

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

## PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, February 3, 2016, 10:00 a.m.  
Spokane Transit Southside Conference Room

### AGENDA

*Estimated meeting time: 90 minutes*

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report (*5 minutes*)
4. Committee Action (*5 minutes*)
  - A. Minutes of the December 2, 2015, Committee Meeting – corrections/approval
5. Committee Action (*50 minutes*)
  - A. Board Consent Agenda  
*(No items being presented this month)*
  - B. Board Action Agenda – Committee Recommendations Agenda  
*(No items being presented this month)*
  - C. Board Discussion Agenda
    1. STA Moving Forward Plan & Funding Discussion (*Karl Otterstrom/Lynda Warren*)
6. Reports to Committee (*20 minutes*)
  - A. Development of Transit Development Plan: Mid-Range Planning Guidance (*Karl Otterstrom*)
7. Committee Information – *no discussion/staff available for questions*
  - A. Review 2016 P&D Committee Work Program (*Karl Otterstrom*)
  - B. Review Draft Contribution to 2016/2017 Spokane Regional Transportation Council Unified Planning Work Program (UPWP) (*Karl Otterstrom*)
8. CEO Report (E. Susan Meyer) (*5 minutes*)
9. New Business
10. Committee Members' Expressions (*5 minutes*)
11. Review March 2, 2016, Committee Meeting Agenda
12. Adjourn
13. Next Committee Meeting: March 2, 2016, 10:00 a.m. (STA Southside Conference Room, 1230 W Boone Avenue, Spokane, WA)

Agendas of regular Committee and Board meetings are available the Friday afternoon preceding each meeting at the STA Administrative Office, 1230 West Boone Avenue, Spokane, Washington. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see [www.spokanetransit.com](http://www.spokanetransit.com). Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

**SPOKANE TRANSIT AUTHORITY  
PLANNING & DEVELOPMENT COMMITTEE MEETING OF**

February 3, 2016

**AGENDA ITEM   2  : PUBLIC EXPRESSIONS**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** N/A

---

**SUMMARY:**

At this time, the Planning & Development Committee will give the public an opportunity to express comments or opinions.

Anyone wishing to speak should sign in on the sheet provided and indicate the subject of interest.

**RECOMMENDATION TO COMMITTEE:** N/A

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_

Legal Counsel \_\_\_\_\_

**SPOKANE TRANSIT AUTHORITY  
PLANNING & DEVELOPMENT COMMITTEE MEETING OF**

February 3, 2016

**AGENDA ITEM 3 : COMMITTEE CHAIR REPORT**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Amber Waldref, Chair, Planning & Development Committee

---

**SUMMARY:**

At this time, the Committee Chair will have an opportunity to comment on various topics of interest regarding Spokane Transit.

**RECOMMENDATION TO COMMITTEE:** N/A

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_


Legal Counsel \_\_\_\_\_

**SPOKANE TRANSIT AUTHORITY  
PLANNING & DEVELOPMENT COMMITTEE MEETING OF**

February 3, 2016

**AGENDA ITEM 4.A :**     **MINUTES OF THE MONTH DECEMBER 2, 2015 COMMITTEE  
MEETING – CORRECTIONS AND/OR APPROVAL**

**REFERRAL COMMITTEE:**     N/A

**SUBMITTED BY:**             Angela Stephens, Executive Assistant 

---

**SUMMARY:**

Minutes of the December 2, 2015 Committee meeting are attached for your information, corrections and/or approval.

**RECOMMENDATION TO COMMITTEE:**    Corrections and/or approval.

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_

Legal Counsel \_\_\_\_\_

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

**PLANNING & DEVELOPMENT COMMITTEE**  
**MEETING 10:00 A.M.**

Draft Minutes of the December 2, 2015, Meeting  
Southside Conference Room

**MEMBERS PRESENT**

Al French, Spokane County\*  
Shelly O'Quinn, Spokane County  
Candace Mumm, City of Spokane  
E. Susan Meyer, CEO, Ex-Officio

**MEMBERS ABSENT**

Kevin Freeman, Small Cities Representative  
(Millwood) Ex-Officio  
Ed Pace, City of Spokane Valley

**STAFF PRESENT**

Steve Blaska, Director of Operations  
Beth Bousley, Director of Communications  
& Customer Service  
Karl Otterstrom, Director of Planning  
Lynda Warren, Director of Finance & Information Services  
Susan Millbank, Ombudsman & Accessibility Officer  
Brandon Ropez-Betty, Sr. Communications Specialist  
Merilee Robar, Executive Assistant, Finance & Information Systems  
Jan Watson, Exec. Assistant to the CEO & Clerk of the Authority

\*Chair

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

Chair French called the meeting to order at 10:08 a.m. Roll was called.

