

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

## **PLANNING & DEVELOPMENT COMMITTEE MEETING**

Minutes of the October 3, 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  
Sam Wood, City of Spokane Valley  
E. Susan Meyer, CEO, Ex-Officio

### **MEMBERS ABSENT**

Chris Grover, City of Cheney

\*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  
Mike Tresidder, Associate Transit Planner

### **STAFF ABSENT**

Emily Arneson, Ombudsman & Accessibility Officer  
Jan Watson, Executive Assistant to the CEO & Clerk of the  
Authority

### **GUESTS**

Mike Kunder, AFSCME 3939, President  
Jason Lien, Senior Transportation Planner, SRTC

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

Chair French 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 French attended the APTA 2018 Annual Conference in Nashville, TN. It was a good conference with enjoyable sessions. Chair French especially enjoyed the time spent with FTA Acting Administrator K. Jane Williams.

4. COMMITTEE ACTION

A. MINUTES OF THE SEPTEMBER 5, 2018 COMMITTEE MEETING

**Ms. Mumm moved to recommend approval of the September 5, 2018 Planning & Development Committee meeting minutes. The motion was seconded by Mr. Wood and passed unanimously.**

5. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

*(No items being presented this month.)*

B. BOARD DISCUSSION AGENDA – COMMITTEE RECOMMENDATION AGENDA

I. DRAFT 2019 ANNUAL STRATEGIC PLAN

Mr. Karl Otterstrom reviewed the draft 2019 Annual Strategic Plan. This plan provides guidance to help shape Spokane Transit's activities for the upcoming year. It is the road map for the third year of investments in expanded service, along with the infrastructure and amenities to support them, consistent with the commitments in the *STA Moving Forward* plan and voter approval of its funding. The primary goal is to increase ridership for fixed-route bus, paratransit and vanpool. The four primary strategies to accomplish this goal are to add more and better bus service, design and deliver core infrastructure, advance and implement HPT, and improve outreach and communication.

There is one change in the draft since the last review which is located on page 3 under Strategy 1: service to Airway Heights from the West Plains Transit Center is now planned to begin in 2019.

**Ms. Mumm moved to recommend that the STA Board of Directors approve the 2019 Draft Annual Strategic Plan as presented. The motion was seconded by Mr. Wood and passed unanimously**

6. REPORTS TO COMMITTEE

A. PROPOSED 2019 OPERATING & CAPITAL BUDGETS (PUBLIC HEARING AT THE OCTOBER 18, 2018 BOARD MEETING)

Ms. Lynda Warren presented the automated video of the Proposed 2019 Operating & Capital Budgets that will also be shown at the All Employ Meetings on Wednesday, October 16. This plan was presented by Ms. Warren last meeting as well.

A public hearing on the proposed 2019 Operating and Capital Budgets will be held at the October 18, 2018, Board of Directors meeting at 1:30 p.m. at 1229 W. Boone Avenue in the Southside conference room.

B. CENTRAL CITY LINE: OVERVIEW OF PROJECT MANAGEMENT PLAN

Mr. Otterstrom presented an overview of the Project Management Plan. This plan is the overarching project implementation plan that spans the entire project timeline and is required by the FTA for Small Starts Grant Funding.

The first draft of the Project Management Plan for the Central City Line was prepared in July 2018. This "living" document is continuously updated and reviewed by FTA staff. The Project Management Plan includes: General Central City Line project information, STA organization and staffing, environmental compliance, design management, project control, procurement and construction, labor relations and policies, construction management, start-up and revenue operations, quality control, safety and security, right-of-way procurement, and fleet management. A draft Project Management Plan will be provided at a subsequent meeting.

Mr. Brandon Rapez-Betty distributed a copy of the STA Central City Line brochure to Chair French, Ms. Candace Mumm, Ms. Veronica Messing and Mr. Sam Wood.

