

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

**PLANNING & DEVELOPMENT COMMITTEE
MEETING 10:00 A.M.**

Minutes of the February 28, 2018 (March) Meeting Southside Conference Room

MEMBERS PRESENT

Al French, Spokane County*
Kate Burke, City of Spokane
(alternate for Candace Mumm)
Mayor Chris Grover, City of Cheney
Sam Wood, City of Spokane Valley
E. Susan Meyer, CEO, Ex-Officio

MEMBERS ABSENT

Veronica Messing, City of Airway
Heights

*Chair

STAFF PRESENT

Beth Bousley, Director of Communications & Customer Service
Karl Otterstrom, Director of Planning & Development
Lynda Warren, Director of Finance & Information Services
Roger Watkins, Chief Operations Officer
Nancy Williarns, Director of Human Resources
Emily Arneson, Ombudsman and Accessibility Officer
Mike Tresidder, Associate Transit Planner
Ryan Brodwater, Capital Projects Manager

STAFF ABSENT

Jan Watson, Executive Assistant to the CEO & Clerk of the Authority

GUESTS

Mike Kunder, Paratransit Union #3939

1. CALL TO ORDER AND ROLL CALL

Chair French called the meeting to order at 10:02 a.m. Roll was called and introductions were made.

2. PUBLIC EXPRESSIONS

None.

3. COMMITTEE CHAIRREPORT

None.

4. COMMITTEE ACTION

A. MINUTES OF THE JANUARY 31, 2018 COMMITTEE MEETING

Mr. Wood moved to recommend approval of the January 31, 2018 Planning & Development Committee meeting minutes. The motion was seconded by Ms. Burke and passed unanimously.

5. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

No items were presented this month.

B. BOARD ACTION AGENDA- COMMITTEE RECOMMENDATION AGENDA

No items were presented this month.

C. BOARD DISCUSSION AGENDA - COMMITTEE RECOMMENDATION AGENDA

No items were presented this month.

6. REPORTS TO COMMITTEE

A. GRANT SUBMISSION OUTLOOK

Mr. Otterstrom reported on upcoming grant opportunities issued by Spokane Regional Transportation Council (SRTC) and the Washington State Department of Transportation (WSDOT). Spokane Transit intends to submit three separate projects for funding: Purchase of electric buses (SRTC: CMAQ/STBG), 5-Mile Park and Ride Study (SRTC: CMAQ/STBG), and the Cheney HPT infrastructure improvements and double decker vehicle purchase (WSDOT/RMG). These grants do not require Board approval because they are already within the Capital Improvement Program projects and assumptions, or, in the case of the 5-Mile Park and Rides Study, the grant request will be under \$1M.

There are three funding sources:

- **Congestion Mitigation and Air Quality (CMAQ) - SRTC**
The CMAQ program has \$10M available for years 2021-2024. The purpose of this program is to fund transportation projects that improve air quality in the Spokane region, reduce carbon monoxide (CO) and/or coarse particulate matter (PM₁₀) emissions.
- **Surface Transportation Block Grant (STBG)- SRTC**
THE STBG funding has \$22M available (after approximately \$5M reserved by the SRTC Board for other projects) for the years 2020-2023. Eligible STBG project types include roadway and bridge construction and repair, pedestrian and bicycle projects, and transit capital projects.
- **Regional Mobility Grant (RMG)- WSDOT**
The RMG has \$70M available for the years 2019-2021. The goal of this program is to support local efforts to improve transit mobility and reduce congestion.

Spokane Transit expects to request funding for two projects under the CMAQ/STBG programs:

- Upgrade Diesel Buses to Electric-This grant application will request \$2.3M with \$5.7M in local match to purchase up to nine electric fixed route coaches. The coaches will operate on the Monroe-Regal HPT corridor as early as 2020. With the electrification of up to nine coaches, the Monroe-Regal Corridor will be STA's first route to operate using electric battery buses.
- 5-Mile Mobility Hub Study and Preliminary Design - This grant application will request \$200,000 with \$50,000 in local match to study the 5-Mile Park and Ride and surrounding area. The 5-Mile Park and Ride frequently exceeds capacity.

