

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

## PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, February 6, 2019, 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 (*10 minutes*)
4. Committee Action (*5 minutes*)
  - A. Minutes of the November 28, 2018 (**December**) Committee Meeting – *Corrections/Approval*
5. Committee Action (*15 minutes*)
  - A. Board Consent Agenda
    1. 29<sup>th</sup> and Regal Budget Reallocation – (*Otterstrom/Brodwater*)
6. Reports to Committee (*40 minutes*)
  - A. Review 2019 Planning & Development Committee Work Program – (*Otterstrom*)
  - B. 2019 Transit Development Plan Overview – (*Otterstrom/Tresidder*)
  - C. Central City Line: Design and Public Outreach Update – (*Otterstrom/Skillingstad*)
  - D. Zero Emission Technology Fleet Transition Evaluation – Update – (*Watkins*)
7. CEO Report (*E. Susan Meyer*) (*10 minutes*)
8. Committee Information  
(*No information included this month*)
9. Review March 6, 2019 Committee Meeting Agenda
10. New Business
11. Committee Members' Expressions (*10 minutes*)
12. Adjourn
13. Next Committee Meeting: Wednesday, March 6, 2019 at 10:00 a.m.  
(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, WA)

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: [www.spokanetransit.com](http://www.spokanetransit.com). 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 and the Americans with Disabilities Act of 1994. 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**

February 6, 2019

**AGENDA ITEM 2: PUBLIC EXPRESSIONS**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** N/A

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**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**

February 6, 2019

**AGENDA ITEM 3: COMMITTEE CHAIR REPORT**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Al French, Chair, Planning & Development Committee

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**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**

February 6, 2019

**AGENDA ITEM 4A:**      **MINUTES OF THE NOVEMBER 28, 2018 (DECEMBER) COMMITTEE MEETING – CORRECTIONS AND/OR APPROVAL**

**REFERRAL COMMITTEE:**      N/A

**SUBMITTED BY:**              Vicki Clancy, Executive Assistant

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**SUMMARY:**

Draft Minutes of the November 28, 2018 Planning & Development 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 \_\_\_\_\_

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Spokane, Washington 99201-2686  
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## PLANNING & DEVELOPMENT COMMITTEE MEETING

**Draft** Minutes of the November 28, 2018 (**December**) Meeting, 10:00 a.m.  
Spokane Transit Southside Conference Room

### MEMBERS PRESENT

Al French, Spokane County\*  
Candace Mumm, City of Spokane  
Sam Wood, City of Spokane Valley  
Chris Grover, City of Cheney  
E. Susan Meyer, CEO, Ex-Officio

### MEMBERS ABSENT

Veronica Messing, City of Airway Heights

### STAFF PRESENT

Karl Otterstrom, Director of Planning & Development  
Lynda Warren, Director of Finance & Information Services  
Roger Watkins, Chief Operations Officer  
Nancy Williams, Director of Human Resources  
Brandon Rapez-Betty, Director of Communications & Customer Service  
Dan Wells, Deputy Director of Capital Development

### GUESTS

Mike Kunder, AFSCME 3939, President

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

Chair French chaired the meeting via phone and called the meeting to order at 10:05 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 OCTOBER 31, 2018 (**NOVEMBER**) COMMITTEE MEETING (MARCH)

Mr. Sam Wood moved to recommend approval of the October 31, 2018 Planning & Development Committee meeting minutes. The motion was seconded by Mr. Chris Grover and passed unanimously.

##### B. APPROVAL OF 2019 COMMITTEE WORK PROGRAM

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.

Mr. Karl Otterstrom shared the 2019 Committee Work Program with the Committee as an information item. This is a document that is created at the end of the year in preparation for the next cycle of P&D Committee planning

*Ms. Candace Mumm arrived at 10:10 a.m.*

activities. The work program is focused primarily on the Annual Planning Calendar which identifies the four planning documents founded on the principles and policies of *Connect Spokane* that require annual updates:

- Transit Development Plan
- Service Implementation Plan
- Capital Improvement Program
- Annual Strategic Plan/Budget

As in prior years, there are some planning projects that augment the committee's work program. As projects move beyond the planning and preliminary engineering stages, implementation work is transferred to the Performance Monitoring and External Relations Committee.

