

Spokane Transit Authority
1230 West Boone Avenue
Spokane, Washington 99201-2686
(509) 325-6000

PLANNING & DEVELOPMENT COMMITTEE

Minutes of the December 5, 2012, Meeting
Southside Conference Room

MEMBERS PRESENT

Amber Waldref, City of Spokane*
Nancy McLaughlin, City of Spokane
Gary Schimmels, City of Spokane Valley
Richard Schoen, City of Millwood
E. Susan Meyer, CEO, Ex-Officio

STAFF PRESENT

Steve Blaska, Director of Operations
Karl Otterstrom, Director of Planning
Lynda Warren, Director of Finance
Molly Myers, Manager, Communications

MEMBERS ABSENT

GUESTS

* Chair

1. **CALL TO ORDER AND ROLL CALL**

Ms. Waldref called the meeting to order at 10:01 a.m. Introductions were made.

2. **PUBLIC EXPRESSIONS**

None.

3. **COMMITTEE CHAIR REPORT**

Ms. Waldref expressed her appreciation for the opportunity to chair the Committee for 2012. The Board Operations Committee will determine if there will be one more meeting in January 2013 of the current member configuration with Committee rotation to begin in February 2013.

4. **COMMITTEE ACTION/DISCUSSION INFORMATION**

A. **MINUTES OF THE OCTOBER 31, 2012 COMMITTEE MEETING**

Mr. Schimmels moved to recommend approval of the October 31, 2012 Committee meeting minutes. Mr. Schoen seconded and the motion passed unanimously.

B. **STA MOVING FORWARD**

1. **HIGH PERFORMANCE TRANSIT PROJECT REVIEW – FARWELL ROAD PARK & RIDE**

The potential for a connection facility adjacent to the North Spokane Corridor (NSC) at Farwell Road is being examined as part of Board resolution 697-12 to evaluate a list of projects for STA Moving Forward. The purpose of the project would be to attract commuters to use transit from the site who work within the STA service area and live in areas in the vicinity of US Highway 2 north of Farwell Road. The facility could also be used for vanpool commuters traveling to other employment sites throughout the region. Mr. Otterstrom explained that based on the number of Spokane County residents that commute from this area to downtown, and assumption of 10 to 30 percent market share for these commuters, the park and ride could serve between 70 and 210 daily commuters. To effectively serve the park and ride, there would need to be frequent (every 15 minute frequency at peak), limited-stop bus service to downtown Spokane. The facility could also function as a terminal for the Division High Performance Transit (HPT) Corridor and would create the opportunity for use as a layover for other future services. There are three conceptual layout alternatives that were created by J.U.B. Engineering, Inc. Mr. Otterstrom presented visuals of the conceptual layout alternatives. The project would provide parking stalls for 120-170 vehicles and capacity for four buses at a time within a cost range of \$2.67 million to \$3.25 million. The next steps will include finalization of the demand analysis, evaluation of the conceptual designs, public input, and a summary submitted to the Board for consideration in May of 2013. An open house is planned to gather public input in April 2013. There was discussion regarding parking stalls, land obligation and WSDOT's role in the project. Ms. McLaughlin asked if the Option 1 could be altered to put in a second ingress/egress to separate vehicles from buses heading west. Mr. Otterstrom said that this could be another option to be looked into during further stages of development if and when the Board programs the implementation of the project. The concepts are not final designs but are framework for costs and capacity.

C. COMMITTEE WORK PROGRAM FINALIZATION

Last month staff presented the Committee with a draft of the 2013 Committee work program covering the Committee's work related to the annual planning calendar and the *STA Moving Forward* effort. A revised work program that included planning and programming work related to the Plaza Renovation Project and identified other planning efforts that staff anticipates will require Committee involvement was distributed in the December Committee meeting packet.

Highlights of the 2013 Committee program were presented by Mr. Otterstrom:

- Complete Plaza Interior Renovation Program by April
- Receive all project reports for Phase II STA Moving Forward by May
- Adopt 2014-2019 Transit Development Plan by July
- Recommend 2014 Annual Strategic Plan and Budget by November
- Complete Phase III STA Moving Forward by December
- Engage in other regional and transit planning efforts:
 - Human Service Transportation Plan Implementation
 - SRTC Horizon 2040
 - Local comprehensive plans
 - Title VI analyses and policy development

There is no formal adoption of the work program but concurrence by the Committee was requested and received.

D. SIX YEAR PLANNING GUIDANCE

In October 2012 staff presented a draft annual planning calendar that included preparing the required Transit Development Plan (TDP) in time to be adopted by July 2013. The first step in the development of the TDP is to obtain Board guidance that can be shared with STA staff who will be engaged in preparing the TDP. Consistent with STA Board Resolution 681-11, the Planning and Development Committee was requested to recommend the guidance to the Board for their concurrence.