Spokane Transit expects to request funding for one project under the RMG program:

- This grant application will request up to \$7.2M in funds to purchase transit vehicles and to construct Cheney High Performance Transit infrastructure improvements. HPT improvements for this grant application includes improvements to the Jefferson Park and Ride, Four Lakes stations, improvements along SR 904 and in the City of Cheney. The Corridor also will serve the West Plains Transit Center.

Mr. Otterstrom reviewed the timeline for submitting the grants. He indicated that figures provided are preliminary and subject to change.

Mr. Wood asked the number of buses that drive to and from Cheney per day. Mr. Otterstrom responded that the 66 runs 50-60 round trips per day serving 3,400 riders (which fluctuates per quarter). The core of the service is six buses, plus trippers that are inserted into the schedule. In rough figures, if all of these riders were driving single occupancy cars, the traffic along SR 904 would increase by as much as 20%.

JO: 10 a.m. - Mayor Grover joined the Committee late due to a significant car accident on Sunset.

B. 2018 TRANSIT DEVELOPMENT PLAN BOARD GUIDANCE

Mr. Otterstrom reported on the 2018 Transit Development Plan Board Guidance. 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). The 2017 TDP may be viewed on STA's website at www.spokanetransit.com/projects-plans/transit-development-plan.

The 2018 TDP is expected to be adopted in July 2018 and will include the Capital Improvement Project and the Service Implementation Plan. The planning horizon of the 2018 TDP is through 2024, which is six years plus the current year.

The focus of today's discussion is Section 4: Guiding Principles & Major Activities (2018-2024). The first step in the development of the TDP is for the Board to set forth six-year planning guidance statements. The planning guidance statements set forth in the 2016 TDP are as follows:

- **Foster and Sustain Quality**- Continue initiatives and projects that improve the quality and usefulness of STA's services, facilities, information and customer service.
- **Maintain a State of Good Repair** - This is a legacy that STA embraces; it is both a near-term and long-term objective. Mr. French added that well maintained buses indicate care for customers, drives up ridership, and it is more cost effective. In fact, the STA bus fleet replacement strategy is 15 years versus the standard guideline of 12 years that is allowed by the Federal Transit Administration.
- **Expand Ridership** - Mr. French reported that there are several metrics used to monitor the efficiency and ridership of the system.
- **Proactively Partner in the Community** -- This is embodied in our *Connect Spokane* Plan. In 2010, the Board consciously increased STA's level of involvement in land use and transportation planning conversations. Since then, there has been a tremendous amount of goodwill between WSDOT, the cities, and the counties as these organizations work together to move forward with projects. STA now brings transit into economic development, land use goals, neighborhood planning, and is proactive about sharing the STA vision. Chair French added that the service area has been adjusted to harmonize with urban growth in the city.
- **Advance and Adapt the System Growth Strategy** -- *STA Moving Forward* is the center of our growth plans for the next six years. It is STA's goal to be responsive to changes; solid in our planning efforts but nimble. Chair French provided an example: STA extended public transportation in the valley to accommodate the critical new element of the hospital which wasn't there before the ballot measure.

Chair French added that the guiding principles are great and that they contain language that needs to be adjusted regularly to keep pace with the region's aspirations.

Mr. Otterstrom invited board members to share any feedback regarding the guiding principles before the next meeting. He will then bring the feedback to the full Committee. Mr. Otterstrom reviewed the TDP Project Timeline and reported that staff expect to conclude discussion on mid-range guidance at the April Planning & Development Committee meeting.