Highlights of the draft 2019 Committee Work Plan include:

- Annual Planning
  - 2019 Transit Development Plan
    - 2020-2022 Service Implementation Plan
    - 2020-2025 Capital Improvement Program
    - Updated financial forecast and assumptions through 2025
  - 2020 Annual Strategic Plan and Budgets

The following projects are included for expected Committee involvement in 2019:

- The Central City Line Project Development Milestones
  - 60% design public outreach – includes renderings of all of the stations
  - FY 2020 Capital Investment Grant Report
  - Risk Assessment Review – tentatively scheduled for late February with a debriefing planned for the Planning & Development Committee. Those interested in the debriefing sessions will be invited to attend; an agenda will be provided in advance to assist invitees in selecting the sessions they would like to attend.
  - Complete critical third-party agreements
  - Budget update and construction schedule
  - Small Starts Grant Agreement – This is a robust agreement between FTA and STA
- Division Street High Performance Transit Study – This study is expected to start this year. SRTC expressed an interest in conducting a study with STA. The project should begin in 2019 with the first major deliverables near the end of the year. The Division project will extend as far north as Hastings/Farewell Road. Network design still needs to be established as there can be trade-offs with each decision.
- Zero emission Technology Fleet Transition Evaluation
- Facilities Master Plan Update – This will be informed by our fleet study
- Scoping of *Connect Spokane* 2020 Update -- Generally, STA begins scoping each major update three years after the last *Connect Spokane* Update. Regarding the 2020 Update, STA expects questions regarding “after” STA Moving Forward is implemented; especially as it pertains to the role of the Plaza, etc.

Ms. Mumm asked about the ability to accelerate or expand the work program. Mr. Otterstrom responded that the work program is a road map that can be modified without formal updating; however, it is important to remember that STA resources, including staff time, are engaged in delivering the commitments made to the community in the *STA Moving Forward* plan.

Mr. Grover moved to recommend approval of the 2019 Committee Work Program. The motion was seconded by Ms. Mumm and passed unanimously.

5. COMMITTEE ACTION

A. Board Consent Agenda

1. APPROVE MASTER DESIGN & CONSTRUCTION AGREEMENT BETWEEN CITY OF SPOKANE & STA

Mr. Otterstrom reviewed the Master Design & Construction Agreement between City of Spokane and STA and is seeking approval for the execution of this agreement. Generally, STA has run these as single agreements, however, STA and the City of Spokane have a number of projects of mutual interest that it is no longer efficient to develop single-project agreements. Over the years, STA has found it convenient on many different projects to contribute to a City project with STA funds to build infrastructure that supports transit service. By the same token, city funding can contribute to STA projects to build city infrastructure that is integrated with transit-related infrastructure. A development agreement provides a pathway for mutual cooperation between the City and STA and benefits Spokane's citizens by avoiding duplicative design work and by integrating investments and pooling resources for construction. Planning & Development staff is proposing this Master Design & Construction Agreement which can be amended by board approval with project orders for individual projects. In addition, some projects can be leveraged. This agreement sets criteria for future amendments that include project specific details including scope, budget, compensation and schedule. Currently, these are the known future project orders:

- City compensation for Sprague Phase I Improvements
- City compensation for Sprague Phase II Improvements
- STA compensation for Division Phase I Improvements
- STA compensation for Division Phase II Improvements
- City compensation for Gateway Bridge Landing Improvements
- City compensation for Sunset Boulevard Street Improvements
- City compensation for Francis & Alberta intersection Improvements
- City compensation for Riverside Avenue Central City Line Stations
- Central City Line Project Development Agreement

The draft agreement may have some minor adjustments before the final. It has already been through one City review and STA hopes to hear back from them in time for the January Board meeting.

Mr. Grover moved that the committee approve the Master Design & Construction Agreement and authorize the CEO to execute the agreement on behalf of Spokane Transit. Chair French seconded and the motion passed unanimously.

B. Board Discussion Agenda

*(No items being presented this month)*

6. REPORTS TO COMMITTEE

*(No information included this month)*

7. CEO REPORT

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

- **Plaza Operational Analysis** - This afternoon, at the Downtown Spokane Partnership (DSP) Board meeting, Ms. Meyer and Mr. Otterstrom will discuss, but not present, the Plaza Operational Analysis. Mr. Otterstrom and his Planning & Development Team have done a very good job of involving Mark Richard and other DSP Board members. The purpose of the study is to operationalize the implementation of *STA Moving Forward* (STAMF) as it relates to the Plaza operation. STA made a commitment a few years ago to localize STA operations at the Plaza but not board people in front of the Peyton Building on Sprague and eventually, not in front of the Spokane Regional Business Center (SRBC) building owned by NAI Black, and now occupied by NAI Black. Mr. Otterstrom attended the Business Improvement District (BID) meeting this morning and briefed them and they offered their unsolicited support for the analysis; STA did not ask for it to be approved,

BID just offered it in the form of a motion. Ms. Meyer forwarded Mr. Otterstrom's notes and slides to the Commissioner and Councilwoman Lori Kinnear.

