

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

**PLANNING & DEVELOPMENT COMMITTEE**

Minutes of the October 31, 2012, Meeting  
Southside Conference Room

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Nancy McLaughlin, City of Spokane

**STAFF PRESENT**

Steve Blaska, Director of Operations  
Karl Otterstrom, Director of Planning  
Lynda Warren, Director of Finance  
Molly Myers, Manager, Communications  
Lynn Holmes, Assistant Director of Finance  
Merilee Robar, Executive Assistant, Finance

**GUESTS**

\* Chair

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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**

Ms. Waldref said she would share information in the Committee Member's Expressions segment of the meeting.

4. **COMMITTEE ACTION/DISCUSSION INFORMATION**

A. **MINUTES OF THE OCTOBER 3, 2012 COMMITTEE MEETING**

**Mr. Schimmels moved to recommend approval of the October 3, 2012 Committee meeting minutes. Mr. Schoen seconded and the motion passed unanimously.**

B. **FINAL PROPOSED 2013 OPERATING & CAPITAL BUDGETS**

Ms. Meyer gave an overview of the final proposed 2013 Operating and Capital Budgets including STA's mission, vision, organizational priorities, and budget guidance. Ms. Meyer and Ms. Warren reported on the updates/ adjustments made since the last Committee meeting which resulted in a decrease of \$1,146,544 in the overall budget projections.

**Revenue projection adjustments:**

- Fare Revenue increased to reflect results through September 2012
- The Sales Tax Projection was updated to reflect actual distributions through October 2012
- Federal Preventive Maintenance went down to reflect actual apportionment; figures were roughly 5% below the estimates published by the Federal Transit Administration several months ago due to a) Congress did not measurably increase the amount appropriated to Section 5307; b) 2011 service reductions resulted in reduced revenue miles which are used to formulate federal funding allocations; about half of the revenue miles associated with Cheney service cannot be counted because Cheney is outside the urbanized area and is considered "rural" by the formula
- Interest Earnings decreased to reflect an assumption change from 1 percent to 0.75 percent
- Federal Capital Revenue is less due to shifting two projects from 2013 to 2014 (Smart Bus and Boone Preservation and Maintenance)
- Draw on Cash has decreased

**Expenditure projection adjustments:**

- Labor expenditures increased to reflect changes based on completed market analysis and internal alignment assessment
- Benefits down due to no increase from Premera and small increases in Group Health and Washington Dental

- Materials expenditures went down primarily due to decrease in estimated vehicle repair materials
- Utilities/Insurance/Other went down due to adjusted estimated utility rate; however, estimated bank fees were adjusted up
- Capital Expenditures adjusted down due to the 2013 project shift to 2014

Overall, STA's operating revenues exceed its operating expenses by approximately \$ 800,000 with a final budget of \$75,096,115.

Source of Funds:		Use of Funds:	
Revenues	\$61,784,911	Operating Expenses	\$60,980,577
Capital Grants	6,395,519	Capital Projects	14,115,538
From Cash Balance	6,915,685		
<b>Total Source of Funds</b>	<b>\$75,096,115</b>	<b>Total Use of Funds</b>	<b>\$75,096,115</b>

The 2013 draft budget has been presented at employee meetings and at a public hearing in October. It has also been available on-line at the STA website since October 4, 2012. The final 2013 Operating and Capital Budgets will be available on the website after Board adoption. Discussion followed.

**Mr. Schimmels moved to recommend the Board adopt by resolution, the final proposed 2013 Operating and Capital Budgets. Mr. Schoen seconded and the motion passed unanimously.**

Ms. Waldref thanked staff for the very straight-forward and informative presentation. Ms. Warren thanked Lynn Holmes and Tammy Johnston for their efforts in putting the presentation together. Ms. Warren mentioned that the packet included supplemental information for the final proposed budget including an updated 2012 forecast model, key indicators and staffing for the 2013 budget.

C. STA MOVING FORWARD

1. HIGH PERFORMANCE TRANSIT PROJECT REVIEW - CORRIDOR ADVISORY PANEL (CAP) UPDATE

There are four corridor advisory panels representing four of the six corridors that are part of the STA Moving Forward planning effort. The corridors represented are Downtown to Liberty Lake via Spokane Valley, North Division to Downtown, Five Mile to Moran Prairie, and Cheney to Downtown Spokane. The first meetings took place in September. Meetings are held in locations that are along or near the corridors for each CAP. Meetings are staffed by Joel Soden, Molly Myers, Terri Putney and Mr. Otterstrom. Mr. Otterstrom thanked the Communications Department for their efforts in setting up and coordinating the meetings. The first meetings focused on understanding what High Performance Transit is, each CAP's role and overall purpose and expectations. The CAPs do not make decisions but are a valuable sounding board. The Board of Directors, through the Planning and Development Committee, will make the decisions regarding HPT corridor recommendations. In the second meetings the panels were given a lot of information regarding current conditions on each corridor in terms of ridership, boarding activity, jobs and land use development. The meeting finished off with an exercise in which panel members proposed problems that HPT implementation will solve and ways in which the corridor will change as a result of High Performance Transit. Mr. Otterstrom summarized the panels' feedback in "Word Clouds" to illustrate the top thirty terms for each CAPs' perceived priorities for the specific corridors. Next steps will be bus tours in late October and early November to facilitate better understanding of the routing issues and options along the specific corridors. In the coming months, staff will be developing alternative ways to achieve the purpose and need statements for each corridor in cooperation with the assigned CAP. The next "Open House" will take place in March. Brief discussion followed on such things as service in West Plains and urban growth boundaries compliance.

