

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, February 5, 2020, 10:00 a.m.
Spokane Transit Southside Conference Room

AGENDA

Estimated meeting time: 90 minutes

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report (*5 minutes*)
4. Committee Action (*5 minutes*)
 - A. Minutes of the December 4, 2019 Committee Meeting -- *Corrections/Approval*
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 (*60 minutes*)
 - A. Review 2020 Planning and Development Committee Work Program – (*Otterstrom*)
 - B. Central City Line (City Line): Construction Contracting Update – (*Otterstrom/Wells*)
 - C. 2020 Draft Title VI Program – (*Otterstrom/Howell*)
 - D. 2020 Transit Development Plan Overview – (*Otterstrom/Tresidder*)
 - E. Downtown Spokane Plan Development Update – (*Otterstrom/Tresidder*)
 - F. Cheney High Performance Transit Line Public Outreach Update – (*Otterstrom/Hanson/Weinand*)
7. Committee Information
(*No information included this month.*)
8. Review March 4, 2020 Committee Meeting Agenda
9. New Business (*10 minutes*)
10. Committee Members' Expressions (*10 minutes*)
11. Adjourn
12. Next Committee Meeting: Wednesday, March 4, 2020 at 10:00 a.m.
(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, WA)

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

February 5, 2020

AGENDA ITEM 2 : PUBLIC EXPRESSIONS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY: At this time, the Planning and Development Committee will give the public an opportunity to express comments or opinions.

Anyone wishing to speak should sign in on the sheet provided and indicate the subject of interest.

RECOMMENDATION TO COMMITTEE: N/A

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

February 5, 2020

AGENDA ITEM 3 : COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Chris Grover, Chair, Planning and Development Committee

SUMMARY: At this time, the Committee Chair will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: N/A

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

February 5, 2020

AGENDA ITEM 4A : MINUTES OF THE DECEMBER 4, 2019 COMMITTEE MEETING

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Vicki Clancy, Executive Assistant, Planning and Development

SUMMARY: Draft Minutes of the December 4, 2019 Planning and Development Committee meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

COMMITTEE ACTION:

RECOMMENDATION TO THE BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

DRAFT Minutes of the December 4, 2019 Meeting, 10:00 a.m.,
Spokane Transit Southside Conference Room

MEMBERS PRESENT

Chris Grover, Small Cities Representative *
(*Cheney*)
Al French, Spokane County
Karen Stratton, 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

None

*Chair

STAFF PRESENT

Karl Otterstrom, Director of Planning &
Development
Roger Watkins, Chief Operations Officer
Monique Liard, Chief Financial Officer
Brandon Rapez-Betty, Director of Communications &
Customer Service
Nancy Williams, Director of Human Resources
Emily Arneson, Ombudsman & Accessibility
Officer
Dan Wells, Deputy Director of Capital
Development
Don Skillingstad, Capital Projects Manager
Nick Hanson, Capital Projects Manager
Mike Tresidder, Associate Transit Planner
Dana Infalt, Executive Assistant to the CEO & Clerk of the
Authority

GUESTS

Katherine Miller, P.E., City of Spokane, Director, Integrated
Capital Management

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

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

Chair Chris Grover 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**

Chair Grover thanked everyone for a wonderful year and for making his job easy as committee chair. Ms. Susan Meyer thanked Chair Grover for making the investment in Spokane Transit. Chair Grover is looking forward to Mr. Karl Otterstrom's presentation at City Council next week.

4. COMMITTEE ACTION

A. MINUTES OF THE NOVEMBER 6, 2019 COMMITTEE MEETING

Mr. Al French moved to recommend approval of the November 6, 2019 Planning and Development Committee meeting minutes. The motion was seconded by Ms. Pam Haley and passed unanimously.

