

Spokane Transit  
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## **PLANNING & DEVELOPMENT COMMITTEE MEETING**

Minutes of the May 1, 2019 Meeting,  
10:00 a.m. Spokane Transit Southside  
Conference Room

### **MEMBERS PRESENT**

Chris Grover, Small Cities Representative \*  
(Cheney)  
Al French, Spokane County  
Pam Haley, City of Spokane Valley  
E. Susan Meyer, Chief Executive Officer  
*Ex-Officio*

### **MEMBERS ABSENT**

David Condon, City of Spokane  
Kevin Freeman, Small Cities Representative  
(Millwood) *Ex-Officio*

\*Chair

### **STAFF PRESENT**

Karl Otterstrom, Director of Planning & Development  
Roger Watkins, Chief Operations Officer  
Lynda Warren, Director of Finance & Information Services  
Brandon Rapez-Betty, Director of Communications & Customer Service  
Nancy Williams, Director of Human Resources  
Dan Wells, Deputy Director of Capital Development  
Kathleen Weinand, Principal Transit Planner  
Ryan Brodwater, Capital Projects Manager  
Mike Tresidder, Associate Transit Planner  
Sam Guzman, Executive Assistant, Operations

### **STAFF ABSENT**

Emily Arneson, Ombudsman & Accessibility Officer

### **GUESTS**

Sherry (Little) Lloyd, Partner and Co-Founder of Cardinal Infrastructure  
Mike Kunder, AFSCME 3939, President

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

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1. **CALL TO ORDER AND ROLL CALL**  
Chair Grover called the meeting to order at 10:05 a.m. Roll was called and introductions were made.
  2. **PUBLIC EXPRESSIONS**  
None.
  3. **COMMITTEE CHAIR REPORT**  
None.

4. COMMITTEE ACTION

A. MINUTES OF THE APRIL 3, 2019 COMMITTEE MEETING

Mr. Al French moved to recommend approval of the April 3, 2019 Planning & Development Committee meeting minutes. The motion was seconded by Ms. Pam Haley and passed unanimously.

5. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. CONNECT SPOKANE: MINOR UPDATE / ACTION

Mr. Karl Otterstrom presented the proposed minor updates to *Connect Spokane: A Comprehensive Plan for Public Transportation* in advance of the next major update beginning in 2020. Originally adopted by the Board of Directors in 2010 and most recently updated in 2017, Connect Spokane serves as the agency's goal and policy guide for the next 20 to 30 years. Proposed updates impact the following Connect Spokane sections: High Performance Transit, Fixed-Route Service, System Infrastructure, Monitoring and Improvement, and Annex 1. A public hearing on the proposed revisions was held at the April 18, 2019 Board meeting, and no public comment was received. Anticipated Board adoption is May 16, 2019.

Mr. Otterstrom asked the Committee to recommend the Board approve, by resolution, the proposed amendments to *Connect Spokane: A Comprehensive Plan for Public Transportation*. Mr. Al French moved, Ms. Pam Haley seconded and it passed unanimously.

Mr. Al French asked how STA determines the route numbers. Mr. Otterstrom explained that route numbers are established by geography served, with numbers above 100 assigned to commuter routes. Routes have changed since 1998, so there is some overlap from different bus areas.

6. REPORTS TO COMMITTEE

A. 2019 TRANSIT DEVELOPMENT PLAN: PROPOSED 2020-2022 SERVICE IMPROVEMENTS

The Service Implementation Plan (SIP) is a section of the Transit Development Plan (TDP). It is prepared each year to guide the delivery of fixed-route service changes and improvements during a three-year period within the Transit Development Plan that immediately follows the year of approval. The SIP is developed in close coordination with the agency's financial projections and is updated annually as described in Connect Spokane policies MI 3.3.3 and MI 3.4. It's important to note that with changes occurring in 2021 and 2022 of the plan, significant public outreach will be required.

Mr. Otterstrom reviewed the 2020-2022 Significant Service Revision Concepts. Next steps are as follows:

- Service Implementation Plan to be included in the draft TDP published in June.
- The 2021 Service Revisions Public Outreach Plan will be presented to PMER and the Board for approval in June.
- 2021 service planning public outreach to begin this summer.

