

Spokane Transit Authority
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PLANNING & DEVELOPMENT COMMITTEE MEETING

Minutes of the June 6, 2018 Meeting, 10:00 a.m.
Spokane Transit Southside Conference Room

MEMBERS PRESENT

Al French, Spokane County*
Candace Mumm, City of Spokane
Sam Wood, City of Spokane Valley
Veronica Messing, City of Airway Heights
E. Susan Meyer, CEO, Ex-Officio

MEMBERS ABSENT

Chris Grover, City of Cheney

*Chair

STAFF PRESENT

Karl Otterstrom, Director of Planning & Development
Lynda Warren, Director of Finance & Information Services
Nancy Williams, Director of Human Resources
Beth Bousley, Director of Communications & Customer Service
Emily Arneson, Ombudsman & Accessibility Officer
Jan Watson, Executive Assistant to the CEO & Clerk of the Authority
Dan Wells, Deputy Director of Capital Development
Mike Tresidder, Associate Transit Planner

GUESTS

Mike Kunder, AFSCME 3939, President

1. CALL TO ORDER AND ROLL CALL

Acting Chair Mumm 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

Item deferred by Acting Chair Mumm.

(Chair French provided a Committee Chair Report at the end of the meeting which is listed under agenda item #11.)

4. COMMITTEE ACTION

A. MINUTES OF THE APRIL 4, 2018 COMMITTEE MEETING (MARCH)

Acting Chair Mumm moved to recommend approval of the May 2, 2018 Planning & Development Committee meeting minutes. The motion was seconded by Mr. Wood and passed unanimously.

5. COMMITTEE ACTION

A. Board Consent Agenda

No items being presented this month.

B. Board Discussion Agenda

1. 2018 TRANIST DEVELOPMENT PLAN: REVENUE FORECAST ASSUMPTIONS

At the April and May Committee meetings, revenue forecast assumptions for the 2019-2024 Transit Development Plan, as well as current economic conditions, were discussed. Ms. Warren would like to formalize

these assumptions and place them on the Board Consent Agenda for action at the June 21 Board meeting. Ms. Warren reviewed information first presented at the May Committee meeting. Ms. Warren is asking the Committee to approve the following:

- Maintain the Current Assumption: 3% trend beginning with 2014 actual amount received (2014 was the first year sales tax revenue exceeded 2007).
- Budget adjusted annually to reflect current economic conditions (2017 & 2018, \$500,000 added to the trend amount).

Acting Chair Mumm, Mr. Wood and Ms. Messing agreed this seemed reasonable.

Ms. Warren noted that the FTA Section 5307 Urbanized Federal Formula grant is used for preventative maintenance and transit improvements. It is the third largest source of operating revenue and is consistent with the growth rate in the 2015 FAST (Fixing America's Surface Transportation) Act through 2020 and is then expected to grow at a 1% rate thereafter. This is about \$8M per year.

Other revenue includes the fare change scheduled for July 2018 and the second 1/20th of sales tax rate implemented April 2019.

Ms. Warren asked the Planning & Development Committee to approve the revenue forecast assumptions for the 2019-2024 Transit Development Plan (TDP) and to forward to the consent agenda of the June 2018 Board of Directors meeting. Mr. Wood made a motion for this recommendation. Acting Chair Mumm seconded the motion and it passed unanimously.

6. REPORTS TO COMMITTEE

A. DRAFT 2018 TRANSIT DEVELOPMENT PLAN FOR PUBLIC COMMENT

Mr. Otterstrom reported that it takes a half a year's work to produce the Transit Development Plan (TDP) that then gets replaced the next year. STA is required by WSDOT to prepare the TDP annually and a public hearing on the TDP is mandated by *Connect Spokane*. It ensures that STA has a good handle on projects, service implementation and economic conditions. Mr. Otterstrom reminded the committee that the Transit Development Plan is part of our overall pyramid of plans with the Annual Strategic Plan/Budget at the top as the one-year action plan, the Transit Development Plan for a mid-term range plan, and both are founded on the comprehensive plan called *Connect Spokane*. Mr. Otterstrom reviewed the TDP Project Timeline: Introduction and overview took place in February; mid-range planning guidance was developed with this Committee which was actually a refreshing of last year's guidance for the six-year period; financial assumptions have been reviewed and the Committee took an extra step during today's meeting to ensure that there is Board confirmation even before it is adopted; the Capital Improvement Plan was reviewed last month and discussion took place regarding Service Improvement Opportunities which gets folded into the Service Implementation portion of the TDP. We now have a full draft. The link has been available since yesterday and the whole TDP is in today's packet for your enjoyment. While the Transit Asset Management (TAM) plan appendix is missing, it was approved by PMER late last year. It is documentation of our fleet and other assets and the methodology by which we determine something is in a state of good repair.