B. APPROVAL OF 2020 PLANNING AND DEVELOPMENT COMMITTEE PROGRAM

Mr. Otterstrom reviewed the 2020 Planning and Development Committee Program. This work program is focused primarily on the annual planning calendar. As projects move beyond the planning and preliminary engineering stages, implementation work is generally transferred to the Performance Monitoring and External Relations (PMER) Committee. The following projects have been included that necessitate involvement by the Planning and Development Committee in 2020:

- The Central City Line - entering construction during the first half of 2020.
- STA Title VI Report Update
- The Division Corridor Reimagine Study (led by SRTC)
- STA *Connect Spokane* – major update
- STA Facilities Master Plan – update
- Mobility on Demand pilot projects

Mr. French moved that the committee approve the 2020 Planning and Development Committee Work Program and forward to the Board of Directors for information. The motion was seconded by Ms. Haley and passed unanimously.

C. CENTRAL CITY LINE: APPROVAL OF SCOPE OF WORK FOR CORE CONSTRUCTION

Mr. Otterstrom presented. Staff is seeking committee approval of the Central City Line Core Construction Scope of Work and authorize the release of an invitation for bid (IFB). This is a significant milestone for the implementation of the Central City Line (CCL), the first bus rapid transit service for the region. The core construction scope of work represents the vast majority of sitework and construction for stations and roadwork along the Central City Line. This is one of many contracts that will be part of the Central City Line project for construction, utilities, professional services, fabrication and materials, project orders and hardware. However, this is the single largest contract.

Below is the planned schedule up to the start of construction (schedule subject to change.) Substantial completion of the core construction scope will be followed by the installation of amenities, testing of equipment and start of revenue operations in May 2022. The engineer's estimated cost range for the construction work is \$21,000,000 to \$25,000,000.

MILESTONE	DATE
Bid Advertisement	December 23, 2019
Bid Due Date	January 30, 2020
Award of Contract	February 20, 2020
Notice to Proceed	March 2020
Start of Construction	May 2020

Mr. Kevin Freeman asked if there will be a dedicated, inhouse project manager for this project. Mr. Otterstrom and Ms. Meyer responded that Mr. Dan Wells (internal expertise), STA's Deputy Director of Capital Development, oversees all Capital Project Managers, and there will be a Construction Manager, as well, as a Project Control Specialist. In addition, Hill International will be augmenting staff (external expertise).

Mr. Al French confirmed with Ms. Katherine Miller that STA and the City of Spokane are working very closely on this project. Mr. French asked about the time allotted for contractors to provide a bid. Mr. Otterstrom responded that STA had a meeting with contractors this past summer regarding the bidding process. If the issuing of addenda delays the bid by 5-10 days, there is room to adjust the bid date and still meet the timetable. Mr. Freeman asked if Hill International could independently review the bids. Mr. Otterstrom agreed that this is a good idea.

Mr. French moved that the committee approve the general Scope of Work and authorize staff to release an Invitation for Bid for the construction of the Central City Line stations and roadway projects as described above [in the cover sheet]. The motion was seconded by Ms. Haley and passed unanimously.

D. CENTRAL CITY LINE: APPROVAL OF SCOPE OF WORK FOR AMENITIES FABRICATION

Mr. Otterstrom presented. The High Performance Transit (HPT) network, as envisioned in STA's comprehensive plan, *Connect Spokane*, and as implemented in part by the *STA Moving Forward* plan, defines a system of corridors for heightened and long-term operating and capital investments. A major aspect of these investments is distinctive stop and station amenities which include shelters, iconic markers and site furnishings. These project elements elevate the public perception of service, improve service legibility and are viewed by experts as essential elements for bus rapid transit service and other successful HPT investments. On November 28, 2018, the PMER Committee approved the Scope of Work for High Performance Transit Stations (later renamed the Scope of Work for High Performance Transit Shelters and Amenities) and authorized staff to issue a Request for Proposals (RFP). Subsequent to a formal RFP process, STA rejected all bids as inadequate and has explored alternative strategies for delivering the needed amenities for the Central City Line and other HPT corridors. The new approach is to procure the shelter fabrication for the Central City Line separate from infrastructure needed for other corridors and to directly purchase other station hardware directly from appropriate vendors. Mr. Otterstrom reviewed the new scope of work which is focused on procuring the fabrication of shelter amenities for the Central City Line with the option to procure additional at other locations as may be necessary.