Mr. Wood asked why the buses stop in the middle of the road, stopping traffic when passengers board. Ms. Burke shared that the bus stops for only 10-20 seconds with likely 10-60 people onboard which would cause much more congestion should they be driving their single occupancy cars in traffic. Mr. French added that part of the challenge is getting a bus back into traffic in a timely manner once it has pulled off the side of the road. Mr. Otterstrom added that STA does create pull outs in high-speed areas such as Highway 2. STA is conscientious in monitoring the congestion relief and ensuring the benefit is a bigger benefit than an ephemeral backup. In addition, STA enhances the area in order to reduce pauses in traffic. For example, on East Sprague, STA consolidated the bus stops, created a higher platform the full length of the bus to assist with faster onboarding/alighting which reduced the time the bus stops by 60%. This is just the beginning of benefits that will be realized by the HPT.

C. CENTRAL CITY LINE UPDATE: THIRD-PARTY AGREEMENT STATUS REVIEW

Mr. Otterstrom reported that the Central City Line (CCL) will require the participation and agreement of several utilities and government agencies in order to achieve successful implementation. More specifically, the project requires the very active involvement of the City of Spokane, Avista Utilities, Gonzaga University and the Community Colleges of Spokane. These critical third-party agreements will need to be finalized prior to a Small Stmts Grant Agreement for funding of the CCL. STA is apprising the Committee members of this **information now since the technical work is in process.**

Mr. Otterstrom reviewed the Third-party Agreement Matrix which is required by the Federal Transit Administration (FTA). It was created to define each agreement, establish a timeline for successful execution that includes a review phase and creates a tracking mechanism that is regularly updated and reported on to the FTA. This matrix was more recently updated and reported on February 9, 2018 and is included in the packet **for Committee review.**

D. DRAFT SRTC 2018-2019 UNIFIED PLANNING WORK PROGRAM (UPWP)

Mr. Otterstrom reported that every year the Spokane Regional Transportation Council (SRTC) prepares a Unified Planning Work Program (UPWP) to define and coordinate all planning activities that will be conducted in the metropolitan planning area over the next State Fiscal Year (July 1, 2018 through June 30, 2019). SRTC is the lead agency for coordinating transportation planning activities in the Spokane region. Each year STA submits a description of the planning activities it will engage in over the State Fiscal Year. Each element that needs to be funded must be in the plan when submitted. The projects that will be included in the draft work program are as follows:

- Continuing/Carryover Planning Projects
 - o Implement STA Moving Forward
 - o Bus Stop Accessibility Improvement Program
 - o Title IV Planning and Systems Analysis
 - o Transit Development Plan (2019)
 - o Division High Performance Transit Study
- New Planning Projects for 2019
 - o 2019 Transit Asset Management Plan
 - o **Zero Emission Fleet Transition Plan**
 - o 1-90 HPT Corridor Preliminary Scoping and Facilities Type Size Location (TSL) Study

E. MONROE-REGAL HPT CORRIDOR OVERVIEW

Mr. Otterstrom reported that the Monroe-Regal HPT Corridor project is an important project within the STA Moving Forward plan, serving multiple neighborhoods through Spokane with more frequent transit service that will be easy to use. Voters approved local funding for the corridor in November 2016 with the target year of opening of 2019. It is anticipated that the planning and design of the corridor will indeed occur during 2018, with construction in summer of 2019. Service is expected to start in late 2019.

The Monroe-Regal HPT Corridor is 11.4 miles long that currently is served by three different routes: the Route 24 (Monroe), the Route 44 (29th/Grand), the Route 45 (South Regal). STA will "stitch" these routes together in one consolidated route with the northern end at Five Mile Park & Ride and the southern end at the Moran Station Park & Ride. Currently, there are over 4,000 average daily boardings on these three routes. As of 2015, there were 50,000 jobs within 1/2 mile of the corridor with 6,800 of the jobs filled by residents of the corridor. Key regional destinations include Downtown, the North Bank (Kendall Yards and County Campus) and the Medical District. The following City of Spokane Centers and Corridors are included in this consolidated route: Five Mile Heights (preliminary designation), Garland, North Monroe, 14th & Grand, Manito (29th/Grand), Lincoln Heights, Southgate, 57th & Regal (Spokane County UGA).

These are all areas designated as areas of growth. The service frequency will vary: 15-30 minutes on weekdays, 30-60 minutes on nights and weekends.

