

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

**PLANNING & DEVELOPMENT COMMITTEE**

Minutes of the May 2, 2012, Meeting  
Southside Conference Room

**MEMBERS PRESENT**

Amber Waldref, City of Spokane\*  
Gary Schimmels, City of Spokane Valley  
Richard Schoen, City of Millwood  
E. Susan Meyer, CEO, Ex-Officio

**MEMBERS ABSENT**

Nancy McLaughlin, City of Spokane  
\* Chair

**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  
Charlie Phillips, Maintenance Analyst  
Jacque Tjards, Purchasing Manager  
Merilee Robar, Executive Assistant, Finance  
Jan Watson, Executive Assistant/Clerk of the Authority

**GUESTS**

Tim Dompier, ATU 1015

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

Ms. Waldref called the meeting to order at 10:00 a.m. Introductions were made.

2. **PUBLIC EXPRESSIONS**

None.

3. **COMMITTEE CHAIR REPORT**

Ms. Waldref polled the Committee regarding their preferences for potentially extending the length of meetings when the agenda is very heavy. The group agreed that the meetings should be kept to the 90 minute length as a rule; however, on occasion the meetings could be extended if there is more material that needs to be discussed than the 90 minutes will permit. Committee members agreed that they would like to complete the business on the agenda at each meeting.

4. **COMMITTEE ACTION/DISCUSSION/INFORMATION**

A. **MINUTES OF THE APRIL 4, 2012, COMMITTEE MEETING**

**Mr. Schimmels moved to recommend approval of the April 4, 2012, Committee meeting minutes.  
Mr. Schoen seconded and the motion passed unanimously.**

B. **2013 STRATEGIC PLAN/BUDGET WORKSHOP PREP - DISCUSSION**

The 2013 Strategic Plan/Budget Workshop is scheduled for July 11<sup>th</sup> between the Planning & Development and the Performance Monitoring & External Relations Committee meetings. Ms. Waldref reminded the Committee that their task regarding the workshop is to finalize the agenda and receive input from the Board for how the 90 minute workshop should be structured.

Ms. Warren presented an overview of the proposed format for the Strategic Plan/Budget workshop and distributed copies of the 2012 Annual Strategic Plan, Adopted 2012 Operating & Capital Budgets, and Supplemental Information for 2012 Budget for additional information. The Committee was asked to give input regarding a draft agenda and the major outcomes desired for the workshop. Ms. Waldref suggested that the workshop begin with the draft 2013 Strategic Plan and show any differences between it and the 2012 Strategic Plan. Ms. Meyer noted that this is the first year the Strategic Plan and the budget are being brought to the Board at the same time. Ms. Waldref asked the Committee to think about what the Board will want to learn at the workshop and the major outcomes or accomplishments that the Board can check off at the end of the meeting that will help staff move forward and develop a draft budget that will match the Board strategic vision in September.

Ms. Meyer shared the staff's desired outcomes for the meeting:

- Budgeting - share revised assumptions (revenue, expense, staffing)
- Major Projects for 2013 & Capital Improvement Program (CIP) Projects
- Ridership projections

Ms. Warren explained that staff is looking for guidance regarding whether the organization is headed in the right direction in the above areas. Discussion followed. The Committee felt that it would be correct to begin with the vision statement and strategic plan. It was agreed that staff will create a draft agenda and distribute to the Board for input. An updated financial forecast model will be reviewed at the workshop. Mr. Blaska suggested that at the end of the day there should be a shared view of what success should look like at the end of 2013. The Committee concurred with this objective. Ms. Meyer will assist Ms. Waldref in polling the Board of Directors for their input on the Strategic Plan/Budget Workshop agenda development. Ms. Waldref will bring this up at the May Board meeting.

C. HIGH PERFORMANCE TRANSIT (HPT) NETWORK DEVELOPMENT - DISCUSSION

1. Public Outreach Development - Information

Ms. Myers gave an overview of the proposed format for the HPTN Open House to take place on the second floor of the Plaza from 4 – 6 p.m. on May 16<sup>th</sup>. The open house will be announced via various media on Monday, May 7. SRTC staff will be assisting with the Open House. A reminder will be sent to Board members inviting them to attend the HPTN Open House.

