

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

## PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, March 1, 2017, 10:00 a.m.  
Spokane Transit Southside Conference Room

### AGENDA

*Estimated meeting time: 80 minutes*

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report (*5 minutes*)
4. Committee Action (*15 minutes*)
  - A. Minutes of the November 30, 2016, Committee Meeting – *corrections/approval*
    1. Draft Minutes of November 30, 2016
  - B. Board Consent Agenda
    1. Approval of the Title VI Plan Update
  - C. Board Action Agenda – Committee Recommendations Agenda  
(*No items being presented this month*)
  - D. Board Discussion Agenda  
(*No items being presented this month*)
5. Reports to Committee (*50 minutes*)
  - A. 2017 Transit Development Plan: Development of Mid-Range Planning Guidance (*Otterstrom*)
  - B. *Connect Spokane* Update: Emerging Trends and Local Factors (*Otterstrom*)
  - C. Central City Line Project Update (*Otterstrom*)
6. Committee Information – *no discussion/staff available for questions*
  - A. Review of Planning & Development Committee Work Program (*Otterstrom*)
  - B. Draft Spokane Regional Transportation Council (SRTC) 2017/2018 Unified Planning Work Program (UPWP) (*Otterstrom*)
7. CEO Report (E. Susan Meyer) (*5 minutes*)
8. New Business
9. Committee Members' Expressions (*5 minutes*)
10. Review April 5, 2017, Committee Meeting Agenda
11. Adjourn
12. Next Committee Meeting: April 5, 2017, 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**

March 1, 2017

**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**

March 1, 2017

**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**

March 1, 2017

**AGENDA ITEM 4:                    COMMITTEE ACTION**

**REFERRAL COMMITTEE:**    N/A

**SUBMITTED BY:**                N/A

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**SUMMARY:**

The following Committee Actions are being presented this month:

- A. Minutes of the November 30, 2016 Committee Meeting for corrections/approval;
- B. Board Consent Agenda
  - 1. Approval of the Title VI Plan Update
- C. Board Action Agenda  
*(No items being presented this month)*
- D. Board Discussion Agenda  
*(No items being presented this month)*

**RECOMMENDATION TO COMMITTEE:** N/A

**FINAL REVIEW FOR BOARD BY:**

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

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


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

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

March 1, 2017

**AGENDA ITEM 4.A:**      **MINUTES OF THE NOVEMBER 30, 2016 COMMITTEE MEETING –  
CORRECTIONS AND/OR APPROVAL**

**REFERRAL COMMITTEE:**      N/A

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

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**SUMMARY:**

Minutes of the November 30, 2016 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 \_\_\_\_\_

### PLANNING & DEVELOPMENT COMMITTEE

#### MEETING 10:00 A.M.

Draft Minutes of the November 30, 2016, Meeting  
Southside Conference Room

#### MEMBERS PRESENT

Amber Waldref, City of Spokane\*  
Candace Mumm, City of Spokane  
E. Susan Meyer, CEO, Ex-Officio

#### MEMBERS ABSENT

Ed Pace, City of Spokane Valley  
Shelly O'Quinn, Spokane County  
Kevin Freeman, Small Cities Representative  
(Millwood), Ex-Officio

\*Chair

#### STAFF PRESENT

Steve Blaska, Director of Operations  
Beth Bousley, Director of Communications  
& Customer Service  
Steve Doolittle, Director of Human Resources  
Karl Otterstrom, Director of Planning  
Lynda Warren, Director of Finance & Information Services  
Susan Millbank, Ombudsman & Accessibility Officer

#### Guests

Mike Kunder, Local 3939

### 1. CALL TO ORDER AND ROLL CALL

Chair Waldref called the meeting to order at 10:12 a.m. Roll was called and introductions were made.

### 2. PUBLIC EXPRESSIONS

None.

### 3. COMMITTEE CHAIR REPORT

Chair Waldref reviewed the highlights of the meeting agenda.

### 4. COMMITTEE ACTION

#### A. MINUTES OF THE NOVEMBER 2, 2016, COMMITTEE MEETING

Ms. Mumm moved to recommend approval of the November 2, 2016, Planning & Development Committee meeting minutes. The motion was seconded by Chair Waldref and passed unanimously.

#### B. APPROVAL OF THE PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM

Mr. Otterstrom relayed that the P&D Work program was reviewed at the November 2, 2016 Committee meeting. There being no revisions since that time, Ms. Mumm moved to recommend approval of the 2017 Planning & Development Committee Work Program and forward to the Board of Directors for information. The motion was seconded by Chair Waldref and passed unanimously.

