

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

PLANNING & DEVELOPMENT COMMITTEE

Minutes of the June 4, 2014, Meeting
Southside Conference Room

MEMBERS PRESENT

Al French, Spokane County*
Candace Mumm, City of Spokane
Ed Pace, City of Spokane Valley
E. Susan Meyer, CEO, Ex-Officio

MEMBERS ABSENT

Shelly O'Quinn, Spokane County

STAFF PRESENT

Steve Blaska, Director of Operations
Steve Doolittle, Director of Human Resources
Karl Otterstrom, Director of Planning
Lynda Warren, Director of Finance & Information Services
Susan Millbank, Community Ombudsman & Accessibility Officer
Joel Soden, Transit Planner

GUESTS

* Chair

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

Mr. Pace was asked to chair the meeting until Chair French arrived. Acting Chair Pace called the meeting to order at 10:04 a.m. Introductions were made.

Chair French arrived at 10:05 a.m. Acting Chair Pace turned the meeting over to Chair French.

2. **PUBLIC EXPRESSIONS**

None.

3. **COMMITTEE CHAIR REPORT**

None.

4. **COMMITTEE ACTION/DISCUSSION INFORMATION**

A. **MINUTES OF APRIL 2, 2014 COMMITTEE MEETINGS**

Mr. Pace moved to recommend approval of the May 7, 2014 Planning & Development Committee meeting minutes. Chair French seconded. Ms. Mumm abstained. The motion passed.

B. **BOARD CONSENT AGENDA**

(No items being presented this month.)

C. **BOARD DISCUSSION AGENDA**

1. **PRELIMINARY DRAFT 2014 TRANSIT DEVELOPMENT PLAN FOR PUBLIC COMMENT**

Mr. Otterstrom explained that the Transit Development Plan (TDP) is a requirement of RCW35.58.272, as well as the policies of *Connect Spokane: A Comprehensive Plan for Public Transportation*. Contained within the TDP are the Capital Improvement Program, the Service Implementation Plan, and the Annual Strategic Plan. The Board provided guidance for this annual plan on December 19, 2013. Mr. Otterstrom reviewed this guidance with the Committee. Mr. Pace asked if this plan is a management tool or a compliance tool. Mr. Otterstrom responded that it is both, but it is gaining more importance as an organizational management tool as it is being refined through the years. Ms. Meyer responded that the TDP helps to set the stage for the future without constraining it. Mr. French asked that the Board guidance point which states "Expand System and Ridership" be re-organized to read "Expand Ridership and System" for the sake of clarity. Mr. Otterstrom reviewed the Service Implementation Plan for planned adjustments, based on revenue flow, beginning in January 2015 through September 2017. The draft 2015 – 2020 Capital Improvement Program was briefly reviewed as was the 2014 Program of Projects for federal formula grants. Mr.

Otterstrom stated that there will be further financial detail provided at the June 19, 2014 public hearing. The list of unfunded projects remains unchanged from the 2013 TDP and will be updated following the Board guidance received from the June and July Board workshops regarding STA Moving Forward Projects. Discussion followed with questions from the Committee regarding public outreach, impact analysis, definitions of major and minor service adjustments, agency core values/total quality management efforts, radio narrow banding, fleet replacement policy, and sources of funding. Ms. Meyer said that staff could go through each of the programs of projects at the current meeting or at the July Committee meeting to ensure that Committee members are comfortable in recommending the programs to the Board. Ms. Mumm asked for a detail to review before the next meeting. Mr. Pace agreed that he would like to receive a detail of the programs to study. Mr. Otterstrom said that the Capital Improvement Program section of the TDP does have a listing of each program with a brief description that shows expenses by year and source. Mr. Otterstrom said that staff will drill down to the project level of each program or answer questions regarding certain projects depending on the level of detail of the Committee desires. Chair French asked how many projects in the list are new projects. Mr. Otterstrom said that there were not many new projects. Ms. Meyer said that staff would send the list of new projects to the Committee for review. Chair French said that would be a good place to start because the funded programs listed in the CIP have been vetted through Board and public hearings previously. Ms. Meyer stated that staff will send the list of the new projects proposed for the 2015 – 2020 Capital Improvement Program to the Committee for further review and will go into further detail at the July Planning & Development Committee meeting. Financials will be further reviewed with the Board of Directors at the Board workshops in June and July and at the public hearing in June. It is a federal requirement to list the Program of Projects that STA intends to use federal funds for and to ensure there is adequate public outreach performed regarding the proposed Program of Projects. Mr. Otterstrom reviewed the federal formula grants with the Committee. There were questions from Committee members regarding Federal 5310 – Enhanced Mobility for Seniors and Individuals with Disabilities funding as Mr. Otterstrom noted that there were remaining funds from 2013 (due to lack of project applications) that would be included in the 2014 apportionment for the next call for projects. Ms. Mumm and Mr. Pace requested to receive eligibility criteria for this grant as they have several ideas for potential applicants. Discussion followed. Mr. Otterstrom relayed that Spokane Regional Transportation Council (SRTC) assists STA with the selection of projects. SRTC issues a call for projects to eligible applicants such as local government authorities and private non-profit organizations. The projects are evaluated by SRTC and reviewed against the *Spokane County Coordinated Public Transit – Human Services Transportation Plan* to ensure that the need for the project is identified therein. Ms. Meyer asked staff to alert Board members when the call for projects begins and to send a link to the *Spokane County Coordinated Public Transit – Human Services Transportation Plan*. Mr. Otterstrom reviewed the TDP timeline. A public hearing will take place at the June 19, 2014 Board meeting. The financial projection information will be incorporated before the July 9, 2014 Committee meeting review and recommendation. The list of new projects will be provided and staff will dive into detail on projects. Action will be anticipated at the July 24, 2014 Board of Directors meeting. September 1 of each year is the Washington State Department of Transportation's requirement for submission of the adopted TDP. SRTC also likes to have this information by August 1. Chair French asked the Committee if there were any additional questions. There were none.

