

**Southwest Washington Regional Transportation Council
Board of Directors
June 2, 2020, Meeting Minutes**

In accordance with Governor Inslee's Proclamation 20-28, the June 2, 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 Transportation Planner; and Karl Peterson, RTC Senior Transportation 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, June 2, 2020, at 4:05 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:

Jim Herman, Port of Klickitat Commissioner
Scott Hughes, Port of Ridgefield Commissioner

Voting Members Present 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
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

Voting Board Members Absent:

Tom Lannen, Skamania County Commissioner
Rian Windsheimer, ODOT Region 1 Manager

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
Greg Thornton, La Center Mayor

Staff by Phone or Webinar:

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

II. Approval of the Board Agenda

TY STOBER MOVED FOR APPROVAL OF THE JUNE 2, 2020, MEETING AGENDA. THE MOTION WAS SECONDED BY ANNE MCENERNY-OGLE AND UNANIMOUSLY APPROVED.

III. Call for Public Comments

Mr. Ransom announced that if any public wishing to comment by phone to press * 9 to be placed in the queue to speak. There was no public comment via phone or submitted in writing.

Action Items

IV. Consent Agenda

- A. April 7, 2020, Minutes**
- B. May Claims (ratification)**
- C. June Claims**
- D. 2020-2023 TIP Amendment, Resolution 06-20-14**
- E. VAST Shared Central Signal System Study, Resolution 06-20-15**
- F. Electronic Signature Policy, Resolution 06-20-16**

ANNE MCENERNY-OGLE MOVED FOR APPROVAL OF THE CONSENT AGENDA ITEMS A. TO F. THE MOTION WAS SECONDED BY TY STOBER AND UNANIMOUSLY APPROVED.

Shawn Donaghy entered the meeting at 4:10 p.m.

V. Unified Planning Work Program for Fiscal Year 2021, Resolution 06-20-17

Lynda David said Resolution 06-20-17 outlines the contents of the FY 2021 Unified Planning Work Program (UPWP) and requests Board action. RTC's FY 2021 UPWP document and Metro's 2020-2021 UPWP were also supplied with the meeting materials. Ms. David said as outlined at the April board meeting, the UPWP is a federally required document that describes transportation planning activities anticipated in the region in the next fiscal year. Development of the UPWP is one of the Metropolitan Planning elements mandated in federal law and required for the receipt of all federal and state transportation funds to the region. The fiscal year 2021 UPWP covers the year beginning July 1, 2020 through June 30, 2021.

Ms. David highlighted the work elements in the UPWP that reflect federal, state, and local emphasis areas. The fourth section of the document describes transportation planning activity anticipated by state and local planning partners including Washington State DOT, Clark County, the cities, and C-TRAN. The final 2 pages of the document are a summary spread sheet showing the revenue source that will support each of RTC's work elements including Federal Highway and Federal Transit Administration planning funds granted to RTC to carry out the required Metropolitan Transportation Planning Process. Some of the work elements are multi-year, so it is not just a one year revenue picture.

In a region such as ours where there are two Metropolitan Planning Organizations, RTC and Metro, it is necessary for both agencies to coordinate on development of these UPWPs together and endorse each other's work program. This has occurred through mutual representation on RTC's Regional Transportation Advisory Committee (RTAC) and Metro's Transportation Policy Alternatives Committee (TPAC); and RTC's Board and Metro's Joint Policy Advisory Committee on Transportation (JPACT). Coordination with Metro also occurred at the UPWP meeting held with staff with the Federal Highway and Federal Transit Administration and also Washington and Oregon Departments of Transportation back on February 20.

Ms. David noted key dates in development of the FY 2021 UPWP including the February 20 federal and state review meeting. The FY 2021 UPWP has been reviewed and recommended for RTC Board adoption by RTC's RTAC committee and by officials from the Federal Highway and Federal Transit Administration, Washington Department of Transportation Headquarters staff, and by state partners. The FY 2021 UPWP must be submitted to WSDOT by June 15, and by June 30, the Federal Highway and Federal Transit Administration issues their formal approval. The FY 2021 UPWP takes effect on July 1, 2020.

