

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Minutes of the March 4, 2020 Meeting, 10:00 a.m.,
Spokane Transit Southside Conference Room

MEMBERS PRESENT

Chris Grover, Small Cities Representative *
(Cheney)
Candace Mumm, City of Spokane
Pam Haley, City of Spokane Valley
Karen Stratton, City of Spokane
E. Susan Meyer, Chief Executive Officer
Ex-Officio

MEMBERS ABSENT

Kevin Freeman, Small Cities Representative
(Millwood) *Ex-Officio*

*Chair

STAFF PRESENT

Karl Otterstrom, Director of Planning &
Development
Steve Blaska, Interim Chief Operations Officer
Monique Liard, Chief Financial Officer
Nancy Williams, Director of Human Resources
Emily Arneson, Ombudsman & Accessibility
Officer
Dana Infalt, Executive Assistant to the CEO & Clerk of the
Authority
Dan Wells, Deputy Director of Planning and Development
Nick Hanson, Capital Projects Manager
Ben Liebhaber, Network Administrator
Sam Guzman, Executive Assistant, Operations
Mike Tresidder, Associate Transit Planner

GUEST

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 10:03 a.m. Roll was called and introductions were made.

2. PUBLIC EXPRESSIONS

None.

3. COMMITTEE CHAIR REPORT

4. COMMITTEE ACTION

A. MINUTES OF THE FEBRUARY 5, 2020 COMMITTEE MEETING

Ms. Pam Haley moved to recommend approval of the February 5, 2020 Planning and Development Committee meeting minutes. The motion was seconded by Ms. Karen Stratton and passed unanimously.

B. HIGH PERFORMANCE TRANSIT: APPROVAL OF SCOPE OF WORK FOR AMENITIES FABRICATION

Mr. Karl Otterstrom presented a review of the scope of work for amenities fabrication for High Performance Transit (HPT). This is a key procurement for the timely implementation of the City Line and other HPT Corridors. STA has developed a design for shelters and amenities to be applied throughout the network. They have undergone stringent review including additional public outreach, careful consideration and review by STA staff and the City of Spokane Design Review Board.

10:12 a.m. Ms. Candace Mumm arrived.

In November 2018, the PMER Committee approved the original scope of work for the amenities for HPT stations. A request for proposals was advertised in August 2019. Only one proposal was received and ultimately rejected because of it was an inadequate response. The Planning and Development Committee approved an updated scope of work for Central City Line shelter and marker fabrication in December 2019 that was singularly focused on markers and shelters. Rather than advertise the updated scope, staff and consultants have revised the procurement package again to incorporate additional elements that cannot be reasonably procured through other state contracts or resources. The final scope presented includes pedestrian lighting in addition to markers and shelters and will be available for other HPT investments in addition to the City Line. This revision includes a 60% design completed by IBI Architects for station shelters; they will also fabricate the side widescreen, back widescreen, HPT marker and pedestrian light.

The independent cost estimate total for the revised RFP is \$11,250,000. These amenities are funded within the relevant project's capital budget including Monroe Regal Line, Moran Station Park and Ride, Plaza HPT Platform improvements, City Line and Cheney HPT Line.

Mr. Otterstrom reviewed the anticipated timeline and the proposal submissions criteria. Award of Contract will require board approval.

Ms. Mumm moved to recommend approval of the revised Scope of Work and authorize staff to release a Request For Proposal (RFP) for High Performance Transit Amenity Fabrication. The motion was seconded by Ms. Haley and passed unanimously.

5. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. ADOPT 2020 DRAFT TITLE VI PROGRAM

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 30, 2020, when the current program expires. Each element in the program fulfills specific FTA requirements.