**2. PUBLIC EXPRESSIONS**

None.

**3. COMMITTEE CHAIR REPORT**

Chair French reported that the November Board meeting was very informative. Chair French expressed his appreciation for guidance from the Committee regarding the STA Moving Forward Ten Year Plan and Funding discussion that took place in November.

**4. COMMITTEE ACTION**

**A. MINUTES OF THE NOVEMBER 4, 2015, COMMITTEE SPECIAL MEETING**

Ms. O'Quinn moved to recommend approval of the November 4, 2015, Planning & Development Committee meeting minutes. The motion was seconded by Ms. Mumm. Motion passed unanimously.

**B. 2016 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM APPROVAL**

Ms. O'Quinn moved to recommend approval of the 2016 Planning & Development Committee Work Program as presented in the packet. The motion was seconded by Ms. Mumm. Motion passed unanimously.

**5. BOARD ACTION – COMMITTEE RECOMMENDATIONS AGENDA**

**A. BOARD CONSENT AGENDA**

No items being presented this month.

**B. BOARD ACTION AGENDA**

No items being presented this month.

**C. BOARD DISCUSSION AGENDA**

**1. STA MOVING FORWARD TEN YEAR PLAN & FUNDING DISCUSSION**

Mr. Otterstrom explained that this item is the next phase of the November conversation about the STA Moving Forward Ten Year Plan. Ms. Meyer added that the purpose is to receive Committee direction and input in advance of presenting it to the full Board. Mr. Otterstrom explained that the goal at the Committee level discussion is to discern what the most important questions for the Board to consider are and to identify any other information the Board may need for this discussion item in December. Mr. Otterstrom reviewed the Board’s guidance in 2015 for the new financial assumptions and the consensus of the Board in October that STA Moving Forward should be retained as the appropriate starting point for discussing future service growth. Mr. Otterstrom reviewed the potential next steps for the December meeting as outlined by the Board chair in an October memo to the Board. It was recognized that it is up to the Board to determine how far it gets along the path of next steps in December. Mr. Otterstrom reviewed the aspects of the baseline scenario which is based on the guidance set forth by the Committee in November and the October Board-adopted new financial assumptions.

Mr. Otterstrom gave an outline of the features of the baseline scenario that staff has created, which:

- Uses new, Board-adopted financial assumptions
- Takes into account the capital costs for fleet replacement beyond 2021 (beyond adopted CIP)
- Assumes, as a starting point, that STA Moving Forward plan is delayed one year from what is the adopted plan, impacting capital and operating costs of new services
- Takes into account new grants that replace local capital expenses for Division Street improvements and the Central City Line

Ms. Warren recapped the October 2015 Board-adopted financial assumptions as follows:

- Use 2015 projected/2016 budget as a starting point
- Sales tax revenue based on a 3% trend
- Operating expense growth of 3% starting in 2018
- A fare increase during the next 6 years
- Future presentations show only 6 year projection to match the TDP time period

There was discussion about fare increases. Ms. Warren said that the PMER Committee is beginning to talk about the fare analysis that will begin in February and this will help inform the Board regarding fare increase decisions for the future. Ms. Mumm suggested revising presentation slide 12 to allow flexibility regarding the fare increase assumption. Ms. O’Quinn agreed. The assumption bullet will be revised to read “Increase in fares” and will eliminate the time range.

Ms. Warren provided a review and 2014/2015 comparison of estimated funding needed to sustain current service through 2025; cost to implement the STA Moving Forward Plan through 2025 and additional funding needed to sustain and grow service. There was discussion about methodology for the cost escalation of 3% in regard to the cost to implement STA Moving Forward through 2025. Ms. Warren explained that the 3% is based on the historical trend. The table below reflects the 12/31/14 projection compared to the current (11/24/15) baseline projection for additional funding needed to sustain and grow service through 2025:

	<b>12/31/14</b>	<b>11/24/15</b>
Sustain Current Service Levels	\$116.8M	\$ 40.3M
Implement STA Moving Forward	\$157.7M	\$125.3M
<b>Amount Needed</b>	<b>\$274.5M</b>	<b>\$165.6M</b>

Ms. O'Quinn asked for clarification between the cost to implement STA Moving Forward (approximately \$83M) that appears in the adopted plan as opposed to the current projection amount which is a significant increase. Mr. Otterstrom explained that the calculation for the \$83.16M in the adopted plan is the total estimated local capital cost which does not include the operating portion. Mr. Otterstrom asked if the Committee was comfortable with the baseline scenario cost. There was further discussion regarding the operating expenses for a full build out and how the savings of network hours is being captured. Ms. Mumm felt that it would be good to communicate or measure the different efficiencies gained through the implementation of STA Moving Forward in different ways because people may value different things such as money or hours saved. Ms. Warren reviewed the new sales tax revenue estimated through 2025 assuming a June 2017 collection based on new Board adopted financial assumptions:

