

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 November 30, 2016, Meeting
Southside Conference Room

MEMBERS PRESENT

Amber Waldref, City of Spokane*
Candace Mumm, City of Spokane
E. Susan Meyer, CEO, Ex-Officio

MEMBERS ABSENT

Ed Pace, City of Spokane Valley
Shelly O'Quinn, Spokane County
Kevin Freeman, Small Cities Representative
(Millwood), Ex-Officio

*Chair

STAFF PRESENT

Steve Blaska, Director of Operations
Beth Bousley, Director of Communications
& Customer Service
Steve Doolittle, Director of Human Resources
Karl Otterstrom, Director of Planning
Lynda Warren, Director of Finance & Information Services
Susan Millbank, Ombudsman & Accessibility Officer

Guests

Mike Kunder, Local 3939

1. CALL TO ORDER AND ROLL CALL

Chair Waldref called the meeting to order at 10:12 a.m. Roll was called and introductions were made.

2. PUBLIC EXPRESSIONS

None.

3. COMMITTEE CHAIR REPORT

Chair Waldref reviewed the highlights of the meeting agenda.

4. COMMITTEE ACTION

A. MINUTES OF THE NOVEMBER 2, 2016, COMMITTEE MEETING

Ms. Mumm moved to recommend approval of the November 2, 2016, Planning & Development Committee meeting minutes. The motion was seconded by Chair Waldref and passed unanimously.

B. APPROVAL OF THE PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM

Mr. Otterstrom relayed that the P&D Work program was reviewed at the November 2, 2016 Committee meeting. There being no revisions since that time, Ms. Mumm moved to recommend approval of the 2017 Planning & Development Committee Work Program and forward to the Board of Directors for information. The motion was seconded by Chair Waldref and passed unanimously.

5. BOARD ACTION – COMMITTEE RECOMMENDATIONS AGENDA

A. BOARD CONSENT AGENDA

1. APPROVAL OF THE TITLE VI OUTREACH STRATEGIES

Mr. Otterstrom explained that STA is seeking to update its Title VI Plan and the outreach component of the plan. Similar to the process for major service changes, staff will seek approval of the outreach plan for the comprehensive plan update. Mr. Otterstrom reviewed the outreach strategies including:

- Website notice
- Email notice and outreach to agencies and organizations that serve and advocate for minority and low income persons
- Community centers and school district outreach
- P&D and CAC Engagement and Review
- Public hearing

Ms. Mumm recommended revising the outreach strategies to include “higher education” in the “Community centers and school district outreach” bullet because so many college students use the public transit system. Chair Waldref said she had added the school districts because they seem to have a good pulse on the immigrant and refugee communities in Spokane and are actively working with people with limited English. Discussion ensued regarding STA’s efforts to assist people with limited English proficiency (LEP) in accessing the system. Ms. Susan Millbank explained STA’s current efforts, challenges and additional proposed efforts as part of the Title VI update. Ms. Millbank said that the languages STA needs to be most prepared to provide translation services for in the Spokane community are Russian, Vietnamese and Spanish. Ms. Mumm suggested that national flag icons be added to the “translate” option on the STA website. Chair Waldref mentioned that she sees many people from other countries using the system in her neighborhood, so they are figuring it out or making community connections that are assisting them. Ms. Meyer thanked the Committee members for their input.

Ms. Mumm moved to recommend approval of the proposed *Connect Spokane Update Work and Outreach Programs, as amended, and forward to the Board. The motion was seconded by Chair Waldref and passed unanimously.*

2. DRAFT COMPREHENSIVE PLAN WORK PROGRAM & OUTREACH PROGRAM

Mr. Otterstrom explained that this is the major update every three years. Minor amendments have occurred during this time. The goal is to have the update completed and adopted by the end of 2017. The update is not expected to be a re-write but will be an improvement to the current plan. High Performance Transit is still expected to be a major component of the plan. The update will primarily utilize STA staff but may incorporate the targeted use of consultants for things like emerging trends. STA will also be collaborating with local partners like Spokane Regional Transportation Council with their update to Horizon 2040. Mr. Otterstrom reviewed the major elements of the update, such as:

- Identifying emerging trends
 - regional/national demographic, behavioral, economic, & development trends
 - new partnership & coordination opportunities
 - updates to Horizon 2040 & other local plans
- Identify Best practices, changing technologies and service models:
 - “first and last mile” connections
 - shared economy
 - autonomous vehicles
 - safety systems
 - quality assurance
 - fare collection
 - customer engagement
 - regulatory changes
 - security