### 5. BOARD ACTION – COMMITTEE RECOMMENDATIONS AGENDA

#### A. BOARD CONSENT AGENDA

##### 1. APPROVAL OF THE TITLE VI OUTREACH STRATEGIES

Mr. Otterstrom explained that STA is seeking to update its Title VI Plan and the outreach component of the plan. Similar to the process for major service changes, staff will seek approval of the outreach plan for the comprehensive plan update. Mr. Otterstrom reviewed the outreach strategies including:

- Website notice
- Email notice and outreach to agencies and organizations that serve and advocate for minority and low income persons.
- Community centers and school district outreach
- P&D and CAC Engagement and Review
- Public hearing

Ms. Mumm recommended revising the outreach strategies to include “higher education” in the “Community centers and school district outreach” bullet because so many college students use the public transit system. Chair Waldref said she had added the school districts because they seem to have a good pulse on the immigrant and refugee communities in Spokane and are actively working with people with limited English. Discussion ensued regarding STA’s efforts to assist people with limited English proficiency (LEP) in accessing the system. Ms. Susan Millbank explained STA’s current efforts, challenges and additional proposed efforts as part of the Title VI update. Ms. Millbank said that the languages STA needs to be most prepared to provide translation services for in the Spokane community are Russian, Vietnamese and Spanish. Ms. Mumm suggested that national flag icons be added to the “translate” option on the STA website. Chair Waldref mentioned that she sees many people from other countries using the system in her neighborhood, so they are figuring it out or making community connections that are assisting them. Ms. Meyer thanked the Committee members for their input.

**Ms. Mumm moved to recommend approval of the proposed *Connect Spokane Update Work and Outreach Programs, as amended, and forward to the Board. The motion was seconded by Chair Waldref and passed unanimously.***

## **2. DRAFT COMPREHENSIVE PLAN WORK PROGRAM & OUTREACH PROGRAM**

Mr. Otterstrom explained that this is the major update every three years. Minor amendments have occurred during this time. The goal is to have the update completed and adopted by the end of 2017. The update is not expected to be a re-write but will be an improvement to the current plan. High Performance Transit is still expected to be a major component of the plan. The update will primarily utilize STA staff but may incorporate the targeted use of consultants for things like emerging trends. STA will also be collaborating with local partners like Spokane Regional Transportation Council with their update to Horizon 2040. Mr. Otterstrom reviewed the major elements of the update, such as:

- Identifying emerging trends
  - regional/national demographic, behavioral, economic, & development trends
  - new partnership & coordination opportunities
  - updates to Horizon 2040 & other local plans
- Identify Best practices, changing technologies and service models:
  - “first and last mile” connections
  - shared economy
  - autonomous vehicles
  - safety systems
  - quality assurance
  - fare collection
  - customer engagement
  - regulatory changes
  - security

Ms. Mumm recommended that the technology component be called out with added emerging technologies. Mr. Otterstrom agreed that more could be added to the emerging technology list. Next Mr. Otterstrom reviewed the proposed outreach program goals and strategies. Ms. Mumm said that though it is not included in the current list, she believes that STA is going to be a leader in clean air and the electric Central City Line could be used as a “shining star” for Spokane. Ms. Mumm felt it would be important to include the topic of “clean air” in the outreach efforts. Mr. Otterstrom said that staff will include Spokane Regional Clean Air agency in its outreach efforts and will include electric and zero emissions vehicles in the “Best Practices/changing technologies” list. Mr. Otterstrom reviewed the outreach strategies which will be robust but not massive.

**Ms. Mumm moved to recommend approval of the Draft Comprehensive Plan and Outreach Program, as amended, and forward to the STA Board of Directors. The motion was seconded by Chair Waldref and passed unanimously.**

## **B. BOARD ACTION AGENDA**

### **1. APPROVAL OF THE CAPITAL IMPROVEMENT PROGRAM AMENDMENT**

Mr. Otterstrom noted that the Capital Improvement Program (CIP) amendment has not changed since it was presented to the Board at the November meeting, however it was not reviewed with the Committee because the Proposition 1 ballot measure vote had not occurred to guide the direction of the CIP recommendation. The CIP was shared with the Board Operations Committee the day after the vote and then with the Board in a public hearing the following week. Staff is requesting a motion to amend the Capital Improvement Program as presented in the packet. The current CIP was adopted by the Board in July as part of the Transit Development Plan adoption process. Mr. Otterstrom reminded the Committee that the first year of the adopted CIP becomes the capital budget for the upcoming calendar year. Proposed amendments include:

- Reflects the West Plains Transit Center recently-awarded federal grant
- Includes STA Moving Forward Projects now funded by Proposition 1 as approved by voters
- Reflects project sequencing approved by STA Board in June 2016 as well as estimated program cost presented at the same meeting
- Adds newly identified SFCC Transit Station project to the unfunded projects list
- Adjusts the Fleet Replacement Plan to reflect STA Moving Forward service increases

