

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

PLANNING & DEVELOPMENT COMMITTEE

Minutes of the February 6, 2013, Meeting
Southside Conference Room

MEMBERS PRESENT

Chuck Hafner, City of Spokane Valley**
Shelly O'Quinn, Spokane County
E. Susan Meyer, CEO, Ex-Officio

MEMBERS ABSENT

Al French, Spokane County*
Amber Waldref, City of Spokane
Richard Schoen, City of Millwood

STAFF PRESENT

Steve Blaska, Director of Operations
Steve Doolittle, Director of Human Resources
Karl Otterstrom, Director of Planning
Lynda Warren, Director of Finance and Administration
Molly Myers, Manager, Communications
Jan Watson, Executive Assistant to the CEO & Clerk of the Authority

GUESTS

David Evans & Associates staff member

* Chair **Acting Chair

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

Acting Chair Hafner called the meeting to order at 1:39 p.m. Introductions were made.

2. **PUBLIC EXPRESSIONS**

None.

3. **COMMITTEE CHAIR REPORT**

None.

4. **COMMITTEE ACTION/DISCUSSION INFORMATION**

A. **MINUTES OF THE JANUARY 2, 2013 COMMITTEE MEETING**

In the absence of a quorum, Acting Chair Hafner said they were approved by consensus. This item will be re-submitted to the Committee for approval at their next meeting.

B. **COMMITTEE SIX YEAR PLANNING HORIZON (2013-2019)**

The Transit Development Plan (TDP) is updated annually by state law; action by the Board is targeted for July 2013. In December 2012, the Board of Directors concurred with the following six year planning guiding statements as a first step of developing the Transit Development Plan:

- Sustain Quality
- Preserve Essential Capital Projects
- Plan to Maintain Current Service Levels
- Continue the STA moving Forward Effort

The major activities that could be accomplished during the planning horizon (2013 – 2019) and which are proposed to be covered in the draft Transit Development Plan were presented:

Currently Planned

- Boone Master Plan
- Smart Bus: CAD/AVL Implementation
- Business Systems Implementation
- Plaza Renovation
- STA Moving Forward / HPT Network Development
- Fleet Replacement (2013-2018)

Additional

- Fixed-Route Radio Replacement
- Smart Card Upgrade
- Universal Transit Access Pass (UTAP) Expansion
- Fleet Replacement (2019)

This Six Year Planning Horizon item does not require action at this time. Acting Chair Hafner will report on this item to the full Board at the February meeting. It was agreed that the five high priority currently planned items merit repeat focus by the Board.

C. STA MOVING FORWARD

Mr. Otterstrom presented on the remaining four transit facility concepts that are included in the seven connection facilities being evaluated as part of STA Moving Forward. The West Plains Park & Ride, Farwell Road Park & Ride, Moran Prairie Terminal and Park & Ride projects were presented at prior Committee meetings. The Indian Trail Park & Ride, Argonne Road Park & Ride, Liberty Lake Park & Ride, and Upriver Transit Center are included in the list due to their proximity to a future HPT Corridor. "Conceptual" layouts were presented and reviewed for each facility except the Upriver Transit Center which is still in the process of evaluating potential locations. Information will be shared with the public at upcoming open houses and posted on the web. A final report on the facilities will be presented to the Board in May 2013 for consideration of moving to the next phase in STA Moving Forward.

Ms. O'Quinn arrived at 1:50 p.m.

1. INDIAN TRAIL PARK & RIDE

The opportunity exists to capture a share of the travel market that is currently commuting to downtown and adjoining employment centers while reducing traffic congestion on local arterials in north Spokane.

As of 2010, approximately 500 workers, living north of Barnes Road and south of the Little Spokane River in the general proximity of Indian Trail Road and Rutter Parkway, were employed in and around downtown Spokane. From other examples in the community, providing a frequent and direct transit connection into downtown Spokane could divert from 10 to 30 percent of these individuals to transit. Because much of the population is within walking distance of bus service, it is not anticipated that the parking would need to match 100% of that potential market share. A reasonable requirement in the next ten to fifteen years would be 50 to 100 parking stalls.

Coffman Engineers was tasked to develop conceptual designs and cost estimates for a park and ride considering several different sites in the vicinity of the commercial and multifamily uses near Indian Trail Road and Barnes Road. Two primary options have emerged. One option would locate within the shopping center on the west side of Indian Trail Road, using parking adjacent to an empty development pad. The other option is northeast of the intersection of Indian Trail Road and Barnes Road. The cost estimate for the standalone lot is \$2.05 million (+/- 15%) including site acquisition, design and construction. The shopping center option is estimated at \$ 500-600K including a concrete bus lane. This option does not include the cost of a long-term lease.

2. ARGONNE ROAD PARK & RIDE

The opportunity exists to capture a share of the travel market that is currently using Argonne Road to enter I-90 and travel to job centers that can be accessed by transit. Additionally, there is an opportunity to connect future HPT service on I-90 to local transit on Argonne Road.

