

Spokane Transit
Authority 1230 West
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PLANNING & DEVELOPMENT COMMITTEE MEETING

Minutes of the October 2, 2019 Meeting
10:00 a.m. Spokane Transit
Southside Conference Room

MEMBERS PRESENT

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

MEMBERS ABSENT

Kevin Freeman, Small Cities Representative
(Millwood) *Ex-Officio*
Karen Stratton, City of Spokane
Pam Haley, City of Spokane Valley

*Chair

STAFF PRESENT

Karl Otterstrom, Director of Planning & Development
Lynda (Warren) Palmer, Chief Financial Officer (outgoing)
Monique Liard, Chief Financial Officer (incoming)
Brandon Rapez-Betty, Director of Communications & Customer Service
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
Tammy Johnston, Accounting Manager
Nathan Mauger, Communications and Marketing Manager
Kathleen Roberson, Executive Assistant to the Chief Financial Officer

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

(During introductions, Ms. Susan Meyer introduced STA's new Chief Financial Officer, Monique Liard. Ms. Lynda Palmer has announced her retirement. She and Monique started managing the transition together yesterday. A licensed CPA, Monique has impressive experience in the private sector in Europe and the States.)

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

Chair Chris Grover called the meeting to order at 10:04 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 SEPTEMBER 4, 2019 COMMITTEE MEETING**

Mr. Al French moved to recommend approval of the September 4, 2019 Planning and Development Committee meeting minutes. The motion was seconded by Chair Chris Grover and passed unanimously.

5. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

(No items being presented this month.)

B. BOARD DISCUSSION AGENDA

1. RECOMMENDED DRAFT 2020 ANNUAL STRATEGIC PLAN

Mr. Karl Otterstrom provided up an update on the draft 2020 Annual Strategic Plan (included in the packet). This plan was reviewed by the Planning and Development Committee at the September 4 meeting and presented to the Board meeting on September 20. There have been no material changes to the attached plan since the draft was presented last month.

Mr. Al French moved to recommend approval to the Board of the draft 2020 Annual Strategic Plan as presented. The motion was seconded by Chair Chris Grover and passed unanimously. This agenda item will be included in the next Board meeting's consent agenda.

6. REPORTS TO COMMITTEE

A. PROPOSED 2020 OPERATING AND CAPITAL BUDGETS

Ms. Lynda Palmer introduced the automated video of the 2020 budget created by Communications. Special thanks to Mr. Brandon Rapez-Betty and Mr. Nathan Mauger and the Communications Team. This presentation is still in draft form so feedback is still welcomed.

(After the meeting, Ms. Monique Liard emailed the video presentation to STA. The video can be found here: <https://vimeo.com/364411160/70c99bc231>. Questions can be directed to Ms. Liard.)

The public hearing on the proposed 2020 Operating and Capital Budgets will be held at the upcoming Board meeting on October 17, 2019.

Mr. French commented that operating budget percentages exceed 100% so perhaps something should be rounded differently. Ms. Palmer agreed. Ms. Palmer commented that Premera health insurance premium increase for 2020 will be 5% instead of the 12% as stated in the video and previously projected. There will be several minor adjustments prior to the November adoption: Premera insurance rate of increase, year-end sales tax projections, and a few other pieces of data that STA doesn't receive until October.

Chair Grover requested that once the video is final, he would like to share it with his city council. Ms. Palmer will forward it to him after it is approved.

B. SHARED MOBILITY – PRIORITIZATION OF CONCEPTS

In the 2019 Strategic Plan, approved by the Board on October 18, 2018, one of the actions in Strategy 4 is to “explore mobility management.” This is an emerging field with shifting definitions and STA staff currently feel that the term “Shared Mobility” better aligns with STA’s mission and its state-enabled authority in providing public transportation and expanding mobility to people of the region. STA offers the following shared mobility services: fixed-route bus, vanpool, and paratransit. Other concepts that fall into this category includes bike and scooter share, taxis/Uber/Lyfts, mobility on demand services, carshare services, and mobility hubs. Staff presented the evaluation results to the Committee.

Mr. Otterstrom reviewed the two primary shared mobility concepts: Mobility On-Demand (MOD) and Mobility Hubs. He presented on potential areas within the Public Transit Benefit Area (PTBA) where the shared mobility concepts might be applied. Potential new service areas included Five Mile Prairie, Mead/Colbert, and Airway Heights Recreation Center. Replacement service included Fairchild Air Force Base and Peaceful Valley. Mr. Otterstrom reviewed the service area scoring matrixes. Next steps include:

- Further develop top-ranked opportunity and replacement MOD programs (subject to committee guidance)
- Obtain board concurrence on priority projects for implementation
- Develop timelines for implementation

Chair Grover commented that he would be talking with Fairchild Airforce Base within the next month. Ms. Meyer shared that STA is not yet ready to pose shared mobility alternatives to Fairchild. Potential costs and mechanisms still need to be assessed.

C. CENTRAL CITY LINE UPDATE

Mr. Otterstrom reviewed significant milestones for the Central City Line project that have been accomplished since the last update in July 2019:

- Completion of 95% design package
- Three of five review design packages submitted to the City of Spokane – Comments received on two packages thus far
- Constructability Review complete – Team reviewing comments and recommendations
- Request for Proposals (RFP) issued for High Performance Transit (HPT) Amenities including Central City Line (CCL) stations
- Station Identification effort with Spokane Arts nearing completion
- All temporary construction easements (TCEs) and property acquisition offer packages have been distributed – NALC property acquisition in closing, City of Spokane approved TCEs
- Most critical third-party agreements are executed
 - City of Spokane interlocal agreement complete
 - WSU station/driveway agreement complete
 - Avista reimbursable agreement complete
- Received Risk and Contingency report, Characterization Report and Readiness report from the Project Management Oversight Contractor (PMOC) / Federal Transit Administration (FTA)
- Submitted draft grant information into TrAMS, FTA’s grant management website
- Re-ratings package submitted to FTA

Upcoming milestones include:

- Continued Public Outreach
 - October 9 Open House @ STA Plaza, 4:00 p.m. - 6:00 p.m.
 - October 24 Central City Line Steering Committee
- Single Year Grant Agreement Execution
 - Completion of all critical third-party agreements
 - FTA Final Evaluation and Rating
 - FTA/Congressional Review
- Construction Contract
 - Complete 100% design and specs
 - Committee authorization
 - Invitation for bid
 - Award of contract
 - Notice to proceed to begin construction Spring 2020

Mr. French inquired about an update on the vehicle. Ms. Meyer responded that STA’s plan is to purchase off the state contract but there has been an unexpected delay for the reasons the state can explain. There will likely be two companies from which STA can choose. The delay is not causing a threat to the schedule.

7. COMMITTEE INFORMATION

(No information included this month.)

8. REVIEW NOVEMBER 6, 2019 COMMITTEE MEETING AGENDA

No changes were suggested at this time.

9. NEW BUSINESS

(No information included this month.)

10. COMMITTEE MEMBERS' EXPRESSIONS

Chair Grover commented that with the success with the Spokane Youth Card, and the direction from the board for this committee to look at potential partnerships with some of the other cities in the region, he would like to educate other cities about this program over the next several months. The program was such a success this summer, that he would like to expand the program by asking the other cities to join. Ms. Meyer agreed and mentioned that Mr. Brandon Rapez-Betty is the point person for this as STA works with Chair Grover and the cities together.

11. ADJOURN

Chair Grover adjourned the meeting at 10:51 a.m.

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

Respectfully submitted,



Victoria L. Clancy, Executive Assistant