Positive comments were made about the SFCC Transit Station project’s smooth and timely process, as well as the collaboration and leadership that helped make it a success. Ms. Mumm said she hoped that someday the Central City Line could encompass the SFCC site to create a complete “Ed-Med” (education-medical) link. Mr. Otterstrom next reviewed the funding for STA Moving Forward for the six-year time period of 2017-2022 including amendments. The complete outlay for existing 2017 – 2022 CIP plus amendment is \$221M. The Draft CIP by programs, years and funding sources was highlighted. A public hearing on the proposed CIP amendments was held and no public testimony was provided. Mr. Otterstrom mentioned that there was an edit to the Fleet Replacement Plan to accurately reflect the programmed procurement schedule for new coaches and vans. Chair Waldref asked if the coaches will be ready in 2017 for the new service frequency in May. Mr. Blaska said they are here and will be ready to go.

**Ms. Mumm moved to recommend the Board adopt, by resolution, the proposed amendments to the 2016 Transit Development Plan. The motion was seconded by Chair Waldref and passed unanimously.**



## **2. APPROVAL OF THE 2017 ANNUAL STRATEGIC PLAN**

Ms. Meyer reported on the Strategic Plan. Chair Waldref complemented Ms. Meyer on the format for the plan and said that she had shared STA's mission, vision and values with the group at the City of Spokane that is working on their strategic plan. Ms. Meyer thanked Chair Waldref and gave credit to staff for their feedback, and particularly Mr. Blaska, for creating the format for the plan. Ms. Meyer explained that the Strategic Plan is informed by STA's vision, mission and organizational priorities. Ms. Meyer reviewed the highlights of the 2017 plan, including:

- Introducing STA Moving Forward Service in 2017
- Increasing Ridership
- STA Moving Forward Capital Projects
- Updating Connect Spokane (Comprehensive Plan)
- Finalize Emergency Operations and Business Continuity Plans
- Maintain Essential Capital Projects
- Other
  - FTA Triennial/Comprehensive Review
  - Staff Transitions Among Long-time, Senior Management Employees

There was discussion regarding Fixed-route ridership, sidewalk improvements and looping in neighborhood councils to the process of Community Development Block Grants (CDBG) for project leverage, clean energy and new technology in solar installation possibilities, timing for considering transit service to areas not currently included in STAMF immediate timeline, and also 2017 staffing to cover STAMF and attrition.

**Ms. Mumm moved to recommend approval of the 2017 Annual Strategic Plan, and forward to the STA Board of Directors. The motion was seconded by Chair Waldref and passed unanimously.**

## **3. ADOPTION OF THE 2017 OPERATING & CAPITAL BUDGETS**

Ms. Warren stated that in the interest of time and since the members have seen the budgets recently, she would concentrate on just the changes that have been made since it was presented at the public hearing in November. The Committee liked this idea.

2017 vs 2016 Operating Expense change is \$ 3,856,180. \$1.5M of that is STA Moving Forward. Approximately 90% of expense changes are reflected in items above \$100,000. The 2017 Operating budget assumptions were reviewed. Three positions have been added to staffing assumptions since the Board viewed the presentation at the Board meeting. They were originally in the budget for 2018 but due to STAMF needs, staff would like to integrate them in throughout 2017: Procurement Coordinator, Accounting Coordinator, Capital Project Manager. Medical expense/benefits changed slightly in that STA received a lower increase in Premera premiums than expected (18.05% vs the anticipated 20%), dental increased (5.15% vs the anticipated 5%). A summary of the changes from 2017 proposed to final budget is reflected in the following table.

<b>Summary of Expenditure Changes</b>			
	<b>Operating</b>	<b>Capital/Fleet Replacement</b>	<b>Total</b>
<b>Proposed Expenditure Budget</b>	<b>\$68,942,140</b>	<b>\$26,280,892</b>	<b>\$95,223,032</b>
Labor	164,751	-0-	164,751
Benefits	(67,463)	-0-	(67,463)
Materials	19,775	-0-	19,775
Total Changes	117,063	-0-	117,063
<b>Final Proposed Expenditure Budget</b>	<b>\$69,059,203</b>	<b>\$26,280,892</b>	<b>\$95,340,095</b>

Ms. Warren reviewed the 2017 Operating Expenses by Division and Object. Ms. Mumm commented on the sound decision made by the Board to change the assumption of sales tax revenue growth to a 3.0% trend. Ms. Warren agreed and said that in fact a one-time \$500,000 addition will be made to reflect current economic conditions. The only change to the 2017 revenue from proposed to final proposed budget is a \$117,063 draw on cash because expenditures were increased by \$117,063.