Next Steps include:

- Complete the Risk Management Plan
  - Complete Risk Assessment meetings and creation of risk register
  - Completed qualitative and quantitative assessment
  - Identify a Risk Register Mitigation Plan
- Update the Right-of-Way Procurement Plan
- Complete first draft for PMOC review

#### C. SPOKANE COUNTY COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN

Mr. Jason Lien, Senior Transportation Planner from the Spokane Regional Transportation Council (SRTC), presented the draft Spokane County Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP) which was developed through the cooperative efforts of SRTC, Spokane Transit Authority and other human services transportation providers and interests. This plan outlines a strategy for public transportation service delivery that focuses on the transportation needs of disabled, low income, and elderly populations, as well as, veterans, rural populations and youth. The plan is updated on a four-year cycle, and is a required element for federal and state funding programs.

A key component of the CPT-HSTP process is coordination with the community and stakeholders. Community outreach has included open house activities, presentations to relevant committees, attending community events, distribution of informational flyers, and maintenance of a webpage that provided avenues for public comment.

The draft Spokane County CPT-HSTP is available for public review and comment on the SRTC's website: [www.srtc.org](http://www.srtc.org). The finalized plan is targeted for approval by the SRTC Board on November 8, 2018.

#### 7. CEO REPORT

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

APTA Annual Conference and Meeting With K. Jane Williams – Ms. Meyer, Mr. Otterstrom, Mr. Brandon Ropez-Betty, Chair French and Deputy Mayor Pamela Haley attended the APTA Annual Conference in Nashville, Tennessee and met with K. Jane Williams, Acting Administrator of the Federal Transit Administration who reports to Ms. Elaine Chao, U.S. Secretary of Transportation.

Ms. Meyer and the STA delegation updated Ms. Williams and her team on the Central City Line. The Trump Administration is strongly encouraging transit agencies to provide at least 50% match from non-Capital Investment Grant sources, which is substantially less than the federal match request maximum of 80% allowed under current statute. However, STA has been in the “pipeline” long enough that FTA seems comfortable with the presumed 74% CIG Small Starts match developed in STA's budget.

Jacobs Engineering Acquired CH2M – The project management company for the Central City Line, Jacobs Engineering, has acquired CH2M. Mr. Otterstrom and his Planning and Development team are working diligently with Jacobs and CH2M employees to ensure a smooth transition.

Greenstone Pilot Project – STA has announced a new partnership with Greenstone Corp. that allows business owners, residents and employees in the Kendall Yard neighborhood access to free transit. Founder of Greenstone, Jim Frank, is taking the lead in demonstrating how transit enhances urban development and has announced it on the Kendall Yards website. The bus passes are good for service anywhere on the STA system. The main access for Kendall Yards is located on Monroe by My Fresh Basket and on Broadway. Similar to the other Universal Transit Access Pass (UTAP) program accounts, Mr. Frank's company contracts for the bus passes from STA and is billed monthly based on actual ridership, and is billed up to a “not to exceed” amount set forth in the contract based on projected ridership.

New Director of Communications and Customer Service - Mr. Brandon Rapez-Betty has been promoted to the position of Director of Communications and Customer Service after serving as “interim” for this position since July. Mr. Rapez-Betty has a Master’s Degree in Urban & Regional Planning from EWU. He has worked on several significant projects such as the 2015 and 2016 public education for STA’s ballot measures, implementation of the new fare system-wide, and STA’s most recent marketing campaign titled, “We’ve Got This.” His skill-set is a great fit; Mr. Rapez-Betty knows STA and is passionate about this organization and our customers.

8. COMMITTEE INFORMATION

*(No information included this month)*

9. REVIEW OCTOBER 31, 2018 (NOVEMBER) COMMITTEE MEETING AGENDA

No changes were suggested at this time.

10. NEW BUSINESS

*(No information included this month.)*

11. COMMITTEE MEMBERS’ EXPRESSIONS

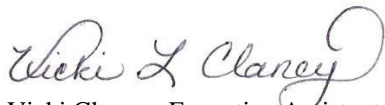
None.

12. ADJOURN

Chair French adjourned the meeting at 11:28 a.m.

13. NEXT COMMITTEE MEETING: OCTOBER 31, 2018 (NOVEMBER MEETING) at 10:00 a.m.  
(STA SOUTHSIDE CONFERENCE ROOM, 1230 W. BOONE AVENUE, SPOKANE, WA)

Respectfully submitted,



Vicki Clancy, Executive Assistant