

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Minutes of the June 5, 2019 Meeting, 10:00
a.m. Spokane Transit Southside
Conference Room

MEMBERS PRESENT

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

MEMBERS ABSENT

David Condon, City of Spokane
Kevin Freeman, Small Cities Representative
(*Millwood*) *Ex-Officio*

*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
Dan Wells, Deputy Director of Capital Development
Emily Arneson, Ombudsman & Accessibility Officer
Kathleen Weinand, Principal Transit Planner
Ryan Brodwater, Capital Projects Manager
Mike Tresidder, Associate Transit Planner
Nick Hanson, Capital Projects Manager
Sam Guzman, Executive Assistant, Operations

STAFF ABSENT

Brandon Rapez-Betty, Director of Communications & Customer Service

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**

Chair Chris Grover called the meeting to order at 10:02 a.m. Roll was called and introductions were made.

2. **PUBLIC EXPRESSIONS**

None.

3. **COMMITTEE CHAIR REPORT**

Chair Grover attended that Spokane Regional Transportation Council Retreat and reported on the council's discussion at the retreat.

4. COMMITTEE ACTION

A. MINUTES OF THE MAY 1, 2019 COMMITTEE MEETING

Ms. Pam Haley moved to recommend approval of the May 1, 2019 Planning & Development Committee meeting minutes. The motion was seconded by Mr. Al French and passed unanimously.

B. SCOPE OF WORK: CENTRAL CITY LINE TELECOMMUNICATIONS INFRASTRUCTURE

Mr. Karl Otterstrom reviewed the general scope of work Central City Line (CCL) Telecommunications infrastructure for purposes of requesting proposals. The passenger amenities at CCL stations will include the following technology components: security cameras, real-time information signs, passenger information monitors, and fare validators. STA is seeking a fixed contract with a local provider for an optical fiber network. After evaluating several options with the help of our consultant, STA staff have concluded that an optical fiber network is the optimal solution insofar it is practicable. Two potential providers with in-ground optical fiber networks have been identified in the Spokane area: Zayo and Century Link. Most of the corridor has fiber owned by both providers within close proximity of most stations.

Based on budgetary estimates received, the contract price for initial construction is estimated to be in the range of \$900,000 to \$1.8M. The total monthly recurring, which would also cover maintenance, is estimated to be between \$15,000 to \$20,000 depending upon the provider as well as the number of station locations to be connected. Where stations don't have readily available fiber, STA will evaluate the cost proposals against other technological solutions, such as cellular.

Mr. Al French suggested staff follow-up with T-Mobile to understand the cellular provider's plans for fifth generation (5G) cellular capabilities in Spokane. Mr. Otterstrom agreed to explore and acknowledged that other options remain on the table on a station-by-station basis.

The request to the committee is to approve the Scope of Work for Central City Line Telecommunications Infrastructure and authorize staff to release a Request for Proposal (RFP) for construction and a fixed term service contract. Staff expect to report to the committee in September with a recommendation for approval. Mr. French moved to recommend approval as presented. The motion was seconded by Ms. Haley and passed unanimously.

5. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

(No items being presented this month.)

6. REPORTS TO COMMITTEE

A. CENTRAL CITY LINE: ROAD MAP OF UPCOMING BOARD ACTIONS

The Central City Line is a 5.8 mile, corridor-based bus rapid transit (BRT) line that will operate between Browne's Addition and Spokane Community College, via downtown Spokane and the University District. This is a critical project within the *STA Moving Forward* plan to improve and expand transit to the region and partner in economic development. Mr. Otterstrom reviewed the Central City Line Road Map of Upcoming Board Actions. STA is in the thick of Board activity related to the CCL. The 90% design package will be completed mid-June. Property acquisition and third-party agreements are progressing. The Project Management Oversight Contractor (PMOC) is finishing up the draft characterization report, including risk review. Mr. Otterstrom reviewed the July – December Actions and Milestones including the completion of the environmental review under the National Environmental policy Act (NEPA, the assignment of a PMOC, the allocation of \$53.4 million in federal Capital Investment Grant funding under the Small Starts provision, and the delivery of 60% design documents. Next Steps include reviewing this list of actions with the board and preparing for possible discussion at the board's annual strategic plan and budget workshop in July. Ms. Meyer reported that STA expects a signed agreement in November 2019.

