

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Minutes of the April 3, 2019 Meeting,
10:00 a.m. Spokane Transit Southside
Conference Room

MEMBERS PRESENT

Chris Grover, Small Cities Representative *
(Cheney)
Al French, Spokane County
Pam Haley, City of Spokane Valley
Kevin Freeman, Small Cities Representative
(Millwood) *Ex-Officio*
E. Susan Meyer, Chief Executive Officer
Ex-Officio

MEMBERS ABSENT

David Condon, City of Spokane

*Chair

STAFF PRESENT

Karl Otterstrom, Director of Planning & Development
Roger Watkins, Chief Operations Officer
Lynda Warren, Director of Finance & Information Services
Brandon Rapez-Betty, Director of Communications & Customer Service
Nancy Williams, Director of Human Resources
Dan Wells, Deputy Director of Capital Development
Sam Guzman, Executive Assistant, Operations
Ralph Wilder, Vehicle Maintenance & Facilities
Manager Maintenance
Mike Tresidder, Associate Transit Planner

STAFF ABSENT

Emily Arneson, Ombudsman & Accessibility Officer

GUESTS

Mike Kunder, AFSCME 3939, President
Katherine Miller, P.E., City of Spokane, Director – Integrated Capital
Management
Scott Simmons, Public Works Director, City of Spokane
Nick Deshais, Spokesman-Review

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

Chair Grover called the meeting to order at 10:03 a.m. Roll was called and introductions were made.

2. PUBLIC EXPRESSIONS

None.

3. COMMITTEE CHAIR REPORT

None.

4. COMMITTEE ACTION

A. MINUTES OF THE MARCH 6, 2019 COMMITTEE MEETING

Mr. Al French moved to recommend approval of the March 6, 2019 Planning & Development Committee meeting minutes. The motion was seconded by Mr. Kevin Freeman and passed unanimously.

B. I-90 / VALLEY HIGH PERFORMANCE TRANSIT (HPT) – APPROVAL OF SCOPE OF WORK FOR DESIGN AND ENGINEERING SERVICES

Mr. Karl Otterstrom presented in order to obtain committee approval of the scope of work to conduct design, planning, engineering, surveying, outreach, and right of way services for the I-90 / Valley HPT corridor improvements. Approval of the scope of the work is required prior to a release of a request for qualifications (RFQ).

The vision for the I-90 / Valley HPT corridor as adopted in Connect Spokane, STA's comprehensive plan for public transportation, is two-way, all-day express transit service traveling from Spokane International Airport, downtown Spokane and the University District, and extending east to Spokane Valley and Liberty Lake, with the possibility of a future extension to Coeur d'Alene along Interstate 90.

Mr. Otterstrom reviewed the project background, HPT planned investment and additional locations for transit facilities to be studied beyond the Mirabeau Transit Center and Liberty Lake Park and Ride, the anticipated timeline for the RFQ, and the Scope of Work for Design and Engineering Services document. The purpose of the RFQ is to select a full-service design and engineering consulting firm and team to assist STA in planning, design, and right-of-way acquisitions as well as further develop the HPT Network and implement aspects of STA Moving Forward.

10:07 a.m. Ms. Candace Mumm arrived.

Total budget for the I-90/Valley HPT Preliminary Engineering is \$812,500, which includes \$650,000 in federal Congestion Mitigation Air Quality (CMAQ) and \$162,500 in local funds. The project budgets for the Mirabeau Transit Center and new Liberty Lake Park and Ride are \$8.488 million and \$5.562 million respectively, including funding for full design and related engineering services.

Mr. Al French moved to approve the scope of work for design and engineering services and authorize staff to release the Request for Qualifications. The motion was seconded by Ms. Pam Haley and passed unanimously.

5. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. 2019 TRANSIT DEVELOPMENT PLAN: FINALIZE MID-RANGE GUIDANCE

Mr. Otterstrom presented the mid-range guidance for the 2019 Transit Development Plan. According to STA Board Resolution 681-11, the Planning & Development Committee is accountable 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). This is one step in the process to prepare the annual six-year Transit Development Plan required by WSDOT. Mr. Otterstrom reviewed the TDP background and organization and the project timeline. This timeline was reviewed with the Committee back in February, discussion began in March, and today's workshop will cover revenue and forecast assumptions. In May and June, the Committee will review the substance of the plan with regard to the Capital Improvement Program (CIP) and the Service Implementation Plan (SIP). The draft 2019 Board

Guidance is comprised of the following elements: Foster and Sustain Quality, Maintain a State of Good Repair, Expand Ridership, Proactively Partner in the Community, Advance and Adapt the System Growth Strategy. Last meeting, the Committee reviewed and discussed each section. Adjustments to the narrative under Expand Ridership was refined to clarify that this is a regional endeavor; more reflective the Public Transportation Benefit Area (PTBA) as a whole. Discussion ensued. The Committee decided to change the second sentence to read as follows, “Identify and leverage the factors that drive ridership.”

