

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

PLANNING & DEVELOPMENT COMMITTEE

MEETING 10:00 A.M.

Minutes of the January 31, 2018 (February) Meeting
Southside Conference Room

MEMBERS PRESENT

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

MEMBERS ABSENT

Al French, Spokane County

*Chair

STAFF PRESENT

Beth Bousley, Director of Communications & Customer Service
Karl Otterstrom, Director of Planning & Development
Lynda Warren, Director of Finance & Information Services
Roger Watkins, Chief Operations Officer
Nancy Williams, Director of Human Resources
Emily Arneson, Ombudsman and Accessibility Officer
Dan Wells, Deputy Director of Capital Development
Gordon Howell, Principal Transit Planner
Mike Tresidder, Associate Transit Planner

STAFF ABSENT

Jan Watson, Executive Assistant to the CEO & Clerk of the Authority
Dan Wells, Deputy Director of Capital Development

GUESTS

Mike Kunder, Paratransit Union #3939
Juliet Sinisterra, Economic Development Manager,
Downtown Spokane Partnership
Heleen Dewey, Health Program Specialist,
Spokane Regional Health District
Kate Burke, Council Member, Spokane City Council

1. CALL TO ORDER AND ROLL CALL

Chair Mumm called the meeting to order at 10:05 a.m. Roll was called and introductions were made.

2. PUBLIC EXPRESSIONS

None.

3. COMMITTEE CHAIR REPORT

None. There was no Planning & Development Committee meeting in January. Today's meeting is the first Planning & Development Committee meeting of the year 2018.

4. COMMITTEE ACTION

A. MINUTES OF THE NOVEMBER 29, 2017 COMMITTEE MEETING

Mr. Grover moved to recommend approval of the November 29, 2017 Planning & Development Committee meeting minutes. The motion was seconded by Mr. Wood and passed unanimously.

5. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

No items were presented this month.

B. BOARD ACTION AGENDA – COMMITTEE RECOMMENDATION AGENDA

No items were presented this month.

C. BOARD DISCUSSION AGENDA – COMMITTEE RECOMMENDATION AGENDA

No items were presented this month.

6. REPORTS TO COMMITTEE

A. REVIEW 2018 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM

Mr. Otterstrom reviewed the highlights of the 2018 Planning & Development Committee Work Program. The full work program is included in the packet. This program defines the work the Committee will accomplish in 2018. As part of the Committee's role in the construct of the Board, it is the Committee's responsibility to create the annual calendar of cyclical plans, the strategic plan, as well as updates to the Transit Development Plan (TDP) for the upcoming year. Included within the 2018 TDP are the following: 2019-2021 Service Implementation Plan, 2019-2024 Capital Improvement Program, updated financial forecast and assumptions through 2024, and the Transit Asset Management plan (an expanded component from last year). Other planning efforts that this Committee will be engaged in throughout 2018 includes the Central City Line Project Development Milestones, Regional Mobility Grant, and Initializing the Division Street High Performance Transit Study. While this Division study is scheduled to take place next year, the scope will need to be developed this year, and a consultant procured to support that effort, and potentially work with Spokane Regional Transit Council (SRTC) on an integrated regional approach to the evaluation of both transit and other components of the street. Mr. Otterstrom completed the high level overview of the core of the work program. While the Committee approved the plan in December 2017, it is not necessary to amend it throughout the year.

Chair Mumm commented on the Division Street High Performance Transit Study. She shared that the City of Spokane recently modified the Spokane Multifamily Tax Exemption Map anticipating more demand along Division based on housing and access to transit. Chair Mumm stated that the City is open to modifying it again based on the outcomes of the study.

Mr. Grover asked if STA receives grant funding from SRTC. Ms. Meyer and Mr. Otterstrom responded that STA competes for these federal funds that SRTC awards. Chair Mumm added that STA has other funding sources including state funding and direct federal grants.