Mr. Otterstrom reviewed the corridor's planning history. The general scope of work for this project can be broken down into two parts:

- **Monroe-Regal Corridor** - Up to 30 stops along the corridor will have shelters, including High Performance Transit amenities where feasible. Bus stops and platforms will be improved along Monroe between Garland and Summit Parkway (CMAQ Grant). Improvements at the 29th/Regal intersection will widen the intersection to increase room for the bus turning radius. The City of Spokane is interested in helping us at this intersection and will include moving the signal cabinet and the signal pole.
- **Moran Station Park and Ride** - A new park and ride will be designed and constructed at the northeast corner of the intersection at 57th Avenue and the Palouse Highway with approximately 100 parking spaces. This will also be an opportunity to locate electric bus charging infrastructure there as part of the project.

The Corridor design/construction cost is \$5,441,557 and the Moran Station Park & Ride Design/Construction is \$2,570,000 for a combined total budget of \$8,011,557. This total does not include acquisition costs for the park and ride. Bus procurement costs are separate and can be found in the STA fleet plan. Chair French complemented the STA staff on acquiring numerous state and federal grants.

Mr. Otterstrom reviewed the project timeline. The STA Board of Directors awarded the design and engineering services contract for Monroe/Regal and Sprague corridors to the HBI Group in July 2017. The contract was executed February 13, 2018 by the Chief Executive Officer, E. Susan Meyer. The project kick-off is this month [March]; although primarily internal, the City of Spokane engineers will be invited because so much of the corridor is inside the City of Spokane. Key inputs discussed will be the number and type of stop improvements. Construction bidding is planned for March, 2019. Construction of the initial elements would take place in May-September 2019. The new service is scheduled to begin September 2019. Some station improvements (i.e., integration with electrification) may be phased in over time.

STA is coordinating on multiple fronts with this project. Key coordinated projects include the following:

- City of Spokane North Monroe Rebuild-Even though STA's project isn't beginning this project until next year, the City of Spokane has already ensured stops are consistent with our project. Construction will take place this summer. This includes 6 HPT station platforms.
- **September 2019 Service Revisions** - Public outreach will begin late spring. A new commuter route from Moran Station P&R will be implemented. A key part of this plan is adding more service.
- **Electric Fleet Transition Plan and 2020 Vehicle Procurement** -- The plan will inform recommendations on when and how to electrify the route as early as 2020.
- **High Performance Transit Station Design** - Finalizing station design standards is necessary to begin procurement this summer on the station components.

Chair French asked for a brief West Plains Transit Center update. Mr. Otterstrom reported that construction continues with a targeted opening of September 16, 2019. Proposed services changes are moving through the PMER Committee. STA will provide a community update this spring.

F. REVIEW: FTA ANNUAL REPORT ON CAPITAL INVESTMENT GRANT PROJECTS

Mr. Otterstrom reported that much of this is dealing with prospective speculation. Every year the President releases a proposed budget, Congress adjusts the budget, and then it is approved.

During the week of February 12, 2018, the Trump Administration released three key documents that pertain to transit funding: An American Budget (the proposed budget for 2019), the Legislative Outline for Rebuilding Infrastructure in America (often referred to as the "Trillion Plus Infrastructure Plan"), and an Annual Report on Funding Recommendations for The Capital Grants Program (Fiscal Year 2019).

The President's Proposed FY 2019 Budget, while there are risks to transit, it is not all "bad news." The FAST Act authorization is a congressional document that authorizes a President to go to certain levels. In the case of nearly all of

the transit funds, President Trump fully funds those authorization amounts. In terms of formula funds that STA uses for preventive maintenance, and bus and bus facilities funds that help augment local funds for bus replacement, President Trump's budget recommends keeping those at the authorized levels. However, the Capital Investment Grant program, would be limited only to projects with existing Full Funding Grant Agreements and no funds for Small Starts, thus omitting funding for the Central City Line (CCL) among other projects that are rated but have not yet be included in a previous year's budget. Mr. Otterstrom noted to the Committee that a president's budget is only the starting point of the federal budgeting process; Congress is responsible for appropriations. While the Central City Line is considered Small Starts, it is already in the pipeline for funding, it has a ranking, and it has qualified for funding. The project will be fully funded but STA does not know what year.