Mr. Otterstrom reviewed the sections of the plan (*see chart on next page*):

Sections	Review Notes
1. <i>Introduction and Overview</i>	Updated from last year and included in the June 2018 packet in the Draft TDP.
2. <i>2017 Accomplishments</i>	Updated from last year and included in the June 2018 packet in the Draft TDP.
3. <i>2018 Annual Strategic Plan</i>	Approved by the STA Board 10/19/2017.
4. <i>Guiding Principles and Major Activities for the Plan</i>	Workshopped, reviewed and revised by the Planning and Development Committee in March and April 2018. Approved by the Board in April 2018.
5. <i>Service Implementation Plan (2019-2021)</i>	A review of major service improvements and opportunities was conducted by the Planning and Development Committee in May 2018.
6. <i>Capital Improvement Program</i>	The committee reviewed the detail list of capital programs and projects in May 2018. Updated to reflect revised cost estimates for Paratransit vans.
7. <i>Operating and Financial Projections</i>	Workshopped, reviewed and revised by the Planning and Development Committee in April and May 2018. The Board of Directors will be asked to approve the revenue assumptions in June 2018.
<i>Appendix: Transit Asset Management Plan</i>	Delivered to February 2018 PMER Committee meeting as a report.
<i>Additional Appendices</i>	Includes: Performance Measures, System Ridership/Miles/Hours, 2017 Fuel Consumption, 2017 Reportable Collisions/Injuries/Fatalities, Bus Fleet Contingency Plan.

STA uses the information in this documentation, especially the SIP, for assessing location and time frame for service changes. Acting Chair Mumm mentioned that a heat map might be helpful.

Acting Chair Mumm asked when the Public Transportation Benefit Area (PTBA) boundaries will be reviewed. Mr. Otterstrom responded that it will be reviewed as part of the Quadrennial Review. Ms. Meyer added that the PTBA boundaries are generally consistent with the urban growth area boundaries. It was shared that Eagle Ridge is in the PTBA by the virtue of being located within the city limits.

Al French joined the meeting at 10:23 a.m.

Mr. Wood asked questions about the number of service requests listed in the TDP. Mr. Otterstrom responded that these are requests submitted by email and/or phone, etc. which are assessed in conjunction with numerous other data - the employment base, the location of the stop, population density – to determine if it will generate a service change. The areas that are most effective to connect are those that are between two other generators of ridership. For example, the West Plains Transit Center is located by a residential area, a commercial area and is included in STA’s long-range plans. On the other hand, Pineroft Business Park has consistently requested bus service for several years and STA has evaluated different options but one of the challenges is that there is nothing to the north that can be serviced efficiently; we see this changing in the future if and when the Pines Road is separated from railroad traffic because STA cannot reliably provide a scheduled bus service there.

Mr. Otterstrom reviewed page nine of the TDP showing the PTBA map as the agency’s taxing district, which is 83% of Spokane County’s population (about a half a million residents) and about 13% of the county’s land mass. The PTBA includes the cities of Airway Heights, Cheney, Medical Lake, Millwood, Liberty Lake, Spokane and Spokane Valley, as well as portions of the unincorporated county surrounding those municipalities. The original legislation called for the boundaries of the PTBA to be as similar as possible to school boundaries. In 2006, the Quadrennial review requested focus on urban growth areas.

Mr. Otterstrom reviewed the Conceptual 2021 Fixed Route Network. The purpose of this map is to show the concept of what service could look like in 2021. There are three major service changes before then: September 2018 (already Board-approved), 2019 (Monroe-Regal Line and Moran Station Park & Ride), and 2021 (a two-year implementation effort; includes the Central City Line and restructure of north Spokane). The concept map includes service from the West Plains Transit Center to the Spokane International Airport. At the last Planning & Development Committee meeting, the Committee suggested that STA explore ways to accelerate this West Plains connection due to the fact that WSDOT is expected to go out to bid in March of 2019 for the interchange improvements and there is an active permit for a 2.5 million square foot building along Geiger Boulevard. This suggestion is within the TDP; it is just shifting of timing. As a result and subject to Board approval, this West Plains connection could be in place as early as 2019 (two years earlier than expected).

Ms. Mumm asked how STA addresses isolated higher density areas located within the PTBA such as Eagle Ridge (almost 3,000 people) and Five Mile (almost 6,000 people). Mr. Otterstrom responded that in response to the latest update to *Connect Spokane*, STA is seeking funds for a Five Mile Mobility Hub study that will evaluate Five Mile Park & Ride as a launching site for other mobility services that are different than fixed route for the purpose of serving transportation needs. Conceptually, the routes on this map will provide connection solutions to many areas. Mr. Otterstrom noted that service changes are still subject to Board approval following a robust public input processes.

