

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

PLANNING AND DEVELOPMENT COMMITTEE MEETING

Minutes of the March 3, 2021 Meeting
Via Video Conference

MEMBERS PRESENT

Al French, Spokane County – *Chair*
Karen Stratton, City of Spokane
Kate Burke (Alternate for Candace Mumm), City of Spokane
Tim Hattenburg, City of Spokane Valley
Hugh Severs, Small Cities Representative (Liberty Lake) *Ex Officio*
Kevin Freeman, Small Cities Representative (Millwood) *Ex Officio*
E. Susan Meyer, Chief Executive Officer *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

Kendel Froese, McAloon Law PLLC

MEMBERS ABSENT

Candace Mumm, City of Spokane

1. CALL TO ORDER AND ROLL CALL

Chair Al French called the meeting to order at 10:00 a.m. and Ms. Vicki Clancy conducted roll call.

2. COMMITTEE CHAIR REPORT

None.

3. COMMITTEE ACTION

A. MINUTES OF THE FEBRUARY 3, 2021 COMMITTEE MEETING

Ms. Karen Stratton moved to approve the February 3, 2021, Planning and Development Committee meeting minutes. Chair French seconded, and the motion was approved unanimously.

B. CITY LINE: APPROVAL OF SCOPE OF WORK FOR WALL STREET, STATION 28 CONSTRUCTION

Mr. Karl Otterstrom presented. As part of the City Line project, STA has committed to reconstructing Wall Street between Riverside Avenue and Main Avenue as a segment of the City Line alignment that needs substantial upgrades to accommodate operations of the service. Station 28 at the SCC Transit Center will be the eastern terminus of the City Line and will also be constructed as part of this procurement. These two elements – Wall Street and Station 28 – were removed from the overall City Line design package because design decisions and scope relied on factors that were not yet determined in late 2019 when City Line Core Construction was put out to bid. The two elements will be combined into a single invitation for bid. Engineer's estimated cost is a total of \$1.1 million.

Chair French asked if the timeline could be accelerated to begin construction earlier this year so as to complete during this construction cycle. Mr. Otterstrom responded that this construction will be completed by September. At this time, necessary Avista work to replace vault lids must be completed prior to the STA construction, and prevents the project from beginning sooner than the current target date. Ms. Stratton asked if there would be conflicts with any downtown special events. Mr. Otterstrom responded that there should not. Hoopfest does not have any courts on this Wall Street section.

Ms. Stratton made a motion to approve the general scope of work and authorize staff to release an invitation for bid for the City Line Wall Street Reconstruction and Station 28 Construction Project. Mr. Tim Hattenburg seconded, and the motion was approved unanimously.

C. HIGH PERFORMANCE TRANSIT (HPT) AMENITIES INSTALLATION REVISED SCOPE OF WORK

Mr. Otterstrom presented. On November 3, 2020, the Planning and Development Committee approved the general scope of work (SOW) and authorized release of invitation for bids (IFB). In January 2021 staff revised the SOW to include the luminaire system, and a Performance Incentive to finish on time. Staff concluded these revisions were significant to require committee approval. Mr. Otterstrom reviewed the updated procurement schedule and budget.

Chair French asked about liquidated damages. Mr. Otterstrom responded that STA typically does have liquidated damages for each package.

Ms. Hattenburg made a motion to approve the revised general Scope of Work for HPT Amenities Installation, use of Performance Incentives, and authorize the release of an invitation for bid. Ms. Stratton seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

(No items being presented this month.)

B. BOARD DISCUSSION AGENDA

1. CITY LINE: BROWNE'S ADDITION STATIONS CUSTOMIZED SHELTERS REQUEST

Mr. Otterstrom presented. Staff is seeking Board approval of a City Line Shelter customization request in accordance with *Connect Spokane* Policy S1 4.10. On February 18, 2021 Browne's Addition Neighborhood Council (BANC) requested an adaptation to the shelter roof, materials, and colors of shelters at three stations to reflect neighborhood character as conveyed in previous shelters. The overall Connect Spokane policy contemplates a reasonable neighborhood match at 20% design cost of net difference between the customized costs vs. planned, whichever is less. Total design costs equal \$68,365, BANC will pay 20% of this total (\$13,673) to STA within 90 days of installation (Summer 2022). STA will pay the rest. The final terms will be set forth in a formal agreement. Mr. Otterstrom reviewed the anticipated schedule.

The Browne's Additional Neighborhood Council Chair, Mr. Rick Biggerstraff, authorized Mr. David Williams to talk on his behalf to the Committee regarding this request. Mr. Williams verified that these agreements have been discussed with the Neighborhood Council members

and they are ready to commit to this arrangement through the design process. The Council requests that if additional neighborhood(s) utilize these designs, that they share in the design costs. The Neighborhood Council has on-hand funds for the \$13,673 contribution to the full cost of design.