<b>Additional Levy Rate</b>	<b>Additional Sales Tax Revenue (in millions)</b>
0.001	\$ 83.4
0.002	\$166.9
0.003	\$250.3

There was discussion about the timeframe of 8.5 years being presented versus an actual ten year projection/plan for tax collection. Mr. Blaska suggested that this might be good segue into the next presentation slide. Mr. Blaska introduced possible discussion questions for the Board in December. Discussion ensued regarding slight revisions to wording of the questions and discussing potential sales tax levy percentages. Ms. Mumm was concerned that the Board might get mired down in a discussion about tax rate levy percentages as this stage. Ms. O'Quinn felt that it would be something the Board would want to discuss at the December meeting as some members are not in favor of a potential tax rate levy. Ms. O'Quinn stated that if she were to support an STA ballot measure next year it would be at the .001 rate with no sunset. Ms. Mumm said that she looks closely at polling results to measure what the public wants. Because the ballot measure asking for .003 failed by such a low margin, Ms. Mumm favored conducting another poll to gauge public sentiment. Chair French said that he felt that the Board must be asked the question of what they are comfortable with first. Once the Board has made a decision about its comfort level, the Board can then strategize around that decision. Ms. Mumm asked to at least review and discuss the previous poll results at the Board meeting. Ms. O'Quinn felt that there needs to be sensitivity to potential ballot measures that other jurisdictions may be putting forward to the public. If the Board decides that a future ballot survey would be warranted, the Committee felt it could be beneficial to include other prospective near-horizon tax requests from other jurisdictions rather than being singularly STA focused, possibly a collaborative effort of multiple jurisdictions. Further discussion ensued about polling, timing and educating the community and the Board.

Mr. Blaska recapped the consensus of the Planning and Development Committee to begin the Board discussion with the following baseline question: *Does the Board want to seek additional sales tax funding to expand and improve transit service?*

The Committee also agreed on secondary questions to go to the Board:

- Does the Board want to identify one or more target timeframes for seeking public approval?
- Does the Board want to determine the rate of a sales tax levy?

In addition to the presentation slides, the Committee agreed that they would like to see the previous ballot measure survey results included in the December Board packet.

Ms. O'Quinn stated that she will not be able to attend the December Board meeting but has asked Commissioner Meilke, alternate for Ms. O'Quinn and Mr. French, to attend on her behalf. Ms. O'Quinn

asked if there will be a vote in December concerning whether STA will be on a ballot next year. Chair French said he did not anticipate that happening in December. Ms. Meyer stated that it is not on the Board agenda as an action item. Chair French said he hoped to reach a decision for a course in January or February.

Ms. Mumm said she thought Board members would like to know what three-tenths would make possible given the new projections. Mr. Otterstrom responded that the STA Moving Forward Phase II report would have the full list of potential projects and staff will include this as additional information for the Board. In conclusion, Chair French asked the Committee how they would feel about recommending that the Board *not* make a decision in December. Ms. O'Quinn was in favor of making the recommendation; Ms. Mumm was not in favor. Ms. Mumm said she did not feel the Board was asking that of the Committee. Ms. O'Quinn said she would support the recommendation to not make a decision in December due to the knowledge that several Board members feel that a decision in December would be premature and some people do not appreciate the implication that a decision should be made in December. Chair French said that he posed the question because he does not want the December conversation to put Board members on the defensive, but rather keep the conversation open with the knowledge that the Board can make a decision when there is a consensus of comfort level. Ms. Mumm was concerned that the Board composition might change before a decision could be made. Mr. Blaska explained that Mayor Trulove understands that the time-line he suggested was aggressive but the intent of what he laid out in his memo to the Board was more about how the Board could sequentially address a plan. Mr. Blaska said he did not feel that Mayor Trulove had the expectation that the matter would reach conclusion in December. Chair French said that if the Committee was comfortable with it, he would carry this message back to the Board Operations Committee next week and he could share this concern with Mayor Trulove who will be at the meeting. The consensus was that the Board be given every opportunity to come to an agreement with the greatest number of people on board. Ms. O'Quinn said that if STA makes the decision to go out for a ballot measure in 2016, the vote should be a super-majority of the Board. Ms. Mumm felt that part of the discussion about timing should include the knowledge that the Board composition may change in January and then time would be lost getting new Board members up to speed. Chair French said he would convey this message to the Board Operations Committee.

