

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

PLANNING AND DEVELOPMENT COMMITTEE MEETING

Minutes of the December 2, 2020, Board Meeting
Via Video Conference

MEMBERS PRESENT

Chris Grover, Small Cities Representative
(Cheney) – *Chair*
Candace Mumm, City of Spokane
Pamela Haley, City of Spokane Valley
Karen Stratton, City of Spokane
E. Susan Meyer, Chief Executive Officer
Ex Officio

MEMBERS PRESENT

Kevin Freeman, Small Cities Representative
(Millwood) *Ex Officio*

STAFF PRESENT

Karl Otterstrom, Director of Planning & Development
Brandon Ropez-Betty, Director of Communications
& Customer Service
Fred Nelson, Chief Operations Officer
Monique Liard, Chief Financial Officer
Nancy Williams, Director of Human Resources &
Labor Relations
Vicki Clancy, Executive Assistant to Director of
Planning and Development

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

Chair Chris Grover called the meeting to order at 10:00 a.m. and conducted roll call.

2. COMMITTEE CHAIR REPORT

None.

3. COMMITTEE ACTION

A. MINUTES OF THE NOVEMBER 4, 2020 COMMITTEE MEETING

Ms. Pam Haley moved to approve the November 4, 2020, Planning and Development Committee meeting minutes. Ms. Karen Stratton seconded, and the motion was approved unanimously.

B. FINALIZE 2021 PLANNING AND DEVELOPMENT COMMITTEE WORK PROGRAM

Mr. Karl Otterstrom presented the committee's annual work program that is used as a basis for the coming year. The committee reviewed the draft last meeting. The Planning and Development Committee Work Program includes the Annual Planning Calendar which identifies the four planning documents founded on principles and policies of *Connect Spokane*: the Transit Development Plan (TDP), the Service Implementation Plan (SIP), the Capital Improvement Program (CIP) and the Annual Strategic Plan/Budget.

Ms. Pam Haley moved to approve the 2021 Planning and Development Committee Work Program and forward to the Board of Directors for information. Ms. Karen Stratton seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. FINAL PROPOSED 2021 OPERATING AND CAPITAL BUDGETS

Ms. Monique Liard presented a condensed version of the automated public presentation as this committee and the Board have already had an opportunity to preview it on two previous occasions: one to see the draft budget in early October, and then the video in November.

The 2021 Operating Expenses Budget totals \$82,229,691; a 2.2% decrease (\$1,891,597) over last year's budget of \$84,121,288. There was a slight increase (\$138,700) in expenses from the 2021 proposed budget to the final proposed budget: ATU 1598 Contract wage adjustments (\$39,657), one new position (\$25,043), and additional services (\$75,000). No changes to any underlying expense assumptions; no changes to the Capital Budget.

Ms. Mumm asked about the guidance of STA's sales tax projections. Ms. Liard responded that they use the monthly Department of Revenue numbers combined with the trends observed in the monthly numbers for most recent months (not early months of the complete COVID shut down.)

Ms. Liard reviewed the updates to the 2021 Cash and Reserve Analysis from the changes that have been made to the operating expenses resulting in a minor decrease to an estimated end of year cash balance after reserves (\$77,213,031).

THE FINANCIAL PROPOSED 2021 OPERATING AND CAPITAL BUDGETS

SOURCE OF FUNDS:		USE OF FUNDS:	
Revenues	\$96,994,755	Operating Expenses	\$82,229,691
Capital Grants	\$38,834,760	Capital Projects	\$71,916,086
From Cash Balance	\$18,316,262	Fleet Replacement Allocation	\$--
Total Source of Funds	\$154,145,777	Total Use of Funds	\$154,145,777

Ms. Pam Haley moved to recommend the Board adopt, by resolution, the Final Proposed 2021 Operating and Capital Budgets. The motion was seconded by Ms. Karen Stratton and passed unanimously.

2. CITY OF SPOKANE RIVERSIDE PROJECT ORDER AGREEMENT

Mr. Otterstrom presented. On November 4, 2020 the Committee approved motions to recommend the board authorize the CEO to execute project orders under the Master Design and Construction Agreement with the City of Spokane for City Line stations: Riverside Avenue City Line stations (westbound), and Riverside Avenue eastbound stations and intersection improvements as funding allows. The City's Engineering Services Department has now proposed that STA design and construct City Line stations, a departure from the earlier proposal, due to risks associated with constructing federally-funded elements within a larger, city-funded project. STA staff concur with this assessment. Mr. Otterstrom reviewed the proposed transit improvements.

Ms. Candace Mumm moved to recommend the STA Board of Directors rescind the motions approved by the Committee on November 4, 2020 related to Riverside Avenue and recommend the STA Board approve a motion authorizing the CEO to execute a project order under Master Design and Construction Agreement 2018-10267 for the purpose of “Eastbound Bus Stop and Intersection Improvements – Riverside Avenue” with a not-to-exceed amount of \$600,000. The motion was seconded by Ms. Karen Stratton and passed unanimously.