Mr. Freeman and Mr. French asked about the level of coordination between fabricator and the contractor, and definition of responsibility. Mr. Hanson responded that there is sufficient wording and scope in the contract. STA is developing the contract with a consultant, IBI, and they have experience with this. The fabricator will create a prototype as part of the implementation effort before fabricating subsequent shelter units.

Mr. French moved that the committee approve the revised Scope of Work and authorize staff to release a Request for Proposals (RFP) for Central City Line Shelters and Amenities. The motion was seconded by Ms. Haley and passed unanimously.

5. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. 2020 TITLE VI PLAN: APPROVE OUTREACH STRATEGIES

Mr. Otterstrom presented. Public transit agencies are required to establish a Title VI program and update that program every three years. Spokane Transit's existing 2017 Title VI Program must be updated and approved by the Board of Directors by March 31, 2020, when the current program expires. Mr. Otterstrom reviewed an outline of outreach strategies to be employed during the update.

Mr. French moved that the committee recommend the Board approve the 2020 Title VI Plan outreach strategies (as shown in Attachment 5B1)* and forward to the Board consent agenda.

**Note: This attachment title was changed from Attachment 5B1 to Attachment 5A1. Ms. Laura McAlloon would like to treat this as a scribner's error and confirm that it was the motion maker's intent to refer to Attachment 5A1.*

B. BOARD DISCUSSION AGENDA

No items being presented this month.

6. REPORTS TO COMMITTEE

A. CONNECT SPOKANE MAJOR UPDATE: REVIEW DRAFT SCOPE OF WORK

Mr. Otterstrom presented. *Connect Spokane* is STA's comprehensive plan that sets forth a vision and policy framework for at least the next 30 years to guide decisions made by the Board of Directors, staff and partnering agencies. The Board originally adopted this plan in 2010. Since then there have been two major updates and two smaller updates. The last major update was in 2017 with the last minor update in 2019. Mr. Otterstrom reviewed the proposed Update Work Program, Outreach Program and Schedule that are proposed to be approved by the Board of Directors during the first quarter of 2020. Next steps include coordination with SRTC scope/schedule for MTP update, refinements to scope and outreach strategies, return to Planning and Development Committee meeting in March for committee approval.

7. COMMITTEE INFORMATION

(No information included this month.)

8. REVIEW FEBRUARY 5, 2020 COMMITTEE MEETING AGENDA (NO JANUARY MEETING)

No changes were suggested at this time.

9. NEW BUSINESS

(No information included this month.)

10. COMMITTEE MEMBERS' EXPRESSIONS

Chair Grover asked for a Small Starts Grant update. Ms. Meyer responded that FTA staff stated that the mechanism for moving the grant out of FTA to receive congressional review soon. Ms. Sherry (Little) Lloyd and Sev Miller are keeping STA closely advised.

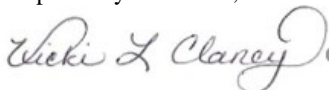
11. ADJOURN

Chair Grover adjourned the meeting at 10:58 a.m.

12. NEXT COMMITTEE MEETING: WEDNESDAY, FEBRUARY 5, 2020 at 10:00 a.m. .

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

Respectfully submitted,



Victoria L. Clancy, Executive Assistant

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

February 5, 2020

AGENDA ITEM 6A : REVIEW 2020 PLANNING AND DEVELOPMENT COMMITTEE WORK PROGRAM

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development

SUMMARY: 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. The work program is provided below as information. As was noted at the time, the work program is subject to change.

