

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

PLANNING & DEVELOPMENT COMMITTEE

Minutes of the January 2, 2013, 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
Mark Curtis, Customer Service Manager
Molly Myers, Manager, Communications
Merilee Robar, Executive Assistant, Finance

MEMBERS ABSENT

GUESTS

* Chair

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

Ms. Waldref called the meeting to order at 10:00 a.m. Introductions were made.

2. **PUBLIC EXPRESSIONS**

None.

3. **COMMITTEE CHAIR REPORT**

None.

4. **COMMITTEE ACTION/DISCUSSION INFORMATION**

A. **MINUTES OF THE DECEMBER 5, 2012 COMMITTEE MEETING**

Mr. Schimmels moved to recommend approval of the December 5, 2012 Committee meeting minutes. Mr. Schoen seconded and the motion passed unanimously.

B. **STA MOVING FORWARD PHASE II**

1. **BASIC FIXED-ROUTE SERVICE IMPROVEMENTS**

This is one of the 20 projects identified for consideration as directed by Board resolution 697-12 which directed staff to evaluate the costs of making improvements to STA's Basic Fixed-Route bus routes as part of *STA Moving Forward*. Mr. Otterstrom gave an overview of the STA Moving Forward progress and summarized the proposed route improvements, geographic extent of the system and improvement costs. Based on costs and benefits identified in the Phase 2 evaluation, the Phase 3 process will include prioritization and recommendation of projects for implementation when funding is available.

Ms. McLaughlin asked how greater return for investment is determined for expansion of certain routes as opposed to others. Mr. Otterstrom responded that the present information is provided to inform regarding the costs of improving routes that don't currently meet policy for frequency or span of service, regardless of ridership. The next part of this phase would be to identify the benefits versus cost. Later discussions, after the evaluation phase is complete, will determine which route improvements are to go forward. The current goal is to make Basic or HPT service available within ½ mile of at least 85 percent of the urban PTBA population, as stated in *Connect Spokane*. This goal was identified based on the 2000 Census population data, which was the most up-to-date data that was available at the time that *Connect Spokane* was adopted. STA is currently approximately 2.5 percent below the established goal. Ms. Meyer noted that the goal can be reevaluated if the target is not considered reflective of the population data available today. This is a consideration because trying to realize the 85 percent goal would be in competition with other expenses and investments under consideration for sustaining current service levels. Mr. Blaska noted that the original intent of the policy is provision of very good service to the urban system. Trying to provide a little service to everyone in the PTBA and chasing development has been to the detriment of many

other transit agencies. Mr. Blaska suggested that the original intent of the policy be kept in mind if the goal should be adjusted in the future. Discussion regarding comparisons to other cities followed.

A summary of the proposed route improvements appears below.

Route or Area of Improvement	Additional Service Hours		
	Weekday	Saturday	Sun/Holiday
20 SFCC	4,2001	3,1501	2,6301
23 Maple/Ash	4,000	760	685
26 Lidgerwood	1,050	560	770
28 Nevada	Costs included under Route 26		
44 29 th Ave	Costs included under Route 20		
62 Medical Lake2	5,500	820	790
Network Service Span	2,550	2,015	3,480
TOTAL PLATFORM HOURS	17,600	7,305	8,355

The summary table of improvement costs appears below:

Service Improvement Category	Estimated Annual Service Hours	Estimated Annual Costs (2011\$)
Span/Frequency	27,000	\$2,943,000
Geographic Extent	10,500 – 19,950	\$1,144,500 - \$2,174,550
Medical Lake	7,200	\$784,800
Total	44,700 – 54,150	\$4,872,300 - \$5,902,350

Mr. Otterstrom encouraged the Committee to further review the information in the packet as well as the information that was distributed at the meeting. Ms. Waldref remarked that she looks forward to the full analysis results for the best provision of service.

C. PLAZA INTERIOR RENOVATION – ALTERNATIVES CONCEPTS

The current target is to have a final Plaza interior renovation program in place by April 2013 in order to continue with the implementation timeline. The intent of the improvements is to increase operational functionality and to improve the customer’s experience at the Plaza. Mr. Otterstrom presented the preliminary first and second floor concept options prepared by ALSC Architects for review. Mr. Otterstrom stressed that the renderings are conceptual and spaces can be interchangeable based on stakeholder feedback. There was discussion about the options such as relocation of escalators. Ms. Meyer mentioned for consideration that the corridor from Riverside Avenue to Sprague is the prime travelling corridor and locating tenants there, rather than restrooms, might be more appealing for business. Ms. Meyer noted that an interesting possibility is the City of Spokane locating their additional police officers at The Plaza through the COPS Shop, not including the department of corrections, and potentially a “My Spokane” bill payment counter or kiosk located at The Plaza. The additional police officers and the COPS Shop could be an interesting opportunity for the The Plaza to be considered one of the safest places in town. The preferred location would likely be the first floor. Mr. Otterstrom noted one option on the second floor that was not represented in the renderings. The second floor corner stairway is not required or needed due to the center stairway. If the corner staircase between the first and second floor were removed it would free up approximately 1,000 square feet to work with.

Next steps for this project will include:

- Finalizing the Interior Concept Development Report
- Conducting a market rent analysis for each alternative

- Conducting stakeholder outreach in February

Discussion ensued about the options and renderings, current retail space vacancy in the downtown core, the potential for creating a mix of food and office space, and whether a potential food court would compete or conflict with the existing food courts. Ms. Meyer stated that it is suggested that between five and seven restaurants would be needed to create a successful food court.