Chair Grover asked if STA is planning on providing service to the new recreation center in the West Plains. Mr. Otterstrom responded that he and E. Susan Meyer had a meeting with this group and the follow-up will be discussed in today's Shared Mobility Concepts Report.

Chair Grover thanked Mr. Otterstrom for the STA outreach to the citizens of Cheney for the May change. The postcards were perfect. Mr. Otterstrom shared that Mr. Brandon Rapez-Betty's team was responsible for creating and mailing out those postcards.

**B. 2019 TRANSIT DEVELOPMENT PLAN: PRELIMINARY 2020-2025 CAPITAL IMPROVEMENT PROGRAM**

As was noted earlier, Spokane Transit is required by state law to develop annually a Transit Development Plan (TDP) for a six-year planning horizon and submit it to the Washington State Department of Transportation (WSDOT) no later than September 1. The TDP is one of a series of planning documents that is built upon the goals, principals and policies contained within *Connect Spokane: A Comprehensive Plan for Public Transportation*.

A major element of the plan is the Capital Improvement Program (CIP), which is developed in accordance with *Connect Spokane*. The 2020-2025 Capital Improvement Program is critical for a state of good repair and for ensuring sufficient planning and funding the future. The bulk of the program is for vehicles (\$82.9M) and High Performance Transit (HPT) implementation (\$95M). Two-thirds of that is for the Central City Line (CCL) but there are other elements along the High Performance Transit including the investments along the I-90 Corridor, the Cheney Corridor, the Sprague Corridor and additional work on the Monroe Corridor. Facilities - Maintenance & Administration (\$11M) is for work here at the STA campus, and for some electrification of infrastructure to support STA's upcoming investments in electric buses. Passenger & Operational category (\$6M) includes other park & rides and transit center enhancements. Technology (\$6.5M) – the largest share of this category is for a fare system upgrade. Mr. Otterstrom reviewed the programs within each of the main categories and compared the 2019-2024 CIP to the 2020-2025 CIP which is ten percent smaller.

Next steps include preparing the full draft of the CIP section of the plan and compiling it into the full draft of the 2019 TDP for review in June. The draft will identify Section 5307 Program of Projects, Section 5310 Apportionment Program, Section 5339 Bus and Bus Facilities, Fleet Replacement Plan and Unfunded Projects.

**C. 2019 TRANSIT DEVELOPMENT PLAN: REVENUE & EXPENDITURE FORECAST ASSUMPTIONS UPDATE**

Ms. Lynda Warren reviewed the Revenue & Expenditure Forecast Assumptions for the 2019 Transit Development Plan. Financial assumption guidance was requested at the Board Workshop on April 3, 2019 to develop a financial forecast through the year 2025. Based on the guidance at the work, staffed prepared a forecast based on a 3.25% annual growth rate on sales tax based on the historic trendline. No changes were made to fare assumptions in order to avoid major shifts in the forecast from what was submitted to the Federal Transit Administration for the Central City Line Small Starts program project rating. As discussed last time, Federal operating grants stayed consistent with 2015 FAST Act and a 1% growth for 2020 and after, state operating grants remained at the current funding level, and the interested income earning rate is 1.75%. Ms. Warren reviewed the operating and capital expenditures.

At the end of 2025, the preliminary results of this recommendation would be as follows:

Estimated Cash Balance	\$ 44.7M
Board Designated Reserves	<u>(\$25.9M)</u>
Contingency / Central City Line (changes) / Other (changes)	\$18.8M

There were no concerns with the financial forecast assumptions that will be incorporated into the 2019 Transit Development Plan from members of the committee who were present.

#### D. CENTRAL CITY LINE: READINESS UPDATE

Ms. E. Susan Meyer introduced Sherry (Little) Lloyd, Partner and Co-Founder of Cardinal Infrastructure, with whom STA has been working since the early days of planning the Central City Line. Cardinal Infrastructure has extensive experience working with the Federal Transit Administration (FTA). Ms. Lloyd presented the Central City Line and how it relates to the funding that has been allocated by the Federal Transit Administration. Ms. Lloyd shared that this is the first signal STA has received from the Trump Administration to indicate that they are supportive of this project. Generally, this President favors local community support of these types of projects, but because of several features the decision was made on April 9 to complete an allocation. Because of multiple trips from members of the STA board over the past several years and because of the work that STA staff and leadership have completed, STA is now at this really exciting phase of the project. Funding has been set aside for a single year grant agreement of \$53.4M which is the amount that STA requested.