A public hearing regarding the Title VI Program was held on February 20, 2020 at the Board of Directors meeting. No one offered testimony at the public hearing, however, Ms. Amber Waldref of the Zone Project expressed an interest in providing written comment to this committee. Comment had not been received, so Mr. Otterstrom called her prior to this meeting. Ms. Waldref expressed desire to see STA to further its commitment to equity in how STA outreaches to community groups that meet Limited English Proficiency (LEP) or other minority groups. This will not affect policy, but STA can continue to keep this in mind while drafting other documents – *Connect Spokane*, etc. No substantive changes have been made to the draft program since the public hearing.

Ms. Mumm moved to recommend the STA Board of Directors approve by resolution the 2020 Title VI Program as presented. The motion was seconded by Ms. Haley and passed unanimously.

2. CITY LINE: AWARD OF CONTRACT OF COMMUNICATIONS PROVIDER(S)

Mr. Otterstrom presented the Award of Contract of Communication Provider(s) for the City Line. The scope of work for this contract includes the provision of internet service to each City Line station. The major requirements of the RFP are as follows:

- Construction to bring the fiber infrastructure to a maximum of 33 City Line stations.
- Construction to bring the fiber infrastructure to the Boone Administration/Maintenance facility.
- A minimum upload and download speed of 1 Gbps with the ability to accommodate future expansion and bandwidth increases.
- All maintenance and repair of physical fiber to be done by provider.

Mr. Otterstrom reviewed the background of the scope of work and the evaluation process and criteria. Zayo was determined to be a qualified service provider by the evaluation committee. Because they were the only proposal, an internal cost analysis was performed. Based on the analysis, staff deemed Zayo's proposal was fair and reasonable. Additionally, Zayo demonstrated the ability to meet all of the technical requirements per the RFP. The maximum contract value over 10 years is estimated to be \$2,987,287.

Chair Grover asked about dark fiber. Mr. Otterstrom responded that STA would seek to have their own dark fiber and possibly partner with another organization, possibly the City of Spokane, otherwise STA will be leasing from Zayo.

Ms. Haley moved to recommend the Board of Directors authorize contract negotiations between STA and Zayo for the Central City Line Station Communications Service Network as published November 26, 2019, and authorize the CEO to execute said contract if the terms are deemed to be fair and reasonable and in the best interest of STA. The motion was seconded by Ms. Mumm and passed unanimously.

B. BOARD DISCUSSION AGENDA

No items being presented this month.

6. REPORTS TO COMMITTEE

A. 2020 TRANSIT DEVELOPMENT PLAN: DEVELOP MID-RANGE PLANNING GUIDANCE

Mr. Otterstrom presented. The first step in the development of the Transit Development Plan (TDP) is for the Board to set forth six-year planning guidance statements. The planning guidance statements set forth in the 2019 TDP are as follows: Foster and Sustain Quality, Maintain a State of Good Repair, Expand Ridership, Proactively Partner in the Community, Advance and Adapt the System Growth Strategy.

Ms. Mumm requested greater specificity regarding "Advance and Adapt the System Growth Strategy." Of particular interest is the ability to include serving areas of the community underserved in the PBTA by exploring population and job density, and identifying workforce areas and needs.

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 reviewed.

Ms. Mumm thanked Mr. Brandon Ropez-Betty who provided an extensive outline of all of the STA plans to her while out of town at a conference. Ms. Mumm is going to call a few of the Chairs of the neighborhood councils in which she is attending next month to see if an STA representative can attend to continue the narrative that their feedback drives service.

Ms. Mumm asked if there is any additional service planned for the West Central Neighborhood. Mr. Otterstrom explained that frequency improvements were made along West Broadway Avenue in 2018 and that the preliminary proposal for service revisions includes additional cross-town service in the neighborhood. Ms. Mumm asked if service would be extended directly into Kendall Yards. Ms. Susan Meyer responded that the internal road network is not ideal for transit operations. Ms. Karen Stratton added that West Central has not requested additional services into Kendall Yards nor expressed a concern with the lack of bus service. Ms. Mumm is expecting a lot of construction in this area. Mr. Otterstrom shared that STA is happy to attend the West Central neighborhood council again to speak to proposed changes or listen to neighborhood interests in improved transit.