As of 2010, approximately 330 workers, living north of I-90 and south of Bigelow Gulch Road in the general proximity of Argonne Road, were employed in and around downtown Spokane. From other examples in the community, providing a frequent and direct transit connection into downtown Spokane could divert from 10 to 30 percent of these individuals to transit. That is, 30 to 100 parking stalls would be needed to accommodate this demand. Additional to this downtown commute demand, US Census Bureau data from 2010 reports that there are approximately 2,600 jobs within easy walking distance of Argonne Road that are filled by people living within STA's service area. An all-day, two-way connection at Argonne Road would provide greater accessibility to this employment corridor.

Coffman Engineers was tasked to develop conceptual designs and cost estimates for a transit facility that would allow buses operating on the freeway to access bus stops that would be between Argonne and Mullan Roads in the outside lanes of the on/off ramps. An improved pedestrian connection would be provided over the freeway. A pedestrian connection would also connect to a park and ride lot that could be constructed on the former Marie Callendar's site. Preliminary costs are estimated at \$1.35 million for the north park and ride; \$1 million for the south park and ride; approximately \$5.2 million for freeway access components including a pedestrian bridge, bus pullouts and signal modifications.

3. LIBERTY LAKE PARK & RIDE

The current demand for parking outstrips the supply provided at the existing park and ride lot in Liberty Lake. The opportunity exists to capture a greater share of the travel market that is currently commuting to downtown and adjoining employment centers while reducing traffic congestion on I-90.

As of 2010, approximately 1,975 workers, living east of about Harvard Road and about 3-4 miles from I-90 and extending to Coeur d'Alene, were employed in and around downtown Spokane, including the County Campus, the University District and the Medical District (lower South Hill). By providing adequate transit capacity with a frequent and direct transit connection into downtown, from 10 to 30 percent of these individuals could be diverted to transit. That is to say that total demand that could be diverted to transit could range from roughly 200 to 600 commuters. Transfer data also suggests that current ridership is made up of commuters. Today, there are 120 parking stalls at the existing park and ride lot.

Coffman Engineers was tasked to develop conceptual designs and cost estimates for a park and ride and transit center. The transit center component would provide for connections to local bus service in Spokane Valley and Liberty Lake. It would also accommodate future High Performance Transit service. The location under consideration is property managed by the Department of Natural Resources between Mission Avenue and I-90 and northeast of an interchange being studied by WSDOT. The preliminary cost is estimated at \$5.2 million (+/- 15%) including acquisition, design and construction and is contingent on Washington State Department of Transportation constructing a new interchange adjacent to the site.

4. UPRIVER TRANSIT CENTER

In addition to its proximity to a future HPT Corridor, current capacity constraints that exist at the transit facility at Spokane Community College warrant study of this facility.

Currently there are four bus routes and 16 buses an hour that connect at Spokane Community College. Current passenger shelters are nearly 30 years old and the bus capacity is inadequate to accommodate the layover requirements STA has for these routes. There are no signalized egress points onto Greene Street, meaning that buses can be delayed due to traffic volumes, particularly in the PM peak period. The construction of the North Spokane Corridor will disrupt the current site. Approximately 1,800 boardings and alightings take place at bus stops in and directly adjacent to Spokane Community College. Spokane Transit is pursuing opportunities to grow ridership at the community colleges with the opportunity of a Universal Transit Access Pass (UTAP) program. Future ridership growth will require bus and passenger facilities to be modernized and larger than the existing infrastructure.

Because of the complexity of the site conditions, STA procured the services of David Evans and Associates (DEA) to conduct a feasibility study on a new transit center to replace the existing facility. They have prepared an existing conditions report that will be posted online for review. On January 28, 2013, a workshop was held by DEA with staff from the Community Colleges of Spokane, City of Spokane (Engineering Services Department and Street Department), WSDOT and STA. Three to five potential site locations and configurations were identified for further study. Each site will be evaluated to optimize transit operations, passenger comfort, and integration with the development of the college campus and the North Spokane Corridor.

By the time of the STA Moving Forward open house in April, conceptual site options and cost estimates will be available for review.

There was discussion and potential concern regarding how development may impact property costs for some of these facilities in the future and also possible barriers that would be addressed with feasibility studies. It was noted that currently there is no funding available for development of the facility concepts. The prioritized list of projects recommended at the end of the STA Moving Forward study will be incorporated into STA's long range planning process and considered if funding becomes available in the future as directed by the STA Board.

D. 5310, 5316, 5317 PROGRAM OF PROJECTS

Spokane Transit Authority (STA) is the designated recipient for Federal Transit Administration (FTA) Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities, Section 5316 Job Access and Reverse Commute (JARC) and Section 5317 New Freedom funding for the Spokane Urbanized Area (UZA). The goal of the JARC program is to fund capital, planning and operating projects that provide transportation for low income individuals to and from jobs and activities related to employment, and for reverse commute projects. The New Freedom program encourages services and facility improvements addressing the transportation needs of persons with disabilities. Eligible projects for this program are associated with capital and operating costs that go beyond those required by the Americans with Disabilities Act. The purpose of Section 5310 funding is to carry forward projects that meet the special needs of seniors and individuals with disabilities when public transportation is insufficient or unavailable.

