

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, September 5, 2018, 10:00 a.m.
Spokane Transit Southside Conference Room

AGENDA

Estimated meeting time: 80 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 July 11, 2018 Committee Meeting -- *Corrections/Approval*
5. Committee Action
 - A. Board Discussion Agenda – Committee Recommendation Agenda
(*No items being presented this month.*)
6. Reports to Committee (*55 minutes*)
 - A. Draft 2019 Annual Strategic Plan – (*Meyer*)
 - B. Draft 2019 Operating & Capital Budgets (Public Hearing at the October 18, 2018 Board Meeting) – (*Warren*)
 - C. Central City Line: Intermediate Design Update – (*Otterstrom/Wells*)
 - D. Division HPT Alignment and Station Locations Study – Draft Scope of Work – (*Otterstrom/Tresidder*)
7. CEO Report (*E. Susan Meyer*) (*10 minutes*)
8. Committee Information
(*No information included this month*)
9. Review October 3, 2018 Draft Committee Meeting Agenda
10. New Business
11. Committee Members' Expressions (*5 minutes*)
12. Adjourn
13. Next Committee Meeting: Wednesday, October 3, 2018 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 & DEVELOPMENT COMMITTEE MEETING**

September 5, 2018

AGENDA ITEM 2: PUBLIC EXPRESSIONS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY:

At this time, the Planning & 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

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

**SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING**

September 5, 2018

AGENDA ITEM 3: COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, Chair, Planning & 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

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

**SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING**

September 5, 2018

**AGENDA ITEM 4A: MINUTES OF THE JULY 11, 2018 COMMITTEE MEETING –
CORRECTIONS AND/OR APPROVAL**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Vicki Clancy, Executive Assistant

SUMMARY:

Draft Minutes of the July 11, 2018 Planning & Development Committee meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

Spokane Transit
Authority 1230 West
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Spokane, Washington 99201-2686
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PLANNING & DEVELOPMENT COMMITTEE MEETING

DRAFT Minutes of the July 11, 2018
Meeting, 10:00 a.m. Spokane Transit
Southside Conference Room

MEMBERS PRESENT

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

MEMBERS ABSENT

Chris Grover, City of Cheney
Sam Wood, City of Spokane Valley

*Chair

STAFF PRESENT

Karl Otterstrom, Director of Planning & Development
Roger Watkins, Chief Operations Officer
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
Ryan Brodwater, Capital Projects Manager

GUESTS

Larry Barone, AFSCME #3939, Chief Shop Steward

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

Chair Mumm began the meeting sharing that quorum of voting members would not be attained until Mr. French joined later, however, information and discussion items that did not include action could be addressed. Agenda items 2 and 6 as information only were discussed during this time with no actions. Documentation below of those discussions are provided in the order of the published agenda.

Chair Mumm officially called the meeting to order with a quorum at 10:23 a.m. when Al French joined the meeting telephonically. (See agenda item 6A). Roll was called.

2. **PUBLIC EXPRESSIONS**

None.

3. **COMMITTEE CHAIR REPORT**

Item deferred by Chair Mumm.

(Al French did not provide a report.)

4. COMMITTEE ACTION

A. MINUTES OF THE JUNE 6, 2018 COMMITTEE MEETING

Al French moved to recommend approval of the June 6, 2018 Planning & Development Committee meeting minutes. The motion was seconded by Chair Mumm and passed unanimously.

5. COMMITTEE ACTION

A. Board Consent Agenda

1. ADOPT 2018 TRANSIT DEVELOPMENT PLAN

Mr. Otterstrom presented the updates to the Final Draft 2018 Transit Development Plan. The Capital Improvement Program (CIP) and Financial Projections have been revised as follows:

Section 6. -- Updated to reflect revised cost estimates for Paratransit vans. This update reflects a change in strategy for the Paratransit replacement plan which includes purchasing replacement vehicles for both in-house and contractor operations, applying a slightly smaller van (fewer seats) at a significant savings on a per-vehicle basis. For the six-year period covered in the CIP this represents an approximate \$1.2 million increase in costs (less than 1% increase over the earlier draft CIP), with the increase representing the change in timing and the inclusion of contractor-operated vehicles which had not been addressed in the earlier CIP.