**6. REPORTS TO COMMITTEES**

No items being presented this month.

**7. COMMITTEE INFORMATION**

**A. FEDERAL TRANSIT ADMINISTRATION 5310 CALL FOR PROJECTS SCHEDULE**

As presented in packet.

**B. FARE ANALYSIS - TIMELINE**

As presented in packet.

**8. CEO REPORT**

Ms. Meyer reported that the House of Congress and Senate members have agreed on a five year transportation authorization called FAST (Fixing America's Service Transportation) Act. For Spokane Transit this means that a portion of funds that had been diverted to rail systems for legacy projects is now being returned for competitive bus and bus facilities. This means Spokane Transit will receive formula funds and be able to compete for, primarily, bus replacements. The hope is that the President will sign it quickly.

**9. NEW BUSINESS**

None.



## **10. COMMITTEE MEMBERS' EXPRESSIONS**

Ms. Mumm thanked STA for its re-routing efforts during and after the windstorm. Ms. Meyer commended Mr. Blaska and the STA employees for their efforts to continue service during the windstorm which was an enormous task. Chair French said it appeared seamless from the public's view. Mr. Blaska said that staff will give a presentation to the Board of "Lessons Learned" from the event. Ms. Mumm said that Mr. Snyder and other city staff members helped clear bus routes of downed trees for two and a half days. Ms. Meyer also mentioned that Black Friday, which is a free fare day, received great media coverage and Ms. Meyer commended Ms. Bousley and the Communications team. Staff is working on dissecting the ridership numbers for the free fare day and staff will have a report on that at a later date. Ms. Meyer mentioned the "sweating a bus" event to take place at First Night. Ms. Bousley explained that volunteer knitters have the specifications for a 40' bus and are knitting strips that will "sweater" the bus inside and out and later be turned into blankets to donate. Ms. Mum reported that the City of Spokane has allocated \$100,000 for initial design of the Spokane Public Facilities Sportsplex. Ms. Mumm reported that she attended the Central City Line Steering Committee meeting that took place November 12 and that there are five downtown alignments being reviewed. Ms. Mumm said there was a lot of good discussion at the meeting.

## **11. REVIEW OF FEBRUARY 3, 2016, COMMITTEE MEETING DRAFT AGENDA**

As presented in the packet.

*Ms. O'Quinn suggested noting anywhere in the STA Moving Forward Plan where ten years is not the timeframe to alleviate any confusion.*

## **12. NEXT MEETING – WEDNESDAY, FEBRUARY 3, 2016, 10:00 A.M. STA SOUTHSIDE CONFERENCE ROOM, 1230 W BOONE AVENUE**

## **13. ADJOURN**

**Chair French adjourned the meeting at 11:36 p.m.**

Respectfully submitted,

Angela Stephens, Executive Assistant

**SPOKANE TRANSIT AUTHORITY  
BOARD OF DIRECTORS MEETING OF**

February 3, 2016

**AGENDA ITEM 5.C.1 : STA MOVING FORWARD PLAN & FUNDING DISCUSSION**

**REFERRAL COMMITTEE:**

**SUBMITTED BY:** Karl Otterstrom, Director of Planning  
Lynda Warren, Director of Finance & Information Services

---

**SUMMARY:** The purpose of this item is to prepare for continued discussion by the STA Board on the subject of funding and implementing *STA Moving Forward*.

*STA Moving Forward* was adopted by the STA Board on December 18, 2014, and is the embodiment of countless hours of Board and community time and input. The plan implements the region's long range transportation plan, *Horizon 2040*, and Spokane Transit's comprehensive plan, *Connect Spokane*, and is consistent and coordinated with local comprehensive plans.

During the last quarter of 2015, the STA Board of Directors reached agreement, either by motion or through discussion, on important decisions that relate to expanding and improving transit service:

- October: The Board agreed to new financial assumptions and an approach to forecasting revenues and expenditures that fully fund the Capital Improvement Program and current levels of service through 2021.
- November: The Board members agreed by consensus that *STA Moving Forward* should be retained as the appropriate starting point for discussing future service growth.
- December 2015: A majority of Board members agreed through discussion that staff should prepare scenarios that implement part, or all, of *STA Moving Forward* beginning as early as 2017 and some Board members requested a scenario that provided additional funding beyond *STA Moving Forward*.
  - Complete option (funded at 2/10 of a cent sales tax increase)
  - Complemented option (funded at 3/10 of a cent sales tax increase)
  - Constrained option (Funded at 1/10 of a cent sales tax increase)

At the January meeting of the STA Board of Directors, the three requested scenarios were presented along with demonstration of how the scenarios implement the three policy building blocks of the *STA Moving Forward* plan:

- Connect the community with essential services
- Improve travel flow by connecting jobs and workers
- Partner in advancing regional economic development

Board members requested an opportunity to conduct the following review and discussion in February:

- Review ridership and travel demand information
- Review a new implementation scenario that assumes 1/10 scenario and implements projects, insofar as feasible, for which grant funding has already been secured
- Document and discuss the scenario wherein no additional tax funding is levied
- Discuss feedback from other elected officials on the suitable timing of a ballot measure and the priority of projects.