B. 2018 TRANSIT DEVELOPMENT PLAN OVERVIEW

Mr. Otterstrom introduced the effort that will take place between now and July 2018 to prepare the annual six-year 2018 Transit Development Plan which is required by WSDOT and state law. According to RCW 35.58.2795, the state requires a six-year plan (updated annually) that is consistent with comprehensive plans of the jurisdictions STA serves. Within that plan, STA must detail how our organization will implement the state and local long-range plans for: public transportation, capital improvements, and significant operating changes and funding for program needs. In addition, the plan identifies regionally significant projects to SRTC as they annually develop the region's four-year Transportation Improvement Program (TIP). Mr. Otterstrom briefly reviewed the Hierarchy of STA's plans, including *Connect Spokane*, the Transit Development Plan (TDP) and the Annual Strategic Plan and Budget

Mr. Otterstrom reviewed the basic outline anticipated for the 2018 TDP based on past practice. The organization and section of the plan address WSDOT's need for information as well as other state requirements:

- Section 1: Introduction and Agency /System Overview
- Section 2: 2017 Accomplishments
- Section 3: 2018 Annual Strategic Plan (*Board Approved October 19, 2017*) – included as a reference
- Section 4: Guiding Principles & Major Activities (2018-2024) – will address next month

Typically, we review the previous year and fine tune those guiding principles. Major Activities include customer and community outreach, service development, facilities and fleet, system management, technology and planning.

Section 5: Service Implementation Plan (2019-2021)

This plan is prepared every year for a three-year period. Year 2021 will be added to this plan this year which is when the Central City Line comes on line. An operations plan is designed with the input of the public. Major service changes take place in September, minor modifications take place in January and May. New service requests are documented for future reference and consideration.

Section 6: Capital Improvement Program (201-2024)

There is \$227,997,953 in the 2018-2023 Capital Improvement Program with the largest share (about 40%) assigned to the High Performance Transit Implementation.

Until STA Moving Forward, vehicles made up the largest share of STA's Capital Program and most of that was replacement. Now it also includes expansion coaches. High Performance Transit includes the corridors and the largest component of this is the Central City Line as well as vehicles.

Chair Mumm asked if the life of electric coaches is any different than traditional coaches. Mr. Watkins responded that the initial study shows an increase of five years in the lifecycle of the coach; a 25% increase from 15 years to 20 years. It will depend upon the direction selected in terms of batteries; whether leased or purchased. Ms. Meyer shared that the industry lifecycle standard for buses is 12 years or 500,000 miles. STA's fleet replacement program strategy is 15 years. Chair Mumm commented that STA does a great job of maintaining the fleet. This extension of the coach lifecycle is a big piece of STA's planning.

Section 7: Operating and Financial Projections

Mr. Otterstrom reviewed the TDP Project Timeline, which begins with this committee and continues through to board action to adopt the plan in July 2018. At the next committee meeting the committee will review the mid-range planning guidance for updating the guidance as part of the plan development.

C. TRANSIT ASSET MANAGEMENT PLAN

Mr. Watkins reviewed the Transit Asset Management Plan which is required to be prepared and maintained as part of new federal requirements. The good news is that Washington State has always required an asset management plan and STA's plan is very robust so very little needed to be changed. Most changes deal with reformatting and presentation to align with the requirements. STA already captures their state of good repair and our asset management plan within the Board-approved comprehensive plan, *Connect Spokane*, within the TDP. Asset management and state of good repair are also reflected in Spokane Transit's published Organizational Priorities and Supporting Performance Measures.

In accordance with the requirements in FTA Final Rule 49 CFR Pars 625 and 630, STA's "State of Good Repair Asset Management Targets" draft document was sent to the Metropolitan Planning Organization at the SRTC on December 27, 2017. The initial Asset Management Targets document was also submitted to the FTA in January, 2018 for review and comment. This places us "ahead of the game". Mr. Watkins' predecessor, Mr. Blaska, led the charge in creating the first draft. Being able to acquire FTA feedback is a reassurance that what we move forward with will already be blessed.

