

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

**PLANNING & DEVELOPMENT COMMITTEE**

Minutes of the March 5, 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

\* Chair

**STAFF PRESENT**

Steve Blaska, Director of Operations  
Beth Bousley, Director of Communications  
Steve Doolittle, Director of Human Resources  
Lynda Warren, Director of Finance & Information Services  
Karl Otterstrom, Director of Planning  
Jessica Charlton, Project Manager  
Lynn Holmes, Financial Services Manager  
Merilee Robar, Executive Assistant, Finance & Information Systems  
Joel Soden, Transit Planner

**GUESTS**

Lisa Key, David Evans and Associates, Inc.

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

Chair French called the meeting to order at 10:05 a.m. Introductions were made.

Chair French said that he would need to leave at 11:30 a.m. in order to catch an airplane flight. Ms. Meyer and Mr. Pace said that they would also need to leave by 11:30 a.m.

2. **PUBLIC EXPRESSIONS**

None.

3. **COMMITTEE CHAIR REPORT**

None.

4. **COMMITTEE ACTION/DISCUSSION INFORMATION**

A. **MINUTES OF FEBRUARY 5, 2014 COMMITTEE MEETINGS**

**Mr. Pace moved to recommend approval of the February 5, 2014 Planning & Development Committee meeting minutes. Ms. Mumm seconded and the motion passed unanimously.**

B. **BOARD CONSENT AGENDA**

*No items were presented this month.*

C. **BOARD DISCUSSION AGENDA**

1. **STA MOVING FORWARD/2014 TRANSIT DEVELOPMENT PLAN PRELIMINARY SCENARIOS**

Mr. Otterstrom explained that this item is a follow-up to last month's presentation to the Committee regarding setting up the framework for scenarios for planning prioritization. Mr. Otterstrom said that this is an effort to identify projects and service investments for the next ten to fifteen years to accommodate increased demand for public transit as the region's population increases. It is also in response to the ongoing interest and input that STA receives on a regular basis from the public for increased transit service to go to more places more times of the day. Mr. Otterstrom reviewed the three phases of the STA Moving Forward process starting with the "long list of projects" and filtering through to development of a refined list of financially constrained projects to incorporate into the STA's six year Transit Development Plan (TDP). The juxtaposition of the TDP and the ongoing STA Moving Forward effort will assist in documenting a path for investment and show how it is relevant in STA's programs for implementation. Mr. Otterstrom responded to questions from the Committee. The TDP is updated annually as a state requirement. In order to move forward an STA capital project should be included in the TDP as a planned project. Mr. Otterstrom reported on previous work by the Board to develop the STA Moving Forward framework and

criteria for scenarios and reviewed Scenarios A and B. There were questions from the Committee about differentiating basic fixed route transit from high performance transit (HPT) and whether signature HPT build-out is included in the scenario cost estimates provided. Mr. Otterstrom said that the costs reflect amenities that communicate HPT. Mr. Otterstrom said that Spokane Transit received a grant from Spokane Regional Transportation Council to fund the development of the station and facility communications standards for High Performance Transit and this will be a public outreach effort on the near horizon. Mr. Otterstrom reviewed the “draft projects for preliminary scenarios A and B for the years 2014 – 2024.” Highlights from Preliminary Scenario A include sustaining and expanding fixed route service (replace, modernize and expand the bus fleet); add park and ride capacity; and begin implementation of the High Performance Transit Network as part of the fixed route system. Highlights from Scenario B include sustaining service levels as existing today, construct a needed maintenance facility, replace bus fleet and add park and ride capacity. Mr. Otterstrom then reviewed the new revenue allocation by scenario and gave an overview of additional projects that could be considered for inclusion in the scenarios based on public opinion and funding.

