

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 July 12, 2017 Meeting
Southside Conference Room

MEMBERS PRESENT

Al French, Spokane County*
