

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

**PLANNING & DEVELOPMENT
COMMITTEE MEETING**

Wednesday, March 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 February 6, 2019 Committee Meeting -- *Corrections/Approval*
5. Committee Action
 - A. Board Consent Agenda
(No items being presented this month.)
6. Reports to Committee (*55 minutes*)
 - A. Sprague Avenue Bus Stops - Evaluation of Relocation Request -- *(Meyer/Otterstrom)*
 - B. 2019 Transit Development Plan Board Guidance – *(Otterstrom/Tresidder)*
 - C. Draft SRTC 2019-2020 Unified Planning Work Program (UPWP) -- *(Otterstrom/Tresidder)*
 - D. Central City Line: Third-party Agreement Status Review -- *(Otterstrom/Wells)*
 - E. *Connect Spokane*: Minor Update Scope of Work -- *(Otterstrom/Tresidder)*
 - F. I-90/Valley High Performance Transit (HPT) Project Overview -- *(Otterstrom/Bielaski)*
7. CEO Report (*E. Susan Meyer*) (*10 minutes*)
8. Committee Information
(No information included this month)
9. Review April 3, 2019 Committee Meeting Agenda
10. New Business
11. Committee Members' Expressions (*10 minutes*)
12. Adjourn
13. Next Committee Meeting: Wednesday, April 3, 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. 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. For more information, see 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 6, 2019

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

March 6, 2019

AGENDA ITEM 3: COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, 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

March 6, 2019

**AGENDA ITEM 4A: MINUTES OF THE FEBRUARY 6, 2019 COMMITTEE MEETING –
CORRECTIONS AND/OR APPROVAL**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Vicki Clancy, Executive Assistant

SUMMARY:

Draft Minutes of the February 6, 2019 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 _____

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

DRAFT Minutes of the February 6, 2019 Meeting,
10:00 a.m. Spokane Transit Southside
Conference Room

MEMBERS PRESENT

Al French, Spokane County**
Pam Haley, City of Spokane Valley
Kevin Freeman, Small Cities Representative
(Millwood) Ex-Officio
E. Susan Meyer, Chief Executive Officer
Ex-Officio

MEMBERS ABSENT

Chris Grover, Small Cities Representative *
(Cheney) (Chair)
David Condon, City of Spokane

STAFF PRESENT

Karl Otterstrom, Director of Planning & Development
Roger Watkins, Chief Operations Officer
Lynda Warren, Director of Finance & Information Services
Brandon Rapez-Betty, Director of Communications & Customer Service
Nancy Williams, Director of Human Resources
Dan Wells, Deputy Director of Capital Development
Emily Arneson, Ombudsman & Accessibility Officer
Dana Infalt, Executive Assistant to the CEO & Clerk of the Authority
Sam Guzman, Executive Assistant, Operations
Ryan Brodwater, Capital Projects Manager

GUESTS

Mike Kunder, AFSCME 3939, President
Katherine Miller, P.E., City of Spokane, Director – Integrated Capital Management

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

Acting Chair French called the meeting to order at 10:01 a.m. Roll was called and introductions were made.

2. PUBLIC EXPRESSIONS

None.

3. COMMITTEE CHAIR REPORT

Al French is the Acting Chair today while the Committee Chair, Chris Grover, is traveling.

4. COMMITTEE ACTION

A. MINUTES OF THE NOVEMBER 28, 2018 COMMITTEE MEETING

Ms. Haley moved to recommend approval of the November 28, 2018 Planning & Development Committee meeting minutes. The motion was seconded by Acting Chair Al French and passed unanimously.

5. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. 29TH AND REGAL BUDGET REALLOCATION

Mr. Karl Otterstrom stated that the recommendation being sought for the Board's consent agenda is approval to reallocate funds from the 29th and Regal intersection improvements to the overall Monroe-Regal Corridor.

As background, the overall Monroe-Regal Line High Performance Transit project has several project numbers in STA's capital program and the total budget is \$5.4M; most of those funds are from state and STA Moving Forward resources. There is a federal grant we received a few years ago to improve bus stops on a segment of North Monroe Street. Those funds will be used on bus stop from Garland down to the river. The 29th and Regal intersection improvement budget was set aside specifically to address the right turn that STA can still not make today with a bus. This improvement was needed to ensure the Lincoln Heights shopping area was served by HPT investments, consistent with transit and neighborhood plans. The project plan was to re-engineer the radius of the curve which would require moving the traffic signal and signal cabinet. It also required a small sliver of right-of-way from an adjacent property owner. The owner has been contacted numerous times but is not interested in selling this small portion of land to STA. At the same time, STA does have the existing park & ride on Southeast Blvd. as an alternative method for connecting to services that will serve Lincoln Heights into the future. Adjacent to that is a property that is subject to a plan unit development project, the Garden District, which would change the landscape of this area potentially bringing density into that area adjacent to that park and ride. Current draft recommendation for service changes for September 2019 is to use Southeast Blvd. instead of the 29th and Regal intersection. As a result, we have budget funds that are "orphaned" from the original alignment and STA would like to be able to use those funds anywhere on the Monroe-Regal Corridor. STA will need to enhance the area around the park & ride and at the crossing at 31st and Southeast Blvd. There are different packages of improvements as STA implements the improvements this fall. Some of those improvements will not be in place immediately, however, STA wants to ensure that there is as much budget as STA Moving Forward provided and the grants have provided as the project moves forward.

Staff proposes to reallocate all funds within the Monroe-Regal HPT Project associated with the 29th/Regal intersection (CIP #467) to the Monroe-Regal Shelter and Stop Enhancements (CIP #479) to fund improvements at or adjacent to the South Hill Park and Ride and to be available for other improvements along the Monroe-Regal Line.