D. DRAFT 2013 COMMITTEE WORK PROGRAM

At the October 3, 2012 meeting, the Committee reviewed and gave input on a draft annual planning calendar. The planning calendar is part of the draft work program which identifies milestones and timing of the

development of short and mid-term plans that the Committee is accountable for designing and coordinating for Board participation. In addition to the annual planning efforts, the Planning & Development Committee is engaged in the *STA Moving Forward* planning effort. Plaza space programming will be added as another overlay to the Committee work program. Mr. Otterstrom walked the Committee through the column that was added for *STA Moving Forward* in the “working draft” program of planning activities that the Committee will lead (see table below, far right column).

Month	Annual Planning Calendar	STA Moving Forward
December 2012	<ul style="list-style-type: none"> <li>Planning and Development Committee develop mid-range planning guidance for Board concurrence</li> </ul>	<ul style="list-style-type: none"> <li>Farwell Road Park and Ride Overview</li> </ul>
January 2013	<ul style="list-style-type: none"> <li>No Board or Committee activity on plan</li> </ul>	<ul style="list-style-type: none"> <li>Basic Service Improvements</li> </ul>
February 2013	<ul style="list-style-type: none"> <li>Planning and Development Committee discussion of new and revised activities and initiatives for the six-year plan horizon (through 2019)</li> </ul>	<ul style="list-style-type: none"> <li>Indian Trail Park &amp; Ride</li> <li>Argonne Road Park &amp; Ride</li> <li>Liberty Lake Park &amp; Ride</li> <li>Upriver Transit Center</li> </ul>
March 2013	<ul style="list-style-type: none"> <li>Staff to submit draft update to revenue and expenditure forecasts; the close-out of prior-year financials will suggest the value of forecast update</li> </ul>	<ul style="list-style-type: none"> <li>HPT Corridor Review</li> </ul>
April 2013	<ul style="list-style-type: none"> <li>Preliminary Draft Transit Development Plan submitted to Planning and Development Committee for discussion. Contains the following elements (at minimum):               <ul style="list-style-type: none"> <li>Current year Strategic Plan</li> <li>Service Implementation Plan (2014-2016)</li> <li>Capital Improvement Program (2014-2019)</li> <li>Forecasts (at least through 2019)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Open Houses</li> <li>Other Improvements:               <ul style="list-style-type: none"> <li>Vanpool</li> <li>Paratransit</li> <li>Basic Requirements</li> </ul> </li> </ul>
May 2013	<ul style="list-style-type: none"> <li>Revised Preliminary Draft Transit Development Plan submitted to the STA Board of Directors for input and revisions; hearing scheduled for June</li> </ul>	<ul style="list-style-type: none"> <li>Receive reports from Corridor Advisory Panel members</li> <li>Projects incorporated into preliminary draft TDP as appropriate</li> <li>Submit any necessary updates to <i>Connect Spokane</i></li> </ul>
June 2013	<ul style="list-style-type: none"> <li>Revised Draft TDP submitted to the STA Board of Directors</li> <li>Public hearing conducted on TDP</li> </ul>	<ul style="list-style-type: none"> <li>Public hearing on TDP also considers new projects developed in <i>STA Moving Forward</i></li> <li>Public hearing on <i>Connect Spokane</i> amendments</li> </ul>
July 2013	<ul style="list-style-type: none"> <li>2014 Annual Strategic Plan guidance workshop (full Board)</li> <li>Action on recommended TDP</li> </ul>	<ul style="list-style-type: none"> <li>Action on <i>Connect Spokane</i> amendments and TDP provisions that related to <i>STA Moving Forward</i></li> <li>Define parameters of Phase III of <i>STA Moving Forward</i></li> </ul>
August 2013	No Board Meetings	
September 2013	<ul style="list-style-type: none"> <li>Updated financial forecasts</li> <li>Draft Budget submitted to Committee and Board</li> <li>Public hearing scheduled for October on Budget</li> </ul>	<ul style="list-style-type: none"> <li>Phase III of <i>STA Moving Forward</i> (specific program to be defined)</li> </ul>
October 2013	<ul style="list-style-type: none"> <li>Public hearing on draft Annual Strategic Plan and Budget</li> </ul>	
November 2013	<ul style="list-style-type: none"> <li>Board adoption of Annual Strategic Plan and Budget</li> </ul>	
December 2013	<ul style="list-style-type: none"> <li>Planning and Development Committee develop mid-range planning guidance for Board concurrence</li> </ul>	