2017 cash and reserve analysis – STA will receive approximately \$8.3M operating revenue over operating expense that will go toward capital activities. There will be a net decrease in cash of \$5.2M if all of those capital projects are completed in 2017. That leaves a cash balance of \$43M. Board designated reserves (Operating reserve, risk reserve and right of way reserve) totals \$20.1M. Total 2017 estimated end of year cash balance after reserves is \$22M to use to fund future capital projects. The narrated version of the 2017 Operating & Capital Budgets can be found on the STA website ([www.spokanetransit.com](http://www.spokanetransit.com)).

**Ms. Mumm moved to recommend the Board adopt by resolution, the final proposed 2017 Operating and Capital Budgets. The motion was seconded by Chair Waldref and passed unanimously.**

**C. BOARD DISCUSSION AGENDA**

No items being presented this month.

**6. REPORTS TO COMMITTEE**

No items being presented this month.

**7. COMMITTEE INFORMATION**

**A. CENTRAL CITY LINE UPDATE**

As presented in packet.

**8. CEO REPORT**

Ms. Meyer reported:

- Elaine Chao is President Elect Trump's pick for department of transportation secretary. Ms. Chao was the deputy transportation secretary under the George H. W. Bush from 1989 to 1991 and was the labor secretary under George W. Bush from 2001 – 2009.
- STA's Black Friday ridership number is currently unknown due to a glitch that will hopefully be resolved soon.
- The final updated map of the results of the Proposition 1 ballot measure which ended up with a 55.8% in favor. Almost 100,000 people voted in favor of the ballot measure.

**9. NEW BUSINESS**

None.

**10. COMMITTEE MEMBERS' EXPRESSIONS**

None.

**11. REVIEW OF FEBRUARY 1, 2017, COMMITTEE MEETING DRAFT AGENDA**

As presented in packet.

**12. NEXT MEETING –WEDNESDAY, FEBRUARY 1, 2017, 10:00 A.M. STA SOUTHSIDE CONFERENCE ROOM, 1230 W BOONE AVENUE**

**13. ADJOURN**

**Chair Waldref adjourned the meeting at 11:22 a.m.**

Respectfully submitted,

Angela Stephens, Executive Assistant

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

March 1, 2017

**AGENDA ITEM 4.B.1: APPROVAL OF TITLE VI PLAN UPDATE**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Karl Otterstrom, Director of Planning  
Gordon Howell, Planning and Grants Manager  
Kathleen Weinand, Transit Planner II

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**SUMMARY:**

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 an agency that receives federal assistance, STA must document in a Title VI Program how it complies with Title VI requirements. STA must update its Title VI Program every three (3) years. The current program expires March 23, 2017.

The program includes a discussion of fare and service changes over the last three (3) years (2014, 2015 and 2016), demographic analysis of minority and low-income populations using the 2010 Census, the public outreach process used to assist protected populations, and updating the Limited English Proficiency (LEP) plan. In addition, the program requires Board approval, demographic breakdown of all committees that have non-elected members, and inclusion of Fixed-route System-wide Service Standards and Policies.

The 2017 Title VI Program draft was submitted to the Federal Transit Administration (FTA) for review on January 26, 2017. It is also posted on the STA website and may be accessed at:

[https://www.spokanetransit.com/files/content/2017 Title VI Plan Draft Combined.pdf](https://www.spokanetransit.com/files/content/2017_Title_VI_Plan_Draft_Combined.pdf)

A public hearing regarding the Title VI Program was held on February 16, 2017 at the Board of Directors meeting. No one offered testimony at the hearing.

**RECOMMENDATION TO COMMITTEE:** Recommend for Board Approval

**COMMITTEE ACTION:**

**RECOMMENDATION TO BOARD:**

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_ Chief Executive Officer \_\_\_\_\_ Legal Counsel \_\_\_\_\_

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

March 1, 2017

**AGENDA ITEM 5:                    REPORTS TO COMMITTEE**

**REFERRAL COMMITTEE:**    N/A

**SUBMITTED BY:**                N/A

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**SUMMARY:**

At this time, reports will be made to the Committee.

**RECOMMENDATION TO COMMITTEE:** N/A

**FINAL REVIEW FOR BOARD BY:**

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

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

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

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

March 1, 2017

**AGENDA ITEM 5.A:**      **2017 TRANSIT DEVELOPMENT PLAN:  
DEVELOPMENT OF MID-RANGE PLANNING GUIDANCE**

**REFERRAL COMMITTEE:**      N/A

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

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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 2016 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 2017 TDP is expected to be adopted in July 2017 and will include the Capital Improvement Program and the Service Implementation Plan. The planning horizon of the 2017 TDP is through 2023, 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 2016 TDP were as follows:

**Board Guidance for 2016 TDP**

**Foster and Sustain Quality.** Continue initiatives and projects that improve the quality and usefulness of STA's services, facilities, information and customer service. Affordable public transportation adds value to the community and improves the quality of life in the region and the efficiency of the region's road system through congestion relief. Employ new technologies and industry trends that advance these ends.

