

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, November 2, 2016, 10:00 a.m.
Spokane Transit Southside Conference Room

AGENDA

Estimated meeting time: 90 minutes

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report (*5 minutes*)
4. Committee Action (*5 minutes*)
 - A. Minutes of the October 5, 2016, Committee Meeting – corrections/approval
5. Committee Action (*0 minutes*)
 - A. Board Consent Agenda
(*No items being presented this month*)
 - B. Board Action Agenda – Committee Recommendations Agenda
(*No items being presented this month*)
 - C. Board Discussion Agenda
(*No items being presented this month*)
6. Reports to Committee (*70 minutes*)
 - A. Proposed 2017 Planning & Development Committee Work Program – (*Karl Otterstrom*)
7. Committee Information – *no discussion/staff available for questions*
 - A. Draft Title VI Report Update – (*Karl Otterstrom*)
8. CEO Report (E. Susan Meyer) (*5 minutes*)
9. New Business
10. Committee Members' Expressions (*5 minutes*)
11. Review November 30, 2016, Committee Meeting Agenda
12. Adjourn
13. **Next Committee Meeting: November 30, 2016, 10:00 a.m.** (STA Southside Conference Room, 1230 W Boone Avenue, Spokane, WA) **(NO COMMITTEE MEETING IN DECEMBER OR JANUARY).**

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. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING OF

November 2, 2016

AGENDA ITEM 2 : PUBLIC EXPRESSIONS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY:

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

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

RECOMMENDATION TO COMMITTEE: N/A

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

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

November 2, 2016

AGENDA ITEM 3 : COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

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

SUMMARY:

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

RECOMMENDATION TO COMMITTEE: N/A

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____


Legal Counsel _____

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

November 2, 2016

AGENDA ITEM 4.A : **MINUTES OF THE MONTH OCTOTOBER 5, 2016 COMMITTEE
MEETING – CORRECTIONS AND/OR APPROVAL**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Angela Stephens, Executive Assistant 

SUMMARY:

Minutes of the October 5, 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 _____

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

PLANNING & DEVELOPMENT COMMITTEE

MEETING 10:00 A.M.

Draft Minutes of the October 5, 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

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

STAFF PRESENT

Beth Bousley, Director of Communications
& Customer Service
Steve Doolittle, Director of Human Resources
Karl Otterstrom, Director of Planning
Susan Millbank, Ombudsman & Accessibility Officer
Merilee Robar, Executive Assistant, Finance & Information Systems
Jan Watson, Executive Assistant & Clerk of the Authority

Guests

Mike Kunder, Local 3939

*Chair

1. CALL TO ORDER AND ROLL CALL

Chair Waldref called the meeting to order at 10:23 a.m. and introductions were made.

2. PUBLIC EXPRESSIONS

None.

3. COMMITTEE CHAIR REPORT

Chair Waldref reported that there are no action items to go to the Board from the October Planning & Development Committee meeting but there will be a lot of material to cover for the November and December Committee and Board meetings.

4. COMMITTEE ACTION

A. MINUTES OF THE SEPTEMBER 7, 2016, COMMITTEE MEETING

Ms. Mumm moved to recommend approval of the September 7, 2016, Planning & Development Committee meeting minutes. The motion was seconded by Chair Waldref. Motion passed unanimously.

5. BOARD ACTION – COMMITTEE RECOMMENDATIONS AGENDA

A. BOARD CONSENT AGENDA

No items being presented this month.

B. BOARD ACTION AGENDA

No items being presented this month.

C. BOARD DISCUSSION AGENDA

No items being presented this month.

6. REPORTS TO COMMITTEE

A. STA MOVING FORWARD IMPLEMENTATION CALENDAR

This item is in follow-up to the May 2016 discussion regarding STA Moving Forward deliverables and projects through November 2016. Mr. Otterstrom reviewed these projects, which have been in progress:

- Development of the 2016 Transit Development Plan
- 2017 Budget and Annual Strategic Plan Preparation
- STAMF Project-specific Activities
- Ballot Measure Citizen Education and Information
 - To-date, approximately 40 presentations and a number of media interviews have taken place

Mr. Otterstrom reviewed the slide from the May P&D meeting which lists the STAMF project-specific activities. The only thing that has shifted on the timeline is that the North Nevada related improvements public outreach is not planned until after the November 8, 2016 election.