The presentation for this segment of the committee meeting will be sent in advance for review.

**RECOMMENDATION TO COMMITTEE:** Discussion.

**COMMITTEE ACTION:**

**RECOMMENDATION TO BOARD:**

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_

Legal Counsel \_\_\_\_\_

**SPOKANE TRANSIT AUTHORITY**  
**PLANNING & DEVELOPMENT COMMITTEE MEETING OF**

February 3, 2016

**AGENDA ITEM: 6.A : DEVELOPMENT OF TRANSIT DEVELOPMENT PLAN: MID-RANGE PLANNING GUIDANCE**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Karl Otterstrom, Director of Planning  
 Kathleen Weinand, Transit Planner

**SUMMARY:** According to STA Board Resolution 681-11, the Planning & Development Committee is accountable for designing and coordinating the Board’s participation in Spokane Transit’s strategic and operational planning. The agency’s primary mid-range planning document is the Transit Development Plan (TDP). The 2015 TDP may be viewed on STA’s website at [spokanetransit.com/projects-plans/transit-development-plan](http://spokanetransit.com/projects-plans/transit-development-plan). The 2016 TDP is expected to be adopted in July 2016 and will include the Capital Improvement Program and the Service Implementation Plan. The time horizon of the 2016 TDP is through 2022, which is six years plus the current year.

The first step in the development of the TDP is for the Board to set forth six-year planning guidance statements. The planning guidance statements set forth in the 2015 TDP are as follows:

**Board Guidance for the 2015 TDP**

- **Foster and Sustain Quality.** Continue initiatives and projects that improve the quality and usefulness of STA’s service, facilities, information and customer service and sustain STA’s commitment to its organizational priorities.
- **Maintain a State of Good Repair.** Continue vehicle replacement and facility maintenance/improvement programs in order to avoid the problematic consequences of deferred action.
- **Expand Ridership.** Continue to foster ridership markets in line with the principles of *Connect Spokane* to meet growing demand. Ensure that maintenance and operations facilities are sized to accommodate cost effective growth plans.
- **Revise System Growth Strategy.** Adjust the strategy for implementing the *STA Moving Forward Plan* and *Connect Spokane* to be consistent with revised timing and financial forecasts.

This year more time and touch-points have been included in the TDP project schedule for the Board to develop the six-year guiding statements:

February	March	April
Initial Mid-Range Planning Guidance Discussion	Workshop - Draft Guidance Language	Final Recommendation on Mid-Range Planning Guidance

The following questions are posed to help start the Mid-Range Planning Guidance Discussion at the February 3, 2016, Planning and Development meeting:

- In 2022, looking back and reflecting on what Spokane Transit has accomplished, what would you want those accomplishments to include?
- How do you want people to see Spokane Transit and its role in the region’s transportation system?
- How might Spokane Transit respond to regional growth in this time horizon?

**RECOMMENDATION TO COMMITTEE:** Discussion.

**COMMITTEE ACTION:**

**RECOMMENDATION TO BOARD:**

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_

Legal Counsel \_\_\_\_\_

**SPOKANE TRANSIT AUTHORITY  
PLANNING & DEVELOPMENT COMMITTEE MEETING OF**

February 3, 2016

**AGENDA ITEM 7.A :** **REVIEW 2016 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Karl Otterstrom, Director of Planning

