

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

PLANNING & DEVELOPMENT COMMITTEE

MEETING 10:00 A.M.

Minutes of the April 5, 2017 Meeting
Southside Conference Room

MEMBERS PRESENT

Ed Pace, City of Spokane Valley**
Candace Mumm, City of Spokane
E. Susan Meyer, CEO, Ex-Officio

MEMBERS ABSENT

Al French, Spokane County*
Aspen Monteleone, City of Airway Heights
Kevin Freeman, Small Cities Representative
(Millwood), Ex-Officio

STAFF PRESENT

Steve Blaska, Director of Operations
Nancy Williams, Director of Human Resources
Lynda Warren, Director of Finance & Information Services
Bousley, Beth, Director of Communications & Customer Service
Susan Millbank, Ombudsman and Accessibility Officer
Kathleen Weinand, Transit Planner II

Guests

No guests attended

*Chair

**Acting Chair

1. CALL TO ORDER AND ROLL CALL

Acting-Chair Pace 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 MARCH 2, 2017, COMMITTEE MEETING

Ms. Mumm moved to recommend approval of the March 1, 2017, Planning & Development Committee meeting minutes. The motion was seconded by Mr. Pace and passed by a 2-0 vote.

B. BOARD CONSENT AGENDA

Draft Transit Development Plan: Finalize Mid-Range Planning Guidance

Ms. Warren reported on the project timeline for the Transit Development Plan (TDP). The Committee reviewed Mid-Range Planning Guidance major activities in March and will be talking about reaffirming the financial forecast assumptions today at this P&D meeting. The Capital Improvement Program and Service Improvement Plan will be reviewed in May and June, with the public hearing taking place in June. The Board will adopt the TDP final in July. State law requires this process be completed by September, and STA specifically completes the project by

August in order to coordinate with SRTC. In addition, there will not be an August Planning & Development Meeting.

Based upon the Committee's input last month, there has been one change to the Board Guidance. Under bullet point **Expand Ridership**, the phrase "outside of travel to home," was removed.

Ms. Mumm moved to recommend that the Board approve the 2017 Mid-Range Guidance statements for inclusion in the 2017 Transit Development Plan. The motion was seconded by Mr. Pace and passed by a 2-0 vote.

C. BOARD ACTION AGENDA

No items were presented this month.

D. BOARD DISCUSSION AGENDA

No items were presented this month.

5. REPORTS TO COMMITTEE

A. Draft Transit Development Plan: Revenue and Expenditure Forecast Assumptions

Ms. Warren reported that a state-required section of the Transit Development Plan requires the inclusion of a multi-year forecast. Staff will prepare draft projections based on assumptions the Board adopted in October 2015. There is a slight change in the sales tax that the Finance Department would like to discuss with the Committee today – using the 2014 actual collections as the new baseline for the sales tax trend. Primary Expenditure Assumptions included: the annual budget creates the baseline for operating expenses, operating expenses the year following the budget remain flat, operating expenses grow at 3% beginning the second year after the budget, and full funding of the Capital Improvement Program through the TDP period (2023).

Committee members concurred with incorporating the financial assumptions presented with updates on other grants and updates to the Capital Improvement Program as part the Preliminary Draft TDP to be presented in May.

B. *Connect Spokane* Update: Emerging Trends and Local Factors

Ms. Warren reported that *Connect Spokane* is due for its three-year update per the adopted monitoring and improvement policies. As a result, the Board adopted a work program for this update in December 2016. The proposed update schedule was reviewed. Several stakeholder workshops will take place: a workshop addressing trends and best practices, a second workshop to evaluate the principles and policies of *Connect Spokane*, and a workshop later this year to review draft amendments to the plan. There will also be an online survey for community members to provide input. Amendments are scheduled to be adopted by the board in December 2017.

Ed Pace recommended that the Spokane Valley Chamber of Commerce be added to the list of workshop invitees.

6. COMMITTEE INFORMATION

No discussion / staff available for questions.

7. CEO REPORT

Ms. Meyer reported:

- **New Human Resources Director:** Nancy Williams joined Spokane Transit in March, 2017. Having been here only three weeks, she has demonstrated that she is a human resources pro. Nancy shared that she has over 20 years' experience in human resources. She worked for Safeway for 26 years; 18 of which were in human resource roles on the west side of the state. The last 15 years she was in eastern Washington. In addition, she has background in a union environment. For the past three years she has worked for Embassy Management, a parent company for several different social service organizations across the United States, managing a staff of 4,000 employees.
- **New Maintenance Manager:** Ralph Wilder is the new Maintenance Manager. With 26 years of transit maintenance experience, he is already making a difference.
- **The STA Roadeo:** An annual professional driving competition for our Coach Operators and Paratransit Van Drivers. After competing in this seven-minute timed driving course, the Fixed Route First Place Performer was Gabe Fernos, and the Paratransit First Place Performer was Rob Howard. Gabe and Rob will join the Maintenance Team to compete at the 2017 State Roadeo on August 5 and 6.
- **Capital Investment Grant Funding:** The Senate and the House are considering strongly worded requests to the Appropriations Committees to appropriate and confirm the \$2.3 billion that is included in the transportation authorization called the FAST Act which includes funding for the three Capital Investment Grant programs: New Starts, Small Starts and Core Capacity. The Central City Line is a Small Starts project. The President's so called "skinny budget" zeroed out programs for projects that are in the pipeline but do not have a signed agreement with the Federal Government. Susan is optimistic; there is a bi-partisan approach to get those appropriations into the budget. The cut-off for the House is April 4 and the Senate is April 6. We will keep the Committee apprised of this situation and of opportunities to communicate with our elected officials.
- **Communications Award:** STA materials for public outreach for the November 2016 ballot received first place in the American Public Transportation Association (APTA) Awards for materials in their category, and in social media. The grand champion is announced in September.
- **Awards Banquet** – Ms. Meyer reported that STA put on a wonderful Safety Awards Dinner attended by many STA staff, guests, committee members and their guests. She continued, saying it was a wonderful event, all recognizing safe driving.

8. NEW BUSINESS

None.

9. COMMITTEE MEMBERS' EXPRESSIONS

Ms. Mumm is encouraged by the transportation budget put forward by the Washington State House of Representatives showing funding for the Spokane Falls Community College Transit and for the Monroe-Regal Corridor, among others. She opined that the legislature's support for STA and Spokane is unprecedented.

10. REVIEW OF MAY 3, 2017 COMMITTEE MEETING DRAFT AGENDA

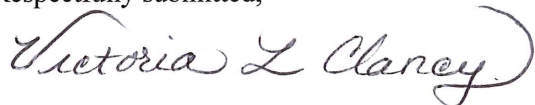
As presented in packet. Section 5339 refers to funding for STA's buses and paratransit vans formula based funds.

11. NEXT MEETING – WEDNESDAY, MAY 3, 2017, 10:00 A.M. STA SOUTHSIDE CONFERENCE ROOM, 1230 W. BOONE AVENUE

12. ADJOURN

Acting-Chair Pace adjourned the meeting at 10:43 a.m.

Respectfully submitted,



Victoria L. Clancy, Executive Assistant