



Palouse Regional Transportation Planning Organization

Serving Asotin, Columbia, Garfield, and Whitman Counties

1610 NE Eastgate Boulevard
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Transportation Policy Board – ANNUAL Meeting

**In-Person Meeting at Palouse RTPO Headquarters Conference Room, WSU Research & Technology Park, located at: 1610 NE Eastgate Boulevard, Pullman, WA
(Spotlight: Garfield County)**

AGENDA (amended 6/8/2023)

Tuesday, June 13, 2023

10:30 AM – 12:30 PM

1. Welcome/Call to Order/Introductions
2. Public Comments
3. Approval of Minutes from March 14, 2023 **(Action)**
4. Election of Transportation Policy Board Officers for SFY2024 **(Action)**
5. RTPO Director Report
Project updates: RTPO Website, City of Pullman/Whitman County Freight Alternative Study, Active Transportation Plan, By-Laws review/update, Employee Policy Manual review/update upcoming.
6. Financials Review/Approval **(Action)**
 - a. SFY2023 Quarter 4 to-date
 - b. SFY2024 Budget
7. RTPO Credit Card and Purchase Policy Updates **(Action)**

Two policies have been combined into one, credit card limit and purchasing limit are both increased to \$3,500 (from \$1,500, and \$1,000, respectively). The Executive Committee approved the updated policy on February 14, 2023, and recommends adoption by the Board.
8. RTPO Insurance Coverage **(Action)**

The Palouse RTPO is required by the RTPO By-Laws and Interlocal Agreement, and the WSU Tenant Lease to obtain and maintain general liability insurance coverage for RTPO business. The RTPO Executive Committee gave approval on May 23, 2023, to move forward with a quote from the AWC Risk Management Service Agency (RMSA) for annual coverage in the amount of \$3,821, including general and employment practice liability, crime (employee fidelity), and cyber liability coverage. Coverage through the AWC RMSA requires the RTPO to become a member of RMSA by accepting RMSA By-Laws, approving an Interlocal Agreement with RMSA, and adopting a resolution authorizing the Palouse RTPOs membership in the AWC RMSA. **Proposed Action: Adopt Resolution 02-2023.**

9. SFY2024-2025 Unified Planning Work Program (UPWP) **(Action)**

The 2024-2025 UPWP is due to WSDOT on June 15, 2023. Review and input have been requested and received from the TAC, the Port Subcommittee, the Transit Subcommittee, and the Executive Committee. The Executive Committee (on May 23, 2023), and the TAC (on June 5, 2023) approved the draft plan and recommend adoption by the Board.

10. Project Status Reports from STBG Set-Aside Funding Recipients

- a. Asotin County
- b. City of Colfax
- c. City of Endicott
- d. City of Pullman/WSU

11. STBG Set-Aside Funding Awards **(Action)**

\$160,295 STBG Set-Aside funds are available for Palouse RTPPO to award. A call for additional funding to support current STBG funded projects was sent out on May 8, 2023, with a deadline of June 1, 2023, to submit requests. Three of the four agencies responded. The total requested amount exceeds the available \$160,295 by \$163,216 (total request was \$323,511). TAC's recommendation is to award amounts for each agency using their percentage of the total original award amount. Colfax's portion of the original award amount was distributed to the other three agencies evenly since Colfax did not make a request for additional funds.

12. Lunch Arrival at 11:30 a.m. (10-minute break)

13. Coordinated Public Transportation – Human Services Transportation Plan Overview & Significance for Palouse RTPPO (Nina Stocker – Community Liaison, WSDOT Eastern Region, Public Transportation Division)

A presentation and Q&A session with Nina Stocker.

14. Electric Bus Operations and Overview (Wayne Thompson – Manager, Pullman Transit)

15. WSDOT Eastern and South-Central Region Planning Updates (Paul Gonseth & Char Kay)

16. Garfield County Transportation Roundtable

- a. Garfield County Public Transportation, City, County, Port Updates

17. Board Member Comments/Open Discussion

Next Policy Board Meeting:

September 12, 2023 (zoom)

Spotlight: Columbia County

Title VI Notice to Public

It is the Palouse RTPPO's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities. Any person who believes his/her Title VI protection has been violated may file a complaint with Palouse RTPPO. For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact our office or visit www.palousertpo.org.

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