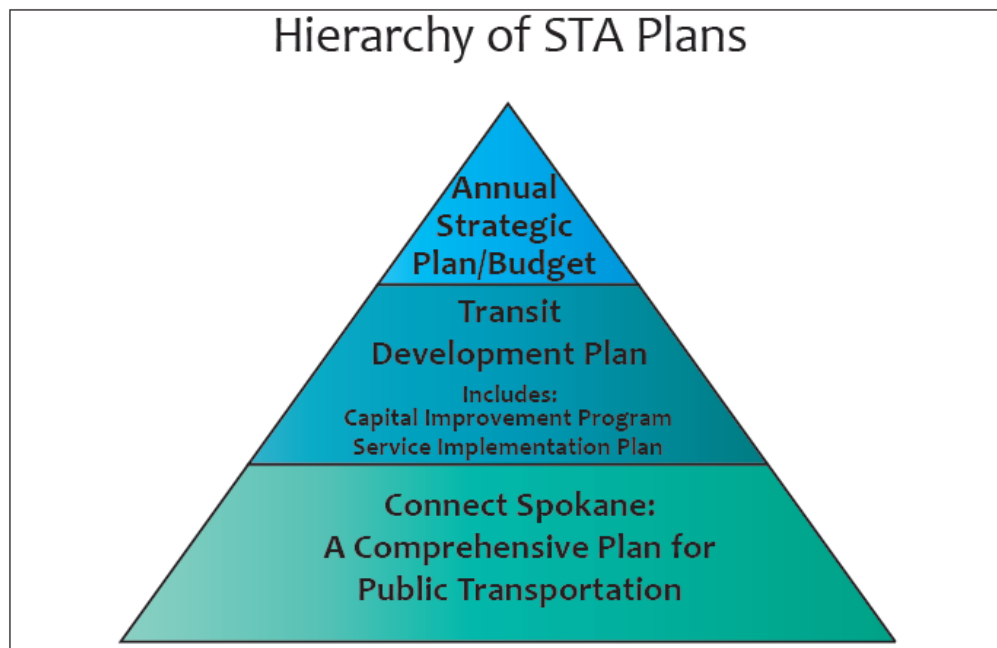
---

**SUMMARY:**

According to STA Board Resolution 681-11, adopted at the September 21, 2011 STA Board Meeting, the Planning & Development Committee is accountable for designing and coordinating the Board’s participation in STA strategic and operational planning, including annual budget preparation, in this capacity:

- Reaching agreement with the Chief Executive Officer on the detailed design of the STA planning and budget development cycle—with special attention to the Board’s role in planning—and on the annual planning calendar, and ensuring that the Board participates fully and proactively in the planning process.

*Connect Spokane: A Comprehensive Plan for Public Transportation* identifies four planning documents: the Transit Development Plan, Service Implementation Plan, Capital Improvement Program and Annual Strategic Plan/Budget, that need to be updated annually. As depicted in the diagram below, all of these plans are founded on the principles and policies of *Connect Spokane*.



The draft work program includes the Annual Planning Calendar and identifies other major planning efforts primarily geared around the update to STA’s comprehensive plan, “Connect Spokane,” which is scheduled to begin mid-2016 as required by the plan’s major update policy. The last major update to the comprehensive plan was completed in 2013.

## Draft Planning & Development Committee Work Program

Month	Annual Planning Calendar	Other Planning Projects
December 2015	<ul style="list-style-type: none"> <li>• Approval of Work Program</li> <li>• STA Moving Forward Ten Year Plan &amp; Funding Discussion</li> </ul>	
January 2016	No Committee Meeting in January	
February 2016	<ul style="list-style-type: none"> <li>• Review Work Program</li> <li>• Transit Development Plan (TDP): Commence development of mid-range planning guidance.</li> <li>• Present draft submittal for the SRTC 2016/2017 Unified Planning Work Program (UPWP)</li> </ul>	<ul style="list-style-type: none"> <li>• Continue discussion of STA Moving Forward Ten Year Plan &amp; Funding Discussion</li> </ul>
March 2016	<ul style="list-style-type: none"> <li>• TDP: Continue development of mid-range planning guidance.</li> <li>• Staff to submit draft update to revenue and expenditure forecasts; the close-out of prior-year financials will suggest the value of forecast update</li> </ul>	<ul style="list-style-type: none"> <li>• Continue discussion of STA Moving Forward Ten Year Plan &amp; Funding Discussion</li> </ul>
April 2016	<ul style="list-style-type: none"> <li>• TDP: Finalize development of mid-range planning guidance for Board concurrence, including:                             <ul style="list-style-type: none"> <li>○ Revenue and expenditure forecast assumptions</li> <li>○ Major strategic initiatives</li> </ul> </li> <li>• Revise draft submittal for UPWP based on final TDP Guidance</li> </ul>	<ul style="list-style-type: none"> <li>• Continue discussion of STA Moving Forward Ten Year Plan &amp; Funding Discussion</li> </ul>
May 2016	<ul style="list-style-type: none"> <li>• Preliminary Draft Transit Development Plan submitted to Planning and Development Committee for discussion, including the following major elements:                             <ul style="list-style-type: none"> <li>○ Service Implementation Plan (2017-2019)</li> <li>○ Capital Improvement Program (2017-2022)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Draft work program for major Comprehensive Plan update for review</li> </ul>
June 2016	<ul style="list-style-type: none"> <li>• Revised Draft TDP submitted to the STA Board of Directors</li> <li>• Public hearing conducted on TDP</li> </ul>	<ul style="list-style-type: none"> <li>• Finalize work program for major Comprehensive Plan update</li> </ul>
July 2016	<ul style="list-style-type: none"> <li>• 2017 Annual Strategic Plan/Budget guidance workshop (full Board)</li> <li>• Action on recommended TDP</li> </ul>	<ul style="list-style-type: none"> <li>• Kick-off major Comprehensive Plan update</li> </ul>
August 2016	No Board/Committee Meetings in August	
September 2016	<ul style="list-style-type: none"> <li>• Draft Budget submitted to Committee and Board</li> <li>• Public hearing scheduled for October on Budget</li> </ul>	<ul style="list-style-type: none"> <li>• Implement Comprehensive Plan work</li> </ul>
October 2016	<ul style="list-style-type: none"> <li>• Public hearing on draft Annual Strategic Plan and Budget</li> <li>• Adoption of Annual Strategic Plan</li> </ul>	
November 2016	<ul style="list-style-type: none"> <li>• Board adoption of Annual Budget</li> <li>• Prepare 2017 Committee work program</li> </ul>	
December 2016	<ul style="list-style-type: none"> <li>• Finalize 2017 Committee work program</li> </ul>	