Mr. Otterstrom explained that if the ballot measure is approved, there is a bevy of activities to move forward over the next few months. Mr. Otterstrom reviewed the next steps if the Proposition 1 ballot measure is approved by voters (table below):

Project/Program	Impact/Action	Timeline
2017-2022 Capital Improvement Program	Review and amend to shift projects from unfunded to funded	November Public Hearing, December Action
2017 Annual Strategic Plan	Reflect new service and projects in the annual plan	November action
2017 Operating and Capital Budgets	Review and approve 2017 budgets that reflect projects and new service	November Public Hearing, December Action
May 2017 Service Changes	Review and approve recommended service improvements	November Public Hearing, December Action
September 2017 Service Changes	Begin public consultation process	Mid November
Program Performance Monitoring	Establish methods and indicators for approach to measuring and monitoring program implementation	December 2016 – March 2017
SRTC 2017-2020 Transportation Improvement Program	Amend to include funded projects of regional significance	January-February 2017

There was discussion about the timeline for public outreach for new service. After receiving public feedback there are a host of things that need to happen in sequence before actual new routing is developed and communicated to the public to avoid confusion. Ms. Bousley said that a communications Plan A/Plan B (dependent on the passage of the ballot measure) is being put together for CEO approval. The plan will include a media release November 9 to inform the public on what to expect next. Mr. Otterstrom said that education regarding finalized schedule changes typically happens 2 – 4 weeks before service changes occur so that people can see the actual printed schedule. For the September

2017 service change, public outreach will need to begin directly following an approved ballot measure. The September service change offers more opportunities to improve service in north Spokane in concert with the commitments to add Sunday service on North Nevada Street and enhanced reliability on North Division. STA would like to explore some options to restructure routes to help with improved reliability as well as service frequency. In the sequence of things, staff will bring the draft September service revision to the full Board for information on November 17, and then it will go to the PMER Committee for the process of developing the draft recommendation for public outreach.

Discussion ensued regarding the Monroe/Regal corridor including funding and education that is occurring regarding the Monroe street narrowing project. Ms. Mumm said she appreciated the data that STA presented at the last North Monroe Project meeting at the City of Spokane, especially the information regarding perceived and actual bus loading delay. Mr. Otterstrom said that in relation to the next steps list, "Program Performance Monitoring," staff will work with the Board to establish performance measurements to be able to communicate performance to the public. This will probably start with the Planning & Development Committee and move on to the Performance Monitoring & Public Relations Committee. The Committee liked this idea. Ms. Meyer said that staff will put its ideas together and then come back to the Committee for suggestions and refinement.

Going back to the list, Mr. Otterstrom said for the SRTC 2017 – 2020 Transportation Improvement Program (TIP), in order to submit the Small Starts application for the Central City Line, the complete project must be included in the TIP. In order to be included in the TIP it must be included in STA's Capital Improvement Program.

Other related activities that are not contingent upon the ballot measure vote include:

- Update to the STA Comprehensive Plan, Connect Spokane.
 - Develop scope and work plan for the comprehensive plan update (including past Board feedback)
- Planning & Development Committee work program.
 - Prepare and approve 2017 Committee work program

Discussion ensued regarding plugging in developing projects in the Comprehensive Plan (such as Barnes Road/Indian Trail to 5-Mile Prairie and others). Ms. Mumm suggested getting in touch with Dave Steele about the Indian Trail/Five-Mile project. Mr. Otterstrom mentioned that there may also be opportunities to explore and work in other service delivery options as some other agencies are trying. There was also discussion about the urban growth area and population growth/projections.

7. COMMITTEE INFORMATION

No items presented this month.

8. CEO REPORT

Ms. Meyer reported:

- Construction work on the skywalk connecting the STA Boone facilities is taking place to integrate a fire wall separation between the north and south facilities.
- Mr. Blaska and Ms. Warren are in Rhode Island to attend the American Bus Benchmarking Group (ABBG) conference.
- *The Inlander* and the *Spokesman Review* will be publishing articles on the STA Proposition 1 ballot measure.
- STA provided service for Valleyfest again this year. STA provided 8 coach operators and 49:25 service hours at 19.2 passengers per hour for a total of 946 passengers. STA also provided a Coats 4 Kids wrapped bus to advertise the C4K campaign and to act as a collection site for coats at Valleyfest.

- Mr. Blaska is working with Catholic Charities and Downtown Spokane Partnership on the transfer of an STA van.

9. NEW BUSINESS

None.