There is still much work to be done before receiving the allocation. The next steps include a formal risk assessment and readiness review.– The Project Management Oversight Contractor (PMOC) is an independent entity responsible to the FTA that evaluates the project’s readiness. The PMOC and FTA are visiting STA for the next two days for the workshop part of this process. Cost, schedule, scope, third party agreements, timing, schedule, vehicle delivery, construction features will be assessed. The result will be a written report identifying any last remaining risks of the project and providing mitigation strategies to assist these features. Ms. Lloyd is optimistic and encouraged the Committee to “stay the course”. Consistency is important in every message to the FTA. The agency’s parent department, the US Department of Transportation (US DOT), along with other congressional and executive offices will scrutinize the grant award before it is executed. The Capital Investment Grant program is among the largest discretionary funding programs outside the US Department of Defense and therefore receives a high degree of oversight.

Mr. Al French shared that one of the reasons STA is at this point is because of Cardinal’s advocacy and their understanding and coaching about how to get STA through this process. Mr. French thanked Ms. Lloyd for all of the help thus far and shared that we would not be this far without her.

Ms. Lloyd added that one reason why the administration chose the Central City Line is because of the financial health of the agency (STA has no debt), the relentless support through several administrations, the Central City Line is a right-sized project for this community, it is a rubber-tire transit project, the project is located in the right area of the country, and it has received support from both the Republican and Democrat members of the congressional delegation.

Mr. French reiterated that this project will experience some challenges and hurdles; it has been in the que so long that some elements have changed, (i.e., construction costs, etc.). However, this Committee has been exceptional in overcoming challenges.

#### E. SHARED MOBILITY CONCEPTS

Mr. Otterstrom presented the Shared Mobility concepts to begin discussion about how they might be applied/supported by STA. Strategy 4 (Explore Mobility Management) of the 2019 Strategic Plan notes that “STA will explore how the agency can efficiently meet customers’ evolving needs through a wide range of transportation options and services.” STA staff have taken this direction and begun exploring a variety of shared mobility concepts. “Shared Mobility” is a term for transportation services and resources that are shared among users, either concurrently or one after another. All the services that STA currently offers – fixed-route bus, vanpool, and paratransit – are shared mobility services. Other concepts that fall into this category includes bike and scooter share, taxis/Ubbers/Lyfts, mobility on demand services, carshare services and mobility hubs.

Mr. Otterstrom reviewed the Shared Mobility principles and the two primary shared mobility concepts:

On-Demand Services are those that do not operate on a fixed-route or fixed-schedule, but rather are requested by the customer and only then deployed for pick-up.

Mobility Hubs are a place where people can seamlessly connect with multiple modes of transportation in a safe, comfortable, and accessible environment. Mobility Hubs provide physical integration among modes by co-locating carsharing, bikesharing, and other shared mobility services at/near public transit.

STA staff have begun exploring how shared mobility concepts might be applied/supported by the agency to provide wider transportation options in the region. Potential Shared Mobility Concept Areas include:

- 5-Mile Prairie,
- Peaceful Valley
- South Hill Park & Ride
- Moran Station Park & Ride
- Airway Heights Recreation Center
- Fairchild Air Force Base (AFB)
- Meadowwood Technology Park (Liberty Lake)

The legislature just awarded \$100,000 this biennium and \$68,000 next biennium for a dash-shuttle in the Spokane Valley which may be a route that could serve the Meadowwood Technology Park. STA has an interest to see that the service augments existing service rather than duplicates.

Possible applications include of these concepts in the near future: Lime integration (2019), Universal Transit Access Pass / Mobility as a Service integration, Mobile ticketing (providing for the purchase and use of tickets through a cell phone website or app).

Next Steps:

Current – Work with Lime on distribution / parking of scooters and bikes at Park & Rides

Future – Summer 2019 – Explore criteria for identifying appropriate projects / project areas with Board;

Fall 2019 – Identify priorities for potential concept application with Board.

