

Spokane Transit
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PLANNING & DEVELOPMENT COMMITTEE MEETING

Minutes of the February 6, 2019 Meeting,
10:00 a.m. Spokane Transit Southside
Conference Room

MEMBERS PRESENT

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

MEMBERS ABSENT

Chris Grover, Small Cities Representative *
(*Cheney*) (*Chair*)
David Condon, City of Spokane

*Chair

**Acting Chair

STAFF PRESENT

Karl Otterstrom, Director of Planning & Development
Roger Watkins, Chief Operations Officer
Lynda Warren, Director of Finance & Information Services
Brandon Rapez-Betty, Director of Communications & Customer
Service
Nancy Williams, Director of Human Resources
Dan Wells, Deputy Director of Capital Development
Emily Arneson, Ombudsman & Accessibility Officer
Dana Infalt, Executive Assistant to the CEO & Clerk of the
Authority
Sam Guzman, Executive Assistant, Operations
Ryan Brodwater, Capital Projects Manager

GUESTS

Mike Kunder, AFSCME 3939, President
Katherine Miller, P.E., City of Spokane, Director – Integrated
Capital Management

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

Acting Chair French called the meeting to order at 10:01 a.m. Roll was called and introductions were made.

2. PUBLIC EXPRESSIONS

None.

3. COMMITTEE CHAIR REPORT

Al French is the Acting Chair today while the Committee Chair, Chris Grover, is traveling.

4. COMMITTEE ACTION

A. MINUTES OF THE NOVEMBER 28, 2018 COMMITTEE MEETING

Ms. Haley moved to recommend approval of the November 28, 2018 Planning & Development Committee meeting minutes. The motion was seconded by Acting Chair Al French and passed unanimously.

5. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. 29TH AND REGAL BUDGET REALLOCATION

Mr. Karl Otterstrom stated that the recommendation being sought for the Board’s consent agenda is approval to reallocate funds from the 29th and Regal intersection improvements to the overall Monroe-Regal Corridor.

As background, the overall Monroe-Regal Line High Performance Transit project has several project numbers in STA’s capital program and the total budget is \$5.4M; most of those funds are from state and STA Moving Forward resources. There is a federal grant we received a few years ago to improve bus stops on a segment of North Monroe Street. Those funds will be used on bus stop from Garland down to the river. The 29th and Regal intersection improvement budget was set aside specifically to address the right turn that STA can still not make today with a bus. This improvement was needed to ensure the Lincoln Heights shopping area was served by HPT investments, consistent with transit and neighborhood plans. The project plan was to re-engineer the radius of the curve which would require moving the traffic signal and signal cabinet. It also required a small sliver of right-of-way from an adjacent property owner. The owner has been contacted numerous times but is not interested in selling this small portion of land to STA. At the same time, STA does have the existing park & ride on Southeast Blvd. as an alternative method for connecting to services that will serve Lincoln Heights into the future. Adjacent to that is a property that is subject to a plan unit development project, the Garden District, which would change the landscape of this area potentially bringing density into that area adjacent to that park and ride. Current draft recommendation for service changes for September 2019 is to use Southeast Blvd. instead of the 29th and Regal intersection. As a result, we have budget funds that are “orphaned” from the original alignment and STA would like to be able to use those funds anywhere on the Monroe-Regal Corridor. STA will need to enhance the area around the park & ride and at the crossing at 31st and Southeast Blvd. There are different packages of improvements as STA implements the improvements this fall. Some of those improvements will not be in place immediately, however, STA wants to ensure that there is as much budget as STA Moving Forward provided and the grants have provided as the project moves forward.

Staff proposes to reallocate all funds within the Monroe-Regal HPT Project associated with the 29th/Regal intersection (CIP #467) to the Monroe-Regal Shelter and Stop Enhancements (CIP #479) to fund improvements at or adjacent to the South Hill Park and Ride and to be available for other improvements along the Monroe-Regal Line.

Project	Current Budget	Proposed Revisions	Proposed Budgets
467 – 29 th /Regal Intersection Improvements – Design and Construction	\$	-\$551,120	\$0
479 – Monroe-Regal Shelter and Stop Enhancements	\$4,270,250	+\$551,120	\$4,821,370

Mr. Otterstrom stated that the recommendation is for the approval to transfer funds from the 29th/Regal Intersection Improvements to the Monroe-Regal shelter and stop enhancements. All of these funds are

either state or local sources with local sources coming from STA moving forward. It's a net zero increase in budget.