The Committee was asked for any additions to be made. Mr. Blaska mentioned the importance of the March 2013 meeting due to the draft update to revenue and expenditure forecasts. Ms. Waldref requested that the Plaza be included in a month other than March since there will be the forecasting and the HPT Corridor review. Mr. Schimmels asked about the timeframe and processes for looking at service development in the Valley with the increasing developments in areas such as Indiana east of Sullivan. Mr. Otterstrom stated that the corridor from Liberty Lake is part of the STA Moving Forward discussion. Also there is the opportunity to look at potential basic service improvements such as rerouting in the area as another aspect of STA Moving Forward. Ms. Meyer and Mr. Otterstrom will be meeting with staff from Walt Worthy's office to discuss the area as part of the Downtown to Liberty Lake corridor alignment options but currently there is no funding to add service anywhere. There was discussion about the necessity for developers to take the importance of transit into account and build near public transit rather than working from the assumption that transit will automatically be brought to a development on request. The Committee work program will be reviewed again at the November Board meeting and the December Committee meeting.

#### E. PLAZA INTERIOR RENOVATION – ALTERNATIVES DEVELOPMENT UPDATE

In September the Committee concurred on the goal of the project: Support a vibrant downtown Spokane. On October 3, 2012 the Committee gave input on a list of feasible alternatives to drive the renovation of the Plaza. The current task is to develop the list of potential stakeholders in the Plaza Interior Renovation project in order to seek input and conduct analysis.

The following Stakeholders have been identified:

- STA
- Transit Riders
- Plaza Operations (Customer Service, Security, Janitorial, Administrative Staff)
- NAI Black
- Downtown Spokane Partnership/Business Improvement District
- Occupants and Owners of adjacent buildings such as: Bank of America, Peyton, Crescent Square, Hotel Lusso, the Davenport Hotel, Washington Trust, Wells Fargo, Eastern Washington University, etc.
- Spokane Regional Convention & Visitors Bureau
- Greater Spokane Incorporated

The Committee was asked to share any additional stakeholders to include. Ms. Myers suggested that "Visit Spokane" be added due to its relation to the art community and the future of the Plaza art (Cataract waterfall). Ms. Meyer asked if the ARC of Spokane should be included. Ms. Waldref agreed that the ARC should be included. Ms. Waldref suggested that a lead planner for the Plaza area of the city be included in the list. The list of stakeholders will be brought to the Board for finalization.

#### 5. CEO REPORT

Ms. Meyer gave an update on the Transit Cooperative Research Program (TCRP) Oversight and Project Section (TOPS) Committee meeting that she recently attended in Washington, D.C. recently. TOPS is a national committee that selects all of the transit related research that will be funded by the FTA for the year. Much of the awarded projects are very technical in nature. One of the projects which was not awarded, but that Ms. Meyer advocated, was Safety & Health Impact of Limited Restroom Access for Transit Operators. The ATU took a survey and eighty-two percent of operators that took the survey indicated that this is a problem. Ms. Meyer encouraged Committee members to visit the TCRP website when time allows. There are 600 studies completed over the past 20 years regarding transit that are available for review. While in D.C., Ms. Meyer had the opportunity to meet with Senator Murray's Deputy Chief of Staff, Evan Schatz, and the staff director of the Transportation Housing and Urban Development Appropriations Subcommittee to discuss the Central City Line project. Mr. Schatz has validated Senator Murray's support of the Central City Line project.

#### 6. COMMITTEE MEMBERS' EXPRESSIONS

Mr. Schimmels commented that Boeing appears to be bypassing Spokane in favor of Mexico for a new manufacturing facility.

Ms. Waldref mentioned that there will be an Urban Transportation workshop on Wednesday, November 7 from 2 – 4:30 p.m. at the downtown public library sponsored by SRTC and the County Health District. A brown-bag lunch will be held at SRTC the following day. Ms. Meyer is on the planning committee

developing this workshop and she mentioned that the first workshop will include a guest speaker, Economist Dena Belzer, who will talk about Urban Transportation Corridors and a panel will discuss transportation investments that create and sustain jobs. Contact Jen Wash at SRTC to register for the workshops. Ms. Waldref updated the Committee on transit-related conferences that she has recently attended including Railvolution, which focused on transit oriented development.

7. REVIEW DECEMBER 5, 2012 COMMITTEE MEETING AGENDA  
As presented in the October 31, 2012 Committee packet.
8. ADJOURN  
Ms. Waldref adjourned the meeting at 11:30 a.m.
9. NEXT MEETING – WEDNESDAY, DECEMBER 5, 2012, 10 A.M., STA SOUTHSIDE CONFERENCE ROOM, 1230 W BOONE AVENUE

Respectfully submitted,



Angela Stephens, Executive Assistant