

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

## **PLANNING & DEVELOPMENT COMMITTEE MEETING**

Minutes of the July 1, 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 & Development  
Sam Guzman, Executive Assistant, Operations

### **STAFF ABSENT**

Brandon Rapez-Betty, Director of Communications &  
Customer Service

### **GUEST**

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

### **PROVIDING LEGAL COUNSEL**

Kendel Froese, 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. **COMMITTEE CHAIR REPORT**

#### 3. **COMMITTEE ACTION**

##### A. **MINUTES OF THE MARCH 4, 2020 COMMITTEE MEETING**

**Ms. Karen Stratton moved to recommend approval of the March 4, 2020 Planning and Development Committee meeting minutes. The motion was seconded by Ms. Pam Haley and passed unanimously.**

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. HIGH PERFORMANCE TRANSIT (HPT) AMENITY FABRICATION – AWARD OF CONTRACT

Mr. Karl Otterstrom presented. The purpose of this action is to award the multi-year contract for the fabrication of amenities for High Performance Transit (HPT) stations and stops, including the City Line. Distinct shelters and markers are the key elements for HPT, particularly for the City Line. In consultation with customers, community leaders and jurisdictional partners, STA developed a design for passenger shelters that communicates the higher level of service and frequency provided on the City Line and at other major stations on HPT lines. Because of the unique design, shelters are being procured separate from STA's standard shelter contract.

On March 4, 2020, the Planning and Development Committee approved the revised Scope of Work (SOW) for HPT Amenities Fabrication pursuant to STA procurement policies and authorized staff to release a Request for Proposals (RFP). The scope of work for this procurement included the final engineering, fabrication, delivery and installation support for the HPT amenities, including the shelters, markers and light-poles for the City Line. The initial term of this contract is three (3) years with two additional one (1) year options. The final pricing will be negotiated with Future Systems to serve the best interests of STA.

The RFP was advertised and issued to forty-three (43) potential proposers on March 11, 2020. Four (4) amendments issued prior to the FRP submittal deadline on May 22, 2020. STA received one (1) responsive proposal from Future Systems Inc. who was subsequently deemed a responsible contractor.

An evaluation committee composed of STA Planning, Procurement and Facilities staff and an IBI Consultant reviewed the single proposal. Future Systems Inc. was determined to be a qualified service provider by the evaluation committee. Additionally, they were able to meet all the technical requirements per the RFP.

It is anticipated that STA will place future orders for amenities on future HPT lines such as the Cheney and Sprague lines and will request Board approval for such future orders through applicable amendment(s) to the contractual scope and price.

**Ms. Stratton moved to recommend the STA Board of Directors authorize the CEO to negotiate and execute a contract with Future Systems Inc. for an initial term of three years, plus two optional one-year extensions, and a Scope of Work for Order 1 of the HPT Amenities Fabrication, at a price not to exceed \$8,679,473. The motion was seconded by Ms. Haley and passed unanimously.**

2. FTA SECTION 5310 FUNDING AWARDS RECOMMENDATION

Mr. Otterstrom presented. Spokane Transit Authority (STA) is the designated recipient for federal funds apportioned to the Spokane urbanized area from the Enhanced Mobility of Seniors and Individuals with Disabilities program, also known as Section 5310. The goal of the Section 5310 program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation options available. This is traditionally achieved through grants to subrecipients that include non-profit organizations. As the designated recipient, STA is responsible for administering and managing Section 5310 funds apportioned to the Spokane Urbanized Area (UZA). There is currently \$521,614 available in Section 5310 funds. This amount is the total of the 2020 apportionment (\$410,414), the 2019 grant balance (\$100,000), and relinquished funds from a past grant award (\$11,200). A minimum of 55% of the 2020 apportionment must be spent on "Traditional" capital projects and the remaining 45% be spent on "Other" projects (operating and capital).

Mr. Otterstrom reviewed the Section 5310 grant outreach effort, the scoring of projects, and a summary of each project listed in the table. The table below summarizes the recommended projects and federal funding amounts. Funds were sufficient to satisfy all funding requests. Funds requested for Traditional projects totals \$266,363 or 64.9% of the 2020 apportionment, satisfying the statutory requirement for a minimum of 55% for the apportionment be awarded to Traditional projects. A small remainder of \$5,786 is recommended to be awarded to STA as a contingency.