**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*. Identify and leverage the factors that drive ridership and can be influenced locally in communities of Spokane's size. Outside of travel to home, work and school trips make up the majority of trips taken on STA services. Continue to foster these foundational markets while expanding the usefulness of service for other travel purposes.

**Proactively Partner in the Community.** Coordinate with jurisdictions and other agencies to implement community planning and economic development strategies and pursue the agency's sustainability goals. Be a leader in implementing the regional transportation visions.

**Advance and Adapt the System Growth Strategy.** Grow the transit system consistent with community growth and resources. Respond to changing demographic and behavioral trends. Ensure that maintenance and operations facilities are sized to accommodate cost-effective growth plans.

The Planning & Development Committee will begin to develop the 2017 Mid-Range Planning Guidance at their March meeting. Based on the discussion at the March meeting, staff will draft updated guidance. The Committee will review the draft guidance and make a recommendation to the Board on the 2017 Mid-Range Guidance at their April meeting.

The Planning & Development Committee is also asked to begin reviewing another part of the Transit Development Plan that is updated annually: Major Activities. The draft 2017-2023 Major Activities are listed below.

## 2017-2023 Major Activities

### Customer and Community Outreach

- Expand Employer-sponsored Bus Pass Program
- Expand Universal Transit Access Pass (UTAP)
- Expand the number of retail bus pass outlets
- Continue the surplus van grant program

### Service Development

- Procure a new contract for supplemental paratransit service (as early as 2020)
- Implement HPT “Lite” - North Monroe to South Regal
- Implement Central City Line and restructure service in Spokane
- Implement Cheney HPT and restructure service on the West Plains

### Facilities and Fleet

- Complete the Plaza renovation
- Fleet replacement (2017-2023)
- 3-position bicycle racks for fixed-route coaches
- Complete the West Plains Transit Center
- Construct new maintenance facility on Boone Campus
- Construct Upriver Transit Center at Spokane Community College
- Construct Moran Prairie Park & Ride
- Division HPT “Lite” improvements
- Implement Mirabeau Transit Center
- East Sprague HPT “Lite” improvements

### System Management

- Study and implement approved changes to the fare structure
- Implement FTA Safety Management Systems (SMS)
- Conduct manager and supervisor leadership training
- Undertake comprehensive employee compensation study
- Develop and implement procedures to periodically review the condition of bus stop areas and bus stop amenities

### Technology

- Fixed-route and paratransit camera systems upgrade 2020
- Smart Card upgrade/farebox upgrade
- Expand On-board Wi-Fi availability
- Vanpool financial software implementation

### Planning

- 2016/2017 update to *Connect Spokane: A Comprehensive Plan for Public Transportation*
- Conduct Division HPT study to define elements of future bus rapid transit (BRT) investments
- Conduct I-90 HPT preliminary engineering
- Bus Stop Accessibility Improvement Plan
- Study strategies to address gaps in services to populations with unmet mobility needs
- Prepare Transit Asset Management Plan pursuant to new federal requirements
- Title VI Program update (every three years)

**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**

March 1, 2017

**AGENDA ITEM 5.B:**            **CONNECT SPOKANE UPDATE:  
EMERGING TRENDS AND LOCAL FACTORS**

**REFERRAL COMMITTEE:**    N/A

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

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**SUMMARY:**

In December 2016 the STA Board of Directors adopted a work program for the 3-year major update to [Connect Spokane, STA's Comprehensive Plan](#). One early task in the work program is to identify emerging trends and best practices. Staff has been meeting with local stakeholders to identify trends that the community thinks are important to explore and opportunities for coordination. The initial findings will be discussed with the Planning & Development Committee at their March 1 meeting.

The most common themes that stakeholders have expressed include:

- Continued growth in multifamily residential development
- Aging Baby Boomers
- Millennials becoming the majority of the workforce
- Desire for improved pedestrian safety
- Desire for neighborhoods with walkable destinations

Other trends and local factors that stakeholders see as shaping the region's future include:

- Changes in technology, including automation
- Completion of the North-South corridor
- New medical school
- Close to structural full employment
- Rise in minimum wage
- Possible changes in international trade policy
- Rural population is older and in worse health than the urban population
- Desire for public services to be coordinated to better serve customers
- Transportation network companies

In addition to identifying local trends, STA is seeking the assistance of a consultant to help review national trends and best practices. Local, regional and national trends will be reviewed with a broader group of community stakeholders at a workshop targeted for April of this year. STA will also engage the stakeholders and the general public with an online survey.