Ms. Haley moved to approve to transfer funds from the 29th/Regal Intersection Improvements to the Monroe-Regal shelter and stop enhancements. The motion was seconded by Acting Chair Al French and passed unanimously.

6. REPORTS TO COMMITTEE

A. REVIEW 2019 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM

Mr. Otterstrom reviewed the 2019 Planning & Development Committee Work Program. Each year the committee works in the fall to develop a work program.. The Committee reviews it after the new year as a reminder of where the committee is and the processes this committee brings forward to the Board. The draft work program includes the Annual Planning Calendar which:

- Identifies the four planning documents founded on the principles and polices of *Connect Spokane* that require annual updates:
 - 2019 Transit Development Plan
 - 2020-2022 Service Implementation Plan
 - 2020-2025 Capital Improvement Program
 - 2020 Annual Strategic Plan and Budgets
 - As well as:
 - Updated financial forecasts and assumptions through 2025
 - Transit Asset Management Plan (for reference purposes)
- Also identifies other major planning efforts that will take place during 2019:
 - Central City Line Project Development Milestones
 - Division Street high Performance Transit Study
 - Zero Emission Technology Fleet Transit Evaluation
 - Facilities Master Plan update (regarding operational administrative facilities)
 - Scoping of *Connect Spokane* 2020 update

Mr. Otterstrom shared an overall update of the Central City Line 2019 Milestones.

Mr. Kevin Freeman arrived at 10:30 a.m.

Because of the government shutdown, the FY 2020 Capital Investment Grant Report may be late. This is a good example of an item outside of STA's control that requires adjustments to the work program.

Typically, there is a full Board workshop to review the details of the financial forecasting. This year's workshop is scheduled for April after the committee meeting.

B. 2019 TRANSIT DEVELOPMENT PLAN OVERVIEW

Mr., Otterstrom provided an overview of the 2019 Transit Development Plan (TDP), a state-required six-year planning document (RCW 35.58.2795) that must be prepared annually. This plan must be consistent with comprehensive plans of the jurisdictions we serve and explains how STA intends to implement the state and local long-range plans for public transportation, capital improvements, significant operating changes, and funding for program needs.

STA's commitment has been to fully fund the six-year capital requirements as we develop financial forecasts to ensure that services and improvements we make are fully funded through that time period including our capital replacement needs. It also sets forth regionally significant projects which feeds into SRTC's plan.

The TDP is organized into seven separate sections and 2018 accomplishments which WSDOT asks for across the state each year to provide a consistent narrative:

- Section 1: Introduction and Agency /System Overview
- Section 2: 2018 Accomplishments
- Section 3: 2019 Annual Strategic Plan (*Board Approved October 18, 2018*)
The requirement asks for current year plus five and is required to be adopted by September 1st of each year which means half of the current year has already passed by. STA finds it most appropriate to use the current year for the STA Annual Strategic Plan. STA provides six years in order to be more consistent with the planning documents created by the local jurisdictions.
- Section 4: Guiding Principles & Major Activities (2019-2025)
Customer and community outreach, service development, facilities and fleet, system management, technology, and planning.
- Section 5: Service Implementation Plan (2020-2022)
Informed by STA Moving Forward and the commitments made within this document, as well as ways in which STA can address customer feedback and service optimization as staff continuously reviews performance indicators, etc. A quarterly report of customer feedback goes to the PMER Committee for review. This plan is prepared every year for a three-year period, recommends services changes (major changes in September, minor modifications in January and May), documents new service requests and provides a conceptual network.
- Section 6: Capital Improvement Program (2020-2025)
Programming of projects for the next 6-year period, includes projects already underway. Current 2019-2024 Capital Improvement Program (CIP) budget is \$223,432,995.
- Section 7: Operating and Financial Projections
- Appendix E: Asset Management Plan

Mr. Otterstrom reviewed the TDP Project Timeline. In March this Committee will start discussing the Mid-Range Planning Guidance and the major activities. This Committee will be asked for input on other items that should be included on the horizon for the next six year. In April, the Committee will finalize the Mid-Range Planning Guidance and take a deep dive into the revenue and expenditure forecast assumptions and more finalization of activities. In May, input will be summarized and will become the building blocks of the draft TDP in June with a public hearing later in the month at the Board meeting with finalization taking place in July.

Next steps: Staff will lead a discussion on mid-range guidance at the March Planning & Development Committee meeting.