Chair Mumm asked about seat reduction. Mr. Watkins responded that seats would be reduced from 14 ambulatory and 4 mobility devices to 10 and 3 respectively with fleet size remaining the same. Extensive analysis was conducted based on ridership and scheduling and load plans. Of STA's top 5 all-time busiest days where ridership exceeds 1,800 rides per day, STA only had seven total trips that would have exceeded the capacity of the proposed vehicles. However, there is flexibility within the system to reallocate those passengers within other vehicles deployed at the same time. The cost savings is about \$40,000 per vehicle and STA still anticipates attaining expected utilization for the replacement strategy. This change provides STA with the ability to replace our directly operated vehicles in a more expeditious manner and enables replacement of the contractor vehicles which currently had an unfunded placeholder in the CIP. The life cycle of the vehicle is the same. Chair Mumm asked if the residual value was proportional. Mr. Watkins responded that it is a Ford transit chassis Starlight vehicle which has only been in use 2-3 years so data is limited. King County is using this style of vehicle and initial feedback is very good. Chair Mumm asked if this gives STA another opportunity to look at a fuel-efficient vehicle/hybrid-vehicle/potential electric vehicle. Roger responded that this option was reviewed (i.e., compressed natural gas and others) and currently, there are no electric Paratransit vehicle options available. The vehicle STA has identified uses gasoline and gets better fuel economy over the existing Paratransit vans creating a substantial fuel savings.

Mr. Otterstrom reviewed a few CIP slides reflecting revisions to the vehicles in terms of overall cost for the six year period of 2019-2024. The last CIP was just under \$228M, now the CIP is \$223M. One reason for the decrease is due to more of STA Moving Forward being completed over time.

Planning & Development is seeking this Committee's recommendation to the Board to approve by resolution the 2018 Transit Development Plan.

Al French moved to recommend adoption of 2018 Transit Development Plan by resolution. The motion was seconded by Chair Mumm and passed unanimously.

Since the Monroe-Regal agenda item has already been reported, Chair Mumm asked for the CEO Report.

6. REPORTS TO COMMITTEE

A. MONROE-REGAL LINE IMPLEMENTATION: REVIEW PROPOSED STOP LOCATIONS

Mr. Otterstrom reviewed the proposed stop locations and levels of improvement as information. He reminded the Committee that two months ago he presented on the Monroe-Regal Corridor, outlined the public outreach and some of the design process milestones. Today, Mr. Otterstrom wants to solicit the Committee's questions and feedback on STA's plans for stop station locations.

The Monroe-Regal High Performance Transit Line is 11.4 miles long and extends from the Five Mile Park & Ride, located in north Spokane, south through downtown Spokane and extending to the future Moran Station Park & Ride. This general route travels along segments of Francis Avenue, Monroe Street, Grand Boulevard, 29th Avenue, Regal Street, and 57th Avenue.

Over May and June 2018, STA Planning staff attended 12 neighborhood councils to present an overview of the Monroe-Regal Line, concepts for the Moran Station Park & Ride, and associated fall 2019 service changes. Presentations were also given to other interested stakeholder groups. A corridor planning and implementation plan is being prepared and the design of the Moran Station Park & Ride is underway. Of the six High Performance Transit (HPT) stations associated with the City of Spokane's Monroe Street project, three are complete (horizontal elements only). As more of the road has been dedicated to pedestrians, there is more room for shelters at bus stops.

Chair Mumm asked Mr. Otterstrom to elaborate on the enhancement and moving of the bus stop locations. He responded that there are three pairs of stops (one north bound, one south bound), generally close together but on the far side of the intersections. Chair Mumm shared that after analyzing current traffic conditions, the City of Spokane decided to remove an intersection light in order to smooth traffic.

Neighborhoods have been very supportive of the corridor, Emerson/Garfield neighborhood in particular; the neighborhoods have been following the efforts for a number of years. Chair Mumm added that the shelters help define where to get on the bus, and has attracted some Multifamily Tax Exemption investment along the corridor citing the existence of HPT as a reason to enhance some multifamily tax exemption apartments.