Action requested is for adoption of the FY 2021 UPWP. Adoption will allow RTC's director authority to file applications for federal funding, to execute grant agreements, and to file any assurances or required documentation that is related to the FY 2021 UPWP.

TEMPLE LENTZ MOVED FOR APPROVAL OF RESOLUTION 06-20-17. THE MOTION WAS SECONDED BY SHIRLEY CRADDICK AND UNANIMOUSLY APPROVED.

VI. Retirement of Shinwon Kim, Resolution 06-20-18

Matt Ransom said he was pleased to present this resolution for the Board's consideration. A longstanding RTC employee, Mr. Shinwon Kim, has announced his retirement at the end of this month. In recognition of his 30 years of service to the organization, he thought it would be appropriate for the Board to consider a resolution of gratitude for both his contribution to the agency, but also recognition of his career. Mr. Ransom said Shinwon was online with the meeting, and they would wait until the Board considers this matter, and then invite him to address the Board. Mr. Ransom said this is a staff person that you don't often see, because he is behind the scenes working on their travel model and data program. Mr. Ransom said he would like to grant him the opportunity to address the Board.

Shawn Donaghy thanked Shinwon for all his service saying that is a long time, and he appreciates that.

SHAWN DONAGHY MOVED FOR APPROVAL OF RESOLUTION 06-20-18. THE MOTION WAS SECONDED BY ANNE MCENERNY-OGLE AND UNANIMOUSLY APPROVED.

Carley Francis said when she first started with WSDOT, she was a number cruncher, and said that Shinwon owns the number crunching in the region. She said she appreciated it and his friendly demeanor and expertise in helping to explain regional traffic modeling techniques and

programs. She told Shinwon that she appreciated that, and she remembers him as one of those folks that helped introduce her to the region and thanked him.

While a video feed was established with Shinwon, Mr. Ransom said he wanted to personally and professionally thank Shinwon. He said this milestone is very significant. Mr. Ransom said he wanted to point out a few things that are in the resolution that speak to the caliber of employees they have here at RTC. He is impressed, as many of us would be, by his academic background. Mr. Ransom said one thing that is unique about the data program and sciences is they have to be experts not only in mathematics and also in economics and regional sciences and in some regards sociology and psychology when they think about travel behavior. Mr. Ransom said he was so impressed by the degrees and academic training that Shinwon had. If you think about really building RTC's first Regional Travel Demand Model; that was one of his first assignments upon joining RTC. He has shepherded that program forward for roughly 30 years. In recent years, they've taken more of a partnership approach with Metro to try to align some of their resources. At the same time, Shinwon established that program from inception at RTC, and it is a great tool. Mr. Ransom told Shinwon he should be thanked a lot for that. He said with this time with COVID where they can't meet in person, he is disheartened that they can't meet in person. They wish him well, and they will see him around the office when things open up a bit, and wish him well in person, but in lieu of doing that here at the Board. Thank you for your service Shinwon. The floor was offered to Shinwon to speak.

Shinwon Kim said he was there to greet everyone and at the same time bidding them farewell. He said though he has been working at RTC 30 years, he feels he's been hiding from everyone. The main reason why he has been hiding is that travel demand forecast modeling is not only dealing with traffic numbers but also to deal with human behavior. He said so he could not find a way to simplify the travel demand forecast modeling process. However, he said it has been his great pleasure and honor to work with the excellent professionals at RTC. He said he really enjoyed working with them who hold considerate and thoughtful minds; RTC staff supported him to stay with RTC for 30 years. On the other hand, he said he has tried to introduce some aspects of Korean culture like traditional Korean holiday celebration, but he said he feels he failed to make them crave kimchi. He said special thanks to the former RTC director, Mr. Lookingbill, who sponsored him to change his status in the U.S. from a foreign student to a U.S. citizen as was promised in his job interview. After all of this, he said he thanked everyone for becoming part of the welcome team supporting his journey in the U.S. for almost 40 years. Shinwon said "God bless you all and wish you all to keep healthy."