2020 Planning & Development Committee Work Program

Month	Annual Planning Calendar	Other Planning Projects
December 2019	<ul style="list-style-type: none"> Approval of Work Program 	
January 2020	No Committee Meetings in January	
February 2020	<ul style="list-style-type: none"> Review Work Program 2020 Transit Development Plan (TDP): Overview 	<ul style="list-style-type: none"> Division Street Corridor Study: “State of the Corridor” overview Central City Line (City Line): award of construction contract Draft Title VI Report: review prior to public hearing
March 2020	<ul style="list-style-type: none"> 2020 TDP: Develop mid-range planning guidance. Present and discuss draft submittal for the SRTC 2020/2021 Unified Planning Work Program (UPWP) 	<ul style="list-style-type: none"> Connect Spokane Major Update: review scope and outreach plan Facilities Master Plan: Scope of work and planning horizon Draft Title VI Report: recommend approval
April 2020	<ul style="list-style-type: none"> 2020 TDP <ul style="list-style-type: none"> Finalize mid-range planning guidance Review preliminary revenue and expenditure forecast assumptions Identify major activities (2021-2026) 	<ul style="list-style-type: none"> Division Street Corridor Study: review transit framework City Line: approve Construction Communications Plan Mobility on Demand: approve pilot project implementation plan and performance measures
May 2020	<ul style="list-style-type: none"> 2020 TDP <ul style="list-style-type: none"> Proposed 2021-2023 Service Improvements Preliminary Capital Improvement Program (2021-2026) 	<ul style="list-style-type: none"> Connect Spokane Major Update: document review update – subtractions, edits, missing categories
June 2020	<ul style="list-style-type: none"> 2020 TDP: Complete draft plan Public hearing conducted on draft 2020 TDP 	
July 2020	<ul style="list-style-type: none"> 2020 TDP: Finalize and approve Annual Strategic Plan/Budget guidance workshop (full Board) 	<ul style="list-style-type: none"> Division Street Corridor Study: draft locally preferred alternative
August 2020	No Board/Committee Meetings in August	

Month	Annual Planning Calendar	Other Planning Projects
September 2020	<ul style="list-style-type: none"> • Draft 2021 operating and capital budgets submitted to Committee and Board • Review draft 2021 Annual Strategic Plan 	<ul style="list-style-type: none"> • Division Street Corridor Study: recommend locally preferred alternative • City Line: Construction update
October 2020	<ul style="list-style-type: none"> • Adoption of 2021 Annual Strategic Plan • Public hearing on draft 2021 operating and capital budgets 	<ul style="list-style-type: none"> • Connect Spokane Major Update: review plan framework – policy, strategy and vision development
November 2020	<ul style="list-style-type: none"> • Finalize and approve 2021 operating and capital budgets • Prepare 2021 Committee work program 	<ul style="list-style-type: none"> • Division Street Corridor Study: potential short- and long-term improvements • Facilities Master Plan: Review preliminary program of projects
December 2020	<ul style="list-style-type: none"> • Finalize 2021 Committee work program 	<ul style="list-style-type: none"> • Connect Spokane Major Update Draft Amendments status • 2020 Title VI Update

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

February 5, 2020

AGENDA ITEM 6B : CENTRAL CITY LINE (CITY LINE) CORE CONSTRUCTION
CONTRACTING UPDATE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Dan Wells, Deputy Director of Capital Development

SUMMARY: The core construction scope of work represents the vast majority of sitework and construction for stations and roadwork along the Central City Line (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 invitation for bid (IFB) was advertised on December 22, 2019 with the bid originally scheduled for January 30, 2020. To encourage maximum participation by contractors, the bid date was extended to February 7. Staff will provide a verbal update on the bidding and contracting schedule during the committee meeting. It is important to note that the change in bid date does not alter the current construction schedule.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

February 5, 2020

AGENDA ITEM 6C : 2020 DRAFT TITLE VI PROGRAM

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Gordon Howell, Principal Transit Planner

SUMMARY: Title VI is a federal statute that states “no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” Along with Title VI, Executive Order 12898 directs each federal agency to include environmental justice as part of their analysis relating to activities and policies. Environmental Justice evaluates whether a policy or activity will have a disproportionately high and adverse effect on minority and low-income populations.