Project	Current Budget	Proposed Revisions	Proposed Budgets
467 – 29 th /Regal Intersection Improvements – Design and Construction	\$	-\$551,120	\$0
479 – Monroe-Regal Shelter and Stop Enhancements	\$4,270,250	+\$551,120	\$4,821,370

Mr. Otterstrom stated that the recommendation is for the approval to transfer funds from the 29th/Regal Intersection Improvements to the Monroe-Regal shelter and stop enhancements. All of these funds are

either state or local sources with local sources coming from STA moving forward. It's a net zero increase in budget.

Ms. Haley moved to approve to transfer funds from the 29th/Regal Intersection Improvements to the Monroe-Regal shelter and stop enhancements. The motion was seconded by Acting Chair Al French and passed unanimously.

6. REPORTS TO COMMITTEE

A. REVIEW 2019 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM

Mr. Otterstrom reviewed the 2019 Planning & Development Committee Work Program. Each year the committee works in the fall to develop a work program.. The Committee reviews it after the new year as a reminder of where the committee is and the processes this committee brings forward to the Board. The draft work program includes the Annual Planning Calendar which:

- Identifies the four planning documents founded on the principles and polices of *Connect Spokane* that require annual updates:
 - 2019 Transit Development Plan
 - 2020-2022 Service Implementation Plan
 - 2020-2025 Capital Improvement Program
 - 2020 Annual Strategic Plan and Budgets
 - As well as:
 - Updated financial forecasts and assumptions through 2025
 - Transit Asset Management Plan (for reference purposes)
- Also identifies other major planning efforts that will take place during 2019:
 - Central City Line Project Development Milestones
 - Division Street high Performance Transit Study
 - Zero Emission Technology Fleet Transit Evaluation
 - Facilities Master Plan update (regarding operational administrative facilities)
 - Scoping of *Connect Spokane* 2020 update

Mr. Otterstrom shared an overall update of the Central City Line 2019 Milestones.

Mr. Kevin Freeman arrived at 10:30 a.m.

Because of the government shutdown, the FY 2020 Capital Investment Grant Report may be late. This is a good example of an item outside of STA's control that requires adjustments to the work program.

Typically, there is a full Board workshop to review the details of the financial forecasting. This year's workshop is scheduled for April after the committee meeting.

B. 2019 TRANSIT DEVELOPMENT PLAN OVERVIEW

Mr., Otterstrom provided an overview of the 2019 Transit Development Plan (TDP), a state-required six-year planning document (RCW 35.58.2795) that must be prepared annually. This plan must be consistent with comprehensive plans of the jurisdictions we serve and explains how STA intends to implement the state and local long-range plans for public transportation, capital improvements, significant operating changes, and funding for program needs.

STA's commitment has been to fully fund the six-year capital requirements as we develop financial forecasts to ensure that services and improvements we make are fully funded through that time period including our capital replacement needs. It also sets forth regionally significant projects which feeds into SRTC's plan.

The TDP is organized into seven separate sections and 2018 accomplishments which WSDOT asks for across the state each year to provide a consistent narrative:

- Section 1: Introduction and Agency /System Overview
- Section 2: 2018 Accomplishments
- Section 3: 2019 Annual Strategic Plan (*Board Approved October 18, 2018*)
The requirement asks for current year plus five and is required to be adopted by September 1st of each year which means half of the current year has already passed by. STA finds it most appropriate to use the current year for the STA Annual Strategic Plan. STA provides six years in order to be more consistent with the planning documents created by the local jurisdictions.
- Section 4: Guiding Principles & Major Activities (2019-2025)
Customer and community outreach, service development, facilities and fleet, system management, technology, and planning.
- Section 5: Service Implementation Plan (2020-2022)
Informed by STA Moving Forward and the commitments made within this document, as well as ways in which STA can address customer feedback and service optimization as staff continuously reviews performance indicators, etc. A quarterly report of customer feedback goes to the PMER Committee for review. This plan is prepared every year for a three-year period, recommends services changes (major changes in September, minor modifications in January and May), documents new service requests and provides a conceptual network.
- Section 6: Capital Improvement Program (2020-2025)
Programming of projects for the next 6-year period, includes projects already underway. Current 2019-2024 Capital Improvement Program (CIP) budget is \$223,432,995.
- Section 7: Operating and Financial Projections
- Appendix E: Asset Management Plan

Mr. Otterstrom reviewed the TDP Project Timeline. In March this Committee will start discussing the Mid-Range Planning Guidance and the major activities. This Committee will be asked for input on other items that should be included on the horizon for the next six year. In April, the Committee will finalize the Mid-Range Planning Guidance and take a deep dive into the revenue and expenditure forecast assumptions and more finalization of activities. In May, input will be summarized and will become the building blocks of the draft TDP in June with a public hearing later in the month at the Board meeting with finalization taking place in July.

Next steps: Staff will lead a discussion on mid-range guidance at the March Planning & Development Committee meeting.

C. CENTRAL CITY LINE: DESIGN AND PUBLIC OUTREACH UPDATE

Mr. Otterstrom provided a design and public outreach update on the Central City Line (CCL). STA has received the 60% design plans from Jacobs Engineering, STA's record engineer for this project. The design includes finalized station locations and amenities. There are no major design issues. The National Environmental Policy Act (NEPA) documentation is behind schedule due to unforeseen guidance alterations. Just before the government shutdown, the Federal Transit Administration (FTA) raised a question regarding the newly constructed portion of the Centennial Trail between Perry Street and Upriver Drive on the north side of Mission Avenue and next to the Avista Corporation campus. The Central City Line project will move that trail to behind the station. FTA has deemed this issue as a "*de minimis* impact" but some public outreach is still required. There are no known concerns from the City of Spokane Parks Board, however, STA needs to check this last box of public outreach. STA is also seeking input from Avista at this area.