**RECOMMENDATION TO COMMITTEE:** Discussion

**COMMITTEE ACTION:**

**RECOMMENDATION TO BOARD:**

**FINAL REVIEW FOR BOARD BY:**

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

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

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

Connect Spokane Update Schedule														
Task	Nov. 2016	Dec. 2016	Jan. 2017	Feb. 2016	Mar. 2016	Apr. 2017	May 2017	Jun. 2017	Jul. 2017	Aug 2017	Sep. 2017	Oct. 2017	Nov. 2017	Dec. 2017
1: Adopt Work Program & Outreach Program		★												
2: Identify emerging trends & best practices							★	★	★					
3: Evaluate existing <i>Connect Spokane</i> content for updates and course corrections						★	★	★						
4: Draft amendments											★			
5: Review & revise draft amendments													★	
6: Adopt amendments														★

**Outreach**

The Board Planning and Development Committee and Citizen Advisory Committee will be engaged periodically throughout the update process.

-  Board Adoption
-  Stakeholder Workshops
-  Online Survey
-  Public Hearing

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

March 1, 2017

**AGENDA ITEM 5.C: CENTRAL CITY LINE PROJECT UPDATE**

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:** Since FTA's approval to enter into project development for the Central City Line (CCL), the project team has been working to prepare the necessary information for the Small Starts Grant application to request federal funding for the project. A significant amount of work has been completed in preparation for the grant application submittal for early rating this spring.

Since the last update in November 2016, significant progress has been made on the project. Below is a brief summary of work completed. The purpose of this item is to update the committee on project aspects under development in preparation for anticipated Board action within the next 60 days to authorize the submission of project information necessary for a preliminary Small Starts Grant application rating review.

**Preliminary Engineering**

The station locations are generally established throughout the alignment. Three typical station designs have been prepared and include:

1. An island station, typically located throughout downtown in areas where bike lanes are currently established or planned;
2. A center station, located on Pacific Avenue in Browne's Addition, Pine Street and Cincinnati Street at Gonzaga University; and
3. Side stations, generally located at the east end of the alignment, with a few throughout downtown.

Station amenities are being established for each station throughout the alignment. The team is working with the City of Spokane and utility providers to understand issues related to potential improvements throughout the alignment, including underground and above-ground utilities. Traffic analysis work is continuing. The initial findings are that the CCL will not significantly impact the levels of service for streets and intersections throughout the alignment, but that future traffic volumes may actually affect the CCL. The traffic team continues to work to identify traffic issues and potential solutions.

**NEPA Environmental Review**

FTA has approved the Area of Potential Effects (APE) map, so the boundary of the environmental study area is established. The cultural resources methodology memo, outlining the work program to meet Section 106 compliance, has been reviewed and approved by FTA and Washington State Department of Archaeological and Historic Preservation, thereby approving the methodology for moving forward with the cultural resources work.

**Public Outreach**

A public outreach and communications plan has been prepared, the purpose of which is to detail the communication and engagement strategies to generate support for the project among key audiences. This may include obtaining letters of support, endorsements, and resolutions and identifying key materials for outreach efforts. On 12/7/16 a Station Area Design Drop-In Workshop was held in the east downtown area to gather input from the public on station design and locations. Staff continues to meet with neighborhood groups, business owners and stakeholders throughout the alignment. Staff also provided an update on the project to the City of Spokane Citizen Parking Advisory Committee on 1/24/17.

**Steering Committee**

The Steering Committee has met three times over the last three months (12/1/16, 1/31/17 and 2/28/17). The committee continues to be briefed on the status of the project and tasks completed to date, including the engineering design efforts, service planning, cost estimates, outreach efforts and the schedule moving forward. The committee has provided input

into much of the work product. At the 2/28/17 meeting, the committee recommended that the grant application package be submitted to FTA for early rating. The next meeting will be in March.

**Institutional Coordination**

Staff and legal counsel have been working with Gonzaga University to complete an MOU which outlines coordination efforts and expectations moving forward. Other coordination work underway includes preliminary talks with Spokane Community College and Avista Corporation.

**City of Spokane Coordination**

The project team continues to coordinate with the City of Spokane. City staff and the project team have met numerous times to discuss project needs, future improvements and schedules. Coordination will be ongoing throughout the life of the project.

**Cost Estimates**

As the preliminary design progresses and continues to become more refined, so does the cost estimate. There are several outstanding issues and unknowns regarding project costs that continue to be fleshed out, including those related to utility costs and maintenance facility options. The team is currently working on service and operations costs and maintenance costs so they can be integrated into the total cost estimate and finance plan. The estimated cost of the core project improvements is currently under the 2014 planning level estimate of \$72 million.

**Finance Plan**

Work on the finance plan is continuing. The finance working group recently met to discuss information needed for the plan. Given the passage of Proposition 1, operating funding is now in place and more certainty in funding can be reflected in the plan. This, along with STA's good financial standing, makes it likely that the grant application will receive high ratings. Completion of the engineering design and cost estimating efforts, as well as the service and operations cost and maintenance cost efforts, will feed into the finance plan.