B. BOARD DISCUSSION AGENDA

(No items being presented this month.)

5. REPORTS TO COMMITTEE

A. DIVISIONCONNECTS UPDATE

Mr. Otterstrom presented an update on public engagement activities, Steering Committee actions, transit evaluation framework, assumptions for scenario development, and next steps for DivisionConnects, a coordinated planning effort led by Spokane Regional Transportation Council (SRTC) and Spokane Transit Authority (STA) to reimagine the important regional transportation corridor. Prior to the upcoming January meeting, the consultant team will be completing the traffic modeling for each of the selected scenarios, as well as a more robust screening evaluation of the scenarios and a deeper analysis of the active transportation possibilities within the corridor. The results of this analysis will be presented to the Steering Committee for review and confirmation, along with the process for receiving community feedback. The second round of public engagement will begin in mid-January after Steering meeting #5.

Ms. Mumm shared with the consultants that the Division Corridor is not always about “getting to Downtown.” She is encouraged that there will be various designs for this dynamic corridor.

Ms. Susan Meyer complimented Mr. Otterstrom on the outstanding job done on this project. Good consultant, good staff and excellent leadership from Mr. Otterstrom.

6. CEO REPORT

Ms. Meyer presented the CEO Report:

November 2020 Voter-Approved Sales Tax Update – Revenue collected on September retail sales: 4.0% above November 2019 actual (\$0.3M), 6.4% YTD above 2019 actual (\$4.9M), and 1.7% YTD above budget (\$1.3M). Despite sales tax going down in May and June, sales tax revenue for the remainder of the year has been above expectations.

Telework for STA Employees – Employees who can work from home, are now teleworking; this was also done back in March. Five hundred of STA’s 630 employees cannot work from home because they are involved in providing service or maintaining vehicles. This will be in place until December 14, 2020 or earlier (in accordance with the Governor’s direction). The State of Washington told their employees they are not coming back until June of 2021. There are other transit agencies that have told their employees not to return until April of 2021.

STA Van Assistance During COVID – In support of COVID-19 relief efforts, STA vans have been loaned to the Spokane Regional Health District to transport COVID positive individuals to other housing (in the Spokane Valley and on the South Hill. In the past, STA did participate in meal delivery for eight months for Meals on Wheels and the Greater Spokane Meals on Wheels.

SRTC Invitation to the Tribes -- The 18 signatories to the Interlocal Agreement that created SRTC (Spokane Regional Transportation Council) and the SRTC Board are working on a plan for how to extend an invitation to two tribes, the Spokane Tribe and the Kalispel Tribe, to join SRTC. Ms. McAloon has collaborated with legal counsel from the other jurisdictions to prepare a recommendation for how this can be accomplished. Extending an invitation to the tribes to have a voting membership is a requirement of legislation in 2019; non-compliance to this requirement places an organization's planning funding at risk. This requirement has created an opportunity for the signatories to work together.

SRTC Executive Director Resignation – The SRTC Executive Director, Ms. Sabrina Minshall, has resigned and will be leaving at the end of December. The Board has created a working sub-committee to immediately identify an interim Executive Director in order to secure some training from Ms. Marshall before she leaves. They will be searching for a new Executive Director. SRTC is a critical organization in the region and responsible for transportation planning and coordination that takes place.

COVID Relief Bill – Consultants with Cardinal Infrastructure shared this morning that a bi-partisan coalition of House and Senate members released a framework for a COVID Relief Bill which includes \$45B in transportation funding, \$15B of which is for public transit. Senator McConnell released his new COVID Relief package which is largely the same as the Senate GOPs previous proposals of similar size. It includes limited legal liability for COVID related claims and it doesn't include funding for local government, or transit, or state government. The Biden DOT Transition Team current plan is to have the first stimulus bill "plus up" existing programs, with a second stimulus bill going well beyond that.

Chair Grover asked if the legislation regarding the SRTC invitation to the Tribes required a voting membership. Ms. Meyer responded that it does; however, this could be accomplished by offering them a shared seat on the Board similar to the small cities, or share with the small cities vote.

Ms. Mumm questioned whether STA falls under the same tribe representation requirements as SRTC. Ms. McAloon responded that the statute that establishes STA's board structure limits voting membership to nine elected officials from the cities in the PTBA (Public Transportation Benefit Area) and the county.

7. COMMITTEE INFORMATION

(No information included this month.)

8. FEBRUARY 3, 2021, COMMITTEE MEETING AGENDA

9. NEW BUSINESS -- *None*

10. COMMITTEE MEMBER'S EXPRESSIONS

Ms. Mumm shared a few highlights from the APTA member's meeting.

11. ADJOURNED

With no further business to come before the Board, Chair Grover adjourned the meeting at 11:01 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, FEBRUARY 3, 2021, (NO JANUARY MEETING) at 10:00 a.m. VIA WEBEX.

Respectively submitted,

Vicki Clancy

Vicki Clancy, Executive Assistant
Planning and Development Department