- **Security Manager Position** – Candidates are being interviewed for this position which is referred to internally as the Security Chief position. Ms. Nancy Williams has narrowed the list down and is impressed with the qualifications of the candidates. This is the position that is being separated from the Safety Manager position in order to designate one full-time person to address security and one to address safety. Mark Richard and Spokane Police Chief Meidl will participate in the final interviews of the finalists this week.
- **SRTC (Spokane Regional Transportation Council)** – SRTC is the lead agency for transportation planning for the area covered by Spokane County. Ms. Meyer serves on the Executive Board alongside John Dickson from the County, Scott Simmons from City of Spokane, Sabrina Minshall from SRTC and John Hohman from Spokane Valley. SRTC partners with the Spokane Regional Transportation Management Center (SRTMC) to relay traffic information to the public. SRTMC works 24/7 as the center is staffed at all times to evaluate and react to events that impact travel and roadway safety which can include dead animals, accidents, debris, etc. They are the first notification and they have access to all cameras. The budget and work plan has been approved for the Traffic Management Center and we will probably be coming back to you with some additional discussion about the way the Executive Board operates.
- **Paratransit Operator Recruitment** – Ms. Williams has “moved heaven and earth” to begin recruitment before the end of the year. There are a couple of new positions which were approved in the 2019 budget, plus a few positions that will allow us to fill additional positions that will open due to retirements, etc. A big thank you extended to Ms. Nancy Williams, Mr. Roger Watkins and the Training Department for working hard to get started earlier than planned.
- **Kendall Yards Pass** – October, 2018 was the first month of the Kendall Yards Pass program. At his request, Ms. Susan Meyer and Mr. Brandon Rapez-Betty met with Mr. Jim Frank to review the data. There were 1,100 rides from people with this pass which means they either work or live in Kendall Yards. In order to receive a pass through the program, a short form must be completed and submitted to Greenstone/Kendall Yards. Mr. Frank has thoroughly analyzed the first month's data. He has “millions” of ideas for STA. Mr. Frank has a passion for alternative transportation options for his development and talked about implementing this in the proposed Garden District on the South Hill. In summary, it is working well, Mr. Frank is very satisfied, and there are options to pursue this program in other places.
- **The Morgan Building** – The Diamond Parking Lot owner has been contacted by STA about a place for a bus stop on Riverside, east of the Paulsen Building and west of the Morgan Building. There has been no response from Diamond's attorney yet.

Mr. Woods asked for clarification on the Kendall Yards UTAP program regarding costs. Ms. Meyer responded that each route has a specific charge associated to it that is structured to be below the cost of the trip. When the rider boards and taps the pass, the trip is recorded. Mr. Frank is then billed on a monthly basis for each trip. Mr. Frank has shared that there is a benefit to him as a developer to use this program; when the demand for parking decreases, the need to build more parking decreases. He would rather invest in office buildings and residences rather than parking spaces. Ms. Meyer suggested that in the future he may even be able to see the parking revenue cover part of the pass program costs. Mr. Woods asked for the monthly total. Mr. Rapez-Betty responded that the monthly cost was \$1,190.63 (about \$1/ride). Ms. Mumm added that her constituents love this program and have mentioned planning “retiree play dates” in which they ride the bus as a group to various destinations such as Trader Joe's, and/or plan lunch excursions. They are getting out into the Spokane community and have been surprised at how easy the bus is to use. Mr. Frank also gave some bus passes to a charity in the West Central area and they are using the passes to ride to medical appointments. Ms. Meyer shared that STA will place a shelter at the corner near My Fresh Basket.

## 8. COMMITTEE INFORMATION

*(No information included this month)*



9. REVIEW FEBRUARY 6, 2018 COMMITTEE MEETING AGENDA

No changes were suggested at this time.

10. NEW BUSINESS

*(No information included this month)*

11. COMMITTEE MEMBERS' EXPRESSIONS

Ms. Mumm shared that there are large development plans for the north east section of Spokane which activates this area sooner than expected.