Public transit agencies are required to establish a Title VI Program and update that program every three years. Spokane Transit’s existing 2017 Title VI Program must be updated and approved by the Board of Directors by March 30, 2020, when the current program expires. Each element in the program fulfills specific FTA requirements.

The draft 2020 Title VI Program including the Limited English Proficiency Analysis & Language Assistance Plan which is an attachment of the program can be found at the following link:

<https://www.spokanetransit.com/about-sta/title-vi-non-discrimination-policy>

A public hearing on the draft program is scheduled for the February 20, 2020 STA Board meeting.

RECOMMENDATION TO BOARD: For discussion.

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

February 5, 2020

AGENDA ITEM 6D : 2020 TRANSIT DEVELOPMENT PLAN OVERVIEW

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Mike Tresidder, Associate Transit Planner

SUMMARY: 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. The agency’s primary mid-range planning document is the Transit Development Plan (TDP). The 2019 TDP may be viewed on STA’s website at spokanetransit.com/projects-plans/transit-development-plan. The 2020 TDP is expected to be adopted in July 2020 and will include the Capital Improvement Program and the Service Implementation Plan. The planning horizon of the 2020 TDP is through 2026, which is six years plus the current year.

Per RCW 35.58.2795, the Transit Development Plan (TDP) needs to:

- Be consistent with comprehensive plans of the jurisdictions we serve
- Document how we intend to implement the state and local long-range plans for:
 - Public transportation
 - Capital improvements
 - Significant operating changes
 - Funding for program needs
- Set forth regionally significant projects

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 that 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. Consistent with the schedule shown below.

February	March	April
Overview of the 2019 TDP process and requirements	Preparing Mid-range Planning Guidance; first review of major activities	Final Recommendation on Mid-Range Planning Guidance, first look at revenue/expenditure forecast assumptions
May	June	July
Review proposed Service Implementation Plan, Capital Improvement Program, financial forecasts	Draft TDP presented; Public hearing scheduled	P&D Committee recommendation on Final Plan

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

February 5, 2020

AGENDA ITEM 6E : DOWNTOWN SPOKANE PLAN DEVELOPMENT UPDATE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Mike Tresidder, Associate Transit Planner

SUMMARY:

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. Staff will provide a verbal update on the plan update and its relation to transit during the committee meeting.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

February 5, 2020

AGENDA ITEM 6F : CHENEY HIGH PERFORMANCE TRANSIT LINE PUBLIC
OUTREACH UPDATE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Nick Hanson, Capital Projects Manager
Kathleen Weinand, Principal Transit Planner

SUMMARY: The Cheney Line is an important element of the envisioned High Performance Transit (HPT) Network and a commitment of the *STA Moving Forward* plan. Fostering greater ridership in Cheney and the West Plains supports regional economic development and access to jobs and services. The overall project includes state and federal funds and is programmed to have infrastructure in place by late 2021 and new buses in 2022. Risks to state funding due to the passage of Initiative 976, newer station strategies and an opportunity to extend the project length, are reasons to conduct additional public outreach for purposes of bringing forward a revised project plan to the board later this spring for approval.

BACKGROUND:

The Regional Mobility Grant application submitted in 2018 was founded on the original 2013 *STA Moving Forward* corridor planning effort with corridor infrastructure improvements and the purchase of the region's first double decker buses to enhance speed and reliability. Improvements were planned to be made at Four Lakes (SR 904), the Jefferson Lot Park and Ride (I-90), the new West Plains Transit Center and at locations throughout the city of Cheney. Existing stops and stations (approximately 15 locations) throughout the corridor would be upgraded with the HPT Brand, shelters, improved lighting, real-time arrival information signs and improved accessibility. The purchase of up to seven (7) double decker buses was also included to streamline service, expand capacity and replace existing vehicles as part of STA's agency-wide Fleet Management Plan.