Mr. Otterstrom reviewed proposed bus stop actions. Stop locations will generally follow existing stop patterns found along the corridor. Some stops will be closed or moved to improve stop spacing and/or secure better site conditions (width of right of way, slopes, adjacent activities). Finalizing stop locations is essential before completing full design on station improvements. Public outreach later this summer will seek feedback on proposed stop locations and actions. Mr. Otterstrom reviewed the Proposed Bus Stop Actions maps noting retained stops, closed stops and moved stops. The standard objective is one quarter mile stop spacing; however, STA also prioritizes safety (crosswalk opportunity) and ridership needs (proximity to public facilities, etc.).

Included in the packet, is an exhibit showing proposed station locations and level of improvement, which will be the basis for preliminary design efforts and continued public outreach. Mr. Otterstrom reviewed the next steps. The design consultant is preparing Scope of Work for corridor design. Over the 2018 summer, property owners within a ¼ mile of the corridor will be sent a project-specific mailer, with direction to view online design proposals with an associated survey.

Chair Mumm recommended that STA place a sign at bus stops emphasizing the speed with which a rider can travel to downtown Spokane from each stop (i.e., "8 minutes to downtown", etc.) as a marketing tool to encourage ridership. Infrastructure is important, but she feels the public would be even more interested in the convenience that riding the bus offers. Mr. Otterstrom agreed that emphasizing the ability to work on the bus could also be a great marketing tool. Ms. Messing agreed as well.

Mr. French called into the meeting via phone at 10:23 a.m. Chair Mumm asked if Mr. French if he would like her to continue to Chair the meeting and he agreed. Chair Mumm officially called the meeting to order (see Call To Order And Roll Call above).

Separate notifications will also be sent to property owners directly affected by changes in stop locations. The outreach will include design of the park & ride and station stop location and design.

STA staff and IBI Group will also host a project Open House at The Plaza in fall 2018 to present proposed stop locations and amenities and invite public input. STA planning staff plan to re-visit all neighborhoods over September and October 2019 to present final design proposals for review and comment.

The design of the project is anticipated to be complete by late 2018, with the invitation for bid(s) issued in early 2019. The Monroe-Regal Line service is anticipated to begin in September 2019. Mr. Otterstrom noted that to promote competitive bids, STA will likely propose that bidders may extend work on corridor improvements beyond the day of opening of new service. Chair Mumm added that the City of Spokane is submitting their bids for late fall of 2018. Mr. Otterstrom continued that this is why STA is fast tracking the design of the park & ride to ensure that it is completed as soon as possible.

Chair Mumm directed the Committee to agenda item #3 in order to continue the official meeting.

7. CEO REPORT

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

West Plains Transit Center and Northwest Boone Garage – Two significant projects that STA is working on; these facilities will be open in September and next year respectively.

Beth Bousley, Director of Communications and Customer Service – Ms. Bousley has served STA as Director of Communications and Customer Service since 2013. Today is her last day before she leaves to become the Communications Manager at the Eastern Region office of the Washington State Department of Transportation (WSDOT). While STA is not excited that Ms. Bousley is leaving, it is wonderful that she will be working for our partners at WSDOT and that STA will have a transit advocate even beyond what STA currently has in that office. STA works with WSDOT frequently and staff anticipates seeing Ms. Bousley often. STA has definitely benefitted from Ms. Bousley's representation. Ms. Bousley assembled a great Communications team and strengthened the Customer Service team resulting in a group that represents STA well as they promote all of the services we have to offer. Under her leadership, STA received several awards: one from the American Public Transportation Association for the youth ridership program, one for public education regarding the ballot, and one for social media. During her tenure, STA successfully conducted outreach that established the STA Moving Forward plan, the April 2015 ballot measure, and the 2016 ballot measure. A lot has transpired under her leadership and great direction. Ms. Meyer extended an invitation for all to join Ms. Bousley's going away reception tomorrow at 11:00 a.m. The Executive Team has taken her to lunch and celebrated with her.

Mr. French wished Ms. Bousley great success knowing that WSDOT will benefit greatly from her skills and talents.