The FTA Small Starts Review process is moving forward. In order to ensure FTA Small Starts funding of the federal share of the project, STA is required to have a Project Management Oversight Contractor (PMOC).

That contractor has been assigned from Urban Engineers. A task order has not yet been issued but they will conduct an assessment, not at the end of February but probably at the end of March due to the government shut down. They will visit STA and assess every imaginable risk possible. Those risks vary from archeological issues to the upcoming mayoral election to changes at the Federal level and the severity of those risks are on the project as it pertains to STA's budget and schedule. Those risks will update and inform STA's overall project cost because it will affect the contingency for the project. The PMOC will review the Project Management Plan (and sub plans), Risk Management Review, specifications and schedule cost estimates.

Mr. Otterstrom reported on current public outreach efforts. STA continues to work with landowners, neighborhoods and stakeholders on this project and has for years. The CCL Online Open House was advertised on social media yesterday, KXLY did a story, letters were sent to all property owners adjacent to planned station locations (either immediately adjacent to or across the street from), individual letters were mailed regarding station locations. This open house is available online from February 5 – March 5. There is an in person open house on February 19 at the plaza. STA is coordinating with Spokane Arts on developing station identification plans or efforts for each of the neighborhoods; ways to not customize the stations as much as articulate and communicate a neighborhood identity at the stations; and, ways to incorporate wayfinding

Mr. Otterstrom demonstrated how to find the online open house on the STA website. There is overall information and encourages readers to go to the link for the online open house. There is an interactive map that has current design plans reflecting 60% design. At this stage, the survey is seeking minor feedback and asks if there issues with fundamental design issues (i.e., does the light pole need adjustments for better visibility, etc.) and construction considerations to minimize disruptions or inconveniences. The survey does not seek to alter the design significantly from the 60% design. The goal is to be out to construction in terms of bidding this fall, 2019.

D. ZERO EMISSION TECHNOLOGY FLEET TRANSITION EVALUATION -- UPDATE

Mr. Watkins provided the first update on the Zero Emission Technology Fleet Transition Evaluation. He reviewed the first modeling results from the Monroe-Regal line. First, it confirmed STA's thoughts that the transition would require on-route charging, not just depot level charging. However, the good news is that it is only required at one end point which works well since STA is constructing a new Moran Station park and ride and should be able to include the charging infrastructure into that. The modeling was done at both normal and strenuous load factors. And most importantly, the study allows for a 1:1 ratio of replacement of diesel buses with battery electric buses.

At STA's request, the Center for Transportation and the Environment (CTE) will be re-running several of the modeling scenarios. This won't substantially change the output received to date, it will be fine tuned to answer some of STA's follow-up questions. The CTE has received some updated charging rates and times from the original equipment manufacturers (OEMs) that should provide us better fidelity on the exact numbers. The CTE is reviewing the possibility of having STA purchase two charger units, even at just one location, in order to prevent a back-up of bus service while using 15 minute frequency; allowing STA some buffer when running two buses. Modeling does reflect generic battery electric bus performance at this point. Once an OEM is selected, exact modeling data and costs will be available.

Mr. Watkins reviewed the CTE slides. Different battery service levels were examined. A brand new 450 kilowatt (kWh) battery pack will provide about 337 kWh of usable energy on a regular day to day basis. At some point in time, the battery has reached degraded state of charge availability and that 233 kWh is what would be available for an old battery. This data reflects the battery pack still functioning to give us the capability to operate the bus before the batteries would need to be replaced. Specific replacement time is still being determined because it's a new technology and there is not enough historical data to draw from yet to provide a definitive answer, but it is before the warranty expiration of the battery packs. In order to model, CTE gathered thousands of data points from GPS tracking, tracked bus speeds, took into account grade and elevation; total round trip is 2:07 to complete the whole circuit of 22.3 miles. Under nominal operating loads and strenuous loads, the on-route charge performed substantially better. Mr. Watkins reviewed approximate

monthly costs of depot charging (\$11,100), the addition of on-route charging (\$12,300, cumulative not additive) and the baseline diesel cost (\$22,600). “Demand” charge is a substantial amount of the cost. STA is negotiating with Avista to develop a rate structure that would be more favorable for this option. Ms. Meyer added that STA learned that there are other transit agencies in the United States that have been able to come to an agreement with their utility to reduce the charge or defer the “demand” charges years and years creating a much lower rate.

Mr. Freeman asked if the legislature had ever passed a utility tax exemption in the state of Washington for utilities on something like this. There are lots of new and innovative technologies that are exempt from taxes.

7. CEO REPORT

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

Transportation Demand Management Executive Board – Ms. Meyer has been invited by Roger Millar, the Secretary of Transportation in the state of Washington, to attend this recently-formed Board. The first meeting is tomorrow and then she will be able to tell us the charge of the organization.

Downtown Spokane Partnership - The DSP Board has extended another year's membership for Ms. Meyer on the Board.

Ticket Vending Machines – STA released an RFP for ticket vending machines for four stations on Sprague. STA agreed to do this at the request of the Mayor and the Council President to accelerate the procurement for ticket vending machines associated with the Central City Line and High Performance Transit. The intention is to reduce the amount of cash needed and to speed up boarding. The contract is anticipated to be awarded within the next three to four months.

New Board Member Orientation – STA is conducting new Board Member Orientation today for Council Member Burke and after the Board meeting for Mayor Condon.

New Flyer Visit – A representative from the bus manufacturer, New Flyer, is visiting STA today. They are one of probably two candidates for purchases for the Central City Line which will be battery electric vehicles. All of STA's articulated coaches are made by New Flyer so STA has done business with them for years. Today, they are here to talk with STA about their 60' battery electric bus.

