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# PLANNING AND DEVELOPMENT COMMITTEE MEETING

Minutes of the November 4, 2020, Board Meeting

Via Video Conference

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| **MEMBERS PRESENT**  Chris Grover, Small Cities Representative (Cheney) – *Chair*  Candace Mumm, City of Spokane  Pamela Haley, City of Spokane Valley  Karen Stratton, City of Spokane  E. Susan Meyer, Chief Executive Officer  *Ex Officio*  **MEMBERS PRESENT**  Kevin Freeman, Small Cities Representative (Millwood) *Ex Officio* | STAFF PRESENTKarl Otterstrom, Director of Planning & Development Brandon Rapez-Betty, Director of Communications & Customer Service Fred Nelson, Chief Operations OfficerMonique Liard, Chief Financial OfficerNancy Williams, Director of Human Resources & Labor Relations Vicki Clancy, Executive Assistant to Director of Planning and Development  **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. and conducted roll call.

1. COMMITTEE CHAIR REPORT

Chair Grover thanked STA and staff for the wonderful work that they do day in and day out behind the scenes. Chair Grover commented, “If you take public transit for granted, it is being done the right; like a utility – when the power is on and the water is running; public transit is still moving. It serves a huge purpose for this region.”

1. COMMITTEE ACTION
2. MINUTES OF THE SEPTEMBER 30, 2020 (OCTOBER) COMMITTEE MEETING

**Ms. Pam Haley moved to approve the September 30, 2020 (October), Planning and Development Committee meeting minutes. Ms. Karen Stratton seconded, and the motion was approved unanimously.**

1. HIGH PERFORMANCE TRANSIT (HPT) AMENITIES INSTALLATION SCOPE OF WORK

Mr. Karl Otterstrom presented. Staff is seeking committee approval of the Scope of Work for HPT Amenities Installation and authorization to advertise an Invitation for Bid (IFB) package. A procurement for new infrastructure where the contract value is expected to exceed $1 million is required to receive committee approval of the scope of work prior to the IFB being advertised. Mr. Otterstrom reviewed the details of the general scope of work which includes installation of amenities at stations for the following projects/corridors: City Line, Monroe-Regal Line, Moran Station, STA Plaza and Cheney Line, and 33 City Line stations and 32 HPT Stations. It does not include procurement of any amenities. STA will furnish all items to the contractor. It does include the approximately $3.1M contract cost will be funded by approved CIP projects. Award of contract will require board approval.

**Ms. Candace Mumm moved to approve the general Scope of Work for HPT Amenities Installation and authorize staff to release an Invitation for Bid (IFB). Ms. Pam Haley seconded, and the motion was approved unanimously.**

1. COMMITTEE ACTION
2. BOARD CONSENT AGENDA
   1. RECOMMENDED DRAFT 2021 ANNUAL STRATEGIC PLAN

Mr. Otterstrom reviewed the draft 2021 Annual Strategic Plan (included in the packet). This plan provides guidance to help shape Spokane Transit’s activities for the upcoming year. The Board Operations Committee reviewed the draft on October 7, 2020. Staff presented a brief summary overview at the October 15 Board meeting. The only material changes to the plan since the draft was presented last month is the correction to projected 2021 Paratransit ridership (234, 000).

Ms. Mumm asked how many of our riders have access to computers and smart phones. Mr. Brandon Rapez-Betty responded that the 2019 rider and community perception surveys provide that information. The majority of STA riders have smart phones. For riders that do not, the stationary digital signs at high ridership locations that will be installed in 2021 and the signs on the City Line buses, will provide information (updates, surveys, etc.) for those who do not have internet access. In 2021, STA has multiple improvement projects taking place, Communications is working on weaving this information into a cohesive message so that customers understand the many ways STA is making transit easier and convenient to use.

Ms. Mumm requested clarification be stated on “the why” of social distancing, etc. under “Strategy 3: Improvement of Customer Experience”. Mr. Rapez-Betty stated that this can be clarified if needed.