Ms. Bousley gave an overview of the preliminary public outreach efforts and timeline for the public outreach efforts for STA Moving Forward. Public outreach efforts planning will begin in March with research and a draft presentation to the Committee and Board. Beginning in April, public input will be actively sought through meetings with councils, neighborhoods and key partners. The timeline concludes in July with a recommendation for Board approval of the Transit Development Plan (TDP). Ms. Bousley reviewed the list of stakeholders that staff is scheduling for public outreach meetings. Committee members added suggested groups to be involved including: Spokane Alliance, District 81, Greater Spokane Valley Chamber, West Plains Chamber, Cheney Merchants’ Association, Community Colleges and the universities’ administrative staff and student body leadership. Further discussion ensued. Ms. Meyer mentioned that staff is working to synchronize the many public outreach efforts for various projects taking place to maximize resources and span. Chair French asked Ms. Meyer to come to the Board with a request for resources if necessary during this critical period. Further discussion ensued regarding how to respond to public requests which do not correspond to the scenarios that have been selected in the prior analysis and narrowing process. Mr. Otterstrom responded that staff would refer to the Board resolution that was adopted based on input from the public in phases I & II of the STA Moving Forward process. This would be a “how did we get here?” discussion in which the phases of the public outreach process which set the path for the projects selected is explained. Additional projects that might be requested could be considered, but not for the current STA Moving Forward planning process. Commissioner French urged staff to be aware that these requests will be forthcoming and be prepared to respond to them. Mr. Pace asked for confirmation that before the sales tax is raised it would have to go through the ballot process. Mr. Otterstrom affirmed and said that this would be a future decision or action by the STA Board, whereas at this time the decision to be made is about which projects should move to the next phase of STA Moving Forward.

Chair French requested a motion from the Committee. **Mr. Pace moved to authorize proceeding to the Board with the presentation and recommend the Board approve the preliminary scenarios as the basis of initial public input. Ms. Mumm seconded and the motion passed unanimously.**

## 5. COMMITTEE REPORTS

### A. 2013 UNAUDITED YEAR-END FINANCIAL REPORT & UPDATED FORECAST

Ms. Warren explained that the presentation to the Planning and Development Committee focuses on how the 2013 Unaudited Year-end Financial Report affects the financial forecast. Staff will go into more detail when reporting to the Performance Monitoring and External Relations Committee as well as the presentation to the Board of Directors. Ms. Warren gave an overview of the financial highlights affecting the forecast.

**Budget Summary:**

Favorable Revenue Budget Variance	\$3.9M
Favorable Expense Budget Variance	<u>\$3.8M</u>
Total Favorable Budget Variance	\$7.7 M

**2013 Actual Revenue & Expenses (excludes capital)**

Total Operating Revenues	\$65.7M
Total Operating Expenses	<u>\$57.2M</u>
Operating Revenue Exceeds Expenses	\$ 8.5M

Ms. Warren explained that the Spokane Transit forecast model to 2020 has been updated based upon the 2013 (unaudited) actual numbers. The current forecast moves the cash balance dip below the Board designated reserve line out to the third quarter of 2018.

**B. PLAZA RENOVATION 30% DESIGN UPDATE**

In the interest of time, the Committee agreed to dismiss the presentation of the item. Mr. Otterstrom encouraged Committee members to review the hardcopy of the presentation that was provided for their review at the meeting.

**6. COMMITTEE INFORMATION**

*No items were presented this month.*

**7. CEO REPORT**

Ms. Meyer deferred her report in the interest of time.

**8. NEW BUSINESS**

None.

**9. COMMITTEE MEMBERS' EXPRESSIONS**

**A. SMART GROWTH CONFERENCE REPORT**

In the interest of time, this report was deferred to the April 2, 2014 Committee meeting.

**10. REVIEW APRIL 2, 2014 COMMITTEE MEETING AGENDA**

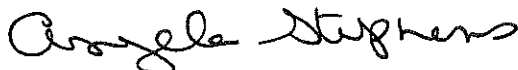
Mr. Otterstrom reviewed the agenda for the April 2, 2014 Committee meeting. The Central City Line Locally Preferred Alternative Amendment item was removed and the Smart Growth Conference Report was added to the draft April 2, 2014 agenda items.

**11. NEXT MEETING – WEDNESDAY, APRIL 2, 2014, 10:00 A.M., STA SOUTHSIDE CONFERENCE ROOM, 1230 W BOONE AVENUE**

**12. ADJOURN**

Chair French adjourned the meeting at 11:25 a.m.

Respectfully submitted,



Angela Stephens, Executive Assistant