

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

PLANNING & DEVELOPMENT COMMITTEE

Minutes of the September 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
Lynn Holmes, Assistant Director of Finance
Molly Myers, Manager, Communications

MEMBERS ABSENT

* Chair

GUESTS

Tim Dompier, ATU 1015

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

Ms. Waldref called the meeting to order at 10:02 a.m. Introductions were made.

2. **PUBLIC EXPRESSIONS**

None.

3. **COMMITTEE CHAIR REPORT**

Ms. Waldref expressed her enthusiasm to hear how the Corridor Advisory Panels are progressing and is looking forward to continued work on the Strategic Plan and the STA Moving Forward process.

4. **COMMITTEE ACTION/DISCUSSION INFORMATION**

A. **MINUTES OF THE JULY 11, 2012, COMMITTEE MEETING**

Mr. Schimmels moved to recommend approval of the July 11, 2012 Committee meeting minutes.

Mr. Schoen seconded and the motion passed unanimously.

B. **STA MOVING FORWARD**

1. **HIGH PERFORMANCE TRANSIT (HPT) CORRIDOR ADVISORY PANELS (CAP) APPOINTMENTS**

Staff is requesting the Committee to review the list of recommended (HPT) Corridor Advisory Panel candidates and appoint CAP members subject to ratification by the Board at the September meeting. The Committee reviewed the recommended list, asked questions and discussion followed. The Committee directed staff in making minor modifications to the list and also requested further recruitment of business/real estate/property management representation. Staff will continue efforts to recruit in this area. It was noted that CAC members will be added to the CAP list. There will also be opportunities for further public input at the scheduled open houses.

Ms. McLaughlin moved to recommend approval of the recommended candidates with any suggested changes and to forward to the Board consent agenda. Mr. Schimmels seconded and the motion passed unanimously.

2. **WEST PLAINS TRANSIT CENTER CONCEPTUAL PROJECT**

Mr. Otterstrom gave a brief overview of an upcoming grant opportunity that staff intends to pursue with the purpose of furthering transit use in the West Plains area. The proposed concept includes construction of a transit center at the I-90 Exit 272 off-ramp. The timing provides an excellent opportunity for coordination of efforts for Phase II of STA Moving Forward, Washington State Department of Transportation's plan to redesign Exit 272, and an effort at Greater Spokane Incorporated on a project of regional significance. The project is included in the draft Capital Improvement Program as an unfunded project and West Plains is one of seven connection facilities identified for study by STA Moving Forward. The project will cost approximately \$10 million in current year dollars. Committee members discussed the project and asked questions. As part of STA Moving Forward, the project will be

evaluated with a number of others through the planning effort. There was no action requested of the Committee at this time. A request for action is included in the following agenda item.

3. REGIONAL MOBILITY GRANT APPLICATION APPROVAL

Connect Spokane, Spokane Transit’s comprehensive plan requires that grant requests over \$1 million that are not included in the most recent Capital Improvement Program (CIP) must receive approval from the Board of Directors. Spokane Transit proposes the inclusion of two, multi-biennium projects in the Washington State Department of Transportation (WSDOT) 2013 – 2015 Regional Mobility Grant application process. The projects proposed for grant applications are the West Plains Transit Center in the amount of \$1.6 million and the Central City Line in the amount of \$0.5 million in the 2013 – 2015 Biennium with an additional \$6.4 and 1.7 million respectively in the 2015 – 2017 Biennium (as indicated in the table below).

Project	Estimated Cost (2012\$)	2013-2015 Request	2015-2017 Amount (Preliminary)	Proposed Source(s) of Match
West Plains Transit Center	\$10 million	\$1.6 million	\$6.4 million	CMAQ via SRTC (20% for complete project)
Central City Line	\$36 million	\$0.5 million	\$1.7 million	2013-2015: CMAQ (75%) 2015-2017: Small Starts (80%) & Future Local Share (15%)

Committee discussion followed regarding the planning process, coordination with WSDOT, and travel demand for the West Plains Transit Center. As part of the grant opportunity, if approved, staff will develop an overall cost benefit analysis for the West Plains Transit Center. These projects are included in the current draft 2013 - 2018 CIP.

Ms. McLaughlin moved to recommend the Board approve the submission of two Regional Mobility Grant applications: West Plains Transit Center and Central City Line for amounts of \$1.6 million and \$0.5 million respectively with preliminary request for the 2015-2017 Biennium as indicated. Ms. Waldref seconded and the motion passed unanimously.