**Ms. Karen Stratton moved to recommend approval to the Board of the draft 2021 Annual Strategic Plan as presented. The motion was seconded by Ms. Pam Haley and passed unanimously.**

* 1. STA MOVING FORWARD: 2020 PLAN AMENDMENT (BY RESOLUTION)

Mr. Otterstrom presented. THE COVID-19 Pandemic has significantly disrupted social activity, transit ridership and the region’s economic expectations. In many ways, the extent and duration of these disruptions are unknown and unpredictable. In response, STA is adjusting the timeline for planned service growth and new capital projects that are identified in the STA Moving Forward plan. These adjustments are reflected in the recently adopted Transit Development Plan: 2021-2026.

Mr. Otterstrom reviewed “Appendix C”, the proposed plan amendment, and the amendment process.

Ms. Mumm asked if there is a possibility of a more direct route from the north side of Spokane to the new warehouse being constructed in Spokane Valley near Garland Avenue and Flora Road, which is expected to have “Amazon-like” employee activities. Specifically, Ms. Mumm suggested there could be a more direct route following east on Francis, bypassing

the Plaza. Mr. Otterstrom responded that there would first need to be bus service to the new development (current service is more than a mile away). Such service is not included in the *STA Moving Forward* plan.

**Ms. Candace Mumm moved to recommend the STA Board of Directors adopt, by resolution, the STA Moving Forward 2020 Plan Amendment. The motion was seconded by Ms. Pam Haley and passed unanimously.**

1. BOARD DISCUSSION AGENDA
   1. CITY OF SPOKANE RIVERSIDE PROJECT ORDER AGREEMENTS

Mr. Otterstrom presented. Riverside Avenue in downtown Spokane is the westbound alignment for the City Line between Howard and Pine streets. It also accommodates more than half of STA bus routes in the eastbound lanes, both at the STA Plaza and at bus stops between Monroe and Browne streets. To support rehabilitation of the road and introduction of the City Line, the City of Spokane plans to resurface the road and bring curb ramps to ADA standards. STA proposes to partner with the City of Spokane in constructing three City Line stations and two eastbound stations for other routes by way of project order enabled by the board-authorized Spokane Transit Authority Infrastructure Improvement Master Design and Construction Agreement (2018-10267) executed on February 14, 2019.

Mr. Otterstrom reviewed the existing project orders, City Line Station renderings, and funding reallocation (CIP No. 805). As staff was developing this presentation for the board packet, City engineering indicated a new preference to not include the westbound City Line stations in their scoping; they would like STA to do the work. This is yet to be resolved, but in the meantime, STA is still seeking approval of these order agreements should the City fallback to the original plan. The reallocation of funds is intended to cover the design and construction of the eastbound stations with local funds while westbound stations of the City Line would be covered by the City Line construction budget as part of the federally funded Small Starts budget.

**Ms. Candace Mumm moved to recommend the following motions as presented:**

**Recommend the STA Board of Directors approve the “City Line Stations – Riverside Avenue” Project Order and authorize the CEO to execute the agreement on behalf of Spokane Transit. The agreement will be executed with a not-to-exceed amount of $1.2M. The Project Order is allowed under Master Design and Construction Agreement 2018-10267.**

**Recommend the STA Board of Directors approve of the “Eastbound Bus Stop and Intersection Improvements – Riverside Avenue” Project Order and authorize the CEO to execute the agreement on behalf of Spokane Transit. The agreement will be executed with a not-to-exceed amount of $600,000. The Project Order is allowed under Master Design and Construction Agreement 2018-10267.**

**Recommend the STA Board of Directors approve for the reallocation of $600,000 of local funds in CIP no. 805 for eastbound bus stations and signal improvements (if funding allows) on Riverside Avenue.**

**All above motions were seconded by Ms. Karen Stratton and passed unanimously.**

1. REPORTS TO COMMITTEE
   1. PROPOSED 2021 OPERATING AND CAPITAL BUDGETS

Ms. Monique Liard provided information on how to view an online video presentation regarding the proposed 2021 Operating and Capital Budgets. A public hearing will be held at the November 19, 2020 Board of Directors meeting at 1:30 p.m. via Webex.