Many said thank you to Shinwon.

Discussion / Information Items

VII. Congestion Management Process – Draft Report

Dale Robins said the full 2019 Congestion Management Process (CMP) Report and the Summary Report were provided with the meeting materials. The Summary Report provides an overview of the findings of the full report in summary. It is a federal planning requirement that they do

an annual assessment of the transportation system operating conditions. It informs transportation investment decisions and reports on the effectiveness of strategies.

Mr. Robins provided a summary of the regional indicators. Both population and employment over the last five years have gone up over 10%. Unemployment and evening speeds have both gone down by more than 10%. They think the two bridge crossing over the Columbia River have been congested, but even with that they've seen 7% growth over the last five years. C-TRAN's bi-state travel remains fairly flat with a slight decrease.

The key findings showed that the growth slowed. Since the great recession, they've seen rapid growth in the region. Between 2018 and 2019 they started to see that begin to slow. Most of the indicators show modest changes in that last year, but the speeds continue to decline. Mr. Robins highlighted some of the major transportation improvement projects completed in 2018. This included removing traffic signals off of SR-500 and the 18th Street completion, which showed positive benefits within the criteria of the congestion management process. Mr. Robins noted the freeway congestion on the major corridors in the a.m. peak and the p.m. peak along with the delay in the major intersections.

Mr. Robins noted the key regional strategies. He said the data shows the local and state agencies need robust programs to analyze investing in corridor signal timing to get the most out of the existing system. They need to implement transportation system management and operation improvements and transportation demand management strategies which include major corridor transit investment. They need to support the widening of major arterials within the urban growth area to comprehensive plan standards, including multimodal accommodations such as bike, pedestrian, and transit. They need to identify and implement innovative high volume intersection concepts to resolve acute bottlenecks at key intersections, and advance the implementation of the I-5 Bridge.

Bill Iyall entered the meeting at 4:25 p.m.

In 2020 WSDOT, with its partners, completed a study of one of the key bottlenecks or high volume intersections at the intersection of SR-500/4th Plain/SR-503. Mr. Robins said it is very congested and the highest volume at-grade intersection in the region. The recommendation from the study was to do displaced left turns. This is when you move the left turns to the far left prior to the intersection in order to accommodate those movements and get more capacity through the intersection. It is an innovative concept that has been implemented in other regions, outside of Washington State. This will be the first implemented in Washington State. It is the recommendation; now they need the money to implement.

There are several congestion management system improvements planned for 2020. They will have the Trunion Repair project this fall. That will be a great opportunity for the region to implement Transportation Demand Management: transit, carpool, and shifting the work hours to help alleviate the traffic issues that they have at that time. They have some transit projects: I-5 Bus on Shoulder from 78th Street down to the Bridge. With that, WSDOT will also implement southbound active traffic management, which could include ramp meters, traffic speed signs,

and such. There will also be the Mill Plain Bus Rapid Transit project, which looks to go to construction late this year or early next year. Mr. Robins noted a list of key needs and the list of RTP projects for the region.

Mr. Robins said that RTAC has reviewed the Congestion Management Process Report. They are recommending endorsement by the RTC Board. They will return next month seeking endorsement.

Chair Hughes said he has a little bit of concern on SR-500 and SR-503. He said it took him time to learn the roundabout in Ridgefield, so he was not sure how SR-500/SR-503 was going to be to learn to maneuver.