Legislature - Senator Hobbs has introduced a transportation revenue package. Some of the funding is expected to be for the Division project beyond what STA is currently implementing with SRTC, the City, and DOT. This has the potential to fund the next build out phase before the North Spokane Corridor is completed in 2029.

Kathleen Collins Weekly Bill Status Reports – When Ms. Meyer sends these reports out, anything that says RTA (Regional Transit Authority) does not pertain to STA. There is only one in the state and that is Sound Transit.

Cheney High Performance Transit Grant – STA has requested a grant for Cheney High Performance Transit (HPT) and DOT prioritized it in the amount of funding that is available that goes to the legislature. STA is optimistic that this request will be funded when the transportation budget is passed. This request is in large part for the purchasing of buses, in this case, STA is contemplating double-decker buses for the Cheney route. STA also requested carry-over funding for the Regional Mobility Grants for previous projects.

Charging Infrastructure for Electronic Vehicles – Ms. Meyer approved the installation of charging infrastructure for employee electronic vehicles. Avista will work near our new garage to create five charging stations that will ten vehicles to be charged. Currently, there are seven employees with electric vehicles.

Mr. Freeman asked had a meeting with Mayor Grover of Cheney last week and would be grateful if Ms. Meyer and Acting Chair French would reach out to him regarding the Cheney High Performance Transit. He has been meeting with his states representatives and trying to develop a relationship with them and thinks Mayor Grover would be interested in talking to them about this project. Ms. Meyer suggested sending him a letter for the grant funding.

8. COMMITTEE INFORMATION

(No information included this month)

9. REVIEW MARCH 6, 2019 COMMITTEE MEETING AGENDA

Mr. Watkins stated that staff will have outputs from the Zero Emission Technology Fleet Transition Evaluation /CTE Study most months through October and requested that this update be added to the agenda for next month.

10. NEW BUSINESS

(No information included this month.)

11. COMMITTEE MEMBERS' EXPRESSIONS

None.

12. ADJOURN

Acting Chair French adjourned the meeting at 10:55 a.m.

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

Respectfully submitted,



Vicki Clancy, Executive Assistant

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

March 6, 2019

AGENDA ITEM 6A: SPRAGUE AVENUE BUS STOPS – EVALUATION OF RELOCATION REQUEST

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer
Karl Otterstrom, Director of Planning & Development

SUMMARY:

On February 13th, the Board Operations Committee reviewed and discussed a letter dated January 24, 2019 from Scott Simmons, Public Works Director, City of Spokane that concerned the bus stops on East Sprague. The City of Spokane requested STA move the paired, in-lane stops at Helena and Napa to alternate locations to be determined by the East Sprague Business Association, STA, and the City. The letter, along with its attachments, are enclosed.

After discussion, the Board Operations Committee referred the matter to the Board with the recommendation that the Planning & Development Committee consider the bus stop location alternatives requested in the letter from the City of Spokane.

At the February 21, 2019 Board meeting, the Board voted unanimously to refer the discussion to the Planning & Development Committee and that City Staff be invited to that meeting to participate in the discussion.

Attached find correspondence from 2019 and 2017.

RECOMMENDATION TO COMMITTEE: For discussion.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel



PUBLIC WORKS
808 WEST SPOKANE FALLS BLVD.
SPOKANE, WASHINGTON 99201

January 24, 2019

E. Susan Meyer, CEO
Spokane Transit Authority
1230 West Boone Avenue
Spokane, Washington 99201-2686

Dear Susan:

It's been nearly 18 months since the City completed a significant street revitalization on East Sprague Avenue. The project has been largely well received by the community as evidenced by reinvestment into buildings along the business corridor and other economic factors. In 2019, the City is planning the next phase of construction along that corridor as part of its long-term revitalization efforts. As you are aware, the principal area of concern expressed by the property and business owners along the corridor has been the STA buses stopping in the lane of travel. Members of the East Spokane Business Association (ESBA) have met with STA as well as the City on multiple occasions expressing their desire that STA no longer utilize the in-lane bus stops and alternatively begin pulling the buses out of the lane of travel for boarding and alighting of passengers. The business and property representatives have cited increased congestion and travel delays, reduced traffic counts and safety concerns at intersections near current bus stops.

The City remains supportive of being a multi-modal city and wants each form of transportation to be successful for the long term. Given the concerns continued to be expressed by the business community, and with High Performance Transit (HPT) not fully operational yet, the City is requesting the following changes to occur on the bus stop locations between Helena and Altamont on East Sprague:

- Discontinue use of the existing in lane bus stops by Spring 2019.
- Work with the business community to identify appropriate alternate locations for bus pullout stops within the corridor. ESBA has identified alternate locations and worked with adjacent business and property owners. The City suggests STA evaluate these first for validation.
- Once the alternative bus pullout locations have been selected, the City will review for approval and will restripe affected parking bays to accommodate bus pullouts.
- Should STA wish to have temporary bus shelter locations placed near the identified bus pullouts, the City would support utilizing existing right-of-way for placement of shelters.

As the City continues to evaluate existing roadway configurations for upcoming projects and strives to strike the right balance between vehicle movement, pedestrian pathways, bike lanes and stormwater facilities, we also will be working on draft policy for how best to facilitate transit (bus pullouts vs. in-lane stops) on various roadway configurations (3-lane vs 4- or 5-lane). We expect that activity to occur during 2019. Once STA has all elements of the HPT system operational in the Sprague corridor, we will discuss a pilot period to re-evaluate buses stopping in the lane of travel in various lane configurations to help inform the City on finalizing its draft policy.