Mr. Al French moved to approve the recommendation to the Board that they approve the 2019 Mid-Range Guidance statements as amended for inclusion in the 2019 Transit Development Plan. The motion was seconded by Mr. Freeman and passed unanimously.

6. REPORTS TO COMMITTEE

A. 2019 TRANSIT DEVELOPMENT PLAN: MAJOR ACTIVITIES (2020-2025)

Mr. Otterstrom presented the major activities for the 2019 Transit Development Plan (2020-2025). These are items from the STA Moving Forward Plan, the CIP, and the SIP. Ms. Candace Mumm asked for the activities related to staff (i.e., engagement, development, employee support). Ms. Susan Meyer responded that it is not a part of the Transit Development Plan; those categories are addressed within the CEO’s Administration Plan.

Ms. Mumm noted that the road network service connecting Five Mile Prairie is in the midst of change. In addition, Mead school district plans to build a three-year middle school and a second elementary school to serve families on Five Mile Prairie. Mr. Otterstrom appreciates the feedback.

B. SPRAGUE AVENUE BUS STOPS – EVALUATION OF RELOCATION REQUEST

Mr. Otterstrom presented the Sprague Avenue Bus Stops Evaluation of Relocation Request for discussion and possible recommendation to the Board. This agenda item is a continuation from the March 2019 Planning and Development Committee meeting, after having been referred to the Committee by the Board on February 21. As previously discussed, the City of Spokane requested STA move the paired, in-lane stops at Helena and Napa to alternate locations to be determined by the East Sprague Business Association (ESBA), STA, and the City of Spokane. The request letter dated January 24, 2019 is included in the packet.

At the last Committee meeting, members of the Committee desired more information from the City staff prior to completing deliberations and providing a recommendation to the full Board. Mr. Otterstrom reviewed the information provided by the City of Spokane staff: traffic signal operations, vehicle traffic counts, and traffic collisions. City staff have declined to provide the following information they deemed to be unrelated to the bus stop location evaluation:

- Overall public investment made in the Sprague TIP project completed in 2017
- Metrics that are being tracked to measure the performance of the combination of public, private investments in the Sprague Union District/Sprague TIP project area.

Ms. Mumm participated in the beginnings of the Smart Growth America Grant and stated that the statistics look in line with the anticipated reduction. This was the target, the goal; the whole concept behind Smart Growth America is to reduce the overall traffic count but increase the intentional traffic, thereby improving the income to the businesses in the area so it doesn’t become a commuter-through-route. Mr. French asked Mr. Simmons if there is data on which street/road the traffic went to that is no longer on Sprague now. Mr. Simmons responded that they do not have any exhaustive data and that an assessment would be needed for this type of data. Discussion ensued. Mr. Otterstrom reviewed the bus stops alternatives. The Committee preferred alternative #4:

- Maintain existing stops, continue to invest in HPT elements (TVMs, real time info.)
- Reimburse City of Spokane for 2017 improvements
- Continue STA investment at existing locations

Chair Grover asked if the Committee has sufficient information to evaluate the City's request or does it need more time. Mr. Freeman was not convinced that data provided by the City supports the request to relocate the bus stops. Mr. French is challenged by the logic of the argument against in-lane bus stops. Mr. Simmons offered up that there is no better data to provide. Chair Grover shared his opinion that it's driver behavior, not in-lane bus stops. Mr. French shared that new infrastructures always take time to learn the process. Mr. Simmons reiterated that the City's request is for a temporary change, not permanent, with the opportunity to assess. Mr. French is concerned about the cost and challenges associated with an unresolved or temporary approach to the request. Ms. Meyer added that if the buses pull out of the lane, there is no guarantee that the bus will be able to pull completely out of the lane.

Mr. Freeman moved that the Committee select Bus Stop Alternative #4. The motion was seconded by Ms. Haley and passed unanimously. This item will move forward to the Board as an action item.

11:21 a.m. Mr. Simmons and Ms. Katherine Miller left the meeting.

In the interest of time, Ms. Meyer suggested that Mr. Otterstrom only refer to the other reports so that the Zero Emission Technology Fleet Transition Evaluation Update can be reported by Mr. Roger Watkins.

Ms. Meyer reminded the Committee that Mr. Freeman is not a voting member of this Committee for the Board. Ms. Laura McAloon stated that the voting members attending today's meeting are Chair Grover, Mr. French, and Ms. Haley because of the alternate representative from the City of Spokane. Therefore, Ms. Haley moved that the Committee select Bus Stop Alternative #4. The motion was seconded by Mr. French and passed unanimously. This item will move forward to the Board as an action item.