As plans further developed, more accurate cost values became available in 2019 and additional route planning developed, STA has identified potential revisions to the original scope:

- Extension of HPT service from K Street Station to the U District to improve scheduling efficiency and customer requests. A new layover location in the University District would need to be furnished for this concept to be realized
- The use of standard STA shelters at most stop locations where warranted while investing in a significantly larger shelter and station footprint at the proposed Eagle Station next to EWU.
- Additional geometric and pedestrian improvements to increase safety, reliability and speed.
- Possible scope and budget cuts in the event state funds are permanently eliminated from the project budget.

ADDITIONAL PUBLIC OUTREACH:

Given the possible changes to project implementation, STA proposes to update its outreach plan on the corridor to reflect both outreach on design and construction activities for 2021 improvements as well as

outreach and input on revisions to the overall project plan identified above. The updated public outreach plan is attached for review. Key to the plan is a corridor update outreach to be conducted in February and March. Because of the significance of the prominence of the corridor in the *STA Moving Forward* plan, staff will seek board approval of any project definition, including possible changes listed above, subject to a public hearing.

RECOMMENDATION TO COMMITTEE: Information only.

High Performance Transit: Cheney Line Public Outreach Plan

January 27, 2020

Focus Areas

Implementation of High Performance Transit between Cheney and Downtown Spokane will enhance service on the West Plains by improving the frequency, hours of service, passenger amenities and the operation of an enhanced bus.

Outreach for both the service and capital improvements will be coordinated.

Outreach Strategies

- 1. Rider round table discussions:** In July 2019, STA engaged regular bus riders in each of the focus areas listed above to participate in a facilitated discussion to vet the goals for the service change and to identify opportunities. Riders will be recruited through the *STA Moving Forward* newsletter, social media posts, Commute Trip Reduction (CTR) Employee Transportation Coordinators (ETC), neighborhood councils and other community organizations including those whose mission is to serve low income, minority individuals, and persons with disabilities.
- 2. Online workshop and survey:** Informed by the findings of the rider round table discussions, a consultant team developed an interactive online workshop to identify opportunities and vet goals with a broader audience for major service changes in 2020-2022 that included the Cheney Line. An online survey will be developed and completed in early 2020 to collect feedback on concepts and alternatives.
- 3. Public Meeting:** Will be designed to elicit community input on concepts. This strategy will include a brief presentation, Q&A, boards showing conceptual plans, interactive maps and comment cards. STA also plans to present to the Cheney City Council an update on the proposed changes due to funding outcomes, revised scope improvements and final proposed routing.
- 4. Stakeholder Presentations:**
- 5. Open House:** An open house will be held around the 60-90% design milestones and prior to construction in coordination with STA's design consultant and Contractor. The objective will be to elicit input on designs and provide information on Construction schedule and the potential impacts to the community. The following items will be included: info/schedule boards, final renderings, final station plans, comment cards, interactive maps, etc.
- 6. Tabling:** To best engage students, STA will set up a table either inside the Pence Union Building (PUB), along Elm Street and/or at the Catalyst building during times when students are on campus. This will include renderings, general plans, comment cards and engaging the Student transportation liaison.
- 7. Email:** Email will be utilized to provide information on Construction impacts and schedules to project stakeholders. This strategy will be used when a full open house is not warranted.
- 8. STA Website Page:** Information on all ongoing construction projects will be provided on project specific websites and updated regularly. This site will be shared with project stakeholders and the public through open houses and social media.
- 9. Public Hearing:** After the Planning and Development Committee makes a recommendation, the Board of Directors will hold a public hearing before acting on the service revisions. The hearing will be noticed in the Spokesman-Review, on STA's website and notice will be sent to contacts collected via the previous outreach strategies. Following the public hearing, the Board of Directors will vote on adoption of the service revisions and project scope based on input from the public hearing.

