

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 29, 2017 (December) Meeting
Southside Conference Room

MEMBERS PRESENT

Al French, Spokane County*
Candace Mumm, City of Spokane
Kevin Freeman, Small Cities Representative
(Millwood), Ex-Officio
E. Susan Meyer, CEO, Ex-Officio

MEMBERS ABSENT

Aspen Monteleone, City of Airway Heights
Ed Pace, City of Spokane Valley

*Chair

STAFF PRESENT

Beth Bousley, Director of Communications & Customer Service
Karl Otterstrom, Director of Planning & Development
Lynda Warren, Director of Finance & Information Services
Nancy Williams, Director of Human Resources
Steve Blaska, Director of Operations
Roger Watkins, Chief Operations Officer
Jan Watson, Executive Assistant to the CEO & Clerk of the Authority
Emily Arneson, Ombudsman and Accessibility Officer
Dan Wells, Deputy Director of Capital Development

STAFF ABSENT

None

Guests

Mike Kunder, Paratransit Union #3939

1. CALL TO ORDER AND ROLL CALL

Chair French called the meeting to order at 10:08 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 NOVEMBER 1, 2017 COMMITTEE MEETING

Ms. Mumm moved to recommend approval of the November 1, 2017 Planning & Development Committee meeting minutes. The motion was seconded by Chair French and passed unanimously.

B. APPROVAL OF THE 2018 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM

Mr. Otterstrom reviewed the 2018 Planning & Development Committee Work Program. According to STA Board Resolution 681-11, adopted at the September 21, 2011 STA Board meeting, the Planning & Development Committee is accountable for designing and coordinating the Board's participation in STA strategic and operational planning, including annual budget preparation.

Connect Spokane: A Comprehensive Plan for Public Transportation identifies four planning documents that require annual updates. All of these plans are founded on the principles and policies of *Connect Spokane*:

- Transit Development Plan
- Service Implementation Plan
- Capital Improvement Program
- Annual Strategic Plan/Budget

The work program is focused primarily on the annual planning calendar. As in last years, there are some planning projects that augment the committee's work program. As projects move beyond the planning and preliminary engineering stages, implementation work is transferred to the Performance Monitoring and External Relations Committee. As for the Central City Line, the Planning and Development Committee is expected to continue to engage with the project up until there is project construction grant agreement with FTA or a similar contract that enables full implementation. Near the end of 2018, STA will develop the scope of work for planning and preliminary design work for a build-out of High Performance Transit on the Division Corridor. This grant-funded study will explore what could be done on the corridor above and beyond the HPT "Lite" investments committed to in *STA Moving Forward*.

Highlights of the work program include:

- Annual Planning
 - 2018 Transit Development Plan
 - 2019 – 2021 Service Implementation Plan
 - 2019 – 2024 Capital Improvement Plan
 - Updated financial forecast and assumptions through 2024
 - Transit Asset Management Plan (*new*)
- Other Planning Efforts
 - Central City Line Project Development Milestones
 - Regional Mobility Grant
 - Initialize Division Street High Performance Transit Study

Mr. Blaska reviewed the Transit Asset Management (TAM) Plan, a task within the 2018 work program. The Moving Ahead for Progress in the 21st Century (MAP-21) Act required the Secretary of Transportation to develop rules to establish a system to monitor and manage public transportation assets to improve safety and increase reliability and performance, and to establish performance measures. The Fixing America's Surface Transportation (FAST) Act reaffirmed this requirement.

Mr. Blaska stated that this legislation resulted in FTA promulgating guidance to help achieve and maintain a state of good repair (SGR) for the nation's public transportation assets. Transit asset management is a business model that uses transit asset condition to guide the optimal prioritization of funding. In order to standardize reporting and management, FTA requires all transit providers who receive Federal funding to submit a Transit Asset Management Plan by October 2018.

Mr. Blaska shared that the concepts and practices required for a TAM Plan have been inculcated in STA's management and procedures for some time; several of the items in the TAM are duplicates of what STA is already doing, and STA often sets their targets higher than most of the requirements. The TAM should be a good tool to demonstrate eligibility for additional Federal funding. The TAM Plan will be incorporated into the annual planning process.

Mr. Otterstrom reviewed the Central City Line 2018 Milestones:

- 2019 Capital Investment Grant Report
- 60% Design and Constructability Review
- Project Management Plan
- Third-party Agreements

Ms. Mumm moved to recommend approval to the Board of the 2018 Planning & Development Committee Work Program and to forward to the Board of Directors for information. Chair French seconded. The motion passed unanimously.

5. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

No items were presented this month.

