

**Southwest Washington Regional Transportation Council
Board of Directors
April 7, 2020, Meeting Minutes**

In accordance with Governor Inslee’s Proclamation 20-28, the April 7, 2020 RTC Board of Directors meeting was convened in a remote meeting format. Directors and RTC staff present at the meeting included: Scott Hughes, Board Chair; Ted Gathe, RTC General Counsel; Matt Ransom, Executive Director; Diane Workman, RTC Staff Assistant; Mark Harrington, RTC Senior Planner. The meeting was broadcast live via webinar and telephone formats which provided for full participation by all members of the Board of Directors. The meeting was also broadcast live granting public access on CVTV (Comcast channel 23), online at www.cvtv.org, and by telephone.

I. Call to Order and Roll Call of Members

The Southwest Washington Regional Transportation Council Board of Directors Meeting was called to order by Chair Scott Hughes Tuesday, April 7, 2020, at 4:00 p.m. at the Clark County Public Service Center Sixth Floor Training Room, 1300 Franklin Street, Vancouver, Washington. The meeting was televised and recorded by CVTV. Attendance follows.

Voting Board Members Present:

Scott Hughes, Port of Ridgefield Commissioner

Voting Board Members by Phone or Webinar:

Shirley Craddick, Metro Councilor
Shawn Donaghy, C-TRAN Chief Executive Officer
Carley Francis, WSDOT Regional Administrator
Paul Greenlee, Washougal Councilmember
Bill Iyall, Cowlitz Indian Tribe Chairman
Tom Lannen, Skamania County Commissioner
Temple Lentz, Clark County Councilor
Anne McEnery-Ogle, Vancouver Mayor
Gary Medvigy, Clark County Councilor
Ron Onslow, Ridgefield Councilmember
Eileen Quiring, Clark County Councilor
Ty Stober, Vancouver Councilmember
Rian Windsheimer, ODOT Region 1 Manager

Voting Board Members Absent:

Jim Herman, Port of Klickitat Commissioner

Nonvoting Board Members Present:

Nonvoting Board Members Absent:

Curtis King, Senator 14th District
Chris Corry, Representative 14th District
Gina Mosbrucker, Representative 14th District
Lynda Wilson, Senator 17th District
Paul Harris, Representative 17th District
Vicki Kraft, Representative 17th District
Ann Rivers, Senator 18th District
Larry Hoff, Representative 18th District
Brandon Vick, Representative 18th District
John Braun, Senator 20th District

Richard DeBolt, Representative 20th District
Ed Orcutt, Representative 20th District
Annette Cleveland, Senator 49th District
Monica Stonier, Representative 49th District
Sharon Wylie, Representative 49th District

Guests by Phone or Webinar:

Larry Keister, Port of Camas-Washougal Commissioner

Staff Present:

Matt Ransom, Executive Director
Ted Gathe, Legal Counsel
Mark Harrington, Senior Transportation Planner
Diane Workman, Administrative Assistant

Staff by Phone or Webinar:

Lynda David, Senior Transportation Planner
Bob Hart, Transportation Section Supervisor
Dale Robins, Senior Transportation Planner

II. Approval of the Board Agenda

PAUL GREENLEE MOVED FOR APPROVAL OF THE APRIL 7, 2020, MEETING AGENDA. THE MOTION WAS SECONDED BY SHAWN DONAGHY AND UNANIMOUSLY APPROVED.

III. Call for Public Comments

No one called in with Public Comment. One email was received with comments from Ron Swaren regarding a look at possible other crossings instead of replacing the current I-5 Bridge and was distributed to Board Members.

Action Items

IV. Consent Agenda

- A. March 3, 2020, Minutes**
- B. April Claims**
- C. 2020-2023 TIP Amendment, Clark County, Resolution 04-20-08**
- D. Voucher (Claims) Approval Process, Resolution 04-20-09**
- E. Delegation of Authorities to Executive Director, Resolution 04-20-10**

RON ONSLOW MOVED FOR APPROVAL OF THE CONSENT AGENDA ITEMS A THROUGH E AS WRITTEN. THE MOTION WAS SECONDED BY ANNE MCENERNY-OGLE AND UNANIMOUSLY APPROVED.