The narrated public presentation has been available on the Spokane Transit website beginning today, November 4, the board members agreed to view it.

* 1. DRAFT 2021 PLANNING AND DEVELOPMENT COMMITTEE WORK PROGRAM

Mr. Otterstrom reviewed the draft 2021 Planning and Development Committee Work Program. *Connect Spokane: A Comprehensive Plan for Public Transportation* identifies four planning documents: the Transit Development Plan, the Service Implementation Plan, the Capital Improvement Program, and the Annual Strategic Plan/Budget, that need to be updated annually. The Work Program also identifies other major planning efforts that will take place during 2021 such as City Line procurement activities, Division BRT: “DivisionConnects” study—and preliminary engineering and environmental scoping; Connect Spokane: major update; and I-90/Valley HPT: corridor plan development. Mr. Otterstrom reviewed the highlights of the work plan.

Ms. Mumm asked the committee to consider youth passes again in 2021. While not an item that would fall under this committee's work, Mr. Otterstrom took note of the suggestion.

1. CEO REPORT

Ms. Meyer presented the CEO Report:

October 2020 Voter-Approved Sales Tax Update – Revenue collected on August retail sales: 0.0% flat with October 2019 actual ($0.0M), 6.7% YTD above 2019 actual ($4.6M), and 0.4% YTD above budget ($0.3M).

Spokane Valley City Council – Ms. Meyer and Mr. Otterstrom are going to visit the Spokane Valley City Council to talk about the proposed 2022 service revisions. If committee members would like Ms. Meyer and Mr. Otterstrom to talk with their jurisdictions about these revisions which includes the implementation of the City Line and refinements to the service network, contact Ms. Meyer or Mr. Otterstrom.

City Line Steering Committee – Ms. Meyer and Mr. Otterstrom met with this committee for the first time since last year. Mr. Lars Gilberts, CEO of the University District, was elected Chair. Amber Waldref was the previous Chair. Ms. Colleen Gardner is still the Vice Chair. This group is interested in assisting STA with preparing for construction and advance communication notice for 2021 project activities.

Spokane Regional Transportation Council (SRTC) – November 12, 2020 – is convening a meeting of representatives of each of the signatories to the SRTC Interlocal Agreement for the purpose of discussing how SRTC will extend a voting membership to the Tribes to join SRTC. Laura McAloon will be joining Ms. Meyer at this event. The purpose of the meeting is to discuss what needs to be

changed in the Interlocal Agreement and relationship to the timing of the legislation that went into effect in 2019 that requires a voting membership to be offered to the Tribes.

Downtown Spokane Partnership (DSP) – The DSP has convened a transportation committee. The first meeting was this week. The Chair is Mr. Dave Black and the Vice-Chair is Mr. Larry Stone. Mr. Chris Batten (Chair of DSP’s Riverside Committee), and Roy Koegen (Chair of DSP’s Parking Committee), and Ms. Meyer. The scope of the meeting has not been established. Mr. Mark Richard and Mr. Andrew Rolwes were present as well.

1. COMMITTEE INFORMATION

*(No information included this month.)*

1. DECEMBER 2, 2020, COMMITTEE MEETING AGENDA
2. NEW BUSINESS *-- None*
3. COMMITTEE MEMBER’S EXPRESSIONS *-- None*
4. ADJOURNED

With no further business to come before the Board, Chair Grover adjourned the meeting at 11:15 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, DECEMBER 2, 2020, at 10:00 a.m. VIA WEBEX.

Respectively submitted,

*Vicki Clancy*

Vicki Clancy, Executive Assistant

Planning and Development Department