As for the upcoming next project phase on Sprague Avenue scheduled for construction in 2019, the City is planning to design bus pullouts at the STA-identified bus stop locations. In keeping with the City's goal of integrating project elements during the project, the City will support and incorporate STA-funded

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amenities into its construction bid documents. Should right-of-way need to be acquired by STA to support any planned bus stop amenities, the timing of securing needed right-of-way will determine the City's ability to fully integrate during project construction.

Thank you in advance for helping the City to support strong, healthy, vibrant and safe business corridors throughout our community.

Sincerely,

Scott Simmons

Scott Simmons
Director, Public Works

cc: David Condon, Mayor, City of Spokane
Ben Stuckart, Council President, City of Spokane
Candace Mumm, Council Member, City of Spokane
Lori Kinnear, Council Member, City of Spokane
Kate Burke, Council Member, City of Spokane
Katherine Miller, Director of Integrated Capital Management, City of Spokane
Karl Otterstrom, Director of Planning and Development, Spokane Transit
Brandon Rapez-Betty, Director of Communications and Customer Service, Spokane Transit

January 23, 2019



PUBLIC WORKS
808 WEST SPOKANE FALLS BLVD.
SPOKANE, WASHINGTON 99201

LaVerne Biel, President
East Spokane Business Association
PO Box 4132
Spokane, Washington 99220

Dear Ms. Biel,

In November of last year, a number of your board members requested a meeting with the Mayor to discuss specific concerns you had regarding the manner in which the STA buses are operating along the newly revitalized section of East Sprague Avenue. Specifically you cited the manner in which buses were stopping in the lane of travel for passenger boarding and alighting was creating congestion, reduced traffic counts and unsafe vehicle movement at intersections next to bus stop locations. You shared your desire that STA buses change from stopping in the lane of travel to stopping at designated bus pullout locations throughout the 3-lane section of East Sprague.

Please see the attached correspondence to STA regarding this matter. Let me know if you have further questions.

Sincerely,

Scott Simmons

Scott Simmons
Director, Public Works

Enclosure

cc: David Condon, Mayor, City of Spokane
Ben Stuckart, Council President, City of Spokane
Mike Pagan, Council Member, City of Spokane
Kate Burke, Council Member, City of Spokane
Katherine Miller, Director of Integrated Capital Management, City of Spokane
E. Susan Meyer, Chief Executive Officer, Spokane Transit



PUBLIC WORKS
808 WEST SPOKANE FALLS BLVD.
SPOKANE, WASHINGTON 99201

July 14, 2017

Mayor David Condon
Council President Ben Stuckart
City of Spokane
808 W. Spokane Falls Blvd.
Spokane, WA 99201

RE: Buses on East Sprague

Dear Mayor Condon and Council President Stuckart,

After completing the additional stakeholder outreach requested, the City of Spokane Public Works Division is completing the East Sprague revitalization project as designed, supporting the use of High Performance Transit (HPT) in-lane stops by Spokane Transit Authority (STA) buses in the East Sprague corridor at Helena and Napa.

Over the last month, City and STA staff completed outreach with stakeholders, including East Central neighborhood residents and business owners and property owners along the East Sprague revitalization project. While there are differing opinions, the majority of stakeholders contacted within all three groups ultimately preferred the HPT in-lane stops over bus pullouts. Among other things, maximizing on-street parking and providing amenities for bus riders were important to many people.

As you know, the East Sprague project is really taking shape. We will open the first phase of work between Napa and Stone next week. As we agreed back in February, the project has been built with the HPT stops; to accommodate pullouts, we would have added striping in the block adjacent to each HPT stop. With this decision, the contractor will proceed with striping for on-street parking rather than for pullouts in these locations, and amenities eventually will be added to the HPT stops.

As we hope you are, we are excited by the progress on the construction on East Sprague and look forward to reopening the street in late summer.

Sincerely,

Scott Simmons

Scott Simmons
Public Works Director
City of Spokane

CC: Tara Brown, President of ESBA
ESBA leadership and membership
City Council Members
Karen Sutula, East Central Neighborhood
Susan Meyer, STA



CITY OF SPOKANE
808 W. SPOKANE FALLS BLVD.
SPOKANE, WASHINGTON 99201-3327
509.625.6250

February 8, 2017

Tara Brown, President,
Executive Committee & Members
East Sprague Business Association
PO Box 4132
Spokane, WA 99220

RE: Buses on East Sprague

Dear Ms. Brown,

Thank you for your patience as City of Spokane staff reviewed the concerns expressed in the Jan. 6, 2017, East Sprague Business Association letter about Spokane Transit Authority (STA) buses stopping in the travel lanes on East Sprague Avenue.

We are proceeding with a path forward on this issue that will allow the East Sprague rehabilitation and revitalization project to move ahead as planned for the 2017 construction season, while still permitting an appropriate dialogue about how the bus will operate within the corridor.

- We will bid the project as designed with High Performance Transit in-lane stops at Helena and Napa. These stops currently are placed to be on the “trailing” side of the traffic signals at these two intersections.
- We will have the ability to process a change order for new striping for the buses to pull out adjacent to those stops. On the westbound side, buses would pull out between Helena and Hogan and between Napa and Magnolia. On the east bound side, buses would pull out between Helena and Madelia and between Napa and Crestline.
- Along with STA, we will proceed with continued outreach to the businesses, property owners and neighborhood residents along the project corridor about the two options and reach final decision as soon as possible.

We note that the bus pullout option would likely result in the loss of some amenities, such as bus shelters, and longer travel times for bus riders, along with the loss of about 25 to 30 on-street parking spaces in the affected blocks for businesses and their customers in the affected block. The bus pullouts, meanwhile, may reduce delays for motorists when a bus is in the corridor.

