

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

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

MEMBERS PRESENT

Chris Grover, Small Cities Representative *
(*Cheney*)
Pam Haley, City of Spokane Valley
Kevin Freeman, Small Cities Representative
(*Millwood*) *Ex-Officio*
E. Susan Meyer, Chief Executive Officer
Ex-Officio

MEMBERS ABSENT

Al French, Spokane County

*Chair

STAFF PRESENT

Karl Otterstrom, Director of Planning & Development
Roger Watkins, Chief Operations Officer
Lynda (Warren) Palmer, Chief Financial Officer
Nancy Williams, Director of Human Resources
Brandon Rapez-Betty, Director of Communications & Customer
Service
Dan Wells, Deputy Director of Capital Development
Emily Arneson, Ombudsman & Accessibility Officer
Sam Guzman, Executive Assistant, Operations

STAFF ABSENT

Dana Infalt, Executive Assistant to the CEO & Clerk of
the Authority

GUESTS

Mike Kunder, AFSCME 3939, President

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**

None.

4. COMMITTEE ACTION

A. MINUTES OF THE JUNE 5, 2019 COMMITTEE MEETING

Ms. Pam Haley moved to recommend approval of the June 5, 2019 Planning and Development Committee meeting minutes. The motion was seconded by Chair Chris Grover and passed unanimously.

B. SCOPE OF WORK: CENTRAL CITY LINE TELECOMMUNICATIONS INFRASTRUCTURE

This item was saved for later.

5. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. 2019 TRANSIT DEVELOPMENT PLAN: FINALIZE AND APPROVE

Mr. Karl Otterstrom briefly reviewed the 2019 Transit Development Plan (TDP) which has been vetted through a public process and public hearing. There were no comments at the public hearing. This document is required annually by the State of Washington and is one of a series of planning documents that is built upon the goals, principles and policies contained within *Connect Spokane: A Comprehensive Plan for Public Transportation*. Mr. Otterstrom briefly reviewed the elements of the TDP and the preparation timeline. The Planning and Development Committee has been engaged in developing the various elements of the draft plan since March of 2019.

Ms. Haley moved to recommend the STA Board of Directors adopt, by resolution, the 2019 Transit Development Plan and propose forwarding to the Board agenda. The motion was seconded by Chair Grover and passed unanimously.

2. CENTRAL CITY LINE: CITY OF SPOKANE INTERLOCAL AGREEMENT

The Master Design and Construction agreement between the City of Spokane and Spokane Transit Authority (STA) was executed on February 14, 2109 and sets the legal framework for subsequent project orders or project-specific agreements for transit-related improvements. The Interlocal Agreement between the City of Spokane and STA establishes the rights and obligations for each party with respect to the improvements made by STA for the Central City Line. This Agreement with the City of Spokane defines procedures for Property Acquisition, Ownership, Permitting and Maintenance of the Central City Line. Mr. Otterstrom reviewed the requirements and shared responsibilities of this interlocal agreement.

Ms. Haley moved to recommend STA Board approval of the Interlocal Agreement with the City of Spokane in the form of the draft agreement and authorize the CEO to execute the agreement on behalf of Spokane Transit. The motion was seconded by Chair Grover and passed unanimously.

3. CENTRAL CITY LINE: GONZAGA UNIVERSITY CONSTRUCTION REIMBURSEMENT AGREEMENT

Mr. Otterstrom presented the Gonzaga University (GU) Construction Reimbursement Agreement. Operation of the Central City Line on the privately-owned portion of Cincinnati Street requires that STA execute multiple agreements and property transactions with Gonzaga University. This includes an agreement for reimbursement of Cincinnati Street transit infrastructure construction expenses such as additional asphalt thickness required to operate the Central City Line. STA completed a preliminary design and then Gonzaga carried the plan forward installing underground conduit for electrical lines, eliminating diagonal parking, and repaving Cincinnati Street with a light duty pavement section. This contract is subject to further negotiation and documentation by Gonzaga University, but not to exceed \$400,000.

Ms. Haley moved to recommend STA Board approval of the construction reimbursement agreement with Gonzaga University, in the form of draft agreement, and for an amount not to exceed \$400,000. The motion was seconded by Chair Grover and passed unanimously.

