to the TBD Governing BoardSpokane City Council on progress made in carrying out the Board's responsibilities.

CTAB members agree to:

- Provide specific community expertise, and knowledge
- Review materials provided and comment promptly when assigned to do so.
- Attend all meetings possible and prepare appropriately.
- Members representing other committees will relay information to their communities after each meeting and gather information/feedback from their community members as practicable before each meeting
- Maintain a focus on solutions that benefit the people and environment of the region.

Commented [HS8]: Standing rules?

XI. CTAB Reports and Recommendations

When approving reports, opinions or recommendations, CTAB shall strive -to obtain a consensus of its members. ~~When a consensus cannot be obtain, a minority report, opinion or recommendation shall be prepared and submitted along with the decision of the majority.~~

Adopted by the Citizen's Transportation Advisory Board on _____, ~~2011~~2021.

20 21

Annual Report

TRANSPORTATION BENEFIT
DISTRICT



PROGRAM OVERVIEW

Overview, Scope, Board &
Outreach

FINANCIAL REPORT

Obligations & Revenue

TBD ACCOMPLISHMENTS

Maps

TBD Program Overview

FUNDING PRIORITIES

In February of 2011 the Transportation Benefits District (TBD) Board adopted Resolution 2010-0002 which established the Citizens' Transportation Advisory Board (CTAB). The CTAB is responsible for the review of transportation projects for their consistency with parameters established in Chapter 8.16 SMC and Ordinance No.C-34648 regarding how the TBD monies are to be used. By statute in RCW 36.73.020, the monies need to be used specifically for projects that serve to:

- Reduce risk of transportation facility failure and improve safety,
- improve travel time,
- improve air quality,
- increase daily and peak period trip capacity,
- improve modal connectivity,
- improve freight mobility, and
- preserve and maintain optimal performance of the infrastructure over time to avoid expensive infrastructure replacement in the future.

PROJECT SCOPE

Projects need to be identified in the 6-Year Pavement Maintenance Program. The City Council has primarily chosen to implement project work for residential streets. Pursuant to Ordinance No. C-34690, a minimum of ten percent of the funds generated by the TBD will be directed to implement the pedestrian program of the 6-Year Comprehensive Street Program. The 6-Year Pavement Maintenance Program establishes the work components of the program including: pothole repair, sub-grade repair, crack sealing, skin patching, thick overlay, grind/overlay, and utility cut patching, in addition to other maintenance programs such as leaf pick-up, snow removal, street sweeping, street grading, restriping, weed control and pavement maintenance and repair for the City's 760 lane miles of arterial streets and 1,460 lane miles of residential streets.

REPORTING REQUIREMENTS

Resolution 2010-0002 instructs the CTAB to submit an annual report to the TBD Governing Board, City Council, with progress made in carrying out the Citizens' Transportation Advisory Board's responsibilities. Additionally, RCW 36.73.160(2) requires TBDs to issue an annual transportation improvement report detailing the district revenues, expenditures and the status of all projects, including cost and construction schedules. The report must be distributed to the public and newspapers of record in the district. This report serves both of those functions.

CTAB & TBD Members

CTAB MEMBER DETAILS

POSITION	MEMBER	TERM
District 1	Tom Morgan - Vice Chair	Stepped down
District 2	Brian Duncan	Expired 11/11/2021
District 3	Christopher Johnson	Stepped down
At-large	John Dietzman - Chair	Expired 11/11/2021
Bicycle Advisory Board (BAB)	Grant Shipley	Expires 11/11/2024
Plan Commission Transportation Subcommittee (PCTS)	Tom Sanderson/Cliff Winger	Expires 11/11/2024
Pedestrian Transportation and Traffic (PeTT)	Randy McGlenn - Chair	Expires 3/12/24
Human Rights Commission (HRC)	Hayley Harrison	Expires 11/11/2024

TERM LIMITS

On October 7th, 2013 the TBD Governing Board modified Resolution 2010-0002 to stagger term limits for the CTAB to prevent all appointments from expiring on the same date and year (those terms are reflected above).

Board appointments changed to allow all members to serve a three year term with the opportunity to serve one additional term of three years.

TBD GOVERNING BOARD

The role of TBD governing board was assumed by the Spokane City Council in Spokane Municipal code Section 08.16.040, in Ordinance C35557, passed November 20, 2017.

MEMBER	POSITION
Breean Beggs	Chair
Johnathan Bingle	District 1
Michael Cathcart	District 1
Lori Kinnear	District 2
Betsy Wilkerson	District 2
Zack Zappone	District 3
Karen Stratton	District 3
Shauna Harshman	TBD Administrator

TBD Outreach



COMMUNITY ENGAGEMENT

The existing public participation plan is designed to increase public awareness of the TBD, and the projects it funds. The goal has been to inform the Spokane community about how the TBD fees are being programmed. The plan identified a number of platforms and strategies to publicize the planned and constructed projects.

ACCOMPLISHMENTS

The TBD continued a positive working relationship with the Department of Licensing (DOL) and the Department of Revenue (DOR) which has significantly minimized the number of citizens being charged outside of the TBD boundary.

OUTREACH IN 2021

Continued to update information on the CTAB/TBD pages of the City of Spokane website.

MOVING FORWARD

Moving beyond informing the public to engaging the public.

"Our decisions about transportation.. determine the connections and barriers that people will encounter in their daily lives – and thus how hard or easy it will be for people to get where they need and want to go".
– Elijah Cummings

Financial Report

TOTAL TBD REVENUE TO DATE

Total Revenue	
Funds collected 2011	\$522,382.20
Funds collected 2012	\$2,520,311.82
Funds collected 2013	\$2,547,688.44
Funds collected 2014	\$2,786,148.50
Funds collected 2015	\$2,741,101.64
Funds collected 2016	\$2,889,405.93
Funds collected 2017	\$2,957,528.89
Funds collected 2018	\$3,065,198.38
Funds collected 2019	\$3,067,544.60
Funds collected 2020	\$3,350,186.86
Funds collected 2021	\$3,429,482.95
Total Revenue To Date:	\$29,876,980.21

PROGRAM EXPENDITURES TO DATE

Expenditure Category	2011-2014	2015	2016	2017	2018	2019	2020	2021	Total
Admin	\$18,090	\$12,976	\$16,595	\$21,043	\$19,856	\$16,377	\$9,127	\$9,765	\$123,829
Grind & Overlay	\$2,217,286	\$1,100,167	\$1,427,324	\$971,615	\$995,666	\$1,553,435	\$183,316	\$1,517,719	\$9,966,527
Chip Seal	\$2,015,185	\$535,185	\$758,694	\$708,629	\$1,432,386	\$1,165,309	\$40,295	\$1,612,018	\$8,267,701
Crack Seal	\$901,296	\$532,113	\$464,996	\$97,469	\$27,080	\$279,524	\$145,980	\$21,639	\$2,470,097
Sidewalk	\$739,776	\$334,861	\$55,848	\$38,755	\$294,940	\$394,415	\$317,621	\$42,990	\$2,219,206
Other*	\$346,675	\$51,766	\$0	\$48,983	\$277,907	\$492,011	\$412,963	\$0	\$1,630,305
Total:	\$6,238,309	\$2,567,068	\$2,723,457	\$1,886,494	\$3,047,835	\$3,901,072	\$1,109,302	\$3,204,131	\$24,677,666

Financial Report

PROGRAM OBLIGATIONS

Project	Active Project Allocations	Expenditures to Date	Remaining Obligation
Crack Seal (2018, 2019)	\$836,627	\$452,584	\$384,043
2019 Chip Seal	\$1,073,000	\$1,149,190	\$124
2021 Chip Seal	\$1,231,646	\$1,557,725	\$0
2019 Grind & Overlay	\$1,534,841	\$1,506,274	\$64,171
2021 Grind & Overlay	\$3,125,458	\$1,513,411	\$3,412,809
Cincinnati Greenway project	\$500,000	\$434,253	\$0
N River Dr Sidewalks	\$365,000	\$115,066	\$249,934
Driscoll/Alberta/Cochran Sidewalk	\$640,000	\$0	\$640,000
Mirco Overlay Pilot Program	\$200,000	\$0	\$200,000
Total:	\$9,506,572	\$6,728,503	\$4,951,081

TOTAL REVENUE

Funds Collected	Funds Spent	Obligations from 2019/2021	Funds rolled to 2022
\$29,876,980	\$24,677,666	\$4,951,081	\$248,234

PROJECTED YEARS

Estimated 2022 Rev	2022 Program Recommendations	Funds rolled to 2023
\$3,372,927	\$4,123,132	(\$501,971)

2021 Program Accomplishments

COMPLETED 2021 PROJECTS

The following street projects were completed in 2021 as approved in 2020.

Completed Street Projects	
Project Name	Work Type
Howard from 7th to 5th	Grind
Manito Bl - 33rd to 29th	Grind
Manito - 22nd to Manito Pl	Grind
31st - Bernard to Division	Grind
6th Av - Wall to Washington	Grind
26th Av - Bernard to Tekoa	Grind

Completed Sidewalk Projects 2021	
Project	Status
North River Drive	Delayed to 2022

2021 Program Maps

PROPOSED AND COMPLETED 2021 RESIDENTIAL PROJECTS

The following projects were proposed for construction in 2021 as approved in 2020.