February 8, 2017

Tara Brown, President,
Executive Committee & Members
East Sprague Business Association
Pg. 2

Ultimately, the decision requires a conversation with all the interested citizens and stakeholders. This approach, however, will allow the project to be bid this month, as scheduled, and not delay the long-awaited construction. We plan to hold a meeting in the area soon to present this information.

Sincerely,



David A. Condon
Mayor



Ben Stuckart
Council President

cc: Spokane County Commissioner Al French
Susan Meyer, STA CEO
Spokane City Council

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

March 6, 2019

AGENDA ITEM 6B: 2019 TRANSIT DEVELOPMENT PLAN BOARD GUIDANCE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning & Development
Mike Tresidder, Associate 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 2018 TDP may be viewed on STA's website at 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.

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 2018 TDP, which have remained unchanged since the 2016 TDP, are as follows:

Board Guidance for 2018 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 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

March 6, 2019

**AGENDA ITEM 6C: DRAFT SRTC 2019-2020 UNIFIED PLANNING WORK PROGRAM
(UPWP)**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning & Development
Mike Tresidder, Associate 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 two State Fiscal Years (July 1, 2019 through June 30, 2020 and July 1, 2020 through June 30, 2021). 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 cycle STA submits a description of the planning activities it will engage in over the identified State Fiscal Years.

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

RECOMMENDATION TO COMMITTEE: For discussion.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

**SRTC July 1, 2019 - June 30, 2021 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 the details of the expanded services and capital projects programmed in *STA Moving Forward*.

Schedule

2014-2028

Source of Funds/Budget

Local, State, Federal

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 2020 and 2021 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, the Service Implementation Plan, and the Transit Asset Management Plan. The plan will define what service and capital improvements STA is planning for the current year plus the next 6 years. Development of the TDP will include significant public outreach.

Schedule

2020 TDP: December 2019 – September 2020

2021 TDP: December 2020 – September 2021

Source of Funds/Budget

Local

Transit Asset Management Plan

In July 2016, FTA issued a final rule requiring transit agencies to maintain—and document—minimum TAM standards. The new standards will help transit agencies keep their systems operating smoothly and efficiently. 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

Updated Annually

Source of Funds/Budget

Local

Bus Stop Accessibility Improvement Program

Many more barriers to accessibility at STA bus stops exist than possibly be can be addressed all at once with available resources. STA must coordinate with local and regional jurisdictions to identify barriers, 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 location and condition of bus stop areas and bus stop amenities.

Schedule

January 2019-December 2019

Source of Funds/Budget

Local

Division High Performance Transit Study

This project will study and form the implementation strategy for Bus Rapid Transit on the Division St. Corridor, a corridor that runs along Division St. between Downtown Spokane and the Wandermere Area of Spokane County.

Expected Outcomes/Products

Through a coordinated effort with the Washington State Department of Transportation, SRTC, City of Spokane and Spokane County, this project will identify the operational treatments, including but not limited to traffic impact analysis regarding the benefits and operational impacts of various alignments (including a center-running alignment for transit vehicles), Business Access and Transit Lanes, Transit Signal Priority, etc. The location of stations and the level of investment (station amenities, off-board fare payment stations, real-time information, bike lockers, etc.) at those stations will be documented in addition to a study of the frequency, span and type of vehicles that would best suit this High Performance Transit investment.

Schedule

April 2019 – June 2020

Source of Funds/Budget

Federal Surface Transportation and Local Funds, Budget of \$500,000

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 program 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

STA will conduct analyses on fare and service changes as warranted by established Title VI policies and continue its transit monitoring program. SRTC may be called upon to assist in data provision and/or analysis. The resulting information will assist in future planning decisions.

Schedule

Ongoing

Funding

Local

I-90/Valley HPT Corridor Design and Preliminary Engineering

In 2013 STA completed a preliminary concept for High Performance Transit between Spokane and Liberty Lake along I-90. The study included conceptual engineering on several park and ride lots and new “flyer stations” along the corridor. Subsequently STA has secured funding for the design and construction of new facilities.

Expected Outcomes/Products

STA endeavors to construct expanded and more efficient transit facilities along I-90 in Spokane Valley and Liberty Lake to promote and accommodate ridership demand. The design and engineering of these improvements will begin with planning tasks that will include: revisiting the original scope, documenting purpose and need, reviewing and selecting the type, size and location of potential facilities as previously developed by STA, and developing design and preliminary engineering drawings for Mirabeau Park & Ride and the Liberty Lake Park & Ride in light of state and local investments in I-90 access improvements. The results from this effort will transition to a full design and engineering effort in late 2020.

Schedule

March 2019 – May 2020

Funding

Local

Zero Emission Fleet Transition Plan

In accordance with *Connect Spokane* and with internal strategies, STA is looking to identify a path forward towards a zero emission fleet, to the greatest extent possible. Our objective is to develop a plan for this project and adjust our fleet replacement strategy to maximize the introduction of zero emission buses into our fixed-route system.

Expected Outcomes/Products

This analysis will identify, on a lifecycle basis, the economic costs, performance issues, risks, and recommended timeline associated with transition to a zero emission transit bus fleet. The results of this analysis will inform STA decision making in the areas of policy, procurement and technology.

Schedule

April 2018 – September 2019

Funding

Local

STA Facilities Master Plan

The STA Facilities Master Plan will be a follow-up to the 2015 *Administrative & Maintenance Facility Master Plan* completed in January 2015. The goal of the master plan is to create a tool that will enable STA decision makers to initiate plans to remedy short-term needs with future facility build in view.

Expected Outcomes/Products

This planning effort will build on past efforts while considering the various scenarios for future transit service levels, as well as the anticipated transition to battery electric buses for part or all of the fixed route fleet, and the infrastructure that will be required to support charging the fleet.