Ms. Mumm recommended that the technology component be called out with added emerging technologies. Mr. Otterstrom agreed that more could be added to the emerging technology list. Next Mr. Otterstrom reviewed the proposed outreach program goals and strategies. Ms. Mumm said that though it is not included in the current list, she believes that STA is going to be a leader in clean air and the electric Central City Line could be used as a “shining star” for Spokane. Ms. Mumm felt it would be important to include the topic of “clean air” in the outreach efforts. Mr. Otterstrom said that staff will include Spokane Regional Clean Air agency in its outreach efforts and will include electric and zero emissions vehicles in the “Best Practices/changing technologies” list. Mr. Otterstrom reviewed the outreach strategies which will be robust but not massive.

Ms. Mumm moved to recommend approval of the Draft Comprehensive Plan and Outreach Program, as amended, and forward to the STA Board of Directors. The motion was seconded by Chair Waldref and passed unanimously.

B. BOARD ACTION AGENDA

1. APPROVAL OF THE CAPITAL IMPROVEMENT PROGRAM AMENDMENT

Mr. Otterstrom noted that the Capital Improvement Program (CIP) amendment has not changed since it was presented to the Board at the November meeting, however it was not reviewed with the Committee because the Proposition 1 ballot measure vote had not occurred to guide the direction of the CIP recommendation. The CIP was shared with the Board Operations Committee the day after the vote and then with the Board in a public hearing the following week. Staff is requesting a motion to amend the Capital Improvement Program as presented in the packet. The current CIP was adopted by the Board in July as part of the Transit Development Plan adoption process. Mr. Otterstrom reminded the Committee that the first year of the adopted CIP becomes the capital budget for the upcoming calendar year. Proposed amendments include:

- Reflects the West Plains Transit Center recently-awarded federal grant
- Includes STA Moving Forward Projects now funded by Proposition 1 as approved by voters
- Reflects project sequencing approved by STA Board in June 2016 as well as estimated program cost presented at the same meeting
- Adds newly identified SFCC Transit Station project to the unfunded projects list
- Adjusts the Fleet Replacement Plan to reflect STA Moving Forward service increases

Positive comments were made about the SFCC Transit Station project’s smooth and timely process, as well as the collaboration and leadership that helped make it a success. Ms. Mumm said she hoped that someday the Central City Line could encompass the SFCC site to create a complete “Ed-Med” (education-medical) link. Mr. Otterstrom next reviewed the funding for STA Moving Forward for the six-year time period of 2017-2022 including amendments. The complete outlay for existing 2017 – 2022 CIP plus amendment is \$221M. The Draft CIP by programs, years and funding sources was highlighted. A public hearing on the proposed CIP amendments was held and no public testimony was provided. Mr. Otterstrom mentioned that there was an edit to the Fleet Replacement Plan to accurately reflect the programmed procurement schedule for new coaches and vans. Chair Waldref asked if the coaches will be ready in 2017 for the new service frequency in May. Mr. Blaska said they are here and will be ready to go.

Ms. Mumm moved to recommend the Board adopt, by resolution, the proposed amendments to the 2016 Transit Development Plan. The motion was seconded by Chair Waldref and passed unanimously.

2. APPROVAL OF THE 2017 ANNUAL STRATEGIC PLAN

Ms. Meyer reported on the Strategic Plan. Chair Waldref complemented Ms. Meyer on the format for the plan and said that she had shared STA's mission, vision and values with the group at the City of Spokane that is working on their strategic plan. Ms. Meyer thanked Chair Waldref and gave credit to staff for their feedback, and particularly Mr. Blaska, for creating the format for the plan. Ms. Meyer explained that the Strategic Plan is informed by STA's vision, mission and organizational priorities. Ms. Meyer reviewed the highlights of the 2017 plan, including:

- Introducing STA Moving Forward Service in 2017
- Increasing Ridership
- STA Moving Forward Capital Projects
- Updating Connect Spokane (Comprehensive Plan)
- Finalize Emergency Operations and Business Continuity Plans
- Maintain Essential Capital Projects
- Other
 - FTA Triennial/Comprehensive Review
 - Staff Transitions Among Long-time, Senior Management Employees

There was discussion regarding Fixed-route ridership, sidewalk improvements and looping in neighborhood councils to the process of Community Development Block Grants (CDBG) for project leverage, clean energy and new technology in solar installation possibilities, timing for considering transit service to areas not currently included in STAMF immediate timeline, and also 2017 staffing to cover STAMF and attrition.

