

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Minutes of the February 5, 2020 Meeting, 10:00 a.m.,
Spokane Transit Southside Conference Room

MEMBERS PRESENT

Candace Mumm, City of Spokane
Pam Haley, City of Spokane Valley
Kevin Freeman, Small Cities Representative
(*Millwood*) *Ex-Officio*
E. Susan Meyer, Chief Executive Officer
Ex-Officio

MEMBERS ABSENT

Chris Grover, Small Cities Representative *
(*Cheney*)
Karen Stratton, City of Spokane

*Chair

**Acting Chair

STAFF PRESENT

Karl Otterstrom, Director of Planning &
Development
Roger Watkins, Chief Operations Officer
Steve Blaska, Interim Chief Operations Officer
Monique Liard, Chief Financial Officer
Nancy Williams, Director of Human Resources
Emily Arneson, Ombudsman & Accessibility
Officer
Kathleen Weinand, Principal Transit Planner
Jeff Logan, Construction Manager
Mike Tresidder, Associate Transit Planner
Dana Infalt, Executive Assistant to the CEO & Clerk of the
Authority
Sam Guzman, Executive Assistant, Operations

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

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

Acting Chair Candace Mumm called the meeting to order at 10:00 a.m. Roll was called and introductions were made.

2. **PUBLIC EXPRESSIONS**

None.

3. **COMMITTEE CHAIR REPORT**

Acting Chair Mumm complimented STA on a great the City Line grant announcement event. She saw a lot of coverage. She extended congratulations to the Planning and Development Committee.

Note: Mr. Kevin Freeman is the alternate for Chair Chris Grover who is absent due to illness today. In his absence, Mrs. McAloon confirmed that Mr. Freeman, as duly noticed alternate, can vote in Chair Grover's absence.

4. COMMITTEE ACTION

A. MINUTES OF THE DECEMBER 4, 2019 COMMITTEE MEETING

Mr. Freeman moved to recommend approval of the December 4, 2019 Planning and Development Committee meeting minutes. The motion was seconded by Ms. Pam Haley and passed unanimously.

5. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

No items being presented this month.

B. BOARD DISCUSSION AGENDA

No items being presented this month.

6. REPORTS TO COMMITTEE

A. REVIEW 2020 PLANNING AND DEVELOPMENT COMMITTEE WORK PROGRAM

Mr. Karl Otterstrom reviewed the 2020 Planning and Development Committee Work Program which is customary at the beginning of each new year. According to STA Board Resolution 681-11, the Planning and Development Committee is accountable for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning. In December 2019, the Planning and Development Committee approved its work program for 2020. Highlights of the work plan include the 2020 Transit Development Plan (TDP), the 2021 Annual Strategic Plan and Budgets, and several other planning efforts: Title VI Program update, Division Street Corridor Study, Facilities Master Plan update, Connect Spokane 2020 update and the Mobility On-Demand pilot project. The work program is provided today as information and is subject to change.

SRTC is the lead on the planning study but STA is partnering directly on the transit element of their planning study where every task order to the consultant that has transit in it is reviewed and approved by STA before it is authorized and paid by SRTC. STA then reimburses SRTC.

Mr. Otterstrom shared the Senator Hobbs last session created his transportation revenue package with a project list. One of the local projects included was the Division Bus Rapid Transit (BRT) Corridor for \$25M. There is a hearing today on the bill.

B. CENTRAL CITY LINE (CITY LINE): CONSTRUCTION CONTRACTING UPDATE

Mr. Otterstrom reported that the core construction scope of work represents the vast majority of sitework and construction for stations and roadwork along the City Line. For the general public, property owners and customers, it will be among the most visible construction activities during the next two years along the City Line. On December 4, 2019, the Planning and Development Committee approved the Central City Line Core Construction scope of work authorizing the release of an Invitation for Bid (IFB). The original bid date was extended to encourage maximum participation by contractors. It is important to note that the change in bid date does not alter the current construction schedule. .

C. 2020 DRAFT TITLE VI PROGRAM

Mr. Otterstrom reviewed the Title VI Program requirements and 2020 timeline. A public hearing on the draft program is scheduled for the February 2020 STA Board meeting. On March 4, the Planning and Development Committee meeting will make a recommendation to the Board of Directors. On March 19, the Board of Directors will take action. On March 30, the final Title VI Program will be submitted to the Federal Transit Administration (FTA). The final will then be posted to the STA website.

D. 2020 TRANSIT DEVELOPMENT PLAN OVERVIEW

Mr. Otterstrom provided an overview of the 2020 Transit Development Plan (TDP) including state requirements, hierarchy of the STA Plans, TDP organization and the TDP Project Timeline. This document provides updated information to the Washington State Department of Transportation (WSDOT) on the development of the various transit activities undertaken by STA. The first step in the development of the TDP is for the Board to set forth six-year planning guidance statements. The TDP project schedule proposes the Planning and Development Committee

will develop the Mid-Range Planning Guidance over the next three meetings. Beginning in May, the Committee will review the draft sections of the plan, working toward board approval of the plan in July. Staff will lead a discussion on mid-range guidance at the March Planning and Development Committee meeting.

E. DOWNTOWN SPOKANE PLAN DEVELOPMENT UPDATE

The City of Spokane has partnered with Downtown Spokane Partnership to update the downtown plan, last adopted in 2008. Spokane Transit is participating in the technical committee for the update and providing feedback through review of draft documents and attendance at public open houses. Mr. Otterstrom provided a verbal update on the plan and its relation to transit during the meeting reviewing draft goals and strategies, and next steps. Spokane Downtown Plan brochures were distributed at the meeting.

F. CHENEY HIGH PERFORMANCE TRANSIT LINE PUBLIC OUTREACH UPDATE

The Cheney Line is an important element of the envisioned High Performance Transit (HPT) Network and a commitment of the STA Moving Forward plan. The overall project includes state and federal funds and is programmed to have infrastructure in place by late 2021 and new buses in 2022. Mr. Otterstrom reviewed the background of this project, the original project scope, potential scope revisions, project schedule overview, and the public outreach plan. The project objective is to foster greater ridership in Cheney and the West Plains to support regional economic development and access to jobs and services. Next steps include a public hearing at the March 19 Board meeting, a review of the final corridor plan at the April 1 Planning and Development Committee meeting and Board action on April 16.

7. COMMITTEE INFORMATION

(No information included this month.)

8. REVIEW MARCH 4, 2020 COMMITTEE MEETING AGENDA

No changes were suggested at this time.

9. NEW BUSINESS

Ms. Pam Haley asked if STA would like to be on the Continuum of Care Board. E. Susan Meyer stated that she'll follow up with Ms. Haley after the meeting.

Ms. Meyer thanked Roger Watkins for his service at STA as Chief Operations Officer. Mr. Watkins departs from STA this Friday. Acting Chair Mumm shared that it was great working with Mr. Watkins.

10. COMMITTEE MEMBERS' EXPRESSIONS

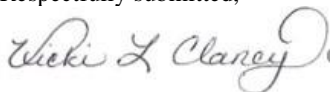
11. ADJOURN

Acting Chair Mumm adjourned the meeting at 11:30 a.m.

12. NEXT COMMITTEE MEETING: WEDNESDAY, MARCH 4, 2020 at 10:00 a.m..

(STA SOUTHSIDE CONFERENCE ROOM, 1230 W. BOONE AVENUE, SPOKANE, WA)

Respectfully submitted,



Victoria L. Clancy, Executive Assistant