Schedule

3/06/2019

Draft

4

June 2019 – December 2020

Funding

Local

5-Mile Park & Ride Mobility Study

In the 2017 Update to *Connect Spokane*, STA added language regarding the development of mobility hubs at existing and future park and rides. STA has identified the 5-Mile Park & Ride as a key park & ride to explore the mobility hub concept.

Expected Outcomes/Products

This study will research the 5-Mile Park & Ride capacity issues and provide viable alternatives, evaluate mobility hub connections, and review the current configuration for bus operation. Mobility Hubs will include a variety of mobility options, including – carshare, bike and scooter share, and transportation network companies (Uber, Lyft, etc.). This study will determine alternatives for implementation.

Schedule

September 2019 – December 2020 (concurrent with *Connect Spokane Update*)

Funding

Local

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 Directors.

Schedule

September 2019 – May 2021

Source of Funds/Budget

Local

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

March 6, 2019

AGENDA ITEM 6D: CENTRAL CITY LINE: THIRD-PARTY AGREEMENT STATUS REVIEW

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning & Development
Dan Wells, Deputy Director of Capital Development

SUMMARY:

According to the Federal Transit Authority (FTA), the term ‘Third-Party Agreement’ refers to the agreements between a grantee (in this case STA) and parties other than FTA that are needed to facilitate the financing, design, permitting, construction, operation and maintenance of a federally funded capital transit project.

The purpose of the Third-Party Agreement Plan is to assist FTA’s Project Management Oversight Consultant (PMOC) in identifying agreements that are necessary for the successful completion of the project, and to identify which of these agreements are deemed ‘critical’ and must be executed or awaiting execution at the time of execution of the Small Starts Grant Agreement between STA and the FTA.

STA compiled a list of the known agreements needed for the successful completion of the Central City Line (CCL) project and reviewed the list with the FTA. FTA staff determined which of these agreements are considered ‘critical’ and must proceed toward execution prior to FTA grant funding. **The Third-Party Agreement Tracking Matrix is attached.**

RECOMMENDATION TO COMMITTEE: For discussion.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

March 6, 2019 DRAFT Central City Line Third Party Agreement Tracking Matrix

Agreement	Agency / Jurisdiction	FTA/PMOC "Criticality"	Agreement Name	Agreement Type	Agreement Summary	Expected Execution
CCL-010	Avista Utilities	YES	ROW Acquisition for CCL Station # 24 - Avista Utilities	STA Purchase & Sale Agreements	Purchase of approximately 1400 sq./ft. of part of two parcels owned by Avista Utilities	May 2019
CCL-011	Gonzaga University	YES	ROW Acquisition for CCL Station # 21B	STA Purchase & Sale Agreements	Purchase of approximately 1800 sq./ft. of property owned by Gonzaga University	May 2019
CCL-012	Gonzaga University	YES	ROW Acquisition for CCL Station # 20	STA Purchase & Sale Agreements	Purchase of approximately 2400 sq./ft. of part of three parcels owned by Gonzaga University	May 2019
CCL-014	Adjacent Private Property Owner	YES	ROW Acquisition for CCL Station # 27A	STA Purchase & Sale Agreements	Purchase of approximately 396 sq./ft. of part of two parcels owned by National Association of Letter Carriers	May 2019
CCL-015	City of Spokane	YES	City of Spokane & Spokane Transit Authority - Central City Line Development Agreement	Project Order	Project Order for right-of-entry, permitting and construction between STA and the City of Spokane	July 2019
CCL-017	City of Spokane	YES	Master Design and Construction Agreement between City of Spokane and Spokane Transit Authority	Interlocal Agreement	Contract agreement for Design and Construction by City of Spokane and Spokane Transit Authority that provides framework for future Project Orders	Executed 02/14/2019
CCL-018	City of Spokane	YES	City of Spokane & Spokane Transit Authority - Central City Line Riverside Avenue Station Design and Construction	Project Order	Project order describing City's project to rebuild Riverside Avenue and include three CCL stations in the Design and Construction. Includes STA's reimbursement	July 2019
CCL-019	Avista Utilities	YES	Avista Utilities & Spokane Transit Authority - Central City Line Utility Reimbursement Agreement	Avista Standard Reimbursement Form	Reimbursement for utility relocation work required prior to construction of the Central City Line	August 2019
CCL-020	Avista Utilities	YES	Avista Utilities & STA - Central City Line – Spokane Community College Transit Center	Avista Standard Reimbursement Form	Reimbursement for utility work required for construction of the Spokane Community College Transit Center	August 2019

March 6, 2019 DRAFT Central City Line Third Party Agreement Tracking Matrix

Agreement	Agency / Jurisdiction	FTA/PMOC "Criticality"	Agreement Name	Agreement Type	Agreement Summary	Expected Execution
CCL-027	Avista Utilities	YES	Avista Utilities & Spokane Transit Authority - Central City Line - NW Boone Garage	Avista Standard Reimbursement Form	Reimbursement for utility work required for construction of the NW Boone Garage	Executed 11/13/2018
CCL-022	Multiple Utilities...	YES	Spokane Transit Authority - Miscellaneous Utility Owners: Comcast, Century Link, AT&T, etc.	Letter of Intent	Letter(s) of Intent for utility relocation as needed	TBD
CCL-024	Gonzaga University	YES	Gonzaga University and the STA - CCL Operations and Maintenance Agreement	Contract Agreement	Operations & Maintenance Agreement for the Transit Easement	July 2019
CCL-025	Spokane Community College	YES	SCC - Central City Line Development Agreement	Ground Lease	Ground Lease for long-term use of State of Washington property. Reflects College's Facilities Master Plan. Agreement for right-of-entry, permitting, construction, phasing, operations and Maintenance.	March 2019
CCL-026	Washington State University	YES	WSU/STA - Central City Line Station Location and Driveway Relocation	Contract Agreement	Contract Agreement for WSU to relocate two driveways to a parking lot so that we can build a CCL station per City of Spokane requirements	July 2019
CCL-027	Gonzaga University	YES	Gonzaga University Temporary Construction Easement	Temporary Construction Easement	Right of Entry, License and Temporary Construction Easement	July 2019
CCL-028	Gonzaga University	YES	Cincinnati Street Transit Easement	Transit Easement	Easement for ingress, egress and operations on Cincinnati Street	July 2019
CCL-029	Gonzaga University	YES	Gonzaga Reimbursable Agreement	Memorandum of Agreement	Design development and other limited project related activity	July 2019
CCL-016	City of Spokane	NO	City of Spokane & STA - CCL Operations and Maintenance Agreement	Project Order	Project Order for operations, maintenance and continuing control.	May 2020
CCL-021	Avista Utilities	NO	Avista Utilities & Spokane Transit Authority - Central City Line Electrical Service	Letter of Intent	Letter of Intent for continued service to the CCL Stations	Executed 11/09/2018