Mr. Watkins reviewed the Transit Asset Management Plan matrix which outlines the eight required elements, the STA TAM source documents, the State/Federal due dates, as well as STA's planned date for submitting. STA was already producing all eight of these required elements.

Mr. Otterstrom pointed out that the FTA requires the agency to update the Transit Asset Management Plan at least once every four years, but STA is considering updating every year because it is a great practice and it flows into the update process for the TDP.

D. FTA SECTION 5310 FUNDING CALL FOR PROJECTS TIMELINE

Mr. Otterstrom reported that STA is the designated recipient for federal funds from the Enhanced Mobility of Seniors and Individuals with Disabilities program, known as Section 5310. The goal of the 5310 program is to improve mobility for seniors and people with disabilities by removing barriers to transportation services and expanding transportation options. By the nature of the statute, STA is the designated recipient and the Board is the agent for the administering and managing Section 5310 funds among subrecipients. This funding must be allocated at 55% to spend on Traditional Capital Projects, which are projects carried out by private, non-profit organizations. Non-profits, local governments, and other public transportation providers may use the remaining 45% (categorized as “Other”). Public Transportation projects under this category can be for capital or operating and must exceed the requirements of ADA Paratransit services. Typically, capital would refer to acquiring vehicles. FTA is estimated to apportion to the Spokane Urbanized Area \$768,205 in Section 5310 funds for federal fiscal years 2017-2018. Below is a table showing how the “Traditional” (*minimum*) and “Other” (*maximum*) categories should be distributed:

Year	Annual Apportionment	Category Allocation	
		Traditional	Other
2017	\$383,138	\$210,726	\$172,412
2018	\$385,067 (<i>estimate</i>)	\$211,786	\$173,280
Total	\$768,205	\$422,513	\$345,692

Mr. Otterstrom reported that it can be difficult to get these funds used by agencies in this manner because not everyone needs new vehicles; the organization might need money to hire drivers, administer service, etc. Chair Mumm shared that the City of Spokane has been trying to “get the word out” by sharing information about these funds with senior centers and churches.

These funds would be for organizations that go “above and beyond” what STA provides; for people who do not qualify for paratransit but need transportation. Paratransit is a federal obligation of transit agencies, to provide service within ¾ of mile of fixed route buses to complement our fixed route service for persons whose disabilities preclude them from taking the bus. For example, Care Cars are for people who cannot use paratransit because they need an escort for the entire journey, including at the away-from-home destination. Often times, people need to make trips beyond the ¾ mile Paratransit boundary. Mr. Otterstrom briefly reviewed the projects awarded at the last call in 2016. Grant recipients included non-profit and government entities.

Ms. Meyer added that all of the recipients have to comply with federal regulations. STA has to ensure compliance with federal requirements for those who receive the grants and this can be a limiting factor if the organization is very small or does not have staff that knows how to manage grants. STA places a great deal of effort into assisting those who qualify, and has hired a new planner whose job functions include supporting oversight functions for these grantees. STA does not charge for this service like WSDOT did. Purchasing vehicles is easier to manage.

Chair Mumm asked if there is provision to allocate costs of the oversight for 5310. Mr. Otterstrom responded that there is, but STA does not choose to use this provision because the amount of money received from the provision is minimal compared to magnitude of the additional reporting requirements to accept the funds for administration purposes.

Mr. Otterstrom reviewed the expected timeline for this call and selection for projects:

Date	Action
February 4, 2018	Issue Call for Projects (Posted on STA and SRTC websites, published in paper, direct mailings to eligible applicants)
March 5, 2018	Project Applications Due
May 2, 2018	Present to Planning and Development Committee for Board recommendation of prioritized list for funding.
May 17, 2018	STA Board takes action on recommended project applications.

Mr. Otterstrom shared that there is no action required from the Planning & Development Committee at this point. He pointed out that there will be an FTA 5310 Project Informational meeting on Tuesday, February 21st which will emphasize the federal nature of these dollars and the federal requirements applicable to 5310 such as:

- Title IV Plan Requirements
- Annual Independent Audit Report
- Cost Allocation Plan (if using indirect costs)
- Procurement Requirements
- Quarterly Reports

The information for this event will be advertised on the STA website at www.spokanetransit.com.