Carley Francis said they don't have the money yet to implement the SR-500/SR-503 project concept. She said they anticipate that they will need to do a lot of coaching with a lot of folks. There will be many with a learning curve. They do try to make sure they introduce those things intentionally and coach people through. It does present a different opportunity to transition between the freeway style into the left freeway style. It is different and they will do a lot of coaching when they get there.

Councilor Quiring spoke to Chair Hughes comment on the SR-500/SR-503 project. She said she has heard about this plan, and it does need coaching. People do get confused. .

Other Business

VIII. Other Business

From the Board

Shawn Donaghy said he wanted to throw a shout out to Scott Patterson and the BRT Team at the C-TRAN office. He said they have done a fantastic job in working with WSDOT Region 10 and their FTA folks here. He said essentially, C-TRAN was approved, which is unprecedented, something that has never really happened before. C-TRAN has been allocated the federal funding for the Mill Plain BRT, provided that they meet all of the conditions that are required for that. That has never really happened before. TriMet was a recipient of it; now C-TRAN, and a few other agencies across the United States. Mr. Donaghy said he just wanted to take an opportunity to thank Scott Patterson and his team. He said he has been an incredible asset to C-TRAN and an incredible asset to all of their community partners. Mr. Donaghy said they are pretty excited and wanted to thank all of their community folks as well. He said they wouldn't be in this position if it wasn't for all of the hard work that their elected officials have put in, and all of the hard work of their partners across the county. They appreciate all the hard work, and they look forward to getting the construction started on that hopefully next year.

From the Director

Mr. Ransom said he would like to discuss a couple memos that he distributed yesterday and a couple updates not listed on the agenda. He began with the Agency Partnering Process Update that he and other members around the table have been involved in for about three months. As expressed in the memo, this is related to the I-5 Bridge Replacement Project program. WSDOT

and ODOT invited local agencies that had been a participant in the prior EIS process and or agencies that had a direct vested interest in the project (ie. Vancouver who would have some permitting authority over that). They convened for a process of partnering discussions over the course of several months to determine how they want to work together to proceed and support the department or provide input or concern, in the months and years ahead. That process wrapped up in May. Out of that process, he distributed a series of working documents that would be documents used by what is yet to be formed but should be forming this summer, which is an Executive Steering Group to the project program. He said he believes that RTC will be invited to be a participant in that process, and that is the work that has occurred over the last several months. Mr. Ransom said he had planned to give a more detailed briefing, but because of the Governor's Proclamation, they're limited, so that is why he published the memo. Next month Mr. Ransom plans to invite WSDOT and ODOT to provide a briefing on the many activities underway. Also, they will discuss in more detail the Executive Steering Group.

Mr. Ransom also mentioned another bi-state bridge committee that RTC was participant on. That Steering Group is for the Hood River Bridge Replacement Program. The Port of Hood River, the lead agency on that project, invited RTC to be a participant. In that example, being another type of committee, Mr. Ransom has been attending periodic meetings providing similar input as they go through their EIS process.

Mr. Ransom said that next month he would explain the types of things RTC may be involved in in terms of taking policy positions or statements. He has expressed in the memo a quick history of the most recent policy resolutions the Board's adopted in getting that Bridge replacement done and gives more detailed examples of the types of things in the years ahead this Board may want to chime in on in a formal policy sense. A more formal briefing will take place next month.

Mr. Ransom wanted to apprise the Board what they are doing at RTC related to their opening Plan under the framework of Safe Start Washington. Related to RTC's activities there are primarily two things; are the business offices open or closed and how is the staff working? Also, how will the Board meet in the months ahead? The RTC Business offices are currently closed, because they are still in a Phase 1 condition within Clark County. Offices are closed to non-essential staff, meaning staff can come to the office if they need to use equipment, materials, supplies, but for the most part with the exception of himself and others, staff are teleworking. Mr. Ransom said what he envisions through Phase 2, 3, and 4 is that they start to migrate back to the office place but through Phase 2 and 3, they are largely a telework environment. Come Phase 4, assuming there is more common equilibrium within the community, the office would be more fully open. Because they are not a customer-service facing organization, they don't have a lot of needs in terms of public interface. Most of their actions are with members, and they can conduct, as they have in the last couple of months, all of their business via telephone and email and online, and they have become more proficient using Zoom.