2. HPT Network: Corridor Definition Refinement – Information

Mr. Otterstrom reviewed the Memo 1.02 – HPT Corridor Definition Refinement with the Committee. The memo describes the basis for screening and also the process and the methodology for screening corridors. A copy of this memo was distributed at the meeting. After review and discussion the Committee agreed to keep the North South Corridor (NSC) on the list for further screening. Ms. Waldref suggested that STA needs to be clear in its message to the public that a corridor may have several segments that may be screened and eliminated or continued in the evaluation process independently. Mr. Schoen requested that the each segment be presented on a separate map for future presentations. Mr. Otterstrom will revise the memo to include the revision regarding moving the NSC to the next screening phase. Ms. Meyer requested that the PowerPoint handout be revised to remove the shading so the information is more readable and then sent to Committee members for further review. There was discussion regarding “benefits to the vulnerable” and “neighborhood impact” as potential measures. It was agreed that such considerations may be adequately accounted for by measuring existing ridership; however, public input will be received before screening is finalized. The next step will be to bring the list of identified corridors to the public and expanded Board for input.

D. NEGOTIATION AUTHORIZATION & AWARD OF CONTRACT: CENTRAL CITY LINE SMALL STARTS & RELATED ENGINEERING

A selection committee comprised of internal and external stakeholders has selected a lead firm for the Central City Line Small Starts Application Preparation Services contract. The selection process included scoring based on: past performance & relevant experience; key personnel; project management and coordination experience. With Board approval, STA will enter negotiations with CH2M Hill.

**Mr. Schoen moved to recommend the Board of Directors authorize contract negotiations between STA and CH2M Hill concerning the Central City Small Starts Applications Services scope of work as published February 21; and, authorize the CEO to execute said contract if the terms are deemed to be fair and reasonable and in the best interest of STA. Furthermore, if said terms cannot be agreed to, recommend the CEO be authorized to proceed with said negotiations and contract execution with David Evans and Associates. Propose forwarding to the Board agenda. Mr. Schimmels seconded and the motion passed unanimously.**

E. DRAFT 2012 - 2017 TRANSIT DEVELOPMENT PLAN (TDP) – INFORMATION

As presented in the May 2, 2012 Committee packet. In the interest of time, Ms. Waldref asked the Committee to review the Draft TDP prior to the June Committee meeting if they had not already done so.

Ms. Meyer requested to move agenda item G. forward as the final presentation.

F. DRAFT 2012 – 2014 SERVICE IMPLEMENTATION PLAN (SIP) – INFORMATION

As presented in the May 2, 2012 Committee packet.

G. EVALUATION OF COMPRESSED NATURAL GAS AS A FUEL SOURCE - DISCUSSION

Mr. Blaska gave a presentation illustrating staff's research and evaluation of Compressed Natural Gas (CNG) as a fuel source. Mr. Blaska explained that this is an important subject to consider as STA plans for future fleet replacement or additions. The information is intended to be informational for decision-making and is not meant to be a recommendation. Mr. Blaska thanked Charlie Phillips, Maintenance Analyst, for his research into the CNG evaluation. Discussion followed regarding the comparative costs of CNG versus electric hybrid and diesel. The evaluation results *do not* confirm the view that CNG is a long-term cost saving, safer, and cleaner fuel source. The study has been submitted to the Department of Ecology and other agencies for critique and verification of the analysis. At this time there have been no refutations of STA's analysis findings. The Committee thanked Mr. Blaska for the interesting presentation. The study presentation was included in the May 2, 2012 packet.

5. COMMITTEE INFORMATION

A. 2011 DRAFT ROUTE PERFORMANCE REPORT

As presented in the May 2, 2012 Committee packet.

B. 2013 – 2018 CAPITAL IMPROVEMENT PLAN (CIP) FRAMEWORK

As presented in the May 2, 2012 Committee packet.

6. CEO REPORT

Ms. Meyer presented the consideration that with the amount of work that will come through this Committee, how can the information/meeting be streamlined to balance the right amount of transparency without bringing too much information to the Committee meetings? Ms. Meyer noted that the new form of governance allows for changes. Ms. Waldref suggested that she could present some of the items in some cases to help move the meeting along and take responsibility for presenting. Ms. Waldref noted that she needs to determine with staff what is essential for planning processes and what needs to go before the Board. The Committee agreed that members will be diligent about reading the packet items in advance so the items can have scaled back presentations.

7. NEW BUSINESS

None.

8. COMMITTEE MEMBERS' EXPRESSIONS

None.

9. REVIEW JUNE 6, 2012 COMMITTEE PACKET AGENDA REVIEW

As presented in the May 2, 2012 Committee packet with the addition of "2013 Strategic Plan/Budget Workshop Draft Agenda – Discussion."

10. ADJOURN

Chair Waldref adjourned the meeting at 11:55 a.m.

11. NEXT MEETING – WEDNESDAY, JUNE 6, 2012, 10:00 A.M., STA SOUTHSIDE CONFERENCE ROOM, 1230 WEST BOONE AVENUE

Respectfully submitted,

Angela Stephens, Executive Assistant