**Small Starts Grant Ratings Package**

The project team is nearing completion of the land use section of the grant application. Much of this work is based on the Strategic Overlay Planning process completed in the Fall of last year. STA staff has reviewed the initial draft of this information. Financial information is also being prepared.

**RECOMMENDATION TO COMMITTEE:** Information only

**FINAL REVIEW FOR BOARD BY:**

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

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

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

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

March 1, 2017

**AGENDA ITEM 6:                    COMMITTEE INFORMATION**

**REFERRAL COMMITTEE:**    N/A

**SUBMITTED BY:**            N/A

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**SUMMARY:**

No discussion; staff available for questions.

**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**

March 1, 2017

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

**REFERRAL COMMITTEE:**      N/A

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

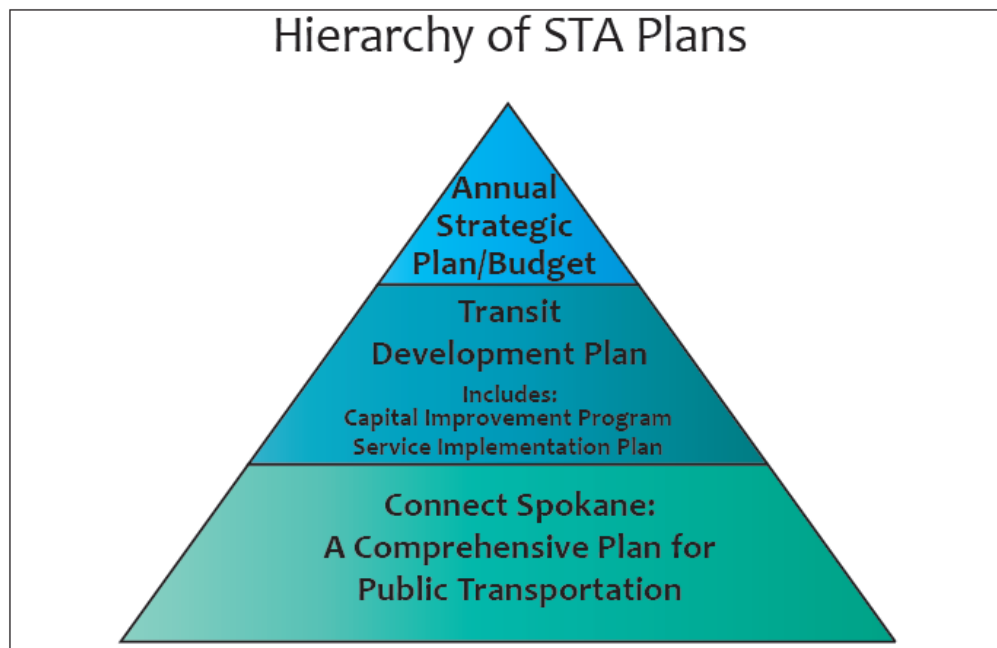
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**SUMMARY:**

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 that need to be updated annually: Transit Development Plan, Service Implementation Plan, Capital Improvement Program and Annual Strategic Plan/Budget. 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 in early 2017.

Draft 2017 Planning & Development Committee Work Program

Month	Annual Planning Calendar	Other Planning Projects
December 2016	<ul style="list-style-type: none"> <li>Approval of Work Program</li> </ul>	
January 2017	No Board/Committee Meetings in January	
February 2017	<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 2017/2018 Unified Planning Work Program (UPWP)</li> </ul>	<ul style="list-style-type: none"> <li><i>Connect Spokane</i> Update: Begin review of current plan, emerging trends and best practices</li> <li>Review Central City Line Small Starts Grant materials</li> </ul>
March 2017	<ul style="list-style-type: none"> <li>TDP: Continue development of mid-range planning guidance</li> </ul>	<ul style="list-style-type: none"> <li>Approve Title VI Plan Update</li> <li>Approve submission of Central City Line Small Starts Grant</li> </ul>
April 2017	<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><i>Connect Spokane</i> Update: Review results of March stakeholder outreach</li> </ul>
May 2017	<ul style="list-style-type: none"> <li>Preliminary draft of TDP submitted to Planning &amp; Development Committee for discussion, including the following major elements:                             <ul style="list-style-type: none"> <li>Service Implementation Plan (2018-2020)</li> <li>Capital Improvement Program (2018-2023)</li> </ul> </li> </ul>	
June 2017	<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><i>Connect Spokane</i> Update: Review results of April and May stakeholder outreach and provide direction for the drafting of amendments</li> </ul>
July 2017	<ul style="list-style-type: none"> <li>2018 Annual Strategic Plan/Budget guidance workshop (full Board)</li> <li>Action on recommended TDP</li> </ul>	
August 2017	No Board/Committee Meetings in August	
September 2017	<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><i>Connect Spokane</i> Update: Review draft amendments</li> </ul>
October 2017	<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 2017	<ul style="list-style-type: none"> <li>Board adoption of annual Budget</li> <li>Prepare 2018 Committee work program</li> </ul>	<ul style="list-style-type: none"> <li><i>Connect Spokane</i> Update: Review revised draft amendments in preparation for Board hearing</li> </ul>
December 2017	<ul style="list-style-type: none"> <li>Finalize 2018 Committee work program</li> </ul>	<ul style="list-style-type: none"> <li><i>Connect Spokane</i> Update: Action on recommended amendments</li> </ul>