Mr. Otterstrom reviewed additional details of the Annual Capital Investment Grant (CIG) Report. There are 26 Small Starts Projects identified with medium or better ratings. A medium rating is all it takes to qualify to be funded. The projects have an average federal Small Starts request of \$57M. STA's CCL project request is on the lower half at only \$54M. There are eight projects with a medium rating (including STA's), fourteen projects with a medium-high rating and only four projects with a high rating. Eight of these projects are newly rated in the FY 2019 report, including the Central City Line. It is important to note that most of the 26 projects listed have already been identified in past reports and are pending the outcome for appropriations in FY 2018, and in some cases they have been funded in FY 2017, but their grant agreement has not been signed.

Mr. Otterstrom shared that he and E. Susan Meyers, as well as members of the Board will be attending the APTA Legislative Conference in Washington, DC.

7. CEO REPORT

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

- **State Legislature-** The State Legislature adjourns March 8, 2018. The House and Senate adjourn March 2. There are a few bills that STA is watching:
 - o **HB2822** - Service Animals - This bill would make it illegal and punishable with a fine to misrepresent a pet as a service animal. Only dogs and mini-horses can qualify as a service animal. (Currently, comfort animals are not allowed on buses.)
 - o **SB6414 / SB 1860** - Population Based Board Representation in Spokane, Vancouver and Tacoma. STA does not take a position on this. The City of Spokane is advocating for it. It would change the representation on STA Boards according to the population size as follows: the City of Spokane would increase to four voting members, Spokane County and Spokane Valley would remain at two members each, and the Small Cities would decrease from three voting members to one voting member.
- **Cardinal Infrastructure Visit-** STA's strategic consultants from Washington DC, Cardinal Infrastructure, will visit Spokane in April. They have been assisting and advising STA on the CCL's application for federal funding and principals in the company are former FTA officials. They will brief the Board on the "lay of the land" in Washington DC and the development of the CCL project and as scheduling allows, meet with the City Council and City administration.
- **Groundbreaking for Boone NW Garage-** March 9, 2018 from 10-11 am (behind STA) in the location where the new garage will be built to house and service the new vehicles, including Central City buses. It will be STA's first venture into a facility that has the capacity for electric charging infrastructure.
- **Safety Awards Event-** Sunday, March 25, 2018 at Northern Quest Casino. All Board members are invited to this annual event. This event is dedicated to recognizing our employees, "the backbone" of STA, for their safe driving record and other accomplishments during the previous year.
- **Ben Stuckart Meeting** - Ms. Meyer and Mr. Otterstrom met with Ben Stuckart to discuss transportation connectivity between the North Bank and Downtown and existing and prospective destinations in between. Ms. Meyer and Mr. Otterstrom will also meet with city consultants to discuss a transportation and parking study the City is conducting with Nelson Nygaard.

8. COMMITTEE INFORMATION

No information included this month.

9. REVIEW APRIL 4 2018 COMMITTEE MEETING AGENDA

As presented in the packet

10. NEW

BUSINESS None.

11. COMMITTEE MEMBERS' EXPRESSIONS

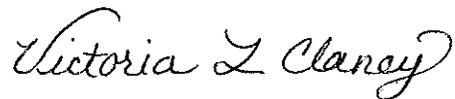
None.

12. ADJOURN

Chair French thanked the Committee for serving on the Committee and adjourned the meeting at 11:39 a.m.

13. NEXT MEETING- WEDNESDAY, APRIL 4, 2018 AT 10:00 A.M., STA SOUTHSIDE CONFERENCE ROOM,
1230 W. BOONE AVENUE

Respectfully submitted,



Victoria L. Clancy, Executive Assistant