The topic of service animals was briefly discussed. There has been talk about trained service animals being damaged by non-service animals. The damage can "wash out" service training and can take thousands of hours to reprogram an animal. Discussion ensued. STA is required to accept service animals, but not comfort animals.

Mr. Woods asked if STA has looked into promoting the Kendall Yards UTAP Program to other large apartment areas. Ms. Meyer responded that STA has not, however, in the future STA will have a position that focuses on promoting the pass.

12. ADJOURN

Chair French adjourned the meeting at 11:01 a.m.

13. NEXT COMMITTEE MEETING: WEDNESDAY, FEBRUARY 6, 2019 at 10:00 a.m., at STA SOUTHSIDE CONFERENCE ROOM, 1230 W. BOONE AVENUE

Respectfully submitted,



Vicki Clancy, Executive Assistant

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

February 6, 2019

**AGENDA ITEM 4B:**      **29<sup>TH</sup> AND REGAL BUDGET REALLOCATION**

**REFERRAL COMMITTEE:**      N/A

**SUBMITTED BY:**              Karl Otterstrom, Director of Planning & Development  
   Ryan Brodwater, Capital Projects Manager

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**SUMMARY:**

The Monroe-Regal Line was always envisioned as traveling through the 29<sup>th</sup>/Regal intersection to serve the Lincoln Heights shopping center. However, the current geometry of the intersection does not allow for safe bus turning movements, which is a factor in STA currently not using this route. A budget of \$551,120 was approved to facilitate improving the intersection, which was contingent on obtaining additional right-of-way from the property owner at the southwest corner.

Starting in late 2017, planning staff met with and emailed the property owner to discuss STA obtaining additional right-of-way for the ability to improve the intersection. After numerous attempts, the owner declined to negotiate usually based on the premise that private development projects were already underway on the property. On two separate occasions, planning staff attended Pre-Development meetings held at the City to work with developers (in collaboration with the City) on proposed projects for the subject parcel. To date, none of these projects have moved forward with permitting.

As a result, STA staff had to reconsider the routing for the Monroe-Regal Line. Several alternatives were considered and physically driven with a bus. Routing along Southeast Boulevard proved to be the most practical, while providing a direct link with the South Hill Park and Ride. However, using this routing will require an improved pedestrian crossing at the SE Blvd/31<sup>st</sup> Ave intersection. In addition, these funds can be used to further supplement the Monroe-Regal Line HPT corridor.

**RECOMMENDATION TO COMMITTEE:** Approve the transfer of funds (\$551,120) for the 29<sup>th</sup>/Regal Intersection improvements to the Monroe-Regal Line HPT corridor.

**FINAL REVIEW FOR BOARD BY:**

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

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

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

**SPOKANE TRANSIT AUTHORITY**

**PLANNING & DEVELOPMENT COMMITTEE MEETING**

February 6, 2019

**AGENDA ITEM 6A: REVIEW 2019 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM**

**REFERRAL COMMITTEE:** N/A

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

**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.

In December 2018, the Planning and Development Committee approved its work program for 2019. The work program is provided below as information. As was noted at the time, the work program is subject to change.

