

Spokane Transit
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PLANNING & DEVELOPMENT COMMITTEE MEETING

Minutes of the July 11, 2018 Meeting, 10:00 a.m.
Spokane Transit Southside Conference Room

MEMBERS PRESENT

Al French, Spokane County
Candace Mumm, City of Spokane*
Veronica Messing, City of Airway Heights
E. Susan Meyer, CEO, Ex-Officio

MEMBERS ABSENT

Chris Grover, City of Cheney
Sam Wood, City of Spokane Valley

*Chair

STAFF PRESENT

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

GUESTS

Larry Barone, AFSCME #3939, Chief Shop Steward

1. **CALL TO ORDER AND ROLL CALL**

Chair Mumm began the meeting sharing that quorum of voting members would not be attained until Mr. French joined later, however, information and discussion items that did not include action could be addressed. Agenda items 2 and 6 as information only were discussed during this time with no actions. Documentation below of those discussions are provided in the order of the published agenda.

Chair Mumm officially called the meeting to order with a quorum at 10:23 a.m. when Al French joined the meeting telephonically. (See agenda item 6A). Roll was called.

2. **PUBLIC EXPRESSIONS**

None.

3. **COMMITTEE CHAIR REPORT**

Item deferred by Chair Mumm.

(Al French did not provide a report.)

4. COMMITTEE ACTION

A. MINUTES OF THE JUNE 6, 2018 COMMITTEE MEETING

Al French moved to recommend approval of the June 6, 2018 Planning & Development Committee meeting minutes. The motion was seconded by Chair Mumm and passed unanimously.

5. COMMITTEE ACTION

A. Board Consent Agenda

1. ADOPT 2018 TRANSIT DEVELOPMENT PLAN

Mr. Otterstrom presented the updates to the Final Draft 2018 Transit Development Plan. The Capital Improvement Program (CIP) and Financial Projections have been revised as follows:

Section 6. -- Updated to reflect revised cost estimates for Paratransit vans. This update reflects a change in strategy for the Paratransit replacement plan which includes purchasing replacement vehicles for both in-house and contractor operations, applying a slightly smaller van (fewer seats) at a significant savings on a per-vehicle basis. For the six-year period covered in the CIP this represents an approximate \$1.2 million increase in costs (less than 1% increase over the earlier draft CIP), with the increase representing the change in timing and the inclusion of contractor-operated vehicles which had not been addressed in the earlier CIP.

Chair Mumm asked about seat reduction. Mr. Watkins responded that seats would be reduced from 14 ambulatory and 4 mobility devices to 10 and 3 respectively with fleet size remaining the same. Extensive analysis was conducted based on ridership and scheduling and load plans. Of STA's top 5 all-time busiest days where ridership exceeds 1,800 rides per day, STA only had seven total trips that would have exceeded the capacity of the proposed vehicles. However, there is flexibility within the system to reallocate those passengers within other vehicles deployed at the same time. The cost savings is about \$40,000 per vehicle and STA still anticipates attaining expected utilization for the replacement strategy. This change provides STA with the ability to replace our directly operated vehicles in a more expeditious manner and enables replacement of the contractor vehicles which currently had an unfunded placeholder in the CIP. The life cycle of the vehicle is the same. Chair Mumm asked if the residual value was proportional. Mr. Watkins responded that it is a Ford transit chassis Starlight vehicle which has only been in use 2-3 years so data is limited. King County is using this style of vehicle and initial feedback is very good. Chair Mumm asked if this gives STA another opportunity to look at a fuel-efficient vehicle/hybrid-vehicle/potential electric vehicle. Roger responded that this option was reviewed (i.e., compressed natural gas and others) and currently, there are no electric Paratransit vehicle options available. The vehicle STA has identified uses gasoline and gets better fuel economy over the existing Paratransit vans creating a substantial fuel savings.

Mr. Otterstrom reviewed a few CIP slides reflecting revisions to the vehicles in terms of overall cost for the six year period of 2019-2024. The last CIP was just under \$228M, now the CIP is \$223M. One reason for the decrease is due to more of STA Moving Forward being completed over time.

Planning & Development is seeking this Committee's recommendation to the Board to approve by resolution the 2018 Transit Development Plan.

Al French moved to recommend adoption of 2018 Transit Development Plan by resolution. The motion was seconded by Chair Mumm and passed unanimously.