D. JARC/NEW FREEDOM/SECTION 5310 CALL FOR PROJECTS

The “call for projects” is a public engaged process conducted by Spokane Regional Transportation Council (SRTC), in coordination with STA. To be released this week are Section 5316 – Job Access & Reverse Commute (JARC), 5317-New Freedom Program (NFP), and 5310 – Enhanced Mobility of Seniors and Individuals with Disabilities. Mr. Otterstrom gave an overview of the programs and a review of the funding for FY 2011 – 2013. The scope is just over \$1 million for projects that support people with disabilities, the elderly and low-income job seekers. The funding has been apportioned to STA but has not yet been obligated. There was discussion by the Committee regarding potential uses for the funds and organizations that can apply for the funds. Mr. Otterstrom responded that cities could be eligible, as well as non-profits and senior/community centers. There were several ideas mentioned by Committee members, such as grant funding for vans for senior and veterans’ centers. Ms. Meyer encouraged members to spread the word to non-profits seeking funding for transportation programs and also encourage them to contact Mr. Blaska for information on STA’s Van Grant program which STA will be advertising this month. The Van Grant program signs the titles to vans over to the awarded agencies. The Board approved the release of ten vans per year. This could be a good combination for programs awarded with operating funds to cover staffing. Mr. Otterstrom stated that one cautionary note for non-profits to consider is that a match of 50 percent of the total cost is required for operational grants and there is a significant amount of administrative reporting required for federally awarded projects. Agencies should consider the staffing requirements/administrative overhead required to manage funded projects. Mr. Schimmels asked if STA has any connection with the senior center in the valley. Mr. Otterstrom said that he would ask SRTC to double check that the senior centers receive the call for projects notification. STA plans to apply for funds to continue the Medical Lake service. SRTC will evaluate all of the applications received. Projects are due to SRTC by the end of January. SRTC will submit the recommended prioritized list of projects to the STA Board for approval in February. In March the SRTC board will approve the list of projects to be amended into the STIP.

E. TITLE VI SERVICE & FARE POLICY UPDATE

One of the activities that falls to the Planning & Development Committee is to review and recommend for Board adoption the federally required updates to the Title VI program for Spokane Transit. Title VI program is part of the Civil Rights Movement of 1964. On October 1, 2012, the Federal Transit Administration (FTA) published Circular FTA C 4702.1B, updating Title VI requirements and guidelines for federal transit grant recipients. As part of the update, public transit agencies that have Title VI programs are required to update their plans to be in compliance with Circular FTA C 4702.1B. The new and revised Title VI requirements relate to Limited English Proficient (LEP) populations and Environmental Justice guidance and are intended to ensure that an agency’s service design and operating practices and policies do not result in discrimination on the basis of race, color, or national origin and that the proper outreach and analysis is conducted. Updates are required for STA’s service policies, service standards, and fare change policy by March 31, 2013. STA’s Title VI program will ultimately be incorporated into Connect Spokane later in 2013. Below is the proposed timeline to update the service and fare standards and policies:

January 2, 2013	Planning and Development Committee meeting - update of Title VI Guidance
January 17, 2013	Board of Directors meeting -update of Title VI Guidance
February 6, 2013	Planning and Development Committee meeting - discussion
February 21, 2013	Board of Directors meeting - public hearing of proposed standards and policies
March 6, 2013	Planning and Development Committee meeting - discussion and recommendation
March 21, 2013	Board of Directors meeting -discussion and possible adoption
March 24, 2013	Publish and distribute final Board adopted Title VI standards and policies

Discussion followed regarding the definition of environmental justice, the intent of the Title VI program, and how impacts from fare increases will be determined. Mr. Otterstrom said that this is an all new, and yet to be formulated, process. A table listing the FTA C 4702.1B requirements and STA's Standards and Policies as they relate to the circular was also distributed in the January packet.

5. CEO REPORT

Ms. Meyer reported that STA has finalized its contract with Trapeze Software Group, Inc. for Smart Bus implementation. She congratulated and thanked the team (STA staff and legal counsel) that assisted in what became a demanding process requiring a large investment of staff time. Ms. Meyer also recognized Randy Knapick and Paul Lavallee from the IBI Group for assisting STA in coming to an acceptable agreement with Trapeze Group. If the project stays on schedule, the Smart Bus project will be implemented by the middle of 2014. Ms. Meyer also recognized Mr. Steve Blaska for his important role as Executive Sponsor in oversight of this project.

6. NEW BUSINESS

None.

7. COMMITTEE MEMBERS' EXPRESSIONS

Ms. Meyer thanked Chair Waldref for her service as the first chair for the Planning & Development Committee. Ms. Waldref expressed her appreciation for the opportunity. The new Board Chair is expected to appoint the 2013 Committee Chairs at the January Board meeting.

8. REVIEW FEBRUARY 6, 2013 COMMITTEE MEETING AGENDA

As presented in the January 2, 2013 Committee packet.

9. NEXT MEETING – WEDNESDAY, FEBRUARY 6, 2013, 1:30 P.M., STA SOUTHSIDE CONFERENCE ROOM, 1230 W BOONE AVENUE

Respectfully submitted,



Angela Stephens, Executive Assistant