**2019 Planning & Development Committee Work Program**

<b>Month</b>	<b>Annual Planning Calendar</b>	<b>Other Planning Projects</b>
<b>December 2018</b>	<ul style="list-style-type: none"> <li>• Approval of Work Program</li> </ul>	
<b>January 2019</b>	No Committee Meetings in January	
<b>February 2019</b>	<ul style="list-style-type: none"> <li>• Review Work Program</li> <li>• 2019 Transit Development Plan (TDP): Overview</li> </ul>	<ul style="list-style-type: none"> <li>• Central City Line: Design and public outreach update</li> </ul>
<b>March 2019</b>	<ul style="list-style-type: none"> <li>• 2019 TDP: Develop mid-range planning guidance.</li> <li>• Present and discuss draft submittal for the SRTC 2019/2020 Unified Planning Work Program (UPWP)</li> </ul>	<ul style="list-style-type: none"> <li>• Central City Line: Briefing on Risk Assessment Workshop</li> <li>• Review FTA Annual Report on CIG Projects</li> <li>• Division Line: Review project purpose and need statement</li> </ul>
<b>April 2019</b>	<ul style="list-style-type: none"> <li>• 2019 TDP                             <ul style="list-style-type: none"> <li>○ Finalize mid-range planning guidance</li> <li>○ Review preliminary revenue and expenditure forecast assumptions</li> <li>○ Identify major activities (2020-2025)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Central City Line                             <ul style="list-style-type: none"> <li>○ Review draft construction schedule</li> <li>○ Updated budget</li> </ul> </li> </ul>
<b>May 2019</b>	<ul style="list-style-type: none"> <li>• 2019 TDP                             <ul style="list-style-type: none"> <li>○ Proposed 2020-2022 Service Improvements</li> <li>○ Preliminary Capital Improvement Program (2020-2025)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Central City Line: Review Small Starts Grant Agreement</li> </ul>
<b>June 2019</b>	<ul style="list-style-type: none"> <li>• 2019 TDP: Complete draft plan</li> <li>• Public hearing conducted on draft 2019 TDP</li> </ul>	<ul style="list-style-type: none"> <li>• Facilities Master Plan: Review preliminary assumptions for future requirements</li> </ul>
<b>July 2019</b>	<ul style="list-style-type: none"> <li>• 2019 TDP: Finalize and approve</li> <li>• Annual Strategic Plan/Budget guidance workshop (full Board)</li> </ul>	<ul style="list-style-type: none"> <li>• Central City Line: Authorization to execute Small Starts Grant Agreement with FTA (<i>preliminary timeline- subject to further FTA guidance</i>)</li> </ul>
<b>August 2019</b>	No Board/Committee Meetings in August	

<b>Month</b>	<b>Annual Planning Calendar</b>	<b>Other Planning Projects</b>
<b>September 2019</b>	<ul style="list-style-type: none"> <li>• Draft 2020 operating and capital budgets submitted to Committee and Board</li> <li>• Review draft 2020 Annual Strategic Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Division Line: Review preliminary alternatives</li> </ul>
<b>October 2019</b>	<ul style="list-style-type: none"> <li>• Adoption of 2020 Annual Strategic Plan</li> <li>• Public hearing on draft 2020 operating and capital budgets</li> </ul>	<ul style="list-style-type: none"> <li>• Connect Spokane Major Update: Review draft scope of work</li> </ul>
<b>November 2019</b>	<ul style="list-style-type: none"> <li>• Finalize and approve 2020 operating and capital budgets</li> <li>• Prepare 2020 Committee work program</li> </ul>	<ul style="list-style-type: none"> <li>• Zero Emission Technology Fleet Transition Evaluation: Review findings and recommendations</li> <li>• Facilities Master Plan:</li> </ul>
<b>December 2019</b>	<ul style="list-style-type: none"> <li>• Finalize 2020 Committee work program</li> </ul>	<ul style="list-style-type: none"> <li>• Division Line: Public outreach update</li> <li>• Connect Spokane Major Update: Approve scope of work</li> </ul>

**RECOMMENDATION TO COMMITTEE:** Information only.

**FINAL REVIEW FOR COMMITTEE BY:**

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

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

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

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

February 6, 2019

**AGENDA ITEM** **6B:** **2019 TRANSIT DEVELOPMENT PLAN OVERVIEW**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Karl Otterstrom, Director of Planning & Development  
Mike Tresidder, Associate Transit Planner

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**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 2018 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 2019 TDP is expected to be adopted in July 2019 and will include the Capital Improvement Program and the Service Implementation Plan. The planning horizon of the 2019 TDP is through 2025, which is six years plus the current year.

Per RCW 35.58.2795, the Transit Development Plan (TDP) needs to:

- Be consistent with comprehensive plans of the jurisdictions we serve
- Document how we intend to implement the state and local long-range plans for:
  - Public transportation
  - Capital improvements
  - Significant operating changes
  - Funding for program needs
- Set forth regionally significant projects

This document provides updated information to the Washington State Department of Transportation (WSDOT) on the development of the various transit activities undertaken by STA.

The first step in the development of the TDP is for the Board to set forth six-year planning guidance statements. The TDP project schedule proposes that the Planning and Development Committee will develop the Mid-Range Planning Guidance over the next three meetings. Beginning in May, the Committee will review the draft sections of the plan, working toward board approval of the plan in July, consistent with the schedule shown below.