Ms. Mumm would like STA to focus on PTBA prior to expanding service to Post Falls and Coeur d'Alene. Ms. Meyer responded this pilot project service is planned for year 2025 in the STA Moving Forward 10-year plan. In fact, this service was one of the top three priorities amongst all groups talked to except elected officials. Ms. Haley reminded the group of the large employment commute between Spokane and these two cities. Ms. Meyer shared that the other aspects of the STA Moving Forward plan are scheduled to be executed first.

B. SPOKANE TRANSIT AUTHORITY ALTERNATE FUEL STRATEGY

Mr. Steve Blaska presented. For at least a decade, Spokane Transit has analyzed prospects to reduce greenhouse gas emissions and migrate to cleaner fuels. A seminal study, "Alternate Fuel Evaluation for Spokane Transit Fixed Route Bus Fleet" was published in 2015. That study provided a blueprint for STA's long-term fleet replacement vision as well as identified opportunities and challenges to migrate to alternate fuels when economically feasible. Planning and implementation of our fleet remains consistent with the 2015 blueprint.

Over the next few months, staff will provide the Board with several agenda items as to how this blueprint is being implemented in the short-term (2020-2023) as well as the long-term strategy (2023-2040). Staff reviewed timelines for each strategy.

Mr. Blaska reported that zero emissions technology now includes more than just battery electric buses. Hydrogen fuel cell is starting to be developed as a feasible alternative within a planning window of out to 2020-2040. Decision points were reviewed which includes a review of the CTE results. The current fleet replacement plan will remain in effect as developing technology is continually monitored.

C. DRAFT SRTC 2020-2021 UNIFIED PLANNING WORK PROGRAM (UPWP)

Mr. Otterstrom presented. The Spokane Regional Transportation Council (SRTC) is the lead agency for coordinating transportation planning activities in the Spokane region. Each year 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, 2020 through June 30, 2021). Each cycle STA submits a description of the planning activities it will engage in over the identified State Fiscal Years. Mr. Otterstrom noted that a 5-Mile Park and Ride Mobility Study is included as a proposed planning project as STA just received an SRTC grant for this project.

Ms. Mumm reported a substantial change in the 5-Mile area; a new middle school is under construction and will open in the fall of 2020 and a tenth elementary school will be added in the Mead School District adjacent to the new

middle school. Ms. Mumm further reported the area has experienced 40% growth. Mr. Otterstrom responded that there has not been significant ridership in this area; however, the Mobility Study will review this area as well.

The Planning and Development Committee reviewed the draft description of STA's ongoing and upcoming planning activities that will be submitted to SRTC for inclusion in the UPWP.

D. CONNECT SPOKANE: MAJOR UPDATE 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. Originally adopted in 2010, the last major update was completed in 2017 and an update for the plan is due to begin no later than 2020. Mr. Otterstrom reviewed a draft schedule and work program for the *Connect Spokane Update* and are proposed to be approved by the Board of Directors during the first quarter of 2020. The proposed work program for the Strategic Plan will be developed in 2020 in conjunction with *Connect Spokane* Policy and Vision Development and brought forward to the P&D Committee in the Fall.

The foundation for this plan was based in part on the City of Spokane's plan for high density neighborhoods around centers and corridors and providing high frequency service to those areas in order to pursue the most effective service. Fixed routes in high density areas with mixed use are foundational and the City of Spokane has been an excellent partner. Mr. Otterstrom reviewed the goals of the outreach program, public outreach strategies, and proposed update schedule. Next steps include continuing coordination with SRTC, returning to the Planning and Development Committee with initial draft Document Review Matrix, and development and refinement of the Strategic Plan scope of work.

Ms. Mumm commented that the City of Spokane has a new division in their council office dedicated to environmental strategies with a full-time staffer working with a large team from a variety of backgrounds.