B. BOARD ACTION AGENDA – COMMITTEE RECOMMENDATION AGENDA

1. FINAL PROPOSED 2018 OPERATING AND CAPITAL BUDGETS

Ms. Warren reviewed the updates to the final proposed 2018 Operating and Capital Budgets. The primary changes were as follows:

- 2018 vs 2017 Operating Expense Budget – Operating expenses increased from 5.5% to 6.4% due to the settlement of the contract with ATU 1015 and both fixed route and paratransit services increases.
- 2018 Operating Budget Assumptions Chart -- This chart has been adjusted to reflect the ATU settlement and the changes in expected premium increases for Premera (now 14.7%) and Washington Dental (3.9%), both of which were lower than expected.
- 2018 Revenue Changes -- The 2018 revenue changes from proposed to final proposed budget will have an additional draw on cash. Capital and Operating budgets did not change. The total final proposed revenue budget is \$128,886,237.

Lynda shared that once the Committee recommends the Board adopt by resolution these proposed budgets, the budgets will be forwarded to the Board for their next meeting on December 14.

The final proposed 2018 operating and capital budgets are illustrated in the table below:

SOURCE OF FUNDS		USE OF FUNDS	
Revenues	\$84,532,378	Operation Expenses	\$73,491,622
Capital Grants	14,377,888	Capital Projects	43,532,304
From Cash Balance	29,975,971	Fleet Replacement Allocation	11,862,311
Total Source of Funds	\$128,886,237	Total Use of Funds	\$128,886,237

Ms. Mumm moved to recommend the Board adopt by resolution the final proposed 2018 Operating and Capital Budgets at the December 14, 2017 Board meeting. Chair French seconded. The motion passed unanimously.

Chair French thanked Ms. Meyer, Ms. Warren, and Mr. Otterstrom for their hard work on the budgets.

2. CONNECT SPOKANE UPDATE: FINAL RECOMMENDATION

In December 2016 the STA Board of Directors adopted a work program for the 3-year major update to Connect Spokane, STA's Comprehensive Plan. Mr. Otterstrom reviewed the process to date and shared that through the spring of 2017, STA hosted two workshops, conducted an online survey and stakeholder interviews to receive input

on changing conditions and community desires that should be reflected in updates to the plan. Staff presented the findings from the outreach efforts to the Board in June and sought guidance on drafting amendments to the plan.

STA held an open house on September 27, 2017 at the Plaza to receive feedback on draft amendments. An updated draft was included in the packet. Notable changes from the November 1 packet include:

- New FR 7.0 Passenger Load Standards (page 59) – these standards have been documented for a number of years, but are being brought into *Connect Spokane* for ease of reference.
- New SI 4.10 HPT Identification and Customization Policy (page 87) – the proposed policy has been developed in conjunction with the Central City Line Steering Committee and will be reviewed during the meeting.
 - A revision of SI 4.10 was provided at the meeting which clarified the distinction between identification and customization.
- FR 7.0 Passenger Load Standards – STA adjusts bus and trip assignments to meet demand.

Mr. Otterstrom shared that a clean (no redline) version of the final draft plan can be found online at:

<https://www.spokanetransit.com/projects-plans/comprehensive-plan-update>

Ms. Mumm moved to recommend approval by resolution the proposed amendments to *Connect Spokane: A Comprehensive Plan for Public Transportation* and forward to the Board agenda. Chair French seconded. The motion passed unanimously.

6. REPORTS TO COMMITTEE

No items were presented this month.

7. COMMITTEE INFORMATION

No information included this month.

8. CEO REPORT

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

- **Chief Operations Officer** – Ms. Meyer introduced the new Chief Operations Officer, Mr. Roger Watkins. Mr. Watkins brings 30 years of senior leadership and management experience from his service in the US Air Force including air mobility operations and maintenance, safety and security, as well as education and training expertise. His wife, Leslie, is an administrator at North Wall Schools. Mr. Watkins feels strongly about making a contribution to his new hometown, Spokane.
- **Steve Blaska Retirement Get Together** – Steve Blaska's Retirement Get Together will take place Tuesday, December 5 from 10-11:30 a.m. in the STA southside conference room.
- **December Events at The Plaza** – There will be several events at The Plaza in December including music and new art at the art gallery. Ms. Meyer encouraged the Committee to attend.
- **Pearl Harbor Remembrance Day Shuttle** – Thursday, December 7 is Pearl Harbor Remembrance Day. STA will provide transportation for Pearl Harbor survivors and their widows from Harvard Park Retirement Community to downtown for lunch and back.

9. NEW BUSINESS

None.

10. COMMITTEE MEMBERS' EXPRESSIONS

None.

11. REVIEW OF JANUARY 31, 2018 (FEBRUARY MEETING) COMMITTEE MEETING DRAFT AGENDA

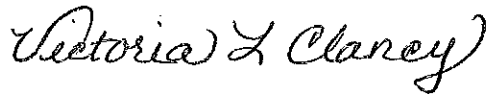
As presented in packet.

12. ADJOURN

Chair French adjourned the meeting at 11:00 a.m.

13. NEXT MEETING – WEDNESDAY, JANUARY 31, 2018, (FEBRUARY MEETING) 10:00 A.M., STA SOUTHSIDE CONFERENCE ROOM, 1230 W. BOONE AVENUE

Respectfully submitted,

A handwritten signature in cursive script that reads "Victoria L. Clancy".

Victoria L. Clancy, Executive Assistant