B. 2019 TRANSIT DEVELOPMENT PLAN: COMPLETED DRAFT PLAN (PUBLIC HEARING)

Each year, Spokane Transit is required by state law to develop a Transit Development Plan (TDP) for a six-year planning horizon and submit it to the Washington State Department of Transportation (WSDOT) no later than September 1. During the past few months, the committee has been involved in providing input and reviewing several sections that are incorporated into the TDP. Mr. Otterstrom provided an overview of the TDP project timeline and the plan contents. A draft edition of the 2019 TDP has been prepared for review by the Planning and Development Committee in preparation for a Public Hearing at the June 20 Board meeting. During the committee meeting staff will briefly present salient elements of the draft TDP.

C. EAST SPRAGUE TRANSIT SIGNAL PRIORITY

On April 18, 2019 the STA Board of Directors directed staff to explore a Transit Signal Priority (TSP) application that could support traffic operations in the Sprague Union District. Mr. Otterstrom provided an update. The project scope includes: define & validate requirements, assess existing conditions, develop scope of work in coordination with City of Spokane traffic engineering staff, develop alternate methods as necessary, evaluate alternatives, costs and benefits and provide an initial status report on June 5, today. STA staff initiated TSP early coordination with City of Spokane signal engineers. The initial response from City traffic engineering staff is that the proposed approach is not possible with the recently installed system at the East Sprague intersections. However, the City provided specifications and date for use by STA's design consultant (IBI Group) to evaluate options. Mr. Otterstrom reviewed the IBI report, "Summary of Preliminary Technology Recommendations". While there are both challenges and limitations, TSP is a feasible and useful approach to limit queue spillover behind buses stopped at bus stops that are located far-side of intersections.

Ms. Katherine Miller, Director of Integrated Capital Management for the City of Spokane shared that while the current system is working, the City of Spokane is wanting STA to make a case for the solution. Mr. French asked why the driver can't just have a light activator on the bus to trigger the light. Mr. Otterstrom indicated that this is technically feasible, but more research would need to be completed before presenting complete recommendations.

D. ZERO EMISSION TECHNOLOGY FLEET TRANSITION EVALUATION UPDATE

Mr. Roger Watkins provided an update on the Central City Line Zero Emission Bus Deployment Implementation Plan; a combination of implementation plan and final plan. This highly detailed, 42-page plan includes:

- Route and Bus Modeling
- Rate Modeling
- Bus Procurement plan
- Infrastructure Requirements/Recommendations
- Training
- Deployment Strategy
- Data Collection Plan
- Project Schedule

Mr. Watkins reviewed on-route charging duration data. In terms of the Bus Procurement and Charging Infrastructure strategy, the plan is to purchase ten 5-door, 60 foot articulated battery electric buses (BEB), however, the new Washington State DES contract opening is not going to occur until late July. Several of the original equipment manufacturers (OEMs) who want to bid on the contract requested an extension until mid July, DES countered with July 2. Washington State DES has extended the existing vehicle contracts until September 30 but have the ability to extend them up to one year. Since STA is using Federal funds, the buses must be "Altoona-tested" and Buy America compliant. CTE recommends purchasing the chargers from the bus OEMs and recommends overhead pantograph fast charger for Spokane Community College (SCC) Transit Center. There is an option for overhead fast charge or plug-in slow charge or a combination of both for Boone Northwest (BNW) Garage charging. Backup generators are recommended at BNW Garage. STA still hasn't

received the Monroe-Regal Deployment Implementation Plan although STA is expecting within the next 1-2 weeks.

Mr. Watkins reviewed the very specific training requirements that helped STA develop specific training plans, which staff presented to the Project Management Oversight Contractor (PMOC). Specific training plans were created for Operators, Maintenance, Facilities & Grounds, and First Responders. Initial training (Train the Trainers) provided by the OEM has been recommended as part of the BEB procurement which will include both hands on and classroom training.