C. CENTRAL CITY LINE: DESIGN AND PUBLIC OUTREACH UPDATE

Mr. Otterstrom provided a design and public outreach update on the Central City Line (CCL). STA has received the 60% design plans from Jacobs Engineering, STA's record engineer for this project. The design includes finalized station locations and amenities. There are no major design issues. The National Environmental Policy Act (NEPA) documentation is behind schedule due to unforeseen guidance alterations. Just before the government shutdown, the Federal Transit Administration (FTA) raised a question regarding the newly constructed portion of the Centennial Trail between Perry Street and Upriver Drive on the north side of Mission Avenue and next to the Avista Corporation campus. The Central City Line project will move that trail to behind the station. FTA has deemed this issue as a "*de minimis* impact" but some public outreach is still required. There are no known concerns from the City of Spokane Parks Board, however, STA needs to check this last box of public outreach. STA is also seeking input from Avista at this area.

The FTA Small Starts Review process is moving forward. In order to ensure FTA Small Starts funding of the federal share of the project, STA is required to have a Project Management Oversight Contractor (PMOC).

That contractor has been assigned from Urban Engineers. A task order has not yet been issued but they will conduct an assessment, not at the end of February but probably at the end of March due to the government shut down. They will visit STA and assess every imaginable risk possible. Those risks vary from archeological issues to the upcoming mayoral election to changes at the Federal level and the severity of those risks are on the project as it pertains to STA's budget and schedule. Those risks will update and inform STA's overall project cost because it will affect the contingency for the project. The PMOC will review the Project Management Plan (and sub plans), Risk Management Review, specifications and schedule cost estimates.

Mr. Otterstrom reported on current public outreach efforts. STA continues to work with landowners, neighborhoods and stakeholders on this project and has for years. The CCL Online Open House was advertised on social media yesterday, KXLY did a story, letters were sent to all property owners adjacent to planned station locations (either immediately adjacent to or across the street from), individual letters were mailed regarding station locations. This open house is available online from February 5 – March 5. There is an in person open house on February 19 at the plaza. STA is coordinating with Spokane Arts on developing station identification plans or efforts for each of the neighborhoods; ways to not customize the stations as much as articulate and communicate a neighborhood identity at the stations; and, ways to incorporate wayfinding

Mr. Otterstrom demonstrated how to find the online open house on the STA website. There is overall information and encourages readers to go to the link for the online open house. There is an interactive map that has current design plans reflecting 60% design. At this stage, the survey is seeking minor feedback and asks if there issues with fundamental design issues (i.e., does the light pole need adjustments for better visibility, etc.) and construction considerations to minimize disruptions or inconveniences. The survey does not seek to alter the design significantly from the 60% design. The goal is to be out to construction in terms of bidding this fall, 2019.

D. ZERO EMISSION TECHNOLOGY FLEET TRANSITION EVALUATION -- UPDATE

Mr. Watkins provided the first update on the Zero Emission Technology Fleet Transition Evaluation. He reviewed the first modeling results from the Monroe-Regal line. First, it confirmed STA's thoughts that the transition would require on-route charging, not just depot level charging. However, the good news is that it is only required at one end point which works well since STA is constructing a new Moran Station park and ride and should be able to include the charging infrastructure into that. The modeling was done at both normal and strenuous load factors. And most importantly, the study allows for a 1:1 ratio of replacement of diesel buses with battery electric buses.

At STA's request, the Center for Transportation and the Environment (CTE) will be re-running several of the modeling scenarios. This won't substantially change the output received to date, it will be fine tuned to answer some of STA's follow-up questions. The CTE has received some updated charging rates and times from the original equipment manufacturers (OEMs) that should provide us better fidelity on the exact numbers. The CTE is reviewing the possibility of having STA purchase two charger units, even at just one location, in order to prevent a back-up of bus service while using 15 minute frequency; allowing STA some buffer when running two buses. Modeling does reflect generic battery electric bus performance at this point. Once an OEM is selected, exact modeling data and costs will be available.