C. CONNECT SPOKANE UPDDATE

Mr. Otterstrom asked for questions based on the cover sheet. No comments or questions.

D. REVIW FTA ANNUAL REPORT ON CAPITAL INVESTMENT GRANT PROJECTS

Mr. Otterstrom asked for questions based on the cover sheet. No comments or questions.

E. STA SECTION 5310 FUNDING CALL FOR PROJECTS TIMELINE

Mr. Otterstrom asked for questions based on the cover sheet. STA is the designated recipient but is required to advertise to other parties, including non-profit organizations and other government entities.

F. ZERO EMISSION TECHNOLOGY FLEET TRANSITION EVALUATION - UPDATE

Mr. Watkins briefly presented the Zero Emission Technology Fleet Transition Evaluation Update. The route modeling for the Monroe-Regal Line and Central City Line have been updated with more accurate charging and battery capacity information. The evaluation indicates in-route charging is required in the case of both lines at one terminal only. The analysis suggests the number of battery electric buses required to operate the Monroe-Regal Line will be equal to diesel bus operations. For the Central City Line, it will require some increased charging time than originally anticipated in order to meet the longest block that STA currently has planned. This modeling does reflect specific battery electric bus performance both from New Flyer and Proterra. Mr. Watkins reviewed the Monroe-Regal Line, Central City Line, charging assumptions, block capabilities and monthly costs. The modeling is being conducted in order to discover exactly how much charge time is required and under what configurations and under what charging assumptions and under what conditions in order operated an electric bus well under all conditions. Nearly half of the cost of the electricity is the demand charge. STA Operations will be meeting with Avista later this month to begin negotiations for how the rate

structure will look when STA begins to bring battery electric buses on line. STA has the capacity to operate the buses on these routes in all conditions with an extra nine minutes and fifteen seconds of in-route charging.

7. CEO REPORT

STA Chief Executive Officer, E. Susan Meyer, presented her CEO Report to the Committee which included the following topics:

Regional Mobility Grant – The request STA submitted for the Regional Mobility Grant for the Cheney High Performance Transit (HPT) project of \$6.3M for buses, infrastructure and amenities is in both the Senate and the House transportation budgets. In addition, STA ability to receive the re-appropriations for more projects to carry over funding from previous approvals of Regional Mobility Grants is in both budgets.

Central City Line Grant -- STA has asked Senator Billig and Representative Riccelli if they would consider advancing the final \$1M of the Central City Line Grant (total of \$15M) from the next biennium to this biennium. In doing this STA would be able to assert to FTA (who wants to know this before STA signs a grant agreement with them) that every penny of the state's grant (our local match) is available to STA right now. This is the \$1M that can be "moved in" if the legislators find it acceptable through an amendment, or worked out in conference, or perhaps this Committee board would need to make a decision to state that they guarantee this million dollars is available to STA on the spot .

Project Management Oversight Consultant (PMOC) Visit – On May 2-3, STA will participate in a scope schedule and cost review with Urban Engineers, the PMOC appointed by the FTA, to determine if STA is ready to move forward with the Central City Line project. They will also assess the risk of STA's preparedness to accept the \$53.4M grant. Ms. Meyer will invite Ms. Sherry (Little) Lloyd from Cardinal Infrastructure to arrive the day before to speak to the two committee meetings about STA's application.

8. COMMITTEE INFORMATION

(No information included this month)

9. REVIEW MAY 1, 2019 COMMITTEE MEETING AGENDA

10. NEW BUSINESS

(No information included this month.)

11. COMMITTEE MEMBERS' EXPRESSIONS

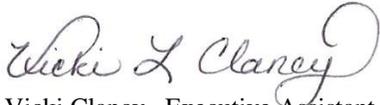
Chair Grover thanked that Committee members for their patience during the longer Committee meeting and their thoughtful contributions to the discussions. The meeting ran a bit longer than planned, but the investment in feedback was well worth it. Ms. Meyer agreed.

12. ADJOURN

Chair Grover thanked Mr. Otterstrom for all of the information presented and adjourned the meeting at 11:36 a.m.

13. NEXT COMMITTEE MEETING: MAY 1, 2019 at 10:00 a.m., (STA SOUTHSIDE CONFERENCE ROOM, 1230 W. BOONE AVENUE, SPOKANE, WA)

Respectfully submitted,

A handwritten signature in cursive script that reads "Vicki L. Clancy". The signature is written in black ink and is positioned above the printed name.

Vicki Clancy, Executive Assistant