There are specific categories that STA will need to review for this project: bus delivery, inspection/acceptance, charger commissioning with BEBs, route validation (vs. modeling), extensive data collection requirements (i.e., fuel energy costs, energy performance and efficiency, BEB availability and utilization, maintenance costs and on-time performance.) Ralph has mentioned that it may be wise to approach the FTA with a sole source contract, depending upon how long the contract gets delayed, if in fact, at the time STA is ready to go to procurement there ends up only being one Altoona tested battery electric bus that meets STA's needs, but this is not the first choice.

Mr. French asked for a guestimate of how many suppliers will be ready at time of procurement for this bus. Mr. Watkins responded that right now BYD has not satisfactorily completed Altoona testing, so they have not even started the process for a 60' bus. Generally, it takes one year to 18 months to get through that process. Proterra has indicated to STA that they will not pursue manufacturing a 60' BEB. That would leave one vendor, New Flyer. Ms. Meyers shared that New Flyer is the bus manufacturer for all of STA's current 60' buses and that would satisfy FTA.

7. CEOREPORT

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

Spokane Falls Station Groundbreaking was held May 22. Representative Riccelli was there representing the funding STA received from the state. This is a new location for a transit station.

Geiger Boulevard Build Grant Groundbreaking was hosted by Spokane County on May 28. STA is contributing \$200,000 to bus stops on Geiger Boulevard.

Spokane Community College Transit Station Groundbreaking was held on June 4. Senator Billig attended. M of the \$5M project cost covered by the State of Washington provided a regional mobility grant. There will be charging stations for the Central City Line.

Boone Northwest Garage (BNWG) Ribbon Cutting – June 20, 2019 -- A 68,000 square foot new facility outfitted with charging infrastructure -- on budget and on time.

Association of Washington Cities Meeting – June 26, 2019 – 1:30 p.m. The Joint Transportation Committee meeting will take place at this time and will present a study that they chartered on the fiscal impact of transit capital improvements. STA has received an early report and will provide information to you. The transit industry in Washington State is not in total agreement with the conclusions that have been drawn.

Today's PMER Committee Meeting – The Committee will discuss the 2018 State Audit Report. No management letter, no exit items, a continuation of the best of the best, and Ms. Lynda Warren's last audit before she leaves STA. Ms. Meyer thanked Ms. Warren and her team for another great audit. The Committee will also discuss the income-based fare evaluation. Staff is not making a recommendation.

Mr. French added that during the work that the task force completed in 2002-2004, there was a debate when setting some of the original guiding principles for the organization. He recalled that Kate McCaslin proposed that, if we

wanted to increase ridership, we should make the fare free to everyone. A discussion ensued to determine that “magic line” between respecting the tax payers that pay the “lion’s share” of the organization’s operating budget and the amount that riders should contribute for services received; through that conversation it was decided to have an 80/20 split. The decision was made from a public process of debate, public hearings, and a commitment from the community that has been maintained for three ballot measures. Changing that metric, and running the risk of violating the implied commitment to the voters, that the riders are going to share in the operational costs of the system, is a very serious discussion. Mr. French expressed his opinion that government is not a charitable organization, government is here to provide a service with an expectation that it will come with a cost.”

June Board Agenda – June 20, 2019 – The Board Agenda will include the scope of work for the Moran Station Park & Ride and a budget amendment in order to accomplish that work.

8. COMMITTEE INFORMATION

(No information included this month.)

9. REVIEW JULY 10, 2019 COMMITTEE MEETING AGENDA

Mr. Otterstrom emphasized two agenda items: FTA Section 5310 Funding Awards Recommendation for non-profits to seek funding through that program, and Shared Mobility Project Criteria.

10. NEWBUSINESS

(No information included this month.)

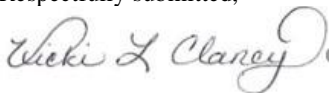
11. COMMITTEEMEMBERS’ EXPRESSIONS

Mr. French opined that any change in STA’s revenue stream may put at risk STA’s commitment to FTA on the Central City Line. It is his understanding that FTA does not want to see significant changes. Changing our fare structure and our farebox ratio may jeopardize other projects like the Central City Line.

12. ADJOURN

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

Respectfully submitted,



Victoria L. Clancy, Executive Assistant