**Table 3: Section 5310 Recommended Project Funding**

APPLICANT	PROJECT NAME	FUNDING CATEGORY	RECOMMENDED FEDERAL AWARD
Arc of Spokane	Inclusive Mobility	Other	\$85,251
SNAP (Operating)	Neighbors of the GO	Other	\$170,000
SNAP (Capital)	Resource Rides	Traditional	\$48,960
Southside Community Center	Van Replacement	Traditional	\$20,836
Special Mobility Services	Mobility Management	Traditional	\$190,691
Subtotal			
Spokane Transit	Complementary Paratransit Service (Contingency Award)	Traditional	\$5,876
Total			\$521,614

Project funding may vary due to vehicle pricing and project revisions. Staff is requesting the ability to modify the award amount based on applicable costs such as tax, licensing fees, changes in the vehicle purchase price and other costs related to the vehicle procurement if funds are available.

**Ms. Candace Mumm moved to recommend the STA Board of Directors award Section 5310 funding as listed in Table 3 “Section 5310 Recommended Project Funding” and authorize the CEO to adjust project funding (if available) as necessary to account for vehicle pricing, project revisions and to ensure all costs are included for projects. The motion was seconded by Ms. Stratton and passed unanimously.**

B. BOARD CONSENT AGENDA

(No items being presented this month).

5. REPORTS TO COMMITTEE

A. CONNECT SPOKANE UPDATE

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 last major update was completed in 2017 and an update for the plan is due to begin no later than 2020.

The Board, on the recommendation of the Planning and Development Committee, approved the scope of work at the March meetings. This completed Task 1. Mr. Otterstrom reviewed the work program assumptions, the plan update timeline, and current update tasks. One of the key changes being proposed is

how the plan strategies will migrate out of *Connect Spokane* to be inserted in a multi-year strategic plan identifying major strategies and objectives within a specific time horizon, typically 10 to 15 years from initial adoption. STA Moving Forward is considered the existing multi-year strategic plan.

Task 2 is the “*Connect Spokane* Document Review” and is currently in process. Mr. Otterstrom reviewed the memo which provided a brief highlight of the proposed edits for each section.

Next Steps include:

- Continue coordination with SRTC scope/schedule for MTP Update
- Conduct additional internal review and outreach to identify areas of need with regards to potential new sections
- Begin development of new/updated policies, possibly including infrastructure, regional connectivity, partnerships, frequency/span, and funding.

#### 6. CEO REPORT

- Sales tax received in June – This is on April retail sales. Sales tax received was 13.7% below budget, almost \$1M below budget. Expected sales tax was \$7M, and \$6M was received.
- Resumed fare collection on all modes – Today, July 1, 2020, STA has resumed fare collection on all modes: buses, paratransit vans, and with vanpool groups. Boarding is taking place at the front door on the buses.
- Masks – An update was provided on the use of masks by coach and van operators, as well as face coverings by customers.

Ms. Mumm asked for the total fares collected through May. Ms. Monique Liard responded that fares collected through May equaled \$2.7M, while the budgeted amount expected to collect was \$5.1M. Fare collection was suspended at the end of March due to COVID-19 and is the primary driver of the change.

#### 7. COMMITTEE INFORMATION

*(No information included this month.)*

#### 8. REVIEW SEPTEMBER 2, 2020 COMMITTEE MEETING AGENDA

#### 9. NEW BUSINESS

#### 10. COMMITTEE MEMBERS' EXPRESSIONS

Ms. Mumm thanked STA for being a leader in protecting employees by providing masks. STA identified this early on for employee protection. STA's early response hopefully gave the employees and public reassurance in how STA modified and continued to modify for the safety of the community. Ms. Mumm also provided a footnote to her earlier fare collection question. As difficult as it was from a financial perspective to suspend the fares and to figure out what do to moving forward, Ms. Mumm feels the community really benefitted from this action, and helped with the reassurance that people could get to work on time and safely.

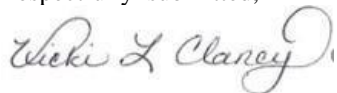
Ms. Haley congratulated Councilwoman Candace Mumm who was recently elected Secretary of the Association of Washington Cities (AWC). Chair Grover also congratulated Ms. Mumm.

11. ADJOURN

Chair Grover adjourned the meeting at 10:53 a.m.

12. NEXT COMMITTEE MEETING: WEDNESDAY, SEPTEMBER 2, 2020 at 10:00 a.m., (NO AUGUST MEETING), (STA SOUTHSIDE CONFERENCE ROOM, 1230 W. BOONE AVENUE, SPOKANE, WA)

Respectfully submitted,

A handwritten signature in cursive script that reads "Victoria L. Clancy".

Victoria L. Clancy, Executive Assistant