Chair Mumm shared that Ms. Bousley will be missed because she is such a consummate communications professional. Chair Mumm and Ms. Bousley have been in the communications industry for quite a while and the Chair reminisced about the changes that have taken place – going from three TV stations, a few radio stations and one newspaper to the wide variety of social media. Working in communications now requires one to be a lawyer, an orator, a social manager, and Ms. Bousley does all of this with such grace. Chair Mumm is very thankful that she will still be working within the region, but she will be missed very much.

Ms. Messing wished Ms. Bousley the best and stated that it sounds like WSDOT is very lucky to have her.

Interim Director of Communications and Customer Service – Mr. Ropez-Betty, STA’s current Customer and Communications Relations Manager, will assume the responsibilities of Interim Director of Communications and Customer Service. This will be in addition to his existing responsibilities. Ms. Meyer expressed great confidence in his ability to take on the interim assignment. Mr. Ropez-Betty has been employed with STA since 2014. STA will begin the search for a Director soon.

Ms. Bousley thanked Susan Meyer, the Board, and the rest of the STA Executive Team for their support. Working for STA has been the best job she has ever had and has loved it. Ms. Bousley shared that a mentor once told her to hire people that are smarter than herself, and she feels that she has done that with each employee she hired. Another mentor told her to be sure that she always takes care of the people that work for you which has resulted in a wonderful, award winning team that that has done great work. Ms. Bousley is really excited for Mr. Ropez-Betty and thinks he will do a great job, but she will miss everyone. She quipped that she has to make sure she “stays in her swim lane” and avoids taking on more than she should.

8. COMMITTEE INFORMATION

(No information included this month)

9. REVIEW SEPTEMBER 5, 2018 COMMITTEE MEETING AGENDA

No changes were suggested at this time.

10. NEW BUSINESS

(No information included this month)

11. COMMITTEE MEMBERS’ EXPRESSIONS

Ms. Messing shared that she is looking forward to the opening of the West Plains Transit Center.

12. ADJOURN

Chair Mumm adjourned the meeting at 10:59 a.m.

13. NEXT COMMITTEE MEETING:SEPTEMBER 5, 2018 (NO AUGUST MEETING) at 10:00 a.m.
(STA SOUTHSIDE CONFERENCE ROOM, 1230 W. BOONE AVENUE, SPOKANE, WA)

Respectfully submitted,



Vicki Clancy, Executive Assistant

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

September 5, 2018

AGENDA ITEM 6A: **DRAFT 2019 ANNUAL STRATEGIC PLAN**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY:

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. This includes an annual strategic plan that is operationalized by the annual operating and capital budgets.

A draft of the 2019 Annual Strategic Plan will be reviewed at the Committee meeting. With committee input and review it will be finalized for action by the committee and board prior to the adoption of the 2019 operating and capital budgets.

RECOMMENDATION TO COMMITTEE: For discussion.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

September 5, 2018

AGENDA ITEM 6B: **DRAFT 2019 OPERATING & CAPITAL BUDGETS (PUBLIC HEARING AT THE OCTOBER 18, 2018 BOARD MEETING)**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer
Lynda Warren, Director of Finance and Information Services

SUMMARY:

The 2019 Draft Operating & Capital Budgets will be presented.

RECOMMENDATION TO COMMITTEE: For discussion.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

September 5, 2018

AGENDA ITEM 6C: **CENTRAL CITY LINE: INTERMEDIATE DESIGN UPDATE**

REFERRAL COMMITTEE: N/A

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

SUMMARY:

The Central City Line intermediate design submittal was received by STA on July 31, 2018. Roadway, pedestrian improvements and the HPT Kit of Parts are included in the design submittal and are being reviewed by consultants, City and STA staff.

Ongoing coordination with the City of Spokane, Avista Utilities, Gonzaga University and the Community Colleges of Spokane progresses well and adds further clarity and direction to the design.

HPT Kit of Parts:

Transit amenity architecture is progressing rapidly and is approaching 60% design status for the full HPT Kit of Parts. STA presented at the City of Spokane Design Review Board meeting on May 23rd, and received recommendations to further develop a sub-kit of parts that will incorporate neighborhood character and disposition.