**RECOMMENDATION TO COMMITTEE:** Information only

**COMMITTEE ACTION:**

**RECOMMENDATION TO BOARD:**

**FINAL REVIEW FOR BOARD BY:**

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

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

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

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

March 1, 2017

**AGENDA ITEM 6.B:**      **DRAFT SPOKANE REGIONAL TRANSPORTATION COUNCIL  
(SRTC) 2017/2018 UNIFIED PLANNING WORK PROGRAM (UPWP)**

**REFERRAL COMMITTEE:**      N/A

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

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**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, 2017 through June 30, 2018). 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.

A draft description of STA's ongoing and upcoming planning activities that will be submitted to SRTC for inclusion in the UPWP is attached for your information.

**RECOMMENDATION TO COMMITTEE:** Information only

**COMMITTEE ACTION:**

**RECOMMENDATION TO BOARD:**

**FINAL REVIEW FOR BOARD BY:**

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

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

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



## **SRTC July 1, 2017 - June 30, 2018 Unified Planning Work Program**

### **Transportation Planning Projects to be Conducted by Spokane Transit Authority**

#### **Implement *STA Moving Forward***

In 2014 the Spokane Transit Board of Directors adopted *STA Moving Forward*, a ten-year plan that identifies specific improvements and sequencing to implement STA's long-range Comprehensive Plan, *Connect Spokane*. In November of 2016 voters approved Spokane Transit Public Transportation Benefit District Proposition 1, securing funding needed to implement the plan. STA is now engaged in planning to complete the service changes and capital projects outlined by the plan.

#### Expected Outcomes/Products

STA is engaging stakeholders to define details of the expanded services and capital projects programmed in *STA Moving Forward*.

#### Schedule

2014-2028

#### Source of Funds/Budget

Local, State, Federal

#### **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. Consistent with *Connect Spokane* policies, the update will include a significant public input element.

#### Expected Outcomes/Products

STA is reviewing 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 of Directors.

#### Schedule

November 2016-December 2017

#### Source of Funds/Budget

Local

#### **2018 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 (WSDOT) 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 plans, *Connect Spokane* and *STA Moving Forward*. The TDP includes Spokane Transit's Annual Strategic Plan (as adopted), Capital Improvement Program and Service Implementation Plan. The TDP 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 2017-September 2018

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

January 2017-January 2018

Source of Funds/Budget

Local

**Bus Stop Accessibility Improvement Plan**

Many more barriers to accessibility at STA bus stops exist than possibly can be addressed all at once with available resources. STA must coordinate with local and regional jurisdictions to identify barriers, to prioritize addressing them, and to outline funding and a timeline to do so.

Expected Outcomes/Products

The effort is expected to result in a plan to systematically prioritize and address obstacles to accessibility at bus stops. STA will also develop procedures to periodically review the locations and conditions of bus stop areas and bus stop amenities.

Schedule

April 2018-December 2018

Source of Funds/Budget

Local

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

March 1, 2017

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

**REFERRAL COMMITTEE:**        N/A

**SUBMITTED BY:**                N/A

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**SUMMARY:**

At this time, CEO E. Susan Meyer will give her report on various topics of interest regarding Spokane Transit Authority.

**RECOMMENDATION TO COMMITTEE:**    N/A

**FINAL REVIEW FOR BOARD BY:**

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

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

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

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

March 1, 2017

**AGENDA ITEM 8:           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**

March 1, 2017

**AGENDA ITEM 9: 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 \_\_\_\_\_

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

March 1, 2017

**AGENDA ITEM 10:**            **REVIEW APRIL 5, 2017, DRAFT AGENDA ITEMS – INFORMATION**

**REFERRAL COMMITTEE:**    N/A

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

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**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 April 5, 2017 Committee meeting.

Proposed agenda items include:

- Minutes of the March 1, 2017, Committee meeting – *corrections/approval*
- Draft Transit Development Plan (TDP): Finalize Mid-Range Planning Guidance: Revenue & Expenditure Forecast Assumptions; Major Strategic Initiatives -- *Discussion*
- Revise Draft Submittal for UPWP based on Final TDP Guidance -- *Information*
- *Connect Spokane* Update Review – Results of March Stakeholder Outreach – *Report*

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

**FINAL REVIEW FOR BOARD BY:**

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

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

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