#### F. EAST SPRAGUE TRANSIT SIGNAL PRIORITY

At the April 18, 2019 meeting of the STA Board of Directors, the Board directed staff to assess the opportunity for transit signal priority at traffic signals on Sprague at Napa and Helena streets and to bring back information for the Board's consideration within 60 days. Mr. Otterstrom provided an update to the Committee and noted that this is specific to the Sprague Union District. Mr. Otterstrom gave a brief overview of transit signal priority (TSP) as a tool toward improved transit speed and reliability. He also pointed out technical reference by the National Association of City Transportation Officials which refers to "Upstream Green Truncation" as a TSP technique and that very much is consistent with the concept proposed by Mr. French at the April Board meeting. Mr. Otterstrom discussed plans to engage consultants and the City of Spokane in exploring options and reporting findings to the board in the coming months.

Mr. French shared that he had an opportunity to present to East Sprague Business Association (ESBA) on economic development. Questions followed regarding in-lane stopping on Sprague. He reiterated for the group that the TSP system is a valid option to pursue in partnership with the City of Spokane and would alleviate most of the concerns that they raised. If the City chooses not to participate, the buses will remain in-lane as is. Hopefully, this will motivate ESBA to encourage the City to participate in seeking a solution to this situation.

#### 7. CEO REPORT

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

Legislative Session – The Legislative Session passed a capital budget, an operational budget and a transportation budget. STA is thankful to many legislators, but especially thankful to Senators Billig and Representative Riccelli. STA received a Regional Mobility Grant for the Cheney High Performance Transit project (\$6.3M over two biennia). Regional Mobility Grants that are currently funded and continuing were re-appropriated for Monroe-Regal Line, Spokane Falls Station, Spokane Community Transit Center and some left over for the West Plains Transit Center.

Connecting Washington (2015 Bill) – This bill passed providing funding for many projects including the final appropriation for the \$15 million toward the Central City Line (CCL) first committed to the project in 2015.

Green Transportation Bill – The Green Transportation Bill provides \$12M in a competitive grant fund for replacing vehicles with electric vehicles and facilities and provides a sales tax exemption for electric buses and batteries. Mr. Otterstrom has calculated this change as over \$1M savings for the Central City Line vehicles. This bill expires in 2025.

Special Needs Grant – The Special Needs Grant for special needs transportation was continued. Vanpool Grant will be continued. This bill also includes \$450,000 for a study of the cost of electrifying fleets which is a great way for the legislature to understand the cost of implementation.

Summer Student Pass Pilot – In King County, there was an appropriation (legislative funding) for a King County summer student pass pilot in the school districts of Highline, Tukwila and Lake Washington which provides Orca Cards during the school district's summer vacations. In order to be eligible for the Orca Card, the student must be in high school, be eligible for free and reduced priced lunches, and be employed (or have other responsibilities) in the summer. STA has been discussing an option like this with the City of Spokane in the form of a Universal Transit Access Pass (UTAP) program agreement.

Bloomsday – Bloomsday is this Sunday, May 5 and is a big day for STA. About 70 buses, and 70 Coach Operators that volunteer to work on this day. Other STA staff are working at the trade show, as mechanics, etc. Para-Olympic competitors are transported by STA Paratransit vehicles. Bloomsday details can be found on the STA website.

8. COMMITTEE INFORMATION

*(No information included this month)*

9. REVIEW JUNE 5, 2019 COMMITTEE MEETING AGENDA

Mr. French moved to approve the June 5 meeting agenda, Ms. Haley seconded the motion and it was unanimously passed.\*

*\*Please note, that this agenda item is not typically voted upon.*

10. NEW BUSINESS

*(No information included this month.)*

11. COMMITTEE MEMBERS' EXPRESSIONS

12. ADJOURN

Chair Grover thanked Ms. (Little) Lloyd for all of the information presented and adjourned the meeting at 11:36 a.m.

13. NEXT COMMITTEE MEETING: JUNE 5, 2019 at 10:00 a.m., (STA SOUTHSIDE CONFERENCE ROOM, 1230 W. BOONE AVENUE, SPOKANE, WA)

Respectfully submitted,



Vicki Clancy, Executive Assistant