Roadway Improvements:

Design of roadway improvements on Maple, Wall and Cincinnati Streets was included in the intermediate design submittal and is currently under review with the adjacent property owners. Public outreach for these improvements is scheduled to begin in September and will culminate with an open house in the fall.

Staff will provide a brief overview of intermediate design plans.

RECOMMENDATION TO COMMITTEE: For discussion.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

September 5, 2018

AGENDA ITEM 6D: DIVISION HPT ALIGNMENT AND STATION LOCATIONS STUDY - DRAFT SCOPE OF WORK

REFERRAL COMMITTEE: N/A

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

SUMMARY:

STA's comprehensive plan, *Connect Spokane*, identifies Division Street as a High Performance Transit (HPT) corridor and a priority for implementation. In 2014 Spokane Transit was awarded \$400,000 in federal Surface Transportation Program (STP) funds by SRTC to study Division High Performance Transit. The STP funds, in addition to \$100,000 in matching local funds, will be used to study the operation and alignment of HPT on Division Street extending north into unincorporated Spokane County.

For STA, the successful outcome of this work will identify:

- Alternative cross-sections, including:
 - Outside Business Access/Transit (BAT) lanes
 - Inside dedicated Bus Rapid Transit (BRT) lanes
 - Transit signal priority (TSP) only
 - Other possible cross-sections
- Preliminary stop locations
- Early costs estimates
- Route into downtown
- Likely northern terminus
 - US 2 (Newport Highway) @ Farwell
 - US 395
- Environmental justice / NEPA concerns
- Concrete next steps for STA and partner agencies

A draft of the Division Street HPT Alignment and Station Locations Study Scope of Work is attached as Attachment A.

At the time of our last discussion, SRTC was proposing a larger, combined planning effort that would look at land use/transportation/transit in one study. STA staff expressed concerns about how such a study might operate, and which agency would be serving as the project manager – specifically of the HPT Study. At the same time, the City was expressing concerns about staffing levels and the expected level of effort from city staff in 2018 and 2019. Since then, conversations have continued between STA, SRTC, and the City of Spokane. Spokane County and WSDOT have always been involved. Those conversations have resulted in a path forward that resolves STA's concern (autonomy over transit decisions) and the City of Spokane's (timing of land use discussions and neighborhood involvement).

STA and SRTC staff are in the process of drafting a study approach that includes a task order list for placement under a consultant team master contract. The contract would encompass the core items of the HPT study as well as other tasks to fill out a coordinated study approach to consider the implementation of HPT in the context of the broader transportation system within and surrounding the Division corridor. This systems-based approach includes the multimodal aspects of the corridor through the lenses of mobility, safety, access, and connectivity. Key issues are system opportunities after completion of the North Spokane Corridor project, policy decisions regarding parallel local and regional corridors, best configuration of Division right-of-way with HPT alignment, potential active transportation

enhancements, and integration with adjacent land uses / neighborhoods. This study would naturally lead into more specific sub-area planning led by the City that would start in 2020 or later.

In this holistic approach, STA would manage the HPT study process and other consultant tasks would be managed by SRTC and vetted through a project management team consisting of STA, City of Spokane, WSDOT, and Spokane County staff. A singular RFQ would be issued to identify a consultant team with strong qualifications in the areas of transit, traffic modeling, active transportation, public involvement, and land use. A framework for public outreach and input will accompany the overall scope to ensure public involvement is coordinated and meaningful. The detailed schedule is under development, but it is expected that a consultant team will be under contract in early 2019. The study structure and management responsibilities would be established in a project charter and executed through an interlocal agreement that is acceptable to all involved parties.

RECOMMENDATION TO COMMITTEE: For discussion.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

ATTACHMENT A

Division Street HPT Alignment and Station Locations Study DRAFT SCOPE OF WORK

Structure

Project Management

STA is Project Manager for Division Street HPT Alignment and Station Locations Study within the overall Division Street Corridor Program that is overseen by SRTC. There will be a Project Management Team, consisting of technical staff from the member jurisdictions within the study area. In addition, there will likely be a Steering Committee, possibly formed through resolution (City of Spokane, SRTC, STA) comprised of key stakeholders from the corridor, as well as SRTC and STA leadership and board members.