Mr. Watkins reviewed the CTE slides. Different battery service levels were examined. A brand new 450 kilowatt (kWh) battery pack will provide about 337 kWh of usable energy on a regular day to day basis. At some point in time, the battery has reached degraded state of charge availability and that 233 kWh is what would be available for an old battery. This data reflects the battery pack still functioning to give us the capability to operate the bus before the batteries would need to be replaced. Specific replacement time is still being determined because it's a new technology and there is not enough historical data to draw from yet to provide a definitive answer, but it is before the warranty expiration of the battery packs. In order to model, CTE gathered thousands of data points from GPS tracking, tracked bus speeds, took into account grade and elevation; total round trip is 2:07 to complete the whole circuit of 22.3 miles. Under nominal operating loads and strenuous loads, the on-route charge performed substantially better. Mr. Watkins reviewed approximate

monthly costs of depot charging (\$11,100), the addition of on-route charging (\$12,300, cumulative not additive) and the baseline diesel cost (\$22,600). “Demand” charge is a substantial amount of the cost. STA is negotiating with Avista to develop a rate structure that would be more favorable for this option. Ms. Meyer added that STA learned that there are other transit agencies in the United States that have been able to come to an agreement with their utility to reduce the charge or defer the “demand” charges years and years creating a much lower rate.

Mr. Freeman asked if the legislature had ever passed a utility tax exemption in the state of Washington for utilities on something like this. There are lots of new and innovative technologies that are exempt from taxes.

7. CEO REPORT

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

Transportation Demand Management Executive Board – Ms. Meyer has been invited by Roger Millar, the Secretary of Transportation in the state of Washington, to attend this recently-formed Board. The first meeting is tomorrow and then she will be able to tell us the charge of the organization.

Downtown Spokane Partnership - The DSP Board has extended another year’s membership for Ms. Meyer on the Board.

Ticket Vending Machines – STA released an RFP for ticket vending machines for four stations on Sprague. STA agreed to do this at the request of the Mayor and the Council President to accelerate the procurement for ticket vending machines associated with the Central City Line and High Performance Transit. The intention is to reduce the amount of cash needed and to speed up boarding. The contract is anticipated to be awarded within the next three to four months.

New Board Member Orientation – STA is conducting new Board Member Orientation today for Council Member Burke and after the Board meeting for Mayor Condon.

New Flyer Visit – A representative from the bus manufacturer, New Flyer, is visiting STA today. They are one of probably two candidates for purchases for the Central City Line which will be battery electric vehicles. All of STA’s articulated coaches are made by New Flyer so STA has done business with them for years. Today, they are here to talk with STA about their 60’ battery electric bus.

Legislature - Senator Hobbs has introduced a transportation revenue package. Some of the funding is expected to be for the Division project beyond what STA is currently implementing with SRTC, the City, and DOT. This has the potential to fund the next build out phase before the North Spokane Corridor is completed in 2029.

Kathleen Collins Weekly Bill Status Reports – When Ms. Meyer sends these reports out, anything that says RTA (Regional Transit Authority) does not pertain to STA. There is only one in the state and that is Sound Transit.

Cheney High Performance Transit Grant – STA has requested a grant for Cheney High Performance Transit (HPT) and DOT prioritized it in the amount of funding that is available that goes to the legislature. STA is optimistic that this request will be funded when the transportation budget is passed. This request is in large part for the purchasing of buses, in this case, STA is contemplating double-decker buses for the Cheney route. STA also requested carry-over funding for the Regional Mobility Grants for previous projects.

Charging Infrastructure for Electronic Vehicles – Ms. Meyer approved the installation of charging infrastructure for employee electronic vehicles. Avista will work near our new garage to create five charging stations that will ten vehicles to be charged. Currently, there are seven employees with electric vehicles.

Mr. Freeman asked had a meeting with Mayor Grover of Cheney last week and would be grateful if Ms. Meyer and Acting Chair French would reach out to him regarding the Cheney High Performance Transit. He has been meeting with his states representatives and trying to develop a relationship with them and thinks Mayor Grover would be interested in talking to them about this project. Ms. Meyer suggested sending him a letter for the grant funding.

8. COMMITTEE INFORMATION

(No information included this month)

9. REVIEW MARCH 6, 2019 COMMITTEE MEETING AGENDA

Mr. Watkins stated that staff will have outputs from the Zero Emission Technology Fleet Transition Evaluation /CTE Study most months through October and requested that this update be added to the agenda for next month.

10. NEW BUSINESS

(No information included this month.)

11. COMMITTEE MEMBERS' EXPRESSIONS

None.

12. ADJOURN

Acting Chair French adjourned the meeting at 10:55 a.m.

13. NEXT COMMITTEE MEETING: MARCH 6, 2019 at 10:00 a.m., (STA SOUTHSIDE CONFERENCE ROOM, 1230 W. BOONE AVENUE, SPOKANE, WA)

Respectfully submitted,



Vicki Clancy, Executive Assistant