Next Steps: A public hearing will take place at the June 21st Board meeting and the Planning & Development Committee is scheduled to recommend the plan on July 11 with Board action on July 26.

B. CENTRAL CITY LINE UPDATE: DESIGN UPDATE

Mr. Otterstrom reviewed the progress on the project development phase of the Central City Line (CCL). The final draft environmental documentation (documented categorical exclusion) was submitted May 25, 2018 to the Federal Transit Administration and STA is encouraging them to accelerate their review. STA is finalizing their intermediate design of stations and related infrastructure with most at 60%. Work with neighborhoods on identification station elements has begun. The Appropriations Committee of the US House of Representatives has recommended a FY 2019 funding bill for Transportation, Housing and Urban Development that includes \$502M for the Small Starts Program and is the largest appropriations ever. STA is poised to secure the remaining from the appropriation, subject to approval by Congress and the Federal Transit Administration. The Senate side also has funding which Ms. Meyer will elaborate on later in her CEO Report.

Next Steps:

- 60% design complete in Summer
- Conduct constructability review late Summer 2018
- 90% design complete Winter 2019
- Permitting Winter/Spring 2019
- Out to bid in Spring 2019
- Construction start Summer 2019
- Open for service Fall 2021

Mr. Otterstrom reviewed the Central City Line Station Components. The vision of Central City Line is part of the High Performance Transit (HPT) vision, a regional product, which includes multiple corridors and lines: the Monroe-Regal line, the Cheney line, the I-90/Valley line, the Division line, the Sprague line. The work that goes toward CCL is also going toward HPT. These design elements, Kit of Parts, would be applied to each of these lines and are categorized as:

- Design Elements – shelter, side windscreen, back windscreen, HPT Marker (STA logo), pedestrian light
- Equipment – LCD display or static map, next bus display(s), fare validator, off-board fare collection, camera
- Site Fixtures – way-finding signage, smart waste bin, smart recycling bin, seating, leaning rail, railing, flag, bike racks

Mr. Otterstrom noted that the shelter design began in 2014 after receiving feedback. The clear roof and transparent glass allows people to see through the shelters. The roofline consists of clear trapezoids that provide a flowing look and feel. Panels enclose the seating area. The entire shelter design is scalable, modular and expandable for easier modification as HPT popularity increases. The footings for larger stations would be installed in the beginning of construction for easier modification.

Mr. Otterstrom reported that STA needs a station design that can be maintained consistently and that clearly identifies it as part of HPT, frequent service. Neighborhoods have communicated the desire for stations that reflect their culture, history and/or identity. The elements will give unique identity to each station while still conforming to the existing Kit of Parts, and by providing opportunity for stations to include surrounding character as defined by the neighborhood and key stakeholders. STA is partnering with Spokane Arts to:

- Provide input on station identification elements that fit within the existing Kit of Parts.
- Work directly with neighborhoods and key stakeholders to design station identification graphics that can be included in the elements as the project proceeds with design.
- Identify future opportunity for the addition of art at specific stations.

Mr. Otterstrom reminded the Committee that in the update to *Connect Spokane*, STA added an identification/customization policy. The scope of work requires Spokane Arts to outreach to the neighborhoods.

Upcoming Outreach: Station identification will continue work with Spokane Arts, online open house will take place late summer 2018, and an open house will take place in fall 2018.

Ms. Mumm asked if STA is using solar for electrification. Mr. Otterstrom responded that for stations with more components than just the lighting, it is not as practicable because the draw on power is too great. Mr. Wells has completed many solar installations in Seattle and shared that from a capital investment standpoint, his experience with costs was about \$5,000/unit and batteries were replaced every five years at about \$400 while Seattle City Light only charged \$7 per year for lighting; economically, it was not the best choice. STA has looked at these locations and assessed that there will probably be more of an electrical draw than what can be sustained from average size solar panels that might fit on the roof and would need to be supplemented with additional solar panels offsite. STA is trending toward hardwiring these locations.