V. RTC Personnel Policy Manual – Amendments, Resolution 04-20-11

Matt Ransom said this item has come in the form of an emergency. He said in looking at their Personnel Policy Manual, there is no provision related to an infectious disease or a procedure for how an employee should record their time should there be a quarantine of the office. He said he looked at what member agencies have done. Clark County had adopted a very similar set of procedures for how time is recorded in the event of a quarantine of the Public Service Center, where RTC is a tenant. In consultation with the Executive Committee, Mr. Ransom deemed it appropriate to introduce it for the Board's consideration. He created a stand-alone policy to deal with the agency's actions should there be a circumstance like what they're facing now, directing or providing him guidance in terms of what to do, as seen in the policy that is presented before the Board. The provisions in terms of time, administrative leave, and how staff would record the time that nearly mimics those provisions the Clark County Council adopted. He took that as guidance in terms of what would be appropriate. In this instance, that policy would be applicable until the end of this year. The end of this year was proposed because it is consistent with a similar benefit adopted by the US Congress regarding sick leave provisions to employers, which they would be affected by that through the end of this year. That is the structure of the proposed; this would be incorporated into the Personnel Manual and provide him, or whomever follows, with the procedures if there is a future illness or pandemic, epidemic. The Board would have the outline of how the procedure should be

followed. If the Board chose to deal with any leave requirements as it might be advised by the Clark County Health official, they can take those up on a case-by-case basis.

PAUL GREENLEE MOVED FOR APPROVAL OF RESOLUTION 04-20-11. THE MOTION WAS SECONDED BY ANNE MCENERNY-OGLE AND UNANIMOUSLY APPROVED.

Bill Iyall asked Mr. Ransom to email him the Employee Manual provision. He said they are dealing with several of those issues and would appreciate having that. Mr. Ransom said he would get that to him.

VI. RTC Member Contributions (Dues) for YR 2021, Resolution 04-20-12

Matt Ransom said he had presented this item in draft at their March meeting. By the agency's Bylaws, he is to introduce to the Board at the April meeting a proposal for member dues. The staff report before the Board is the proposal that was presented at the March meeting, which is to increase member dues for members within the Clark County area. To recall, recently, when the Board did a reevaluation of dues, it was decided to hold the Gorge communities dues constant for a period of five years, and they have been doing that, and on an annual basis review, the member dues within the Clark County area to correspond with more services that are provided to those members within this county.

Mr. Ransom said circumstances obviously have significantly changed. The proposal is to amend dues by 2.7% as reflected in the table with the Resolution. Mr. Ransom said as he has contemplated this and consulted with the Executive Committee, the Board has a number of options available to them, but it is proposed by him that the Board may want to take up the Resolution and Lay this on the Table for the time being, allowing agencies and this economic issue that all are confronting to perhaps play out a bit. By tabling this Resolution at the April meeting, the Board can take the matter up at a future meeting, if that is in good order. That is the amended staff recommendation.

PAUL GREENLEE MOVED FOR APPROVAL OF RESOLUTION 04-20-12. THE MOTION WAS SECONDED BY BILL IYALL.

PAUL GREENLEE MOVED TO TABLE THE MOTION FOR RESOLUTION 04-20-12 TO A FUTURE MEETING. THE MOTION TO TABLE WAS SECONDED BY EILEEN QUIRING AND UNANIMOUSLY APPROVED.

VII. Regional Transportation Plan for Clark County: Amendment Policy and Process, Resolution 04-20-13

Lynda David said today they were asking for adoption of the RTP Amendment Policy and Process which has been reviewed by the Regional Transportation Advisory Committee (RTAC) at three of their meetings.

The current long-range Regional Transportation Plan was adopted in March of 2019. It is required to be adopted at least every five years. She provided a slide that showed some of the key elements of the Regional Transportation Plan, including the need for fiscal constraint, public participation, and consistency between federal, state, and local plans. Currently, RTC has no formalized RTP amendment Policy and Process. RTP amendments are allowed by both

federal and state law regulations. Amendment requests may be sought by state, local, or transit agencies, or may result from environmental review of RTP projects. With the proposed RTP amendment process, RTC will provide opportunity for RTP amendment two years after adoption of the major RTP update with amendments requests submitted in the January through the March 1st timeframe, and Board adoption for any amendments sought of the August Board meeting.

Ms. David provided a slide that summarized steps in the RTP amendment process as detailed on page 4 of the Resolution in the meeting packet. Agencies would coordinate and validate amendment requests with RTC staff, amendments would be subject to RTC financial constraints and public outreach efforts, and would be reviewed by the Technical Advisory Committee, (RTAC) and the RTC Board prior to adoption and submittal to WSDOT Federal Highway and Federal Transit Administrations.

Staff is asking for Board action on Resolution 04-20-13 to adopt the RTP Amendment Policy and Process. As stated earlier, RTAC reviewed this process at three of their meetings and recommended Board action.

Ty Stober said amendments are allowed in years one and two, so why are amendments not allowed in years three and four?