C. DRAFT 2013 ANNUAL STRATEGIC PLAN

Ms. Meyer gave an overview of the draft 2013 Annual Strategic Plan which reflects feedback received at the July 11, 2012 Annual Strategic Plan and Budget Workshop. The plan was distributed to the Committee and Ms. Meyer presented the highlights which included the following:

- Expect continuing economic uncertainty
- Project no growth in sales tax
- Maintain conservative financial approach
- Plan for the future: STA Moving Forward
- Continue multi-year essential capital and state of good repair projects
- Complete fixed route supervisor staffing
- Maintain objective for market-based compensation

Ms. Waldref commended staff on the concise format of the plan.

D. DRAFT 2013 BUDGET

Ms. Meyer gave an overview of the draft 2013 Budget, which was distributed to Committee members at the meeting. The presentation included highlights from the budget such as the mission/vision, organizational priorities, budget guidance; primary budget assumptions, budget comparison, cost drivers, revenues/expensed, and the public outreach process for communicating the draft 2013 budget. A public hearing is scheduled for the October 18, 2012 Board of Director’s meeting. Ms. Meyer thanked Finance staff for streamlining the budgeting process which resulted in bringing the draft budget to the Board one

month early. Discussion followed. Action on the proposed budget is anticipated to be made at the November Board meeting.

E. PLAZA SECOND FLOOR RENOVATION GOALS & OBJECTIVES

Mr. Otterstrom reviewed a presentation on the Plaza second floor renovation goals and objectives. Staff needs consensus from the Board regarding what the bottom line goal is for the Plaza renovation. Mr. Otterstrom led the Committee through a presentation/exercise to obtain feedback and refine a goal regarding the foundational purpose for the renovating the Plaza interior. Discussion followed. Mr. Blaska stated that the main purpose of the Plaza is not to generate revenue but to provide the best public transportation possible with the overarching goal of supporting a vibrant downtown. Opportunities may arise that may provide additional revenue or use of the space at the Plaza but if the opportunity is inconsistent with constraining the open space, it is not supporting the overall goal of the facility. It will be important for the Board to go forward with this target in mind. The following design criteria were proposed to engender success of the project and provide guidance in selection of uses for the Plaza:

- Increases ridership (with enhanced customer information)
- Fosters and enhances safety and security
- Improves functionality of Plaza
- Reduces loitering opportunities

It was commented that the Plaza needs to be more useful and efficient to maximize the space. Two tenant opportunities have recently been proposed that will require consideration in light of the agreed goal that will be discussed at the Board Operations Committee. With the goal that the project will “support a vibrant downtown Spokane,” the Committee added the following language to the list of criteria [bold]:

- Improves functionality **and efficiency of the Plaza for transit customers and community.**

Next steps will include Board consideration of the goals and criteria and then review of the alternatives at next month’s meeting.

F. PRELIMINARY DRAFT 2013 – 2018 CAPITAL IMPROVEMENT PROGRAM (CIP)

As presented in the September 5, 2012 Committee Packet. A public hearing on the Capital Improvement Program will be held at the September 20, 2012 Board of Directors meeting.

5. COMMITTEE INFORMATION -

G. JOB ACCESS REVERSE COMMUTE (JARC)/NEW FREEDOM/SECTION 5310 CALL FOR PROJECTS

As presented in the September 5, 2012 Committee Packet.

6. CEO REPORT

Ms. Meyer reported that the Wall Street project is going very well and it is moving quickly. An issue of loitering smokers migrating to other businesses has developed since the closing of the designated smoking area at the Plaza. This issue is not something that STA is able to resolve. The Health District has been citing businesses instead of the smokers who violate the no smoking within 25 feet of an entrance law. Staff is talking with the Downtown Spokane Partnership and the Health District about designating an area downtown as smoke-free and/or creating designated smoking area(s) downtown. Ms. Waldref offered to engage in the discussion as the Chair of the Board of Health. Staff will keep the Board posted on this issue.

Ms. Waldref thanked the Committee for staying later.

7. NEW BUSINESS

None.

8. COMMITTEE MEMBERS’ EXPRESSIONS

None.

9. REVIEW OCTOBER 3, 2012 COMMITTEE MEETING AGENDA
As presented in the September 5, 2012 Committee Packet.
10. ADJOURN
Ms. Waldref adjourned the meeting at 11:57 a.m.
11. NEXT MEETING – WEDNESDAY, OCTOBER 3, 2012, 10 A.M., STA SOUTHSIDE CONFERENCE ROOM, 1230 W BOONE AVENUE

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