Since the Monroe-Regal agenda item has already been reported, Chair Mumm asked for the CEO Report.

6. REPORTS TO COMMITTEE

A. MONROE-REGAL LINE IMPLEMENTATION: REVIEW PROPOSED STOP LOCATIONS

Mr. Otterstrom reviewed the proposed stop locations and levels of improvement as information. He reminded the Committee that two months ago he presented on the Monroe-Regal Corridor, outlined the public outreach and some of the design process milestones. Today, Mr. Otterstrom wants to solicit the Committee's questions and feedback on STA's plans for stop station locations.

The Monroe-Regal High Performance Transit Line is 11.4 miles long and extends from the Five Mile Park & Ride, located in north Spokane, south through downtown Spokane and extending to the future Moran Station Park & Ride. This general route travels along segments of Francis Avenue, Monroe Street, Grand Boulevard, 29th Avenue, Regal Street, and 57th Avenue.

Over May and June 2018, STA Planning staff attended 12 neighborhood councils to present an overview of the Monroe-Regal Line, concepts for the Moran Station Park & Ride, and associated fall 2019 service changes. Presentations were also given to other interested stakeholder groups. A corridor planning and implementation plan is being prepared and the design of the Moran Station Park & Ride is underway. Of the six High Performance Transit (HPT) stations associated with the City of Spokane's Monroe Street project, three are complete (horizontal elements only). As more of the road has been dedicated to pedestrians, there is more room for shelters at bus stops.

Chair Mumm asked Mr. Otterstrom to elaborate on the enhancement and moving of the bus stop locations. He responded that there are three pairs of stops (one north bound, one south bound), generally close together but on the far side of the intersections. Chair Mumm shared that after analyzing current traffic conditions, the City of Spokane decided to remove an intersection light in order to smooth traffic.

Neighborhoods have been very supportive of the corridor, Emerson/Garfield neighborhood in particular; the neighborhoods have been following the efforts for a number of years. Chair Mumm added that the shelters help define where to get on the bus, and has attracted some Multifamily Tax Exemption investment along the corridor citing the existence of HPT as a reason to enhance some multifamily tax exemption apartments.

Mr. Otterstrom reviewed proposed bus stop actions. Stop locations will generally follow existing stop patterns found along the corridor. Some stops will be closed or moved to improve stop spacing and/or secure better site conditions (width of right of way, slopes, adjacent activities). Finalizing stop locations is essential before completing full design on station improvements. Public outreach later this summer will seek feedback on proposed stop locations and actions. Mr. Otterstrom reviewed the Proposed Bus Stop Actions maps noting retained stops, closed stops and moved stops. The standard objective is one quarter mile stop spacing; however, STA also prioritizes safety (crosswalk opportunity) and ridership needs (proximity to public facilities, etc.).

Included in the packet, is an exhibit showing proposed station locations and level of improvement, which will be the basis for preliminary design efforts and continued public outreach. Mr. Otterstrom reviewed the next steps. The design consultant is preparing Scope of Work for corridor design. Over the 2018 summer, property owners within a ¼ mile of the corridor will be sent a project-specific mailer, with direction to view online design proposals with an associated survey.

Chair Mumm recommended that STA place a sign at bus stops emphasizing the speed with which a rider can travel to downtown Spokane from each stop (i.e., "8 minutes to downtown", etc.) as a marketing tool to encourage ridership. Infrastructure is important, but she feels the public would be even more interested in the convenience that riding the bus offers. Mr. Otterstrom agreed that emphasizing the ability to work on the bus could also be a great marketing tool. Ms. Messing agreed as well.

Mr. French called into the meeting via phone at 10:23 a.m. Chair Mumm asked if Mr. French if he would like her to continue to Chair the meeting and he agreed. Chair Mumm officially called the meeting to order (see Call To Order And Roll Call above).

Separate notifications will also be sent to property owners directly affected by changes in stop locations. The outreach will include design of the park & ride and station stop location and design.

STA staff and IBI Group will also host a project Open House at The Plaza in fall 2018 to present proposed stop locations and amenities and invite public input. STA planning staff plan to re-visit all neighborhoods over September and October 2019 to present final design proposals for review and comment.