2. 2015 PLANNING & BUDGET WORKSHOP AGENDA

Ms. Meyer gave an overview of the draft agenda for the 2015 Planning and Budget workshop to be held July 9, 2014, at 11:30 a.m. The draft agenda includes the following items: strategic plan, budget, and STA Moving Forward. Chair French stated that he would be able to attend the workshop but not the Planning and Development Committee on July 9 due to another commitment.

5. COMMITTEE REPORTS

None.

6. COMMITTEE INFORMATION

None.

7. CEO REPORT

Ms. Meyer reported that there are seven to ten pilot CAD/AVL buses in operation for testing in the system. Traveler information will likely be available in early 2015 after thorough beta testing. Mr. Blaska will give a full report on the status of the CAD/AVL "Smart Bus" project at the September Performance Monitoring and External Relations Committee meeting. Ms. Meyer said that the Central City Line Project Economic Impact Analysis committee met in the past week. STA is funding the analysis and SRTC is facilitating. This group is comprised of downtown business owners and property developers who will advise STA with a recommendation of what the economic impact of the Central City Line project could be. ECONorthwest is the consultant that was chosen by the group to carry out the analysis. Representatives of WAVE, Wireless Advanced Vehicle Electrification, visited STA and presented a means of extending battery charges on buses that are completely battery driven. Their system consists of battery charging plates installed in streets and could be promising technology to consider for the future. There will be more information on this subject forthcoming. Ms. Meyer stated that the Plaza cost \$19.5 M to build, including land acquisition – not \$26 M, just in case there is reason to know the actual figures. Ms. Mumm asked about messaging regarding the Plaza renovation. Ms. Meyer said that staff will provide information regarding the Plaza project to the Board and city council for reference in answering questions regarding the project. Ms. Meyer stated that approximately \$80,000 will be returned to the state from a grant that has remaining funds from the Wall Street project (converting Wall Street to two-way traffic). The Board workshop June 11, 2014 will be for the purposes of reviewing STA Moving Forward scenarios and which projects are or are not in the financial projections. There will also be a specific update about the Central City Line project.

8. NEW BUSINESS

None.

9. COMMITTEE MEMBERS' EXPRESSIONS

Ms. Mumm said that the City of Spokane is putting forward a revised marked crosswalk ordinance. The ordinance is aimed at creating an enhanced pedestrian environment in the city centers and corridors. There are upcoming meetings to create a dialog about it. Ms. Mumm said she will relay the meeting dates to Mr. Otterstrom so he can participate in the meetings.

Mr. Pace stated that the City of Spokane Valley would like additional and better looking bus shelters. Ms. Meyer talked about bus shelters and the issue with right of way and responsibilities. Mr. Otterstrom said that there are stops in the Valley with enough ridership to warrant shelters, but the challenge is public right of way issues. Discussion followed regarding shelter maintenance and funding for bus shelters. Ms. Meyer said that STA will follow up on this with the City of Spokane Valley.

10. REVIEW JULY 9, 2014 COMMITTEE MEETING AGENDA

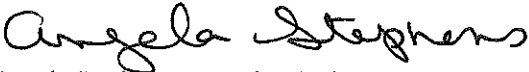
Mr. Otterstrom reviewed the agenda for the July 9, 2014, Committee meeting.

11. NEXT MEETING – WEDNESDAY, JULY 9, 2014, 10:00 A.M., STA SOUTHSIDE CONFERENCE ROOM, 1230 W BOONE AVENUE

12. ADJOURN

Chair French adjourned the meeting at 11:22 a.m.

Respectfully submitted,


Angela Stephens, Executive Assistant