As the metropolitan planning organization, Spokane Regional Transportation Council (SRTC) issued a call on January 7, 2013 soliciting projects to be funded with the Section 5310, 5316 and 5317, funding programs. A total of \$1,056,866 in federal funding is available under this call. The deadline for applications was January 28, 2013.

As the designated recipient for these funds, the STA Board of Directors will be responsible for approving a program of projects as recommended by the SRTC.

Staff briefed the Committee as to the list of projects submitted by the following agencies: Kalispel Tribe of Indians (KALTRAN), Spokane Transit and the City of Spokane. A formal recommendation will be made by the SRTC Board of Directors on February 14 to then be transmitted to the STA Board of Directors for consideration and action on February 21, 2013. This timeline allows the projects to then be incorporated into the Transportation Improvement Program by SRTC and to proceed toward funding obligation no later than September 30, 2013 when some of the apportioned funds would lapse.

Mr. Otterstrom stated that the project ranking and recommendation from SRTC will be presented for review and action at the February 21, 2013 Board meeting.

There was discussion regarding the methodology for scoring of the projects, how projects might be funded in the case of two agencies applying for the same funding source, concerns regarding obligating funds, and exploration of potential project partnerships between STA and non-profits.

E. PLAZA MARKET ASSESSMENT & STAKEHOLDER INPUT

The Phase I Interior Concepts Development report which illustrates the potential use alternatives for space utilization of the Plaza has been finalized by ALSC Architects. Phase II of the process, market assessment and stakeholder input is now underway. On January 21, 2013 the CEO approved a work order with Coffman Engineers to begin building a framework plan for research, analysis and assessment of the property. The market assessment will consider each of the conceptual layouts as detailed in the December 21, 2013 report by ALSC Architects.

Coffman Engineers will take on a sub-consultant with expertise in commercial marketing in order to establish the most appropriate and thorough framework plan and evaluation. At a minimum, Coffman’s work will involve research of business use and lease rates from neighboring businesses, analysis and identification of an appropriate market for the Plaza, confirmation of the occupancy capacity and capability of the Plaza, determination of the highest and best use, and return on investment for the facility.

Once the framework plan for the study has been presented, staff will review and provide any comments as needed to then finalize the plan. The plan will be routed for review and approval for continuation of the study through the CEO. Staff is proposing to shift the decision date to June due to no Committee meeting in April and to allow additional time for research and analysis by the consultants. The Committee was agreeable to the shift in timing.

F. TITLE VI PROPOSED POLICIES & STANDARDS

Staff distributed the Preliminary Draft Title VI Policies & Standards for review and discussion at the February 6, 2013 Planning & Development Committee meeting. The proposed policies & standards will also be distributed in the March Board packet. A public hearing was requested to be held at the March 21, 2013 Board of Directors meeting. In order to meet the March 23, 2013 deadline for submission to the Federal Transit Administration (FTA), the Board will be requested to adopt the Title VI Policies & Standards following the public hearing subject to any further testimony or revisions that may be made at that time.

Below is the timeline for development and submission of STA’s Title VI Policies & Standards:

DATE	ACTIVITY
January 31	Policies sent to jurisdictions and agencies for comment.
February 1	Preliminary draft posted to website for comment.
February 6	Present preliminary draft to Planning & Development Committee.
February 21	Board receives preliminary draft.
February 22	Comments due from jurisdictions for inclusion.
February 24	Public notice published in paper.
February 25	Posted on website with revised preliminary policies.
March 7	Final draft presented to Planning & Development Committee for recommendation to Board (if no further comments are received from public).
March 21	Public hearing. If no additional comments/revisions received, request for Board adoption.
March 23	Deadline for submission.

5. CEO REPORT

Ms. Meyer updated the Committee on recent visits to Olympia including a Greater Spokane Incorporated (GSI) trip; the Annual Legislative conference as chair of the Washington State Transit Association (WSTA), and, most recently, to testify before the House Transportation Committee about public transportation and its financial condition. Ms. Meyer reported that discussions have been good. The Senate co-chairs of the Transportation Committee met with STA last week. There is much discussion about education and transportation. STA met with Trapeze to kick-off the Computer Aided Dispatch/Automatic Vehicle Location (CAD/AVL) project which will be the backbone of the smart bus technology project. This project will be very large, complex and exciting.

6. COMMITTEE MEMBERS’ EXPRESSIONS

None.

7. REVIEW MARCH 7, 2013 COMMITTEE MEETING AGENDA
Acting Chair Hafner asked if there were any comments about the agenda for the next Committee meeting. None were forthcoming.
8. NEXT MEETING – THURSDAY, MARCH 7, 2013, 12:00 P.M., STA SOUTHSIDE CONFERENCE ROOM, 1230 W BOONE AVENUE.
9. ADJOURN
Acting Chair Hafner adjourned the meeting at 3:07 p.m.

Respectfully submitted,



Angela Stephens, Executive Assistant