Ms. Mumm moved to recommend approval of the 2017 Annual Strategic Plan, and forward to the STA Board of Directors. The motion was seconded by Chair Waldref and passed unanimously.

3. ADOPTION OF THE 2017 OPERATING & CAPITAL BUDGETS

Ms. Warren stated that in the interest of time and since the members have seen the budgets recently, she would concentrate on just the changes that have been made since it was presented at the public hearing in November. The Committee liked this idea.

2017 vs 2016 Operating Expense change is \$ 3,856,180. \$1.5M of that is STA Moving Forward. Approximately 90% of expense changes are reflected in items above \$100,000. The 2017 Operating budget assumptions were reviewed. Three positions have been added to staffing assumptions since the Board viewed the presentation at the Board meeting. They were originally in the budget for 2018 but due to STAMF needs, staff would like to integrate them in throughout 2017: Procurement Coordinator, Accounting Coordinator, Capital Project Manager. Medical expense/benefits changed slightly in that STA received a lower increase in Premera premiums than expected (18.05% vs the anticipated 20%), dental increased (5.15% vs the anticipated 5%). A summary of the changes from 2017 proposed to final budget is reflected in the following table.

Summary of Expenditure Changes			
	Operating	Capital/Fleet Replacement	Total
Proposed Expenditure Budget	\$68,942,140	\$26,280,892	\$95,223,032
Labor	164,751	-0-	164,751
Benefits	(67,463)	-0-	(67,463)
Materials	19,775	-0-	19,775
Total Changes	117,063	-0-	117,063
Final Proposed Expenditure Budget	\$69,059,203	\$26,280,892	\$95,340,095

Ms. Warren reviewed the 2017 Operating Expenses by Division and Object. Ms. Mumm commented on the sound decision made by the Board to change the assumption of sales tax revenue growth to a 3.0% trend. Ms. Warren agreed and said that in fact a one-time \$500,000 addition will be made to reflect current economic conditions. The only change to the 2017 revenue from proposed to final proposed budget is a \$117,063 draw on cash because expenditures were increased by \$117,063.

2017 cash and reserve analysis – STA will receive approximately \$8.3M operating revenue over operating expense that will go toward capital activities. There will be a net decrease in cash of \$5.2M if all of those capital projects are completed in 2017. That leaves a cash balance of \$43M. Board designated reserves (Operating reserve, risk reserve and right of way reserve) totals \$20.1M. Total 2017 estimated end of year cash balance after reserves is \$22M to use to fund future capital projects. The narrated version of the 2017 Operating & Capital Budgets can be found on the STA website (www.spokanetransit.com).

Ms. Mumm moved to recommend the Board adopt by resolution, the final proposed 2017 Operating and Capital Budgets. The motion was seconded by Chair Waldref and passed unanimously.

C. BOARD DISCUSSION AGENDA

No items being presented this month.

6. REPORTS TO COMMITTEE

No items being presented this month.

7. COMMITTEE INFORMATION

A. CENTRAL CITY LINE UPDATE

As presented in packet.

8. CEO REPORT

Ms. Meyer reported:

- Elaine Chao is President Elect Trump's pick for department of transportation secretary. Ms. Chao was the deputy transportation secretary under the George H. W. Bush from 1989 to 1991 and was the labor secretary under George W. Bush from 2001 – 2009.
- STA's Black Friday ridership number is currently unknown due to a glitch that will hopefully be resolved soon.
- The final updated map of the results of the Proposition 1 ballot measure which ended up with a 55.8% in favor. Almost 100,000 people voted in favor of the ballot measure.

9. NEW BUSINESS

None.

10. COMMITTEE MEMBERS' EXPRESSIONS

None.

11. REVIEW OF FEBRUARY 1, 2017, COMMITTEE MEETING DRAFT AGENDA

As presented in packet.

12. NEXT MEETING –WEDNESDAY, FEBRUARY 1, 2017, 10:00 A.M. STA SOUTHSIDE CONFERENCE ROOM, 1230 W BOONE AVENUE

13. ADJOURN

Chair Waldref adjourned the meeting at 11:22 a.m.

Respectfully submitted,

Angela Stephens

Angela Stephens, Executive Assistant

by Laura Bee