

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

PLANNING & DEVELOPMENT COMMITTEE

Minutes of the March 7, 2013, Meeting
Southside Conference Room

MEMBERS PRESENT

Al French, Spokane County*
Shelly O'Quinn, Spokane County
Richard Schoen, City of Millwood
Amber Waldref, City of Spokane
E. Susan Meyer, CEO, Ex-Officio

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

MEMBERS ABSENT

GUESTS

* Chair

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

Chair French called the meeting to order at 12:05 p.m. Introductions were made.

2. **PUBLIC EXPRESSIONS**

None.

3. **COMMITTEE CHAIR REPORT**

None.

4. **COMMITTEE ACTION/DISCUSSION INFORMATION**

A. **MINUTES**

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

Ms. Waldref moved to recommend approval of the January 2, 2013 Committee meeting minutes.

Mr. Schoen seconded and the motion passed unanimously.

2. **MINUTES OF THE FEBRUARY 6, 2013 COMMITTEE MEETING**

Ms. Waldref moved to recommend approval of the February 6, 2013 Committee meeting minutes.

Mr. Schoen seconded and the motion passed unanimously.

B. **TITLE VI POLICIES & STANDARDS**

On January 31, 2013, STA's proposed Title VI Policies Standards update was distributed to local jurisdictions and agencies for comment. To date, STA has received input from Spokane Regional Transportation Council (SRTC) and revisions have been made to the Title VI Proposed Service and Fare Change Policies and Standards-Draft (Version2) that was distributed in the March Planning & Development Committee packet. Mr. Otterstrom also noted that Aging and Long Term Care of Eastern Washington gave written support of the proposed policies and standards.

A public hearing on the Title VI Policies & Standards is scheduled to take place at the March 21, 2013 Board of Directors meeting.

Ms. O'Quinn arrived at 12:10 p.m.

Chair French asked if service to Eastern Washington University factors into the percentage of population served that might be considered low income. Mr. Otterstrom said that the Cheney routes do have a disproportionately high percentage of low income and minority population over many of STA's other routes. In the event of any major service change or reduction STA would need to look at whether the impacts are disproportionate in comparison to other routes/service being reduced and undergo mitigation of impact if it is. There were also questions about the update requirements and schedule. STA is required to have an update of its Title VI policies every three years.

Ms. Waldref moved to recommend the Board approve the proposed Title VI Policies and Standards. Ms. O'Quinn seconded and the motion passed unanimously.

5. COMMITTEE REPORTS

A. STA MOVING FORWARD

1. HIGH PERFORMANCE TRANSIT CORRIDOR REVIEW

As of March 6, each Corridor Advisory Panel (CAP) has met five times. Each panel has participated in a bus tour of its respective corridor; developed a purpose statement for the HPT in the respective corridor; and, reviewed investment options for the corridor. Investments range from facilities and service improvements that could be accomplished in advance of HPT implementation to various HPT modes, from advanced high capacity buses to rail vehicle technologies.

Conceptual Projects include:

- **Seven Connection Facilities (park and ride lots and transit centers)**
 - Farwell Road Terminal and Park and Ride
 - Upriver Transit Center
 - Additional Liberty Lake Park and Ride/Transit Center
 - Argonne Road Park and Ride
 - Moran Prairie Terminal/Park and Ride
 - West Plains Transit Center
 - Indian Trail Park and Ride
- **Six distinct HPT Corridors**
 - Central City
 - I-90 West (Cheney)
 - North Division
 - North Monroe – South Regal
 - I-90 East (Valley)
 - East Sprague
- **Other basic and commuter route improvements**
- **Other infrastructure and service requirements to sustain and maintain the existing high quality public transportation system**

Mr. Otterstrom gave a detailed presentation on the following High Performance Transit corridor investment options for: Cheney, Division, North Monroe – South Regal, Valley. The attributes, including cost estimates, were presented and discussion ensued.

Mr. Otterstrom reported that staff provided a presentation on the corridor investment options and received employee feedback at the March 5th STA All Employee meeting. Open houses are taking place each Wednesday through the month of March to solicit public input concerning the four CAP HPT Corridors.

STA Board members are invited to attend the upcoming STA Moving Forward Open Houses in March and April. The schedule appears below and more information is available at the stamovingforward.com website.