10. COMMITTEE MEMBERS' EXPRESSIONS

Chair Waldref said she has been approached by a group working on literacy and parenting who are interested in partnering with STA. Chair Waldref asked if STA could follow up with this group to discuss the possibility as it seems like a great collaboration. Ms. Bousley affirmed that she would follow up on it. Ms. Mumm mentioned that the City of Spokane is looking into delivering something similar to a "Red Box" kiosk for the delivery of library books. Books could be checked and returned to the kiosks using a valid library card. Ms. Mumm said that it would be great to locate these little libraries at bus stops and in the Plaza and that it would be a good partnership for the City, libraries and STA. Ms. Bousley mentioned that another transit agency is piloting a program that features downloadable books on the bus bulkhead. Ms. Bousley also mentioned that STA has been approached by a Girl Scouts troupe requesting to put a "little library" at the Valley Transit Center. Ms. Mumm said that the "Redbox" style libraries are much more secure and the data would be tracked. Chair Waldref agreed that these would be a great addition at the Plaza while people are waiting. Mr. Otterstrom mentioned that he had been contacted regarding a pilot program of the library kiosks co-located at the West Central Community Center bus stop.

11. REVIEW OF NOVEMBER 2, 2016, COMMITTEE MEETING DRAFT AGENDA

As presented in packet.

12. NEXT MEETING –WEDNESDAY, NOVEMBER 2, 2016, 10:00 A.M. STA SOUTHSIDE CONFERENCE ROOM, 1230 W BOONE AVENUE

13. ADJOURN

Chair Waldref adjourned the meeting at 11:10 p.m.

Respectfully submitted,

Angela Stephens, Executive Assistant

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

November 2, 2016

AGENDA ITEM 6.A : **DRAFT 2017 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM**

REFERRAL COMMITTEE: N/A

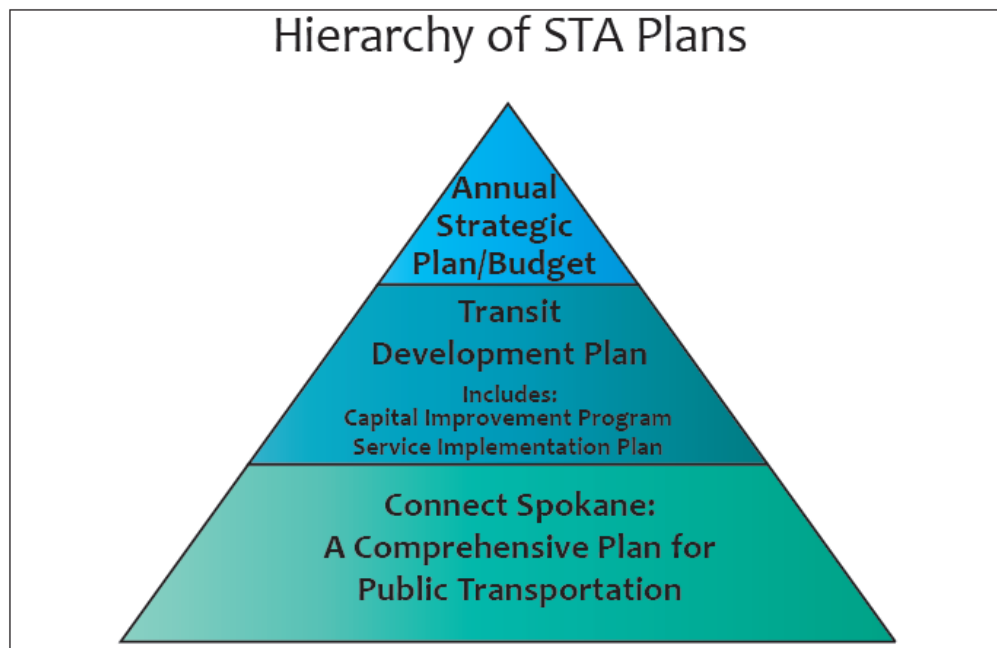
SUBMITTED BY: Karl Otterstrom, Director of Planning

SUMMARY:

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

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

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



The draft work program includes the Annual Planning Calendar and identifies other major planning efforts primarily geared around the update to STA’s comprehensive plan, “Connect Spokane,” which is scheduled to begin 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"> Approval of Work Program 	
January 2017	No Board/Committee Meetings in January	
February 2017	<ul style="list-style-type: none"> Review Work Program Transit Development Plan (TDP): Commence development of mid-range planning guidance. Present draft submittal for the SRTC 2017/2018 Unified Planning Work Program (UPWP) 	<ul style="list-style-type: none"> <i>Connect Spokane</i> Update: Begin review of current plan, emerging trends and best practices. Review Central City Line Small Starts Grant Materials
March 2017	<ul style="list-style-type: none"> TDP: Continue development of mid-range planning guidance. 	<ul style="list-style-type: none"> Approve Title VI Plan Update Approval of submission of Central City Line Small Starts Grant
April 2017	<ul style="list-style-type: none"> TDP: Finalize development of mid-range planning guidance for Board concurrence, including: <ul style="list-style-type: none"> Revenue and expenditure forecast assumptions Major strategic initiatives Revise draft submittal for UPWP based on final TDP Guidance 	<ul style="list-style-type: none"> <i>Connect Spokane</i> Update: Review results of March Stakeholder outreach.
May 2017	<ul style="list-style-type: none"> Preliminary Draft Transit Development Plan submitted to Planning and Development Committee for discussion, including the following major elements: <ul style="list-style-type: none"> Service Implementation Plan (2018-2020) Capital Improvement Program (2018-2023) 	
June 2017	<ul style="list-style-type: none"> Revised Draft TDP submitted to the STA Board of Directors Public hearing conducted on TDP 	<ul style="list-style-type: none"> <i>Connect Spokane</i> Update: Review results of April and May stakeholder outreach & provide direction for the drafting of amendments.
July 2017	<ul style="list-style-type: none"> 2018 Annual Strategic Plan/Budget guidance workshop (full Board) Action on recommended TDP 	
August 2017	No Board/Committee Meetings in August	
September 2017	<ul style="list-style-type: none"> Draft Budget submitted to Committee and Board Public hearing scheduled for October on Budget 	<ul style="list-style-type: none"> <i>Connect Spokane</i> Update: Review draft amendments.
October 2017	<ul style="list-style-type: none"> Public hearing on draft Annual Strategic Plan and Budget Adoption of Annual Strategic Plan 	
November 2017	<ul style="list-style-type: none"> Board adoption of Annual Budget Prepare 2018 Committee work program 	<ul style="list-style-type: none"> <i>Connect Spokane</i> Update: Review revised draft amendments in preparation for Board hearing.
December 2017	<ul style="list-style-type: none"> Finalize 2018 Committee work program 	<ul style="list-style-type: none"> <i>Connect Spokane</i> Update: Action on recommended amendments.

RECOMMENDATION TO COMMITTEE: For discussion and input. A revised plan will be presented for approval in December.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

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

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AGENDA ITEM 7.A : **2017 TITLE VI UPDATE**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning
 Gordon Howell, Transit Planner IV
 Kathleen Weinand, Transit Planner II

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.” Along with Title VI, Executive Order 12898 directs each federal agency to include environmental justice as part of their analysis relating to activities and policies. Environmental Justice evaluates whether a policy or activity will have a disproportionately high and adverse effect on minority and low-income populations.

Public transit agencies are required to establish a Title VI program and update that program every three years. Spokane Transit’s existing 2014 Title VI Program must be updated and approved by the Board of Directors by March 23, 2017, when the current program expires. A public engagement component must be included as part of the update.

Updated Title VI policies and standards will also be incorporated into *Connect Spokane*, STA’s comprehensive plan. Below is a proposed timeline to update the Title VI Program:

2017 Title VI Program and Policy Update Committee and Board Review Schedule	
November 2016	Introduction and Review Schedule
December 2016	Adopt Public Participation Plan and Discuss STA’s Title VI Policies
January 2017	Discuss the Language Assistance Plan and Title VI Policies and Monitoring Program
February 2017	Hold Public Hearing on the Draft Program and Policy Updates
March 2017	Adopt Updated Program and Policies

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 OF**

November 2, 2016

AGENDA ITEM 8: CEO REPORT - INFORMATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY:

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

RECOMMENDATION TO COMMITTEE: N/A

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

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

November 2, 2016

AGENDA ITEM 9 : **NEW BUSINESS**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY:

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

RECOMMENDATION TO COMMITTEE: N/A

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

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

November 2, 2016

AGENDA ITEM 10 : COMMITTEE MEMBERS' EXPRESSIONS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY:

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

RECOMMENDATION TO COMMITTEE: N/A

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

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

November 2, 2016

AGENDA ITEM 11 : **REVIEW NOVEMBER 30, 2016, DRAFT AGENDA ITEMS –
INFORMATION**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning

SUMMARY:

At this time, members of the Planning & Development Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the November 30, 2016 Committee meeting.

Proposed agenda items include:

- Minutes of the November 2, 2016, Committee meeting – *corrections/approval*
- Adoption of the 2017 Operating & Capital Budgets - *Action*
- Approval of the 2017 Annual Strategic Plan - *Action*
- Adopt Title VI Public Participation Plan - *Action*
- Approve 2017 Planning & Development Committee Work Program – *Action*
- Approval of the Capital Improvement Program Amendment - *Report*
- Draft Comprehensive Plan Work Program & Public Engagement Plan – *Report*

RECOMMENDATION TO COMMITTEE: Review and discuss.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____