4. CENTRAL CITY LINE: WASHINGTON STATE UNIVERSITY AGREEMENTS

Mr. Otterstrom presented the Central City Line critical third party development agreement with Washington State University (WSU). WSU and STA staff agree that the Central City Line (CCL) stations on Spokane Falls Boulevard should be located as close to the WSU Spokane Pedestrian Mall as possible. The WSU Spokane Pedestrian Mall is the primary north/south connection between the University Gateway Bridge and WSU's Spokane Academic Center.

WSU agrees to:

- remove vehicle access to the Green 5 parking lot via the WSU Spokane Pedestrian Mall
- design and construct one or more new vehicle access to the Green 5 parking lot

STA agrees to:

- design and construct two CCL stations on Spokane Falls Boulevard adjacent to the WSU Spokane Pedestrian Mall
- remove the vehicular access to the Green 5 parking lot and replace with pedestrian scale amenities
- install traffic calming measures as part of the CCL improvements including a raised crosswalk, stop-controlled bicycle lanes and bus friendly speed bumps.

Ms. Haley moved to recommend STA Board approval of the Central City Line Development Agreement with Washington State University, in the form of the draft agreement, and authorize the CEO to execute the agreement on behalf of Spokane Transit. The motion was seconded by Chair Grover and passed unanimously.

6. REPORTS TO COMMITTEE

A. CENTRAL CITY LINE: ROAD MAP OF UPCOMING BOARD ACTIONS

Mr. Otterstrom provided a quick, high level overview of the Central City Line and a road map of upcoming related Board actions. The Central City Line is a 5.8-mile, corridor based bus rapid transit (BRT) line that will operate between Browne's addition and Spokane Community College, via downtown Spokane and the University District. It will feature a battery electric bus providing over 1,000,000 rides annually. The CCL features unique stations with expanded passenger amenities: distinct branding, near-level boarding, all-door boarding, and enhanced customer experience. There will be more frequent, longer hours of service. Mr. Otterstrom reviewed:

Milestones during the first half of 2019:

- Completion of 60% design package and cost estimate (January)
- Final station open house (February)
- Risk Assessment Workshop (May)
- Completion of 90% design package (June)

Milestones during the second half of 2019:

- Completion of all critical third-party agreements
- Begin utility relocation work
- Property and easement acquisitions
- Completion of design and bid package
- Procurements: buses, station amenities, construction (invitation for bids)
- Project Management Oversight Contractor (PMOC) completes risk and readiness review reports and submits to FTA
- Authorization to enter Small Starts single year grant agreement
- Award of federal Small Starts Capital Investment Grant funds

B. SHARED MOBILITY PROJECT CRITERIA

Mr. Otterstrom presented a follow-up to a shared mobility (*previously known as mobility management*) discussion from a few months ago.

Shared mobility can be defined as: *“Transportation services and resources that are shared among users, either concurrently or one after another.”* STA currently offers three shared mobility services: fixed-route bus, vanpool, and paratransit. Other concepts that fall into this category includes bike and scooter share, taxis/Uber/Lyfts, mobility on demand services, carshare services and mobility hubs. In May 2019, staff presented on the two primary shared mobility concepts identified for further exploration: on-demand services and mobility hubs. “Mobility hub” is a new term for park and rides and transit centers, but more specifically how to enhance the transit experience to bring in other modes. Lime bike/scooter is already operating in Spokane. STA is working with Lime to establish expectations for how and where this mobility mode is used at STA stations and stops and how it can be a viable service for people: STA Facilities and Grounds Department has painted sidewalk markings to indicate best place parking for Lime bikes and scooters. Mr. Otterstrom discussed potential shared mobility concept areas in Spokane, Airway Heights and Liberty Lake. He also reviewed other possible applications such as Universal Transit Access Pass (UTAP), Mobility as a service integration and mobile ticketing. Mr. Otterstrom asked the Committee if there are other possible applications for on-demand services and mobility hubs for STA to consider.

Mr. Kevin Freeman stated that this would be a good place to address “first mile–last mile” concepts; how to create a seamless experience. Ms. Susan Meyer and Mr. Otterstrom agreed.

At the conclusion of the May presentation, staff indicated that they would return with proposed criteria for selecting shared mobility projects. The criteria were assembled to give Board members, staff, and customers a transparent way of assessing the utility and feasibility of the application of various shared mobility concepts in the region.