DATE	MEETING	LOCATION	TIME
3/6	Cheney HPT Corridor Open House	Wren Pierson Community Center , 615 4 th Street, Cheney	4pm-6:30pm
3/13	Division HPT Corridor Open House	Northtown Mall (Next to Barnes & Noble)	2pm-6pm
3/20	North Monroe – South Regal HPT Corridor Open House	River Park Square (outside Nordstrom)	11am-2pm; 4:30pm-6pm
3/27	Valley HPT Corridors Open House	Spokane Valley Mall (next to Food Court)	2pm-6pm
4/10	STA Moving Forward Open House	Lincoln Center, 1316 N Lincoln St	4:30pm-7pm

Next steps in the process include:

- Draft recommendations for each corridor will be forwarded to the Committee and Board in May.
- Draft Transit Development Plan will propose to include projects as unfunded investments for future prioritization and implementation.
- Board action on the Transit Development Plan is scheduled for July.
- Phase III of STA Moving Forward will begin in July with Board guidance on the development of implementation scenarios.

There was Committee discussion about potential use of Community Development Block Grant funds, branding of buses, bus benches and design questions. Ms. Meyer said that once public input is gathered, staff may bring back recommendations that look a little different than the concepts currently presented. There was a brief discussion regarding extending service to Kootenai County. Ms. Meyer noted that unless a funding partner from Idaho is involved, the conceptual project will likely not move forward.

B. FINANCIAL FORECAST UPDATE

Ms. Warren gave a verbal report and PowerPoint presentation regarding the financial forecast model that has been updated with current 2012 year-end information. The current projection indicates that STA's cash balance will fall below the Board designated reserve line in the third quarter of 2016, as opposed to the previously projected 2015. A hardcopy of the presentation was distributed to Committee members and will also be reported on at the March 21, 2013 Board of Directors meeting. The information will be updated and reviewed further at the Board of Directors workshop in July. There was discussion about sales tax assumptions, STA's coach replacement cycle, conservative budget projections and considerations regarding potential effects of sequestration.

6. CEO REPORT

Ms. Meyer reported on STA's receipt of FTA Formula Funds as budgeted in MAP 21. New Starts and Small Starts funding will likely be reduced. Sequestration will likely affect all of the civilian jobs associated with the Department of Transportation and others, such as Fairchild Air Force. The Felts Field tower is scheduled to be closed, though officials such as Commissioner French will advocate to keep the tower open. The impact of sequestration on the economy could be quite significant.

Ms. Meyer reported that Council Member Mike Allen will facilitate a meeting between the Health District, Downtown Spokane Partnership, the City of Spokane, Spokane Police Department and STA to develop a comprehensive approach to address the group that is loitering, littering, smoking within 25 feet of entry ways and impeding pedestrian traffic on Post Street. STA has no jurisdiction on Post Street.

Ms. Meyer reported that approximately 200 employees attended one of four sessions of the March 5, 2013 All Employee Meetings. STA employees were briefed on the STA Moving Forward project and solicited for feedback on investments and corridors. The meeting also gave employees the opportunity to ask questions about anything of concern or interest.

7. NEW BUSINESS

None.

8. COMMITTEE MEMBERS' EXPRESSIONS

Ms. Waldref encouraged the Board and STA be prepared to make a decision by the end of this year about whether to move forward with a ballot measure and to strongly consider doing so in April 2014 if deemed appropriate. The potential upcoming ballot measures over the next two years appear to be extensive.

9. REVIEW UPCOMING COMMITTEE WORK

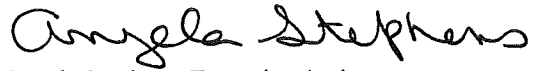
As presented. The April 4, 2013 Planning & Development Committee meeting has been canceled. An information packet will be sent to Committee members in April in lieu of a meeting.

10. **NEXT MEETING – MAY 2, 2013, 12:00 P.M., STA SOUTHSIDE CONFERENCE ROOM, 1230 W BOONE AVENUE.**

11. **ADJOURN**

Chair French adjourned the meeting at 1:27 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Angela Stephens". The signature is written in a cursive, flowing style.

Angela Stephens, Executive Assistant