Chair French stated for the record a slight modification to Mr. Otterstrom's description of the relationship between STA and the neighborhood. The neighborhood will have "engagement" in this project (not "oversight"). Mr. Otterstrom agreed.

Ms. Stratton recommended the Board approve a motion to authorize the commissioning and installation of customized shelters in Browne's Addition, pursuant to Connect Spokane Policy S1 4.10, with a maximum cost contribution of \$13,673 and authorize the CEO to execute any agreements necessary to ensure full payment of said shelters. Mr. Hattenburg seconded, and the motion was approved unanimously.

5. REPORTS TO COMMITTEE

A. DIVISIONCONNECTS: DRAFT RECOMMENDATION LOCALLY PREFERRED ALTERNATIVE

Mr. Otterstrom reviewed the project overview, draft alternatives for public input, public engagement summary, statistical survey results, recommendation components, station locations and lane configurations. The draft recommendation includes zero emission buses, dedicated bus lanes known as "business access and transit" (BAT) lanes through a majority of the corridor, bicycle and pedestrian improvements, high frequency service and strategies to improve service speed and reliability. The lane configuration of the alternative through the Division/Ruby couplet includes two general purpose lanes on each street, a BAT lane on each street and a protected bicycle facility on Ruby Street. Other pedestrian and streetscape improvements are possible given the recommended reconfiguration from the current four-lane configuration on each street in the couplet system. Public feedback on the draft recommendation will be sought through a public hearing on March 18. The final recommendation will be presented at the March 31 (April) committee meeting along with a corridor development plan for a recommendation and Board in April.

B. 2022-2027 TRANSIT DEVELOPMENT PLAN: DEVELOP MID-RANGE PLANNING GUIDANCE

Mr. Otterstrom presented. A step in the annual preparation of the agency's transit development plan, the Committee prepares and recommends to the Board of Directors guidance statements that help frame priorities to be included in the plan. Mr. Otterstrom reviewed guidance statements included in the 2021-2026 Transit Development Plan, along with guidance specific to the agency's response to the COVID-19 Global Pandemic. Staff will propose revisions to guidance informed by the latest financial information and assumptions for future service levels. Beginning in May, the Committee will review the draft sections of the plan, working toward Board approval in July.

C. DRAFT SRTC 2021-2022 UNIFIED PLANNING WORK PROGRAM (UPWP)

Mr. Otterstrom presented. The Unified Planning Work Program is completed in coordination with WSDOT and STA. Each cycle, STA submits a description of the planning activities it will engage in during the identified state fiscal years. This draft description of STA's ongoing and upcoming planning activities will be submitted to SRTC for inclusion in the UPWP.

D. I-90 / VALLEY CORRIDOR PLANNING UPDATE

Mr. Otterstrom presented. The I-90 / Valley Corridor is one of six High Performance Transit corridors slated for improvements in *STA Moving Forward*. The current concept for this project extends from downtown Spokane to Liberty Lake with potential future extension into Idaho. Planned improvements include capital and operating projects to be launched in 2025 including a new transit center, expanded commuter parking east of Sullivan Road, direct not-stop peak hour between Liberty Lake and Spokane, night and weekend service, extended service to Post Falls and Coeur d'Alene on a two-year pilot basis through a cross-state partnership. Mr. Otterstrom reviewed the project history, the planning phase of the corridor development plan, and public and stakeholder engagement. A Technical Advisory Committee (TAC) will be established. This corridor differs from others in that it is primarily the freeway itself (as opposed to arterials) and the jurisdictions that are served along that corridor. KPFF was secured as a project consultant in May 2020. STA submitted a Regional Mobility Grant request for \$7.5 million in September 2020. The corridor development plan is anticipated to be brought forward to the Board of Directors in the summer of 2022 for review and approval. Design and engineering is anticipated to take place during 2022-2024, construction and implementation is anticipated to take place during 2023-2025.

6. CEO REPORT

Ms. Meyer presented the CEO Report and reviewed the following government affairs:

- Legislative Bills – Updates on a Transportation Funding Package, HB1091-Governor's Clean Fuels bill, SB5126-Governor's Climate Change Package, Police Reform, HB1056 and HB1329-Public Meeting bills, and Vanpool bill.
- Federal Activities – Updates on the \$1.9 Trillion COVID Relief bill, earmarks (community project funding) requests, HR842 Protecting the Right to Organize (PRO) Act, Low-No Emission Grant Programs.

7. COMMITTEE INFORMATION

A. CONNECT SPOKANE UPDATE

8. MARCH 31, 2021 (APRIL) COMMITTEE MEETING AGENDA

9. NEW BUSINESS -- *None*.

10. COMMITTEE MEMBER'S EXPRESSIONS -- *None*.

11. ADJOURNED

With no further business to come before the Board, Chair French adjourned the meeting at 11:26 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, MARCH 31, 2021 (*April Meeting*) at 10:00 a.m. VIA WEBEX.

Respectively submitted,

Vicki Clancy

Vicki Clancy, Executive Assistant
Planning and Development Department