February	March	April
Overview of the 2019 TDP process and requirements	Preparing Mid-range Planning Guidance; first review of major activities	Final Recommendation on Mid-Range Planning Guidance, first look at revenue/expenditure forecast assumptions

May	June	July
Review proposed Service Implementation Plan, Capital Improvement Program, financial forecasts	Draft TDP presented; Public hearing scheduled	P&D Committee recommendation on Final Plan

**RECOMMENDATION TO COMMITTEE:** For discussion.

**FINAL REVIEW FOR BOARD BY:**

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

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

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

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

February 6, 2019

**AGENDA ITEM** 6C: **CENTRAL CITY LINE: DESIGN AND PUBLIC OUTREACH UPDATE**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Karl Otterstrom, Director of Planning & Development  
Don Skillingstad, Capital Projects Manager

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**SUMMARY:**

The Central City Line project is progressing forward on all aspects of the project. Below is a summary of the project status.

**Engineering Design**

Design reached a major milestone on January 17, with the completion of the 60% design package. The station locations and amenities have been finalized with the help of feedback received throughout the design process. The project will now proceed to final design with an anticipated design completion date in the summer of 2019.

**NEPA**

STA continues to work with FTA to finalize the NEPA environmental review process. On November 27, STA submitted a revised draft Cultural Resources Report and NEPA Documented Categorical Exclusion (DCE) package to FTA Region 10. The updated package included responses to comments provided by FTA and DAHP on the draft submittal in May 2018, responses to comments from the Spokane Tribe on the Historic and Cultural Resources Technical Report related to monitoring during construction, a Pavement Conditions Memorandum detailing how pavement in the project corridor will likely not be impacted because of the project, planned roadway improvements by the City of Spokane, and existing conditions; and development of Section 4(f) materials related to the Centennial Trail. STA is currently working with FTA to address the Centennial Trail modification at the Mission and Perry eastbound station located at the Avista campus.

**Public Outreach**

Staff continues to meet with landowners, neighborhood groups and stakeholders about the project. On February 5 thru March 5, there will be an online open house on the project website. The website will feature interactive pages that will present detailed project information, including the updated interactive project map, station specific design information and renderings of each station, and general construction information.

On February 19, staff will be hosting a traditional in-person open house at the STA Plaza from 5:00 p.m. to 7:00 p.m. This event will include boards of several example stations and renderings, computers with the interactive map to review specific station designs, and plan sets with detailed station information with renderings.

The purpose of these events is to provide updated project information, and to provide a general overview of the construction phasing, including preliminary information about the location, duration and type of construction-related impacts and anticipated mitigation if needed. General feedback will be solicited, though the emphasis of this phase of outreach is to provide updated information about the project. This feedback will be used to further refine project design and construction planning.

Spokane Arts has been contracted to work with neighborhoods to facilitate a process for including neighborhood integration elements into the station designs. Spokane Arts will be reaching out to all neighborhoods in the coming months.

**FTA Small Starts Review Process**

STA continues to maintain a close working relationship with FTA. The Project Management Oversight Contractor (PMOC) has been assigned to the project. In the coming 6-8 weeks, FTA staff and the PMOC will visit STA to begin the formal review and readiness review process. This will be a comprehensive review of all aspects of the project to determine STA's readiness to receive grant funding and construct the project. The project team is nearing completion of all the necessary documents in preparation for this review.

**RECOMMENDATION TO COMMITTEE:** Information only.

**FINAL REVIEW FOR BOARD BY:**

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

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

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



**SPOKANE TRANSIT AUTHORITY**  
**PLANNING AND DEVELOPMENT COMMITTEE MEETING**

February 6, 2019

**AGENDA ITEM 6D:**      **ZERO EMISSION TECHNOLOGY FLEET TRANSITION  
EVALUATION - UPDATE**

**REFERRAL COMMITTEE:**      N/A

**SUBMITTED BY:**              Roger Watkins, Chief Operations Officer

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**SUMMARY:**

Staff will provide an update on the Zero Emission Technology Fleet Transition Evaluation – Initial Results for Route Modeling for the Monroe-Regal Line.

**RECOMMENDATION TO COMMITTEE:** Information only.

**FINAL REVIEW FOR BOARD BY:**

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

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

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

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

February 6, 2019

**AGENDA ITEM 7:            CEO REPORT - INFORMATION**

**REFERRAL COMMITTEE:**    N/A

**SUBMITTED BY:**            N/A

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**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**

February 6, 2019

**AGENDA ITEM 10:      NEW BUSINESS**

**REFERRAL COMMITTEE:      N/A**

**SUBMITTED BY:              N/A**

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**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**

February 6, 2019

**AGENDA ITEM 11: COMMITTEE MEMBERS' EXPRESSIONS**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** N/A

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**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 \_\_\_\_\_