Tasks

Desired Outcome

The successful outcome of this Scope of Work will identify:

- Environmental justice / NEPA concerns
- Concrete next steps for STA and partner agencies
- Identify alternative cross-sections, including:
 - Outside Business Access/Transit (BAT) lanes
 - Inside dedicated Bus Rapid Transit (BRT) lanes
 - Transit signal priority (TSP) only
 - Other possible cross-sections
- Preliminary stop locations
- Early costs estimates
- Route into downtown
- Likely northern terminus
 - US 2 (Newport Highway) @ Farwell
 - US 395

Task 1: State of the Corridor

The purpose of this task is to develop the common background to use as conversations develop around enhanced transit service on Division Street.

Task 1.1 Collect and Synthesize Data

The Consultant will coordinate with STA to obtain relevant GIS and tabular data. GIS data will be obtained from the Spokane area Metropolitan Planning Organization (MPO) and supplemented with relevant additional data from STA, the City of Spokane, and Spokane County. General categories or layers to be obtained are existing and planned transit routes, roadways/ transportation, land uses,

zoning, tax lots, water features, boundaries, floodplain, and places such as universities/schools, parks, and historic properties. The Consultant will compile all relevant GIS data in one central location.

The Consultant will conduct a field visit to gather and supplement existing information for key facilities.

Task 1.1 Deliverable – Technical Memorandum #1: Map Atlas series

Task 1.2 Assess Existing and Future Markets and Needs

The Consultant will conduct a Travel Market Assessment to understand the underlying mobility needs and existing travel patterns of the study area with respect to existing and future conditions. This information will be used to support the Purpose and Need development by identifying specific mobility needs that will be addressed by the proposed transit investment. The Travel Market Assessment will make use of existing travel and demographic data available from STA, the City of Spokane, or partner agencies to identify significant trip origins and destinations within the Study Area.

Task 1.2 Deliverable - Technical Memorandum #2: Assessment of Current and Future Markets and Needs

Task 1.3 Prepare Purpose and Need

The Consultant will convene the Project Management Team (PMT) and the Steering Committee to develop the purpose and need (P&N) Statement. Their involvement and the accurate presentation of information to them will be essential to creating a P&N Statement that clearly states the underlying transportation need and allows for differentiation of alternative approaches.

Task 1.3 Deliverable - Technical Memorandum #3: Purpose and Need Statement

Task 2: Alternatives Development

Task 2.1 Develop Evaluation Framework

The Consultant will work with the PMT and Steering Committee to identify and prioritize evaluation criteria that reflect the ideas and concerns of the key stakeholder agencies and the community. The evaluation framework for this study will include both threshold (pass/ fail) criteria that specifically address the project's P&N as well as evaluation criteria that reflect the values and objectives of the key community and agency stakeholders.

Task 2.1 Deliverable - Technical Memorandum #4: Evaluation Framework.

Task 2.2 Develop Universe of Ideas

The Consultant will work with STA and invited guests to host a 1-day work session with a core group of team members. The purpose of the work session will be to brainstorm corridor ideas for the study area, including options for the northern terminus of the line.

Task 2.2 Deliverable – Technical Memorandum #5: Universe of Ideas

Task 2.3 Refine Universe of Ideas Based on Steering Committee Charrette

The Consultant will present preliminary ideas to the Steering Committee in coordination with the Project Manager through a 2-day design work session, adding new ideas and refining existing ones based on key stakeholder feedback. This will be an interactive event with work completed and reported back within a concise period of time.

Task 2.3 Deliverable – Technical Memorandum #6: Charrette Summary

Task 2.4 Refine Universe of Ideas

The Consultant will present the preliminary inventory of concepts to the PMT for feedback and review.

Task 2.4 Deliverable – Technical Memorandum #7: Universe of Ideas Summary

Task 2.5 Evaluate Universe of Ideas Based on Threshold Criteria

The Consultant will compile the inventory of transit alternatives and enter each idea through a threshold screening process to determine which concepts are not feasible. Minimal analysis will be conducted on the universe of concepts, and only readily available data will be used. No additional design or data collection will be conducted for the long list of alternatives. The Consultant will present their findings to the PMT and TAG in coordination with the project's Project Manager.