Mr. Otterstrom noted that as a designated recipient, STA is reviewed every three years in a very comprehensive way by the Federal Transit Administration and part of that review analyses STA's procedures for reviewing these agencies.

E. DOWNTOWN URBAN CULTURAL TRAIL

Ms. Heleen Dewey and Juliet Sinisterra presented information on the Downtown Urban Cultural Trail. The Spokane Cultural Trail is envisioned as a new, intuitive connection between the Browne's Addition and the University District (and more). This trail is meant to create a sense of community, promote physical activity, promote safety and economic development. Ms. Dewey shared that this project is a joint partnership with the Spokane Regional Health District (SRHD) and the Downtown Spokane Partnership (DSP). The idea of this project originated with the urban cultural trail Juliet observed in Indianapolis, Indiana.

SRHD and DSP contracted with Berger Partnership to conduct a feasibility study and develop a draft of what this trail might look like in downtown Spokane. (Currently, the Berger Partnership is working on a trail in Seattle called the "LoHi to Market Trail".) Spokane's corridor runs mostly along Riverside Avenue from Browne's Addition to the bike-pedestrian bridge in the University District. This will serve as a connector trail for other trails such as the Ben Burr Trail, the Centennial Trail, etc. STA has the Plaza on Riverside and many improvements are being scheduled in the future.

Juliet Sinisterra presented the Downtown Spokane Partnership's interest in this project. While they love the health component, they really are approaching this project from an economic development perspective. An increase in people walking downtown provides greater patrons to businesses, encourages greater vibrancy, makes streets safer and promotes safety. The Urban Cultural Trail is providing a series of "breadcrumbs" to destinations throughout downtown Spokane that encourage people to walk creating a sense of adventure.

- The Berger Partnership selected Riverside Avenue as the site for the Urban Cultural Trail primarily due to the numerous activity that is already taking place on this street. They view this project as a soft infrastructure

improvement – “A Trail of Interventions” or continuous elements that can be completed in a phased approach

Ms. Sinisterra shared that three-four years ago the county partnership with SRTC, Downtown Spokane Partnership, Visit Spokane and the City of Spokane completed the process for a wayfinding study for the entire region and which is accessible on the county’s website. In addition, Downtown Spokane Partnership and several other partners are pursuing a wayfinding program for downtown and the University District. Once that RFQ has been released, a consultant will hopefully be hired within the next few months to begin that study and they will be asked to consider the Urban Cultural Trail and how that would inform the proposed type size and location for that wayfinding program.

Ms. Sinisterra shared that there is a desire to integrate The Berger Partnership study findings into the wayfinding program, and the Central City Line. In some way brand the trail in a unique and identifiable corridor through the city.

Ms. Dewey added that a lot of health data is being gathered. The Riverside neighborhood has poorer health outcomes than any other neighborhood within the city and county. Therefore, promoting safety and sense of community is something they are definitely interested in.

Discussion ensued about other aspects of the trail, including target audiences, connectivity to other planned and existing trails, multimodal use of the trail and possible funding opportunities

Mr. Otterstrom commented that the Urban Cultural Trail is the same corridor as Central City Line. Part of that overall project scope and budget is to upgrade ADA crossings that are adjacent to station locations. There are funds for sidewalk improvements.

7. COMMITTEE INFORMATION

No information included this month.