PROPOSED CRITERIA	PURPOSE
Connect Spokane policy alignment	Determine how the proposed shared mobility project aligns with the adopted policies and strategies
Transit Development Plan alignment	Assess whether the goals of that project will be met through identified projects in the capital improvement program and/or the service improvement plan.
Ridership Analysis <ul style="list-style-type: none"> • (Potential) Ridership (if existing line, estimate if not) • Impacts on Paratransit 	Assess how the proposed shared mobility project could impact transit ridership and service utilization
Financial Analysis	Utilizing King County Metro methodology to assess financial viability of replacing fixed-route runs with shared mobility

Mr. Otterstrom asked the Committee for other criteria to consider when prioritizing and selecting Shared Mobility projects to study and implement.

Next Steps:

- Finalize selection criteria for prioritizing potential on-demand and mobility hub projects.
- Evaluate possible projects based on selection criteria for prioritization
- Obtain board concurrence on priority projects for further study and implementation

7. CEOREPORT

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

No Workshop Today -- there is no workshop today after the Planning and Development Committee meeting.

Moran Station Park and Ride Groundbreaking -- July 24, 2019 at 1:00 p.m.

Response to Mayoral Candidate Claim – a mayoral candidate claimed that sex-trafficking was taking place at the STA Plaza. STA takes this topic seriously and STA Security Guards are trained to identify the signs of human (or sex)-trafficking. The Spokane Police Department (SPD) has not identified any sex-trafficking events taking place at the Plaza. Inland Northwest's Lutheran Community Services, a non-profit organization that works with trafficking victims, shared in an interview that they have not heard of their clients being recruited at the STA Plaza. The STA Security Team records all incidents and provides a daily report to the STA Executive Team. There have been no reports of human (or sex) -trafficking. The Spokane Regional Safe Streets Task Force did not have reports of sex-trafficking. Spokane Police conducted an undercover "special" in January of 2017 that netted no arrests. Kudos to Mr. Brandon Rapez-Betty and Ms. Nancy Williams for their thorough and extraordinary research of this unsubstantiated claim.

Documentary – A small group of businesspeople have engaged North by Northwest to produce a documentary about crime and lawlessness in downtown Spokane; it has come to STA's attention that the STA Plaza would be a topic in the video. STA met with the CEO of North by Northwest to understand the project and they wanted to hear STA's perspective. The documentary is a comparison of downtown Spokane with downtown Boise, Idaho to reveal the solutions that Boise has discovered from which Spokane could learn. Boise is being presented as the better comparison. STA believes that one of the conclusions the film draws is that transit operations should be moved to an underground location, as is the case with the main transit center in Boise. Boise transit system provides about 1.4 million rides per year and STA provides 10 million rides per year. STA is evaluating whether Mr. Rapez-Betty and Ms. Meyer will provide an interview. Mr. Rapez-Betty provided an excellent point to consider when talking with others about the Plaza: it is helpful to discuss the difference between feeling uncomfortable and feeling unsafe. When people find themselves around others that look different than they do and move in circles outside of their "normal world", the tendency is to feel uncomfortable, but that does not mean that a person is unsafe and it discredits the huge public investment made in public safety in the STA Plaza. This discussion can help people to deal with their own boundaries and their sensitivity to change. Mr. Freeman added that it is unfair to compare Spokane to Boise given the different socio-economic dynamics. STA agrees. The STA Plaza has 12 limited commission officers, a team of Securitas contract officers, 72 cameras, 24/7 security, contract with SPD for services with a direct line for emergencies; all part of the organizational security plan.

8. COMMITTEE INFORMATION

(No information included this month.)

9. REVIEW SEPTEMBER 4, 2019 COMMITTEE MEETING AGENDA

Mr. Otterstrom emphasized that there are a lot of Central City Line agenda items anticipated in the September meeting, as well as the draft operating and capital budget. Depending on the SRTC schedule for awarding the contract for the Division Study, Planning and Development hopes to award that contract at this meeting. Mr. Watkins stated that the Monroe-Regal final implementation plan will be reported in the Zero Emission Technology Fleet Transition Evaluation Update.

10. NEW BUSINESS

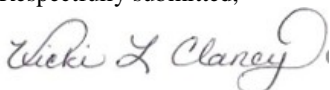
(No information included this month.)

11. COMMITTEE MEMBERS' EXPRESSIONS

12. ADJOURN

13. NEXT COMMITTEE MEETING: WEDNESDAY, SEPTEMBER 4, 2019 at 10:00 a.m. (STA SOUTHSIDE CONFERENCE ROOM, 1230 W. BOONE AVENUE, SPOKANE, WA)

Respectfully submitted,



Victoria L. Clancy, Executive Assistant