As a starting point for the development of the guidance, staff presented a prepared list of suggested guiding statements to be considered. These suggested guiding statements were revised by the Committee as indicated in red below:

- **Sustain Quality.** Continue initiatives and projects that improve the quality and usefulness of STA's services, facilities, information and customer service and sustain STA's commitment to its organizational priorities.
- **Preserve Essential Capital Projects.** Continue vehicle replacement and facility maintenance/improvement programs in order to avoid the problematic consequences of deferred action.
- **Plan for the Baseline Service Level To Maintain Current Service Level.** Projections indicate additional revenue will be required to continue with the current levels of service, ~~including assumptions of minimal growth to accommodate ridership demand~~. Identify reasonable funding sources to sustain this service level through the planning horizon.
- **Continue the STA Moving Forward Effort.** Incorporate new projects that emerge from STA Moving Forward Phase II as unfunded projects that are then positioned for future prioritization through Phase III of the planning effort. Include an implementation strategy if funding is obtained at a later date.

Ms. McLaughlin moved to recommend the Board approve the Planning Guidance for development of the 2014-2019 Transit Development Plan. Mr. Schimmels seconded. Ms. Waldref suggested that the guidance for service level planning be re-worded for better clarity because the term "baseline service" may not be informative to the general public. The Committee and staff worked together to clarify the intent of the guidance. The motion passed unanimously.

5. COMMITTEE INFORMATION

A. PLAZA INTERIOR RENOVATION - ALTERNATIVES EVALUATION UPDATE

As presented in the December 5, 2012 Committee packet.

6. CEO REPORT

Ms. Meyer reported on the recent Mobility Training open house that was held at The Plaza on November 29th. Ms. Meyer invited the Committee to drop by and view the renovated space on the second floor of The Plaza which includes a portion of a bus used as a boarding and alighting training tool. The offices also house in-person assessments for Paratransit eligibility. Ms. Meyer updated the group on Advanced Training taking place. Advanced Training is a once a year mandatory in-house eight hour curriculum for STA Coach Operators and Van Drivers covering topics such as areas of awareness in the organization. There is also time set aside for the operators to give feedback and ask questions. The Quality Counts results are also shared. On a five point scale, STA employees are rated 4.79 overall for providing a professional and courteous experience. Staff met with Avista regarding options for their role in the Central City Line project. The RA Hanson Company requested a meeting to discuss provision of service in the Indiana, east of Sullivan, development area. Ms. Myer and Mr. Otterstrom met with RA Hanson and other property owners in the Indiana area. Ms. Meyer explained the reasons that service to the area is not feasible at this time and tried to give an explanation of what kinds of density and use would be required to create a transit rich environment. Transit doesn't lead development, it responds to development. The area is, however, a priority corridor to be studied and STA will keep them apprised of what is recommended through the STA Moving Forward effort. Discussion followed regarding city parking requirements per square footage for buildings. STA may go to the cities regarding these requirements which do not always promote transit use. There have been inquiries regarding STA hosting the downtown C.O.P.S. Shop in the Plaza. This use appears inconsistent with the goals of The Plaza space use due to the link with the Department of Corrections which requires felons to check in. If the Department of Corrections piece was removed, the possibility of the C.O.P.S. Shop as a tenant would be considered. The two projects that STA submitted for State Regional Mobility grant funding, Exit 272 West Plains Transit Center and Central City Line, were ranked below the priority recommendations by WSDOT. STA will talk with government officials, including legislators, about these projects in hopes of receiving funding in the 2013-15 biennium budget. Board members will be asked to assist in encouraging local representatives to consider the projects. Last year the legislature included STA's project when it was initially ranked below the priority recommendations by WSDOT.

7. NEW BUSINESS

None.

8. COMMITTEE MEMBERS' EXPRESSIONS

Ms. Waldref thanked STA staff for engaging and assisting city engineers in considering public transit in projects. Ms. Waldref also mentioned the recent Planning Community Economic Development (PCED) meeting which addressed greenways in Spokane. The discussion included conceptual renderings of traffic calming areas and the Central City Line was clearly delineated in the conceptual renderings.

9. REVIEW JANUARY 2, 2013 COMMITTEE MEETING AGENDA

As presented in the December 5, 2012 Committee packet.

10. ADJOURN

Ms. Waldref adjourned the meeting at 11:27 a.m.

11. NEXT MEETING – WEDNESDAY, JANUARY 2, 2013, HOW 10 A.M., STA SOUTHSIDE CONFERENCE ROOM, 1230 W BOONE AVENUE

Respectfully submitted,



Angela Stephens, Executive Assistant