STA Board and Committee Involvement: The Board of Directors, the Planning and Development Committee, the Performance Monitoring and External Relations Committee, Citizens Advisory Committee, and Service Improvement

High Performance Transit: Cheney Line Public Outreach Plan

January 27, 2020

Committee (STA Staff from multiple departments) will be kept apprised and consulted throughout the Public Outreach Process.

Cheney Line Public Outreach Preliminary Schedule	
Phase/Task	Date
General	
Cheney Line <u>Rider Round Table</u>	July 30, 2019
2020-2022 Service Change <u>Online Open House</u>	November 2019
Planning & Development Committee Update	February 5, 2020
Cheney City Council <u>Presentation</u>	March 2020
Board of Directors <u>Public Hearing</u>	March 2020
Board of Directors Approval of Plan	April 2020
Phase I	
Four Lakes Design & Corridor Plan <u>Public Meeting</u>	February 2020
Four Lakes Construction <u>Open House</u>	May 2020
Eagle Station Design & Corridor Plan <u>Tabling</u>	April 2020
Eagle Station Construction <u>Stakeholder Outreach</u>	July 2020
Phase 2	
Stops and Roadway Improvements Design <u>Open House</u>	Fall 2020
Stops and Roadway Improvements Const. <u>Open House</u>	Spring 2021
Cheney Line Construction Webpage	Spring 2021
Phase 3	
Double Decker Bus Implementation/Orientation Outreach	September 2022

High Performance Transit: Cheney Line Public Outreach Plan

January 27, 2020

	2019				2020												2021												2022									
	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	
Outreach		■				■		■	■	■	■			■					■																			■
Board Action										■	■							■																				
Phase 1								■	■	■	■	■	■	■																								
Phase 2																				■	■	■	■	■	■	■												
Phase 3																	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■

Phase 1 = Construction of Four Lakes Station, Eagle Station, Service Change

Phase 2 = Construction of Stops, Roadway Improvements, Wayfinding

Phase 3 = Vehicle Implementation

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

February 5, 2020

AGENDA ITEM 8 : REVIEW MARCH 4, 2020 DRAFT COMMITTEE MEETING AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development

SUMMARY: At this time, members of the Planning and Development Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the March 4, 2020 Committee meeting. Proposed agenda items include:

- Minutes of the February 5, 2020 Committee meeting – *Corrections/Approval*
- Adopt 2020 Draft Title VI Plan and Policy Updates – *Board Consent*
- 2020 Transit Development Plan: Board Guidance – *Board Consent*
- Central City Line (City Line): Award of Contract of Communications Provider(s) – *Board Consent*
- Central City Line (City Line): Award of Contract: for 60' Battery Electric Buses – *Board Consent*
- Central City Line (City Line): Approval of Scope of Work for Wall Street Reconstruction – *Committee Action*
- High Performance Transit: Approval of Scope of Work For Amenity Installer – *Committee Action*
- 2020 Transit Development Plan: Develop Mid-Range Planning Guidance – *Report*
- Draft SRTC 2020-2021 Unified Planning Work Program (UPWP) – *Report*
- Connect Spokane: Major Update Scope of Work – *Report*
- Division Street Corridor Study: “State of the Corridor” Overview – *Report*
- Cheney Lines Infrastructure and Alignment Plan – *Report*

RECOMMENDATION TO COMMITTEE: Review and discuss.

COMMITTEE ACTION:

RECOMMENDATION TO THE BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

February 5, 2020

AGENDA ITEM 9 : NEW BUSINESS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY: At this time, the Committee will have the opportunity to initiate discussion regarding new business relating to Planning and Development.

RECOMMENDATION TO COMMITTEE: N/A

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

February 5, 2020

AGENDA ITEM 10 : COMMITTEE MEMBER'S EXPRESSIONS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY: At this time, members of the Planning and Development Committee will have an opportunity to express comments or opinions.

RECOMMENDATION TO COMMITTEE: N/A