For Board Meetings, Mr. Ransom said they will meet in this format for the time being and through Phase 2 and easily into Phase 3. One of the factors that needs to be considered is

Board Meeting room size. As all are aware, the meeting room that they use is pretty small, and often they have occupancy of 25 to 30 including public participants. Around the Board table, it is almost shoulder to shoulder. They need to factor in what the Public Health Guidance might be in terms of meeting size and if there is best practice recommendations for space if they are meeting for an hour to hour and a half in the same room. Mr. Ransom said he will be watching those guidance recommendations and watching local agencies in terms of decisions and guidance that is made. He said to plan on meeting in this format in Phase 2 and Phase 3, and he said the meeting room location might have to adjust if they need a larger room for those kinds of factors. Mr. Ransom said all of their committee and project work for the most part happens in these types of mediums. Mr. Ransom said his goal is to make this format as effective as possible.

Paul Greenlee noted that he joined the meeting late about 4:40 p.m.

Mr. Ransom said RTC's audit is largely complete. He has received no word from the State Auditor's Office of any issues. Scheduled this week on Thursday, June 4 at 10:00 a.m. is a teleconference with the State Auditor's Office to report out via their Exit Conference. The reports have not been published; they will be published after the Exit Conference meeting. Planned attendance at the Exit conference is Mr. Ransom, RTC Chair, RTC Vice Chair, General Counsel, and any other board Members who are able and interested can also call in. Mr. Ransom said he wanted to thank his finance team and all the staff. He said they have a small agency so lots of people have to juggle quite a few balls to make sure we're accountable. For the most part, this year's audit was largely their two-year cycle where they do more Grant Management Audit, and you realize there is a lot you have to keep in order. This year they have no findings, so thanks to the RTC team.

Mr. Ransom said next month or the months ahead, he plans to report on Legislative activities. They are all keeping a high level of awareness around what the Legislature might do. They are watching for any conversation at the state level about a new state transportation revenue package. Mr. Ransom said he wanted to bring a Legislative update to the Board so that they can be smart about how they want to engage as a group around a state revenue package and monitor at the federal level.

Mr. Ransom said he wanted to reinforce with the Board something that Staff share with members' staff. He said that infrastructure is largely about the future, so they need to plan two, four, six, eight, and ten years out into the future and develop finance and funding strategies that are multiyear in nature. This year there are many, many grant programs that are open for solicitation.

Mr. Ransom said he wanted to read through those for members so they're aware of what their staffs are working on potentially. Also, for the public to understand, in their work that they do, it is building a pipeline of work, and they have to think about what they need four, five, six years down the line today and actually request money today. This seems, in the current environment, counter intuitive. RTC's grant program is out for solicitation. Applications for the

RTC program are due July 17. WSDOT has out for solicitation several programs: Pedestrian and Bicycle Program and Safe Route to School Program and due dates are July 13 and July 20, respectively. The big state program that many apply for is the Transportation Improvement Board. Their application cycle is open and applications due August 21. Mr. Ransom said hopefully, partners are able to pursue those funds. He reminded members that RTC staff is available for grant review. If member staff are pursuing any of these programs that is part of the service that RTC wants to support their members with grant review and prototyping project applications as they might come forward.

The next RTC Board meeting will be using this same format and held on Tuesday, July 7 2020, at 4 p.m.

Chair Hughes said he can't wait for them all to get back together again. He said Matt and his team have done a great job in getting this together and thanked them.

IX. Adjourn

The meeting was adjourned at 4:50 p.m.

Scott Hughes, Board of Directors Chair