



Palouse Regional Transportation Planning Organization

Serving Asotin, Columbia, Garfield, and Whitman Counties

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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

MEETING MINUTES

Tuesday, June 13, 2023

10:30 AM – 12:30 PM

- 1. Welcome/Call to Order/Introductions.** Meeting called to order at 10:37 a.m. Board Members Present: Robert Ward, Town of Rosalia; John Shaheen, WSU; Tom Handy, Whitman County; Char Kay, WSDOT Eastern Region; Greg Figg, WSDOT South-Central Region; Brian Shinn, Asotin County; Jenny George, Asotin County PTBA; Ann Parks, City of Pullman; Craig VanTine, COAST; Grant Morgan, Columbia County; David Ocampo, Columbia County Public Transportation; James Wege, Garfield County; Jeff Ruchert, Garfield County Transit; Jennie Dickinson, Port of Columbia; Karl Webber, Port of Whitman; Diana Ruchert, Port of Garfield.

Non-members present: Hunter Carroll, Century West Engineering; Ivan Maredo, Columbia County Public Transportation; Matt Hammer, City of Colfax; Jody Opheim, Port of Whitman; Sean Wells, City of Pullman; Maxwell Goins, Asotin County; Mark Storey, Whitman County.

RTPO Staff Present: Rebecca Couch.

- 2. Public Comments.** None.
- 3. Approval of Minutes from March 14, 2023.** Brian Shinn motioned to approve; Jenny George seconded the motion. Minutes were approved unanimously.
- 4. Election of Transportation Policy Board Officers for SFY2024.** Tom Handy made a motion to nominate current slate of officers as SFY2024-2025 officers (John Shaheen – President, Jennie Dickinson – Vice President, Jeff Ruchert – Secretary, Brian Shinn – Treasurer, Robert Ward – remain on Executive Committee as past President). Craig VanTine seconded the motion. Motion passed unanimously. Jenny George motioned to approve nominated slate of officers for SFY2024-2025. Tom Handy seconded the motion. Motion passed unanimously.
- 5. RTPO Director Report.** Rebecca provided project updates on the following: 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.**
 - a. SFY2023 Quarter 4 to-date.**

- b. **SFY2024 Budget.** Jennie Dickinson motioned to approve the quarter 4 financials and the SFY2024 budget as presented. Ann Parks seconded the motion. Motion passed unanimously.
7. **RTPO Credit Card and Purchase Policy Updates.** Rebecca presented updated policy describing that 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. Tom Handy made a motion to approve credit card and purchase policy as presented. James Wege seconded the motion. Motion passed unanimously.
8. **RTPO Insurance Coverage.** Rebecca described that 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. Jenny George made a motion to approve the resolution. Robert Ward seconded the motion. Motion passed unanimously.
9. **SFY2024-2025 Unified Planning Work Program (UPWP).**
- Rebecca gave a brief overview of the final draft of the 2024-2025 UPWP, which 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. There was discussion about whether the “Key Issues” should be listed in a priority order. Determination was that the “Unfunded Projects” could be listed in a priority order, as determined by a working group of the Palouse RTPO, but that the Key Issues section was okay as is. Brian Shinn motioned to approve the draft as presented. Jenny George seconded the motion. Motion passed unanimously.
10. **Project Status Reports from STBG Set-Aside Funding Recipients.** Each of the below agencies provided an update on their projects.
- a. **Asotin County.** No bids were received, will re-bid in the fall. (Maxwell Goins provided update).
 - b. **City of Colfax.** RRFB devices will be installed by end of 2024 period. Project is on schedule and on budget. Work is being completed internally. Matt Hammer provided update.
 - c. **City of Endicott.** Hunter from Century West provided update. Town Council voted to decline award amount due to project being significantly over budget and limited funding being available, requiring a high local match.
 - d. **City of Pullman/WSU.** Design is complete, project is shovel ready. WSU is converting specs to meet federal requirements and they are awaiting final WSDOT review. May 2024 construction start date anticipated.
11. **STBG Set-Aside Funding Awards.**

Rebecca described that there was \$160,295 STBG Set-Aside funds available for Palouse RTPO 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 was 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. Rebecca provided a chart showing TAC's recommendation for awarding the additional funds. With the update from Hunter with Century West regarding the Endicott project and the declining of the full award amount, that means an additional \$98,275 is available to award to the other two agencies who had requested additional funds. Rebecca went over the figures, describing that both Asotin County and Pullman/WSU could be awarded the full requested amounts and there would be an excess of Palouse RTPO STBG Set-Aside funds in the amount of \$54,155. Tom Handy made a motion to reallocate the Endicott funds to Asotin and WSU/Pullman, awarding them their full requested amounts, and holding the balance of \$54,155. The Board directed Rebecca to research how STBG Set-Aside funds can be spent, awarded, the timeline, etc. regarding the remaining funds available. Jennie Dickinson seconded the motion. Motion passed unanimously.

12. **Lunch Arrival at 11:30 a.m. (10-minute break).**
13. **Coordinated Public Transportation – Human Services Transportation Plan Overview & Significance for Palouse RTPO (Nina Stocker – Community Liaison, WSDOT Eastern Region, Public Transportation Division).** A presentation and Q&A session with Nina Stocker was provided.
14. **Electric Bus Operations and Overview (Wayne Thompson – Manager, Pullman Transit).** Brief summary of Wayne Thompson presentation: Pullman Transit had 3 full EV busses and 7 hybrids. They have funding for 3 more EV busses, 80% funded. EV vs diesel busses cost \$15 vs \$120/day to operate (considering fuel/charge expense only). Total cost of an EV bus is running at \$879,000, with 20% local funding required. EV fleet may not be cheap but the expectation to move to EV busses for public transport is not going away.
15. **WSDOT Eastern and South-Central Region Planning Updates (Paul Gonseth & Char Kay).** Updates and questions/answers were provided by Char Kay. Greg Figg attended for Paul Gonseth and had no updates.
16. **Garfield County Transportation Roundtable**
 - a. **Garfield County Public Transportation, City, County, Port Updates.** Port of Garfield news/updates were provided by Diana Ruchert. Garfield County Public Transit news/updates were provided by Jeff Ruchert.
17. **Board Member Comments/Open Discussion.** Nothing further. Meeting adjourned 12:45pm.

Next Policy Board Meeting:
September 12, 2023 (zoom)
Spotlight: Columbia County

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