

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

## BOARD OPERATIONS COMMITTEE MEETING

Meeting Minutes for May 8, 2013

Northside Conference Room

### MINUTES

#### **MEMBERS PRESENT**

Chuck Hafner, City of Spokane Valley, Chair  
Mike Allen, City of Spokane, Performance Monitoring & External Relations Committee Chair  
E. Susan Meyer, Chief Executive Officer, Ex-officio

#### **STAFF PRESENT**

Steve Blaska, Director of Operations  
Lynda Warren, Director of Finance & Information Services  
Karl Otterstrom, Director of Planning  
Jan Watson, Executive Assistant to the CEO & Clerk of the Authority

#### **MEMBERS ABSENT**

Al French, Spokane County, Planning & Development Committee Chair

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

Chair Hafner called the meeting to order at 12:30 p.m. and conducted roll call.

#### **2. APPROVE COMMITTEE AGENDA**

There were no changes to the agenda.

*Mr. Allen moved approval of the Committee agenda and Mr. Hafner seconded. The motion passed unanimously.*

#### **3. CHAIR'S COMMENTS**

Mr. Hafner asked Mr. Blaska about STA bus service for Bloomsday. Mr. Blaska said that ridership was down about 1.5% - about half of Bloomsday's overall drop in participation. About 10,000 people took the shuttle to Bloomsday, making a total of 32,000 rides on that Sunday. Ferris High School had a new loading configuration which worked better. There was less backup coming into downtown from the Valley Mall. There was a line for riders returning to the Valley, so that will be reviewed for next year. All the downtown shuttle zones were cleared by 2:30 p.m. Mr. Blaska said there were no problems and participants complied with Bloomsday's "no backpack rule". Mr. Hafner asked about police presence. Mr. Blaska said the sheriff came by a few times at the Park & Ride sites, but most of the police presence was downtown.

#### **4. COMMITTEE ACTION/DISCUSSION**

##### a. April 10, 2013 Committee Minutes

*Mr. Allen moved approval of the April minutes and Mr. Hafner seconded. The motion passed unanimously.*

#### **5. COMMITTEE CHAIR REPORTS**

##### a. Al French, Planning & Development (P&D):

In Mr. French's absence, Mr. Otterstrom said that all of the STA Moving Forward projects except Vanpool and Paratransit improvements have been discussed in the committee since September 2012. Those two will be discussed at the May 16 Board meeting along with how to screen the projects. Prior to moving into STA Moving Forward Phase III, input will be sought from the City of Spokane and Spokane County regarding land use plans that would be needed to support the projects.

Mr. Hafner said he will update the City of Spokane Valley.

Mr. Otterstrom said that a study session is planned with the Spokane City Council on June 6<sup>th</sup>. There will be no reason for continued planning without local support.

Mr. Allen said there could be discussions around the acquisition of rights of way.

Mr. Otterstrom said that STA would like feedback by July 10<sup>th</sup> so results could be shared and guidance received at the Board workshop. At the Planning & Development committee and Board meetings in June, a review of costs of the projects will be rank ordered. Along with this ranking, land use, jurisdictional support and cost viability will be used as screening criteria before moving forward to the next phase. Mr. Otterstrom said he will give a 10 minute overview of the topic and then open it up for discussion.

A preliminary draft Transit Development Plan (TDP) will be provided for information in the May Board packet. The TDP is an important guidance document. In June, the TDP is included on the Planning & Development committee agenda for discussion. The Public Hearing for the TDP is scheduled for the June Board meeting.

b. **Mike Allen, Performance Monitoring & External Relations (PM&ER):**

Mr. Allen said that three items for committee action were reviewed.

Mr. Otterstrom said that final changes to the September 15, 2013 service revisions have been done.

Ms. Warren said that both the Procurement Resolution item and the new Revenue Contracts Resolution item are results of the Streamlining Committee & Board Authority that was approved by the Board last month.

All three items will be on the Board consent agenda.

Mr. Allen said that an update on the Plaza and brief discussion regarding bus shelters also occurred.