E. DIVISION STREET CORRIDOR STUDY UPDATE

Mr. Otterstrom presented. The Division Street Corridor Study is focusing on Division Street opportunities and challenges that come with the completion of the North Spokane Corridor and the implementation of High Performance Transit by STA. This project is co-led by SRTC and STA with Parametrix as the lead consultant. Through previous planning efforts including the board adopted *Connect Spokane*, the planned mode for the corridor is bus rapid transit. The current study has two funded phases, and will result in recommendations that address transit operations, multimodal planning, geometrics, safety, and land use opportunities in the corridor study area.

Mr. Otterstrom reviewed background of the corridor segments: Medical District to the Spokane River, Spokane River to Euclid Avenue, Euclid Avenue to Francis Avenue, Francis Avenue to Newport Highway (The "Y"), and Newport Highway (The "Y") to US 395. Timeline for decisions, current state of each corridor, and public engagement efforts were reviewed.

Following the public engagement kick-off, opportunities for dialogue and engagement will occur on a monthly basis along the corridor. The project study will be titled "Division Connects" to focus on the fact that this is a connection for Spokane.

Staff is proposing a steering committee would be composed of elected officials and administrators from the region and are members of either the STA board or SRTC board. The steering committee will be advisory only with no official recommendations or actions.

Ms. Mumm suggested that Holy Family, the Providence group, and Multi-care could be possible partners as they have just added a hospital on Division, and a few urgent cares. The City of Spokane added Northpoint and Franklin Park as a center.

F. CHENEY LINE INFRASTRUCTURE AND ALIGNMENT PLAN

Mr. Otterstrom presented. The objective of the Cheney Line project is to foster greater ridership in Cheney and the West Plains, to support regional economic development and improve access to jobs and services. Mr. Otterstrom reviewed the background, proposed project general scope, the alignment and infrastructure recommendations, the project schedule overview, a summary of the project plan development process and draft proposed plan for the Cheney Line, and next steps. A public hearing on the draft proposed plan is scheduled for the March Board meeting. In April, a final plan based on feedback received will be presented to the Committee for a recommendation to the full board.

Ms. Meyer asked Mr. Otterstrom to address the in-lane stops at Four Lakes. Mr. Otterstrom responded that the plan will include pull-out stops in both directions at the Four Lakes Station. Ms. Meyer mentioned that one of the earlier options was to provide in-lane stops on Highway 94 northbound; however, after staff had completed a good amount of work and with consultation from WSDOT, it was decided to select pull-out stops. It will cost more but not be prohibitively more expensive.

7. COMMITTEE INFORMATION

(No information included this month.)

8. REVIEW APRIL 1, 2020 COMMITTEE MEETING AGENDA

No changes were suggested at this time.

9. NEW BUSINESS

COVID-19 (Coronavirus) Health Plan Communication: Ms. Meyer reported that STA began informing employees and bus riders of safety requirements and disinfecting methods via the All Employee Meetings, posters, a company email, and STA Informed. STA is participating in the Spokane Emergency Services Group. Mr. Blaska and Mr. Mike Toole attended the COVID-19 Planning Forum at the Spokane Regional Health District. The STA Safety Manager will serve on the policy working group to look at the COVID-19 impact from a top level. STA is disinfecting every bus every day, conducting additional cleanings at the Plaza, providing hand sanitizer, wipes and nitrile gloves. Face masks are in stock. Posters are in the bulk heads and advertising on social media. STA is participating in a webinar with the American Public Transportation Association to learn how other agencies are coping with the COVID-19. STA is reviewing guidance from the CDC and the World Health Organization (WHO) on a daily basis.

10. COMMITTEE MEMBERS' EXPRESSIONS

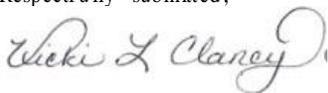
11. ADJOURN

Acting Chair Mumm adjourned the meeting at 11:28 a.m.

12. NEXT COMMITTEE MEETING: WEDNESDAY, APRIL 1, 2020 at 10:00 a.m.,

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

Respectfully submitted,



Victoria L. Clancy, Executive Assistant