Ms. Mumm asked if the stations will be wired for interactive video communications. For example, if a rider is having difficulty acquiring a ticket, a button can be pushed to speak with a real person over video. Mr. Otterstrom responded he has not seen any transit agencies explore that idea. Data will be available at the sites and riders can use their phones for communication. Ms. Mumm also asked if there will be a real time map at the station. Mr. Otterstrom responded that the countdown clocks are the best method for determining bus arrival since people have difficulty determining the distance/time shown by the bus icon. The LCD displays will be dynamic signs that may be able to provide that type of information. Ms. Mumm asked if STA will be messaging/marketing at the stations. Mr. Otterstrom responded that STA will be testing out a Customer Content Management System which could incorporate this type of information, emergency information, etc. Mr. Wood shared a concern for vandalism of the LCD displays. Mr. Otterstrom responded that the displays will be encased for protection. Ms. Meyer added that the STA facilities and grounds department is aware of "tagging" and does a great job of staying on top of the cleanup. Ms. Messing asked if there will be charging stations or Wi-Fi access. Mr. Otterstrom responded that STA did evaluate this and determined that because it is frequent service, STA does not expect riders to be there long enough to benefit from charging stations and the exposure to the weather is problematic. STA has not ruled one way or the other on Wi-Fi, however, it is important to consider the amount of excessive time we want to encourage people to spend at stations. King County provides free Wi-Fi on their Rapid Ride BRT vehicles but not at Rapid Ride stations.

7. CEO REPORT

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

House Committee Action – The Senate subcommittee on Transportation, Housing and Urban Development, and Related Agencies (THUD) of the House Committee on Appropriations marked up the fiscal year (FY) 2019 THUD Appropriations bill. The bill provides \$16.5 billion for public transportation and intercity passenger rail (\$13.6 billion for public transportation and \$2.9 billion for intercity passenger rail). This funding level is \$141 million more than the FY 2018 funding levels and \$1.1 billion more than authorized by the Fixing America’s Surface Transportation (FAST) Act for FY 2019. The money for public transportation will see an increase in formula funding and competitive grants from the Federal Transit Administration. STA is encouraged by the timing for this provision.

Bus Fare Increase – STA Bus Fare increases July 1, 2018. The price of an adult two-hour bus pass will change from \$1.75 to \$2.00. Ms. Meyer referred to the Communications “New Fare” flyer for the other types of bus passes that will change and the “Options Just for You” flyer. Under the philosophy of “you don’t have to marry public transportation, just date us”, the “Options” flyer provides a comparison of the passes available based on the amount of times a customer rides the bus.

Low Income Pass Subsidy Program - Emily Arneson will be presenting to the Performance Monitoring and External Relations Committee about the Low Income Pass Subsidy Program that the Board established. An RFP was released to local non-profit organizations that STA hoped would attract entities willing to conduct the income verification for people impacted by the fare increase to the extent that the cost is prohibitively expensive. No organizations submitted a responsive proposal to STA. The organizations proposed that STA simply make the passes available for free. Ms. Meyer and Ms. Arneson will meet with the five non-profit organizations that submitted proposals for the purpose of trying to meet the Board’s objectives.

Bus Tour with Senator Hobbs and Representative Fey– On May 30, 2019 STA provided a bus tour of the Central City Line with Senator Hobbs and Representative Fey. Senator Padden and Commissioner Al French also joined along with officials from WSDOT and committee and caucus staff from the Legislature. Ms. Meyer presented on the Central City Line in a pre-tour briefing. The bus toured the Central City Line route, the black tank farm adjacent to the North Spokane Corridor (NSC), Barker Road, and Harvard Road. Lunch was at WSDOT’s offices and Mr. Otterstrom assisted in the tour.

Senator Murray Meeting with Thelma Drake – STA learned that Senator Murray was to meet with former Congresswoman, Thelma Drake who is the President’s nominee for FTA Administrator. Her staff reached out to STA for information regarding the Central City Line. STA is very pleased that Senator Murray is reaching out to the nominee about the importance of STA’s project.

Live on Riverside – STA’s Communications Department has launched a new music program, “Live on Riverside” at 5pm on Wednesday nights throughout the summer.

8. COMMITTEE INFORMATION

(No information included this month)

9. JULY 11, 2018 COMMITTEE PACKET DRAFT AGENDA REVIEW

No changes were suggested at this time.

10. NEW BUSINESS

(No information included this month)

11. COMMITTEE MEMBERS' EXPRESSIONS

None.

(Deferred Committee Chair Report) Chair French shared that he is aware of a lot of good growth throughout the City of Spokane and Spokane County. It will create some interesting challenges as the landscape changes drastically in a short amount of time. On the West Plains alone there are about 5,000+ jobs that will be available within 20 months. At some point, as a Committee, it may be necessary to “circle back” to discuss how to get ahead of the some of these items.

12. ADJOURN

Chair French adjourned the meeting at 11:24 a.m.

13. NEXT COMMITTEE MEETING: JULY 11, 2018 at 10:00 a.m., STA SOUTHSIDE CONFERENCE ROOM, 1230 W. BOONE AVENUE

Respectfully submitted,

A handwritten signature in cursive script that reads "Vicki L. Clancy".

Vicki Clancy, Executive Assistant