

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

## **PLANNING AND DEVELOPMENT COMMITTEE MEETING**

Minutes of the May 5, 2021 Meeting  
Via Video Conference

### **MEMBERS PRESENT**

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

### **MEMBERS ABSENT**

Hugh Severs, Small Cities Representative  
*(Liberty Lake) Ex Officio*

### **STAFF PRESENT**

Karl Otterstrom, Director of Planning & Development  
Brandon Rapez-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

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#### **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**

Chair French reported that the Legislature concluded the regular session without a new revenue transportation bill. There is conversation about convening a special session and movement on a transportation bill, but Chair French is not overly optimistic. He opined that it will most likely will take place in 2023.

#### **3. COMMITTEE ACTION**

##### **A. MINUTES OF THE MARCH 31, 2021 (APRIL) COMMITTEE MEETING**

**Ms. Candace Mumm moved to approve the March 31, 2021, Planning and Development Committee meeting minutes. Mr. Tim Hattenburg seconded, and the motion was approved unanimously.**

#### **4. COMMITTEE ACTION**

##### **A. BOARD CONSENT AGENDA**

###### **1. DIVISION BRT: ACCEPTANCE OF CORRIDOR DEVELOPMENT PLAN**

Mr. Karl Otterstrom presented. The Corridor Development Plan documents the process of selecting the locally preferred alternative (LPA). This plan sets the foundation for future high performance transit (HPT) development along Division Street, identifies LPA for bus rapid transit (BRT), serves as a data resource for pursuing grant funding, and sets the stage for upcoming Preliminary Engineering (PE) activities on the project. Mr. Otterstrom presented the plan organization, and implementation steps. Upcoming activities include procuring planning and preliminary engineering services and NEPA scoping which is a precursor to FTA Project

Development phase of Small Starts. The DivisionConnects study will continue into a second phase with focus on land use vision which will inform the future land use actions. This second phase is led by SRTC with continued involvement by STA.

**Mr. Tim Hattenburg made a motion to recommend the Board accept the Division BRT Corridor Development Plan. Ms. Karen Stratton seconded, and the motion was approved unanimously.**

2. **CITY LINE: AWARD OF CONTRACT FOR WALL STREET RECONSTRUCTION, AND STATION 28**

Mr. Otterstrom presented. This project scope represents components of awarding the City Line project. The Planning and Development Committee approved the Scope of Work (SOW) and authorized staff to release an invitation for bid for City Line Wall Street Reconstruction and Station 28 Construction at SCC Transit Center on March 3, 2021. These elements were removed from the overall City Line design because design and scope relied on factors that were not yet determined in late 2019 when City Line Core Construction was put out to bid. This scope will reconstruct the entirety of the public right-of-way of Wall Street between Riverside Avenue and Main Avenue, and construct City Line Station 28 in the center island of the SCC Transit Center. Mr. Otterstrom reviewed renderings, the procurement process, and the contract financials. Given STA received one bid, a price analysis was completed. STA determined that the opportunity for competition was sufficient and that the Cameron-Reilly, LLC bid was responsive, responsible and the bid price fair, and reasonable. Total bid value is \$1,932,878. Staff propose a 20% construction contingency of \$386,575. Physical construction is tentatively expected to start in July of 2021.

**Ms. Candace Mumm made a motion to review and recommend the Board approve an Award of Contract for the Wall Street Reconstruction and Station 28 project to Cameron-Reilly, LLC, for \$1,932,878 including applicable Washington State sales tax, and allow the CEO to apply 20% contingency funds, as necessary, within the project budget. Mr. Tim Hattenburg seconded, and the motion was approved unanimously.**

Chair French asked Ms. Mumm for the status of the land use changes along the City Line. Ms. Mumm responded that Councilmember Kinnear is now the City Council liaison for the City Plan Commission and she believes there will be an update on the process soon.

B. **BOARD DISCUSSION AGENDA**

*(No items being presented this month.)*

5. **REPORTS TO COMMITTEE**

A. **2022-2027 TRANSIT DEVELOPMENT PLAN: MID RANGE PLANNING GUIDANCE**

Mr. Otterstrom presented. According to STA Board Resolution 681-11, the Planning and Development Committee is responsible for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning. The agency's primary mid-range planning document is the Transit Development Plan (TDP). The 2022-2027 TDP is expected to be adopted in July 2021 and will include the Capital Improvement Program and the Service Improvement Program. Mr. Otterstrom reviewed the TDP background, project timeline, organization, and board guidance text revisions. Staff is proposing text revisions for discussion today (see redline on cover sheet).

Ms. Mumm requested adding language for committee consideration that reflects the impact of the City Line on the other routes. Mr. Otterstrom agreed; this revised language will be brought forward in June.

B. 2022-2027 TRANSIT DEVELOPMENT PLAN: MAJOR ACTIVITIES (2022-2027)

Mr. Otterstrom presented this step in the annual preparation of the agency's Transit Development Plan; the Committee reviews the planned major activities for the agency for inclusion in the 2022-2027 Plan. The major activities list will remain in draft form as it is incorporated into a complete draft of the 2022-2027 TDP in June for broader public input. Major activities organization categories includes: 1.) Customer Tools and Technology 2.) Community Outreach 3.) Service Development 4.) Facilities and Fleet 5.) Systems and Programs, and 6.) Planning.

Ms. Mumm requested the consideration of new service improvements, such as extending the city line to SFCC. Mr. Otterstrom responded that staff are presenting a new connection from North Central area to SFCC to the PMER Committee later this afternoon.

C. 2022-2027 TRANSIT DEVELOPMENT PLAN: 2022-2027 CAPITAL IMPROVEMENT PROGRAM

Mr. Otterstrom presented. The most robust of the components in the TDP is the Capital Improvement Program (CIP). The CIP is developed in accordance with *Connect Spokane*. The development of a six-year Capital Improvement Program provides a mid-term horizon for prioritizing resources, enhancing the transit system, and maintaining existing assets and resources in good repair. The CIP, in companionship with the TDP and Service Improvement Program (SIP), connects the long-range vision, goals and policies of the Comprehensive Plan to the near-term strategies outlined in the Annual Strategic Plan. The CIP programs are organized into five distinct program categories: Vehicles, Facilities-Maintenance & Administration, Facilities-Passenger & Operational, Technology, and High Performance Transit Implementation. Mr. Otterstrom reviewed the programs of the draft CIP and the relative costs. The 2022-2027 CIP represents \$207,869,778 in programmed capital projects and programs. Replacement coaches and the implementation of the City Line are presently the two largest programs by expenditures in the draft CIP. The CIP, along with the other plan elements, will be compiled into the draft Transit Development Plan and presented at the June committee meeting.

Chair French mentioned the state legislation concerning fleet electrification that recently passed and asked if STA has given any consideration to the mandate. Ms. Meyer responded that electrified replacements for current buses is dependent upon the ability to purchase more buses and the room to store them in current garages. Expansion beyond the current estimate of about 35-40 electric buses would require an additional facility. Ms. Mumm shared a hope that federal partners would assist with funding some of the money to expand since it is one of their priorities. The average cost of an electric bus today is about \$1.1M. Mr. Otterstrom noted that this topic will be addressed at the upcoming workshop.

D. 2022-2027 TRANSIT DEVELOPMENT PLAN: PROPOSED 2022-2024 SERVICE IMPROVEMENTS

Mr. Otterstrom presented. The draft Service Improvement Program (SIP) is updated annually and, in this iteration, outlines planned fixed-route service changes to take place in 2022, 2023 and 2024. The most significant changes are planned to take place in 2022 with the start of the City Line. Double decker buses begin operating in 2023 on the Cheney HPT Corridor with minor routing and schedule adjustments as needed, and then minor routing and scheduling adjustments

continue as needed in 2024. The SIP is developed in close coordination with the agency's financial projections.

Ms. Mumm requested a map with columnar information, and a heat map of the PBTA. Chair French suggested adding employment centers for a 2-3 year look. Ms. Meyer commented that minority and low-income demographics can be added as well. Mr. Otterstrom responded that staff can provide these additional maps.

6. **CEO REPORT**

Ms. Meyer presented the CEO Report:

- Legislative Update – Washington legislature adjourned as planned in the regular session on April 25 and passed an operating, a capital, and a transportation budget, but not a new revenue transportation package. Ms. Meyer reported on approved grants, and reviewed the State Transportation Budget Summary for 2021-2023.
- April 2021 Voter-Approved Sales Tax Update – Revenue collected on February retail sales: 19.7% above April 2020 actual (\$1.2M), 7.9% YTD above 2020 actual (\$2.2M), and 24.6% YTD above budget (\$6.1M).
- Miscellaneous –
  - Mask Mandate -- TSA has extended the mask requirement on buses, airplanes, airports and stations from May to September 13, 2021.
  - Vaccines – Almost 40% of STA's employees have been vaccinated
  - Vaccine Clinic -- STA had to cancel the vaccine clinic that had been schedule with Rite Aid. Staff will continue to try and reschedule a clinic.
  - Utilities and Transportation Commission – approved the Avista proposed commercial rate structure to go into effect that will reduce the cost of energy for the STA battery electric bus charging.
  - Electric Bus Charging Video – a demonstration of how STA electric buses are charged at “fast chargers”.

7. **COMMITTEE INFORMATION**

*(No items being presented this month.)*

8. **JUNE 2, 2021 COMMITTEE MEETING DRAFT AGENDA REVIEW**

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 11:11 a.m.

**NEXT COMMITTEE MEETING:** WEDNESDAY, JUNE 2, 2021 at 10:00 a.m. VIA WEBEX.

Respectively submitted,

*Vicki Clancy*  
Vicki Clancy, Executive Assistant  
Planning and Development Department