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

March 6, 2019

AGENDA ITEM 6E: CONNECT SPOKANE: MINOR UPDATE SCOPE OF WORK

REFERRAL COMMITTEE: N/A

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

SUMMARY:

Staff proposes to undertake a minor update to *Connect Spokane: A Comprehensive Plan for Public Transportation*, in advance of a major update in 2020. Originally adopted by the Board of Directors in 2010 and most recently updated in 2017, *Connect Spokane* serves as the agency's goal and policy guide for the next 20 to 30 years.

This update to the plan meets the policy requirement as defined in MI 3.2 Comprehensive Plan Amendments that states "Minor amendments to the Comprehensive Plan may take place at any time so long as the change does not significantly change the scope or direction of the plan."

The proposed updates are:

- Add a policy in the System Infrastructure element that addresses when bus shelters are removed to complement SI 4.3 Shelters and Awnings.
- Remove references to "Red Line Standards" and "Modern Electric Trolley" in HPT Route description table in High Performance Transit to reflect current guidance and planning assumptions.
- Add a policy in the Monitoring and Improvement element to describe frequency of updates of the Transit Asset Management (TAM) Plan in order to satisfy federal requirements.
- Update Performance Measures in Annex 1 to better evaluate and communicate fixed-route performance.

Staff will return to the Planning & Development Committee in April with the proposed language for the proposed updates.

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

March 6, 2019

AGENDA ITEM 6F: I-90/VALLEY HIGH PERFORMANCE TRANSIT (HPT) PROJECT OVERVIEW

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning & Development.
Rob Bielaski, Capital Projects Manager

SUMMARY:

The vision for the I-90/Valley HPT corridor is two-way, all-day transit service traveling from Spokane eastward to Spokane Valley and Liberty Lake, with the possibility of a future extension to Coeur d'Alene along Interstate 90.

The STA Moving Forward Plan includes funding for additional service on I-90, introducing some elements of High Performance Transit (HPT); replacing or expanding the current Mirabeau Park and Ride to include transit center infrastructure; and building a new Liberty Lake Park and Ride that offers greater capacity than the current facility. These improvements are to be completed by or before 2023. Additionally, the final distinct project in the plan called for a pilot extension of bus service into Kootenai County. The expectation is that it may be feasible to make permanent with cost sharing with other agencies.

The following have been identified as potential station locations:

- The STA Plaza located in downtown Spokane
- Spokane Falls Boulevard Station, University District
- "Flyer" stations adjacent to the frontage roads or interchange areas at these locations
 - Freya/Thor streets couplet
 - Argonne/Mullan Roads couplet
- Mirabeau Transit Center in the general vicinity of Evergreen Road (*STA Moving Forward commitment*)
- New Park and Ride near Barker Road
- New Liberty Lake Park and Ride (*STA Moving Forward commitment*)

Additionally, general station locations have been conceived in Kootenai County.

- Post Falls near the Seltice Way interchange
- An area west of Huetter Road
- Riverstone Transit Center in Coeur d'Alene

In 2015 the Spokane Regional Transportation Council awarded \$650,000 in Congestion Mitigation Air Quality funds to the preliminary engineering phase of the I-90/Valley HPT line. This was to include a feasibility analysis of future possible elements and stations along the corridor and begin design on elements that may be fully funded in the future. The initiation of the I-90/Valley HPT project will require STA to hire a consultant to perform this feasibility analysis and preliminary engineering. In April, staff will bring forward a scope of work for review and approval in order to procure qualified planning, design and engineering services for the project.

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 6, 2019

AGENDA ITEM 7: 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

March 6, 2019

AGENDA ITEM 9: **REVIEW APRIL 3, 2019 DRAFT COMMITTEE MEETING AGENDA – INFORMATION**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning & Development

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 3, 2019 Committee meeting. Proposed agenda items include:

- Minutes of the March 6, 2019 Committee meeting – *Corrections/Approval*
- 2019 Transit Development Plan: Finalize Mid-Range Planning Guidance – *Board Consent*
- 2019 Transit Development Plan: Revenue and Expenditure Forecast Assumptions – *Report*
- 2019 Transit Development Plan: Major Activities (2020-2025) – *Report*
- Central City Line: Update – *Report*
- Review Mobility Management Concepts – *Report*
- Review FTA Annual Report on Capital Investment Grant Projects – *Report*
- I-90 / Valley HPT Scope of Work Approval – *Committee Action*
- Zero Emission Technology Fleet Transition Evaluation – Update – *Report*

RECOMMENDATION TO COMMITTEE: Review and discuss.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

March 6, 2019

AGENDA ITEM 10: 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

March 6, 2019

AGENDA ITEM 11: **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 _____