**RECOMMENDATION TO COMMITTEE:** Information only.

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_

Legal Counsel \_\_\_\_\_

**SPOKANE TRANSIT AUTHORITY  
PLANNING & DEVELOPMENT COMMITTEE MEETING OF**

February 3, 2015

**AGENDA ITEM: 7.B : REVIEW OF DRAFT 2016/2017 SPOKANE REGIONAL  
TRANSPORTATION COUNCIL UNIFIED PLANNING WORK  
PROGRAM (UPWP)**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Karl Otterstrom, Director of Planning  
Kathleen Weinand, Transit Planner

---

**SUMMARY:**

The Spokane Regional Transportation Council (SRTC) is the lead agency for coordinating transportation planning activities in the Spokane region. Each year SRTC prepares a Unified Planning Work Program (UPWP) to define and coordinate all planning activities that will be conducted in the metropolitan planning area over the next State Fiscal Year (July 1, 2016 through June 30, 2017). These activities include their core responsibilities as the Metropolitan Planning Organization and the Regional Transportation Planning Organization; including planning projects and activities. The UPWP is completed in coordination with WSDOT and STA. Each year STA submits a description of the planning activities it will engage in over the State Fiscal Year.

The Planning and Development committee is asked to review the draft description of STA's ongoing and upcoming planning actives (attached) that will be submitted to SRTC for inclusion in the UPWP.

**RECOMMENDATION TO COMMITTEE:** Information only.

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_

Legal Counsel \_\_\_\_\_

**SRTC July 1, 2016 - June 30, 2017 Unified Planning Work Program;  
Transportation Planning Projects to Be Conducted by Spokane Transit Authority**

**Connect Spokane Update**

In 2010 the STA Board of Directors adopted *Connect Spokane: A Comprehensive Plan for Public Transportation* to guide future decision making related to STA's services, activities and programs. Connect Spokane contains a policy that the plan will be reviewed and updated as appropriate every three years. A three-year update is scheduled to begin in 2016. Consistent with *Connect Spokane* policies the update will include a significant public input element.

Expected Outcomes/Products

STA will review the existing plan, trends and industry best practices with stakeholders and the public. Revisions will be drafted as needed to address any identified course corrections, updated community goals, and new opportunities and challenges. The revisions will then be reviewed by stakeholders and the public before final action is taken by the STA Board Directors.

Schedule

April 2016-September 2017

Source of Funds/Budget

Local

**High Performance Transit Network Development (STA Moving Forward)**

A keystone element of *Connect Spokane: A Comprehensive Plan for Public Transportation* is the "High Performance Transit Network," a network of corridors providing all-day, two-way, reliable, and frequent service which offers speeds competitive with the private automobile and features improved amenities for passengers. The HPTN defines a system of corridors for heightened and long-term operating and capital investments. In 2013, STA refined the High Performance Transit Network's scope and identified six major corridors that could be implemented within the next 10 to 15 years. In 2014, the Spokane Transit Board of Directors adopted, *STA Moving Forward* a ten year plan that identifies specific improvements and sequencing to implement *Connect Spokane*.

Expected Outcomes/Products

STA will progress the HPTN corridors identified for near term implementation through various phases of planning, design, and implementation as opportunities arise. It is expected that an improved definition and project scope for the first phase of work on the Monroe-Regal Corridor will be a near-term outcome.

