



Palouse Regional Transportation Planning Organization

Serving Asotin, Columbia, Garfield, and Whitman Counties

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Palouse RTPO Transportation Policy Board (TPB) Meeting Minutes

Meeting was held via zoom

Tuesday, March 14, 2023

10:00 AM – 11:00 AM

1. **Welcome/Call to Order/Introductions.** Ann Parks (City of Pullman), Brian Shinn (Asotin County), Char Kay (WSDOT), Craig VanTine (COAST), David Ocampo (Columbia Cty Transit), Jeff Ruchert (Garfield County Transit), Jennie Dickinson (Port of Columbia), Jenny George (Asotin County Transit), John Shaheen (WSU), Kevin Poole (City of Clarkston), Laura Aukerman (City of Dayton), Paul Gonseth (WSDOT), Robert Ward (Town of Rosalia), Tom Handy (Whitman County), Mark Storey (Whitman County), Kara Riebold (Port of Whitman), Anna Ragaza-Bourassa (WSDOT), Rebecca Couch (RTPO staff).
2. **Public Comments.** None.
3. **Consent Agenda (Action)**
 - a. **Approval of Minutes from December 13, 2022**
 - b. **Review and Approval of Quarterly Financials**Rebecca provided overview of new financial dashboard as of SFY23 Qtr 3 (to-date). Jenny George motioned to approve consent agenda items. Brian Shinn seconded. The motion passed unanimously.
4. **Review and Feedback on Draft UPWP.** Rebecca walked through the draft UPWP document and asked for feedback/questions. Paul commented on the downtown corridor studies and WSDOTs complete streets policy. The policy addresses active transportation needs. If the city has a plan the process for WSDOT complete streets implementation when re-paving highways is much faster and easier, local plans can be adhered to and adopted. If there is no local plan, WSDOT would need to do what the city would do – public outreach – could jeopardize the project due to time constraints. Char Kay: WSDOT complete streets policy kicks in when DOT has a paving/preservation project going on in the area. Char also discussed that the regional SRTS plan braces for the complete street initiative and also aids local agencies in being ready for complete street funding opportunities.
5. **RTPO Director Updates/Comments**
 - a. **Membership & Outreach Updates.** Rebecca described ongoing efforts to engage RTPO member agencies. Member lists have all been updated, working to ensure each agency is represented. Rebecca reminded the board of the requirement to let the RTPO know if an agency is sending a proxy to a meeting.
 - b. **Additional RTPO Funding for Remainder of SFY2023.** Rebecca described that WSDOT has recently announced notice of available RTPO discretionary funds and asked for a call for projects that had a very quick deadline. Rebecca consulted with the Executive Committee and TAC and submitted three projects for consideration for the funds (trail studies for Colfax Greenway and Colton-Uniontown trails and RTPO website redesign). The website redesign project was awarded \$5,000. The work must be

completed by June 30, 2023. Char Kay: procurement of infrared pedestrian counters would be good use of discretionary funds in the future. Char can identify equipment WSDOT uses and let Rebecca know the specifics.

- c. **Active Transportation Plan Updates.** This item was discussed during the UPWP review. Active grant remains open through December 2023 for this project. This project will be finished before the end of the calendar year.

- 6. **Board Member Comments/Open Discussion.** Jennie D. shared positive remarks about working with Rebecca and the work she is doing for the RTPO. Rebecca asked Mark Storey (chair of the TAC) if he had any comments/updates. Mark had no updates, stated he would be reviewing the UPWP draft and providing feedback.

- 7. **Asotin County Transportation Roundtable**

- a. **Asotin County PTBA**

- b. **City, County, Port Updates**

Jenny George provided updates and happenings regarding Asotin County PTBA. Kevin Poole provided overview of ongoing, planned, and upcoming projects for City of Clarkston. Brian Shinn provided comments and updates for Asotin County. Inquiry from other agencies regarding project estimates vs bid results as well as time between bid award and construction completion. This item would be good to discuss at TAC so agencies know what timelines others are dealing with for projects.

**Next Policy Board Meeting: June 13, 2023 – IN PERSON at 1610 NE Eastgate Blvd / Pullman, WA
Spotlight: Garfield County**

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