The result of this task will be a short list of alternatives to be considered in Task 4. Up to four (4) alternatives are assumed.

Task 2.5 Deliverable – Technical Memorandum #8: Universe of Ideas Winnowing

Task 3: Public Engagement

Broad input with various stakeholder groups who will be affected by the selected option will greatly inform the broader process. The execution of a solid Public Involvement Plan is essential to the success of the alternatives analysis, environmental documentation, and financial strategy elements of the project.

The exact nature of the Public Engagement is still to be determined. Activities will likely include, but not be limited to:

- *Public Open Houses*
- *Online Open Houses*
- *Pop-Up tabling at local events along the corridor*
- *Neighborhood meeting updates / workshops*

Task 4: Alternatives Assessment

Task 4.1 Evaluate Alternatives

The Consultant will evaluate each of the short list alternatives against each of the evaluation criteria prepared in Task 1. Environmental criteria will also be part of this analysis to fulfill FTA and FAST ACT requirements. The outcome from this step is a spreadsheet with each alternative's rating against each criterion. Only readily available environmental data will be used to evaluate alternatives.

The Consultant will coordinate with the MPO to evaluate ridership forecast modeling options, code, and model the chosen alternatives. Specifically, the MPO will provide access to data, models, trip tables, and associated information for evaluation and potential inclusion in the travel demand model to be used for ridership forecasting by the Consultant.

Task 4.2 Analyze Evaluation Results using Decision-Model

The Consultant will use the Criterion Decision Plus model to analyze alternatives in a transparent manner. The model uses data from the spreadsheet and ranks alternatives in relation to the various criteria.

Task 4.1/4.2 Deliverable – Technical Memorandum #9: Findings from Alternatives Evaluation

Task 4.3 Discuss Results with Various Stakeholder and Decision-Maker Groups

The Consultant will discuss the alternative evaluation results with key stakeholder groups, including the Steering Committee and the Project Management Team. With each group the Consultant will discuss the evaluation, ranking, and sensitivity testing process, with the intent of obtaining input from each group.

Task 4.4 Package Alternatives for Further Evaluation

The Consultant will package alternatives that had positive feedback through Task 4.1-4.3.

Task 5: Identify Next Steps

In Task 5, the Consultant will produce an Implementation Strategy and Action List based upon the work completed to date as well as public views expressed during the project and the Funding Strategy. This list of actions will be complemented by a strategic discussion of alternatives available for pursuing the identification of the LPA.

**SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING**

September 5, 2018

AGENDA ITEM 7: CEO REPORT - INFORMATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY:

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

RECOMMENDATION TO COMMITTEE: N/A

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

**SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING**

September 5, 2018

**AGENDA ITEM 9: REVIEW OCTOBER 3, 2018 DRAFT COMMITTEE MEETING
AGENDA – INFORMATION**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning & Development

SUMMARY:

At this time, members of the Planning & Development Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the October 3, 2018 Committee meeting. Proposed agenda items include:

- Minutes of the September 5, 2018 Committee meeting – *Corrections/Approval*
- Division Corridor Program Interlocal Agreement – *Board Action*
- Draft 2019 Annual Strategic Plan – *Board Action*
- Central City Line: Browne’s Addition Customized Shelter Request – *Board Action*
- Proposed 2019 Operating & Capital Budgets (Public Hearing at the October 18, 2018 Board Meeting) -- *Report*
- Central City Line: Review Draft Project Management Plan -- *Report*

RECOMMENDATION TO COMMITTEE: Review and discuss.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

**SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING**

SEPTEMBER 5, 2018

AGENDA ITEM 10: 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 & Development.

RECOMMENDATION TO COMMITTEE: N/A

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

**SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING**

September 5, 2018

AGENDA ITEM 11: COMMITTEE MEMBERS' EXPRESSIONS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY:

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

RECOMMENDATION TO COMMITTEE: N/A

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____