8. CEO REPORT

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

- **Legislative Session Deadlines** –The bill cut off is February 2nd except for transportation, budget and other fiscal impact bills which have a deadline on February 6. Ms. Meyer highlighted some of the bills STA is watching:
 - **Senate Bill 6165 – Modifying the offense of assault in the third degree.** This bill expands the third degree assault definition to include “payment monitors” and “customer outreach” staff which covers transit drivers, supervisors, mechanics and security officers. STA supports this bill.
 - **Senate Bill 6080 – Electrification of Transportation** – This bill requires all state agencies and local government subdivisions of the state to procure bio-diesel or electric propulsion in all publicly-owned vehicles. STA is moving toward a fleet replacement strategy that aligns with this goal but wishes to ensure the statute and rules acknowledge the practicality of implementation. Ms. Meyer pointed out that there needs to be a recognition that the lead time for procuring a bus can take over a year, introducing a lag in compliance if strictly constructed. There is concern that implementation of this new law will be funded from the state multi-modal account, negatively impacting transit funding. It adds an additional level of complexity to fleet planning although STA is supportive of the overall objective.
 - **Senate Bill 6414 – Population-based representation of the governing body of public transportation benefit areas. THIS BILL IMPACTS THE COMPOSITION OF TRANSIT BOARDS IN SPOKANE, CLARK AND PIERCE COUNTIES.** The purpose is to achieve proportional representation on transit boards.
- **GSI Olympia Fly-In** – Mr. Karl Otterstrom visited Olympia with Greater Spokane Incorporated (GSI) in support of the GSI agenda, to update legislators on STA projects and to encourage actions that preserve existing funding for transit. In recent years the Legislature has awarded STA nearly \$33M in competitive and discretionary grants administered by WSDOT. This includes \$15 million in *Connecting Washington* funds for the Central City Line,

and regional mobility grants for Central City Line, West Plains Transit Center, Upriver Transit Center, and Monroe-Regal Corridor improvements.

- **FTA Region X Visit** - Ms. Meyer, Mr. Otterstrom and a few others attended the STA/FTA quarterly meeting at FTA Region X's office in Seattle. Mr. Otterstrom also participates in an FTA monthly phone call regarding the Central City Line. STA anticipates receiving federal funding to match the \$18M already received from the state and other federal funding and the operating funding that was approved in STA Moving Forward. Ms. Meyer commended FTA Region X staff and their support and advice..
- **Two Invitations for the Planning & Development Committee Members:**
 - **City of Spokane Riverside Avenue Development Open House -- February 13 - 4:30 p.m. at The STA Plaza** - STA has two stops for the Central City Line (CCL) on Riverside at Stevens and Bernard. STA's plan is that those stations would be curbside. The Mayor and some of his staff would like to explore the idea of center stations. These stations are the first part of the City's redevelopment plan since the street needs to be rebuilt. The City of Spokane and STA would like to complete these stations before the CCL opens. This month, the STA Board decided that anyone who wants to make a change to an STA location has to come to the Board to acquire the approval. STA will be attending this event. Ms. Mumm will review the City of Spokane website to ensure the STA Board decision is accurately reflected. March 31 is the deadline for bringing changes to STA regarding this matter.
 - **STA's Annual Employee Recognition Program – March 25** – About 250 people attend. Ms. Meyer invited the Committee members to attend as STA guests. It is a wonderful event that recognizes frontline employees who provide service and maintain vehicles on daily basis.

Mr. Grover and Mr. Wood thanked Ms. Meyer, the staff and the Committee for welcoming them. They look forward to continuing the work of the Planning & Development Committee.

Chair Mumm shared that the City of Spokane did formalize by resolution the substitutes for committee meetings. She suggested that the Spokane Valley do that as well. Ms. Meyer shared that the statute states that a city appoints their substitutes and alternates by resolution.

9. **NEW BUSINESS**

None.

10. **COMMITTEE MEMBERS' EXPRESSIONS**

None.

11. **REVIEW OF JANUARY 31, 2018 (FEBRUARY MEETING) COMMITTEE MEETING DRAFT AGENDA**


As presented in packet.

12. **ADJOURN**

Chair Mumm adjourned the meeting at 11:33 a.m.

13. **NEXT MEETING – WEDNESDAY, JANUARY 31, 2018, (FEBRUARY MEETING) 10:00 A.M., STA SOUTHSIDE CONFERENCE ROOM, 1230 W. BOONE AVENUE**

Respectfully submitted,


Victoria L. Clancy, Executive Assistant