Schedule

July 2016-December 2026

Source of Funds/Budget

Local, State, and Federal

**2017 Transit Development Plan**

Each year, Spokane Transit is required by state law to develop a Transit Development Plan (TDP) and submit it to the Washington State Department of Transportation no later than September 1. The TDP contains a Six-year Plan, Annual Report, Service Implementation Plan and Capital Improvement Program.

Expected Outcomes/Products

The development of the 2017 TDP will be founded on STA’s comprehensive plan, *Connect Spokane and STA Moving Forward*. The TDP includes Spokane Transit’s Annual Strategic Plan (as adopted), Capital Improvement Program, and the Service Implementation Plan. The plan will define what service and capital improvements STA is planning for the years 2017-2023. Development of the 2017 TDP will include significant public outreach.

Schedule

December 2016 – September 2017

Source of Funds/Budget

Local

**Transit Asset Management Plan**

As a designated recipient of funds from the State of Good Repair grant program, STA is required to submit a Transit Asset Management Plan. According to MAP-21, this plan must include, at a minimum, capital asset inventories and condition assessments, decision support tools, and investment prioritization. In the plan, STA must also certify that it complies with the rules issued under USC Section 5326(d).

Expected Outcomes/Products

STA will coordinate with SRTC to prepare a Transit Asset Management Plan in accordance with FTA guidance.

Schedule

TBD. This project is subject to final guidance by FTA and may be scheduled to begin later in 2017.

Source of Funds/Budget - Local

**Title VI Planning and Systems Analysis**

Title VI is a federal statute that states “no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” As part of its obligation to adhere to this statute and associated regulations and guidance, STA is required to submit a plan to the Federal Transit Administration (FTA) every three years that documents compliance and analyzes the distribution of transit investments, results of the equity analysis for any major service changes and /or fare changes, and the results of the monitoring program for service standards and policies. The Title VI update includes outreach to people with limited English proficiency (LEP).

Expected Outcomes/Products

The analysis and plan will assess service levels relative to demographics using customer demographics as well as census data. SRTC may be called upon to assist in data provision and/or analysis. The resulting information will assist in future planning decisions.

Schedule

November 2016-March 2017

Funding

Local



**SPOKANE TRANSIT AUTHORITY  
PLANNING & DEVELOPMENT COMMITTEE MEETING OF**

February 3, 2016

**AGENDA ITEM 8: CEO REPORT - INFORMATION**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** N/A

---

**SUMMARY:**

At this time, the CEO will have an opportunity to comment on various topics of interest regarding Spokane Transit.

**RECOMMENDATION TO COMMITTEE:** N/A

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_

Legal Counsel \_\_\_\_\_

**SPOKANE TRANSIT AUTHORITY  
PLANNING & DEVELOPMENT COMMITTEE MEETING OF**

February 3, 2016

**AGENDA ITEM 9 :**      **NEW BUSINESS**

**REFERRAL COMMITTEE:**      N/A

**SUBMITTED BY:**              N/A

---

**SUMMARY:**

At this time, the Committee will have the opportunity to initiate discussion regarding new business relating to Planning & Development.

**RECOMMENDATION TO COMMITTEE:**      N/A

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_

Legal Counsel \_\_\_\_\_

**SPOKANE TRANSIT AUTHORITY  
PLANNING & DEVELOPMENT COMMITTEE MEETING OF**

February 3, 2016

**AGENDA ITEM 10 : COMMITTEE MEMBERS' EXPRESSIONS**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** N/A

---

**SUMMARY:**

At this time, members of the Planning & Development Committee will have an opportunity to express comments or opinions.

**RECOMMENDATION TO COMMITTEE:** N/A

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_

Legal Counsel \_\_\_\_\_

**SPOKANE TRANSIT AUTHORITY  
PLANNING & DEVELOPMENT COMMITTEE MEETING OF**

February 3, 2016

**AGENDA ITEM 11 :** REVIEW MARCH 2, 2016, DRAFT AGENDA ITEMS – INFORMATION

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Karl Otterstrom, Director of Planning

---

**SUMMARY:**

At this time, members of the Planning & Development Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the March 2, 2016 Committee meeting.

Proposed agenda items include:

- Minutes of the February 3, 2016, Committee meeting – *Corrections/approval*
- Federal Transit Administration Section 5310 Project Funding Awards – *Action*
- STA Moving Forward Plan & Funding Discussion – *Discussion*
- Continued Development of Transit Development Plan: Mid-Range Planning Guidance - *Discussion*

**RECOMMENDATION TO COMMITTEE:** Review and discuss.

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_

Legal Counsel \_\_\_\_\_