The design of the project is anticipated to be complete by late 2018, with the invitation for bid(s) issued in early 2019. The Monroe-Regal Line service is anticipated to begin in September 2019. Mr. Otterstrom noted that to promote competitive bids, STA will likely propose that bidders may extend work on corridor improvements beyond the day of opening of new service. Chair Mumm added that the City of Spokane is submitting their bids for late fall of 2018. Mr. Otterstrom continued that this is why STA is fast tracking the design of the park & ride to ensure that it is completed as soon as possible.

Chair Mumm directed the Committee to agenda item #3 in order to continue the official meeting.

7. CEO REPORT

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

West Plains Transit Center and Northwest Boone Garage – Two significant projects that STA is working on; these facilities will be open in September and next year respectively.

Beth Bousley, Director of Communications and Customer Service – Ms. Bousley has served STA as Director of Communications and Customer Service since 2013. Today is her last day before she leaves to become the Communications Manager at the Eastern Region office of the Washington State Department of Transportation (WSDOT). While STA is not excited that Ms. Bousley is leaving, it is wonderful that she will be working for our partners at WSDOT and that STA will have a transit advocate even beyond what STA currently has in that office. STA works with WSDOT frequently and staff anticipates seeing Ms. Bousley often. STA has definitely benefitted from Ms. Bousley's representation. Ms. Bousley assembled a great Communications team and strengthened the Customer Service team resulting in a group that represents STA well as they promote all of the services we have to offer. Under her leadership, STA received several awards: one from the American Public Transportation Association for the youth ridership program, one for public education regarding the ballot, and one for social media. During her tenure, STA successfully conducted outreach that established the STA Moving Forward plan, the April 2015 ballot measure, and the 2016 ballot measure. A lot has transpired under her leadership and great direction. Ms. Meyer extended an invitation for all to join Ms. Bousley's going away reception tomorrow at 11:00 a.m. The Executive Team has taken her to lunch and celebrated with her.

Mr. French wished Ms. Bousley great success knowing that WSDOT will benefit greatly from her skills and talents.

Chair Mumm shared that Ms. Bousley will be missed because she is such a consummate communications professional. Chair Mumm and Ms. Bousley have been in the communications industry for quite a while and the Chair reminisced about the changes that have taken place – going from three TV stations, a few radio stations and one newspaper to the wide variety of social media. Working in communications now requires one to be a lawyer, an orator, a social manager, and Ms. Bousley does all of this with such grace. Chair Mumm is very thankful that she will still be working within the region, but she will be missed very much.

Ms. Messing wished Ms. Bousley the best and stated that it sounds like WSDOT is very lucky to have her.

Interim Director of Communications and Customer Service – Mr. Rapez-Betty, STA’s current Customer and Communications Relations Manager, will assume the responsibilities of Interim Director of Communications and Customer Service. This will be in addition to his existing responsibilities. Ms. Meyer expressed great confidence in his ability to take on the interim assignment. Mr. Rapez-Betty has been employed with STA since 2014. STA will begin the search for a Director soon.

Ms. Bousley thanked Susan Meyer, the Board, and the rest of the STA Executive Team for their support. Working for STA has been the best job she has ever had and has loved it. Ms. Bousley shared that a mentor once told her to hire people that are smarter than herself, and she feels that she has done that with each employee she hired. Another mentor told her to be sure that she always takes care of the people that work for you which has resulted in a wonderful, award winning team that that has done great work. Ms. Bousley is really excited for Mr. Rapez-Betty and thinks he will do a great job, but she will miss everyone. She quipped that she has to make sure she “stays in her swim lane” and avoids taking on more than she should.

8. COMMITTEE INFORMATION

(No information included this month)

9. REVIEW SEPTEMBER 5, 2018 COMMITTEE MEETING AGENDA

No changes were suggested at this time.

10. NEW BUSINESS

(No information included this month)

11. COMMITTEE MEMBERS’ EXPRESSIONS

Ms. Messing shared that she is looking forward to the opening of the West Plains Transit Center.

12. ADJOURN

Chair Mumm adjourned the meeting at 10:59 a.m.

13. NEXT COMMITTEE MEETING:SEPTEMBER 5, 2018 (NO AUGUST MEETING) at 10:00 a.m.
(STA SOUTHSIDE CONFERENCE ROOM, 1230 W. BOONE AVENUE, SPOKANE, WA)

Respectfully submitted,



Vicki Clancy, Executive Assistant