Mr. Otterstrom said that the consultant company, Critical Data, has been doing market research on suitable tenants for the Plaza space, in particular the 2<sup>nd</sup> floor. The research shows that the viability of a food court or retail activities on the 2<sup>nd</sup> floor is very low. National franchises are averse to 2<sup>nd</sup> floor locations. It would be different for the 1<sup>st</sup> floor. A number of ideas have emerged, in particular, destination uses with long term leases, which included an aquarium, government offices, a non-profit organization, and a church. There is a high turnover for food businesses. Discussion ensued. Mr. Otterstrom said the report is not final yet, but the preliminary findings were shared with the Planning & Development committee. The report will be shared at the July Board meeting. Mr. Otterstrom said that STA would like to have a definitive direction in July, so planning and design work could begin.

**6. CENTRAL CITY LINE**

Mr. Otterstrom said that the Central City Line (CCL) Work Order 2 Authorization enables the CEO, through revisions to the project names and budgets, to continue planning work toward preparing the project.

*Ms. Meyer arrived at 12:54 p.m.*

The CCL is in the Capital Improvement Program. STA has had a contract with a consultant since June 26, 2012. Contract services include consulting for planning, engineering and construction management of the project. Currently, Phase 1 is Project Definition and Phase 2 is the Small Starts application. The following recommendations were discussed.

**Recommendation #1: Modify the name and description of the funded phases of the Central City Line.**

Current Project Name	Proposed Project Name	Updated Project Scope
Small Starts Application	Central City Line Phases A/B	<b>Phase A</b> refines the project definition for the Locally Preferred Alternative (LPA) and conducts outreach, prepares cost estimates, ridership projections, environmental scoping and a funding plan. The outcome from Phase A is a refined LPA which is more competitive for grant dollars and has lower risks by reducing areas of technical uncertainty and building community support. <b>Phase B</b> prepares a Small Starts grant application or other "alternate grant funding to supplement or supplant FTA Small Starts Funding."
Project Development	Preliminary Engineering and Environmental Review (Phase C)	<b>Phase C:</b> Preliminary Engineering and NEPA/SEPA Review. Further Board authorization is required before proceeding with Phase C.

**Recommendation #2: Adjust the budgets for the phases while maintaining the same local expenditures programmed for the project.**

Original Projects and Budgets	Central City Line - Small Starts Application (CIP #272)	Central City Line – Project Development (CIP #303)	Total – Phases A thru C
Local	\$200,000	\$375,000	\$575,000
State	0	0	0
Federal	0	0	0
Unfunded	0	1,500,000	1,500,000
<b>Total Budget</b>	<b>\$200,000</b>	<b>\$1,875,000</b>	<b>\$2,075,000</b>

Proposed Projects and Budgets Revisions	Central City Line - Project Planning and Definition Development (Phases A/B)	Central City Line -Preliminary Engineering and Environmental Review (Phase C)	Total – Phases A thru C
Local	\$575,000	\$0	\$575,000
State	0	500,000	500,000
Federal	0	0	0
Unfunded	0	1,375,000	1,375,000
<b>Total</b>	<b>\$575,000</b>	<b>\$1,875,000</b>	<b>\$2,450,000</b>
<b>Net Change</b>			
Local	+\$375,000	-\$375,000	\$0
State	0	+500,000	+500,000
Federal	0	0	0
Unfunded	0	-125,000	-125,000
<b>Total</b>	<b>+\$375,000</b>	<b>\$0</b>	<b>+\$375,000</b>

Mr. Otterstrom said the recommendations are important in order to move forward. With these recommendations, there would be no increase in the local share of the project.

Ms. Meyer asked about the \$1.2M that is shown in the next biennium budget, 2013-15.

Mr. Otterstrom said that the \$1.2M is a match for the construction phase. The study will reveal more precise estimates.

Mr. Allen asked if the preferred route has been established.

Mr. Otterstrom said there is a general alignment only.

Mr. Otterstrom said these two recommendations would enable the CEO to authorize a new task order for the project. About \$76K has been spent to date on this project and the additional task order would be within the budgeted amount of \$575K with \$150K remaining. The timing of other grants and STA's local match will determine the timing of the Small Starts application.