Ms. David said the policy would be to have amendments after the second year of a major RTP update. That will give agencies two years to sort out whether or not they want to request amendments, and so the request would basically be entertained in that third year, January through March timeframe. Ms. David said what they are trying to do is provide a single opportunity for RTP amendments between full RTP updates. The reasoning is because it requires a fairly major and lengthy process to go through RTP amendments, and therefore a single period for amendments, beginning in year-2 and being completed by year-3 is appropriate within a 5-year full update cycle. Exceptions would be considered based on unique circumstances, for example; as required by the Legislature. The reason for the proposed is because several RTC member agencies have project development studies underway, and have inquired about RTC's RTP amendment procedures. With no formal procedures in place, the proposal is to adopt a formal policy stipulating the schedule and procedure for agencies to request an RTP amendment.

Shirley Craddick said her question was just answered. She said her question was what motivated them to bring this policy forward. She said it sounds like they have been approached by WSDOT regarding projects they might want to amend.

Ms. David said yes, because they want to clarify now that some of their planning studies are complete, they will want to clarify what the transportation solution is now identified and should be identified in the Regional Transportation Plan.

Shirley Craddick asked if there was anything else that influenced their work on this.

Ms. David said in their Transportation Improvement Program process, they have a very detailed guide book, so they want to start the motion to have a similar Regional Transportation Plan guidebook, which will be put together over the next year. They also wanted to make clear to their jurisdictions and their planning partner agencies how they are going to work with DOT and possibly with the local jurisdictions to move forward with RTP amendments so they can make sure the financial constraints and the public outreach requirements are met.

SHAWN DONAGHY MOVED FOR APPROVAL OF RESOLUTION 04-20-13. THE MOTION WAS SECONDED BY TEMPLE LENTZ AND WAS APPROVED.

VIII. YR 2023-2024 Regional Grant Program – Call for Projects

Dale Robins provided a slide show and said this agenda item is seeking authorization from the Board for RTC staff to issue a call for projects for regionally allocated federal funds for years 2023 and 2024. The RTAC committee reviewed this at their last meeting in March and has recommended the Board issue a call for projects. This call for projects will occur consistent with the RTC Board adopted Transportation Programming Guidebook.

Mr. Robins displayed available grant funds by funding year. The total call will be for approximately \$11.3 million. This includes both a rural and urban STBG program and a CMAQ program. With Board approval, they will immediately issue a call for projects with grant applications due in mid-July and they will then return to the Board in September with the evaluation and ranking of projects, with grant awards occurring at the October meeting. This has been recommended by RTAC to the RTC Board for approval. The action before the Board is to authorize or release a call for grant applications for Year 2023 and 2024 regionally allocated federal funds.

Gary Medvigy asked if there was a delineated list that people will be requesting grants or if it is open to any projects. He said he was trying to understand the process, and in the back of his mind is getting some work done on looking at a third bridge option or tunnel. He asked if these projects are specified as to the scope or subject.

Mr. Robins said the project applications are submitted by local agencies, and they submit their priority projects, which need to be consistent with the Regional Transportation Plan. The STBG funds, for example, are very flexible and can be used for a wide range, anything from a study to building a trail, building a road, or transit. CMAQ funds have to be for projects that provide air quality improvement. So it is up to the local agencies to decide what their priority is and submit a grant application, but it does have to be consistent with the Regional Transportation Plan.

Shirley Craddick said to clarify, that means that it has to be listed in the Regional Transportation Plan.

Mr. Robins said there are some exceptions. You could, for example, decide you need to do a safety improvement and add an intersection that is not listed in the Regional Transportation Plan, but safety is called out as a priority. So they would allow you to go forward with that, if it is truly just a safety improvement.

TY STOBER MOVED TO AUTHORIZE THE STBG AND CMAQ REGIONAL GRANTS CALL FOR PROJECTS. THE MOTION WAS SECONDED BY BILL IYALL AND UNANIMOUSLY APPROVED.

Discussion / Information Items

IX. Unified Planning Work Program for Fiscal Year 2021 - Draft

Lynda David said RTC's draft FY 2021 Unified Planning Work Program was made available to Board Members with the meeting's materials for the month. The Unified Planning Work Program describes transportation planning activities anticipated for the region in the next state fiscal year. They are bringing the draft documents today to offer an opportunity to provide a comment prior to them asking for Board adoption in May. The UPWP is one of the core metropolitan planning requirements for receipt of all federal and state transportation funds to the region. The fiscal year 2021 UPWP covers the year from July 1, 2020, through June 30, 2021.

Along with the introductory information as in previous years, the UPWP has four major sections. The first three sections include those individual work elements. The fourth section describes transportation planning activities of state and local agencies including WSDOT, Clark County, the cities, and C-TRAN. The back of the document has the revenue summary spreadsheet on page 60 of the document that shows the sources that will fund each work element. Some of the work elements are multiyear.

The draft FY2021 UPWP has been reviewed by RTC's Regional Transportation Advisory Committee and by officials from the Federal Highway Administration, Washington State Department of Transportation Headquarters, as well as bi-state partners at meetings at Metro and RTC. The State and Federal Review Meeting was held on February 20th at RTC. After the Board's review of the UPWP draft documents at today's meeting, the draft will be posted to RTC's website, and then the RTAC committee will be asked to recommend RTC Board adoption at the RTAC meeting held on April 17. Staff will then return to the Board for Adoption on May 5th. If there are comments on the document, they would like to hear them today. Ms. David added that also available with the meeting materials is Metro's draft FY 2020-2021 UPWP for the Board's review. Because they are one metropolitan area, they develop both the RTC and the Metro UPWPs together in coordination.

Mr. Ransom said if directors have any comments or if staff has comments, to please contact him or staff can bring them to the RTAC meeting on April 17. They will then address any questions that they might have.

Other Business

X. Other Business

From the Board

From the Executive Director

Mr. Ransom said that RTC's annual audit is now underway. They had an initial consultation meeting with staff and the State Auditor's Office. Soon he will be distributing to the Board formal notification as it is prepared by the State Auditor's Office alerting the Board that they are now under their annual audit. Mr. Ransom will be convening an Entrance Conference meeting, most likely an online-type meeting at the auditor's request where Board members could participate. Minimum participation in that meeting would be Board Chair, Vice Chair, and RTC's General Counsel. This audit may extend a little longer than customary, two to three weeks. The majority of this work will be done remotely. Given all the circumstances all are facing, the audit may take a little longer. Mr. Ransom said when he does send out the notices, to please contact him if there are any questions.

Mr. Ransom said he wanted to apprise the Board of a recent meeting that RTC was invited into as part of ODOT's Tolling Program work. Mr. Ransom said back in June 2018, the Board of Directors adopted a series of comments that then was transmitted to the Oregon Department of Transportation Commission as well as the committee that was convened in 2018 to evaluate their Tolling Program idea. The first of the comments listed was that RTC would like formal consultation as part of the future environmental review process under the NEPA guidelines. That meeting did take place. They had a meeting about two weeks ago, where the ODOT Tolling Division Manager came and met with RTC staff. The Tolling Division Manager requested RTC's formal input in regards to what type of environmental process they thought FHWA should declare for ODOT Tolling Program work that is now underway. Mr. Ransom said what he transmitted via communique is that it was in our opinion as RTC that we believe they should undertake an Environmental Impact Statement (EIS) process, which is the highest level of environmental review and scrutiny. The basis for that recommendation was that under NEPA guidelines, the Environmental Impact Statement process requires formal publishing of a notice and a formal publishing of public comment process right at the inception of their environmental review process. Mr. Ransom said the RTC's opinion is that an EIS would best meet RTC's expressed interests, which is to have full transparency as ODOT proceeded into the environmental documentation process. He said the request for a meeting and the ability to provide that kind of input was representative of ODOT responding to RTC's past comments and responding in a proactive way. Mr. Ransom said he just wanted to apprise the Board of this and said it is his understanding in terms of their process, and he said Mr. Windsheimer could provide additional insights if needed.

Rian Windsheimer thanked Matt for sharing the comments in terms of the consultation level. He said that is also the process that ODOT was recommending as they consider moving forward with an EIS. Mr. Windsheimer said they are waiting to get all the feedback from a wide variety of partners they've been asking, and ultimately have that conversation with Federal Highways who is going to, as Matt described, help them make the final determination how to move that forward. That is the way the department is leaning as well. Mr. Windsheimer said he wanted to share that they share the same approach.

Mr. Ransom said he wanted to thank everyone for their accommodation of this meeting format. He said a tentative plan is to convene their next meeting be held using the same format. He said if there are ways they can improve this, make it more obvious, to let him know after the meeting.

Chair Hughes said he would like to congratulate RTC staff. He said a lot of horrible things have been happening at these types of meetings. He said they have done a very good job getting it ready.

Other Directors including Shirley Craddick and Paul Greenlee noted some difficulty in either the audio or video feed through the software program and would discuss with the Executive Director. Mr. Ransom noted if others have other feedback to let him know offline. They can try to make it a better experience for the May meeting. Mr. Ransom thanked all for their accommodations.

The next RTC Board meeting will be held on Tuesday, May 5, 2020, at 4 p.m.

XI. Adjourn

The meeting was adjourned at 4:40 p.m.

Scott Hughes, Board of Directors Chair