Ms. Meyer discussed the possibility of grant opportunities to develop a new design for bus manufacturers. Ms. Meyer had discussions with three bus manufacturers at the American Public Transportation Association (APTA) conference and all are interested.

Mr. Allen asked if STA is partnering with other transit agencies for bus manufacturing.

Ms. Meyer said others have shown an interest in the idea of a new, more streamlined design, but not the same vehicle as STA prefers.

Mr. Allen said since this is a federal grant, would STA involve Senator Cantwell and if so, when.

Ms. Meyer answered affirmatively and said that a Notice of Funding Availability (NOFA) is coming out within a month or so and is included in the MAP-21 authorization for 2013 and 2014.

***Mr. Allen motioned to move recommendations #1 and 2 forward to the Board agenda. Mr. Hafner seconded and the motion passed unanimously.***

## 7. PLAZA UPDATE

a. Mr. Blaska said that four parking spots, in addition to the three they already have at the Plaza, have been provided to the Spokane Police Department (SPD) to use per their request and the Board's conditions. The SPD have dropped their request for STA to vacate zone 1. The agreement was signed last week.

b. Mr. Blaska said that a task order has been issued to re-evaluate the air flow at the Plaza to better understand whether a smoking area could be reestablished to meet the Smoking in Public Places (SIPP) law or to meet the statute's exception requirements. This task order will provide costs and requirements to determine if STA could be eligible for an exception to the 25' smoking ordinance.

Mr. Allen asked if this is consistent with discussions at the last Board meeting.

Ms. Meyer said that the project will only be scoped by an engineer to quantify the costs should the Board re-visit the possibility of re-opening a smoking area.

c. Wall Street Construction at Riverside

Mr. Blaska said that due to this construction, two zones on Riverside are relocated to temporary locations on the block west of Post Street until June 7<sup>th</sup> (just west of the Spokane Regional Business Center (SRBC)). Staff found this was the best option for relocation during the construction period.

Ms. Meyer said that STA power washes the sidewalks frequently and has full time security in these relocation zones. STA is using grant funds and partnering with the City of Spokane to repair the entire intersection. The Downtown Spokane Partnership had communicated with most of the adjacent building owners regarding conditions of the streets.

Ms. Meyer said that staff will meet with City leaders regarding the Plaza and an update will be provided.

**8. AMENDMENT TO BOARD GOVERNING COMMITTEES' FUNCTIONS - RESOLUTION**

Ms. Warren said that as a result of Streamlining Board & Committee Authority the committee's functions have been revised. In the procurement resolution, statements of work above the CEO's authority will be approved by the appropriate committee and recommended to the Board of Directors.

*Mr. Allen moved to recommend the Board adopt a resolution amending the Board Governing Committee's functions and forwarded the item to the Board consent agenda. Mr. Hafner seconded and the motion passed unanimously.*

**9. BOARD OF DIRECTORS AGENDA – MAY 16, 2013**

Mr. Allen will be Acting Chair for the Board meeting in Mr. Hafner's absence.

Ms. Watson suggested a total of 20 minutes for items 4 A, B & C.

Mr. Allen suggested a timer similar to the one used for City Council meetings that can be seen by those speaking.

**10. NEW BUSINESS**

- a. Ms. Meyer said that STA's coach operator, Gabe Fernos, placed 16<sup>th</sup> out of approximately 65 drivers in the national Roadeo competition. In past years, he has placed as high as 4<sup>th</sup>. Ms. Meyer and Mr. Fernos toured the exhibit hall together and he had good suggestions for vendors.

The Bus Rapid Transit (BRT) council has been reconstituted at the American Public Transportation Association (APTA) and vehicle design and production of a new BRT-type vehicle will be important in the next phase of the Central City Line project.

- b. Ms. Watson shared information about future APTA meetings at Mr. Allen's request. The Annual meeting is in Chicago on September 29 – October 2, 2013. Mr. Hafner and Mr. Allen will confirm attendance with Ms. Watson and registration will take place in late June.

With there being no further business to come before the Committee, Chair Hafner adjourned the meeting at 1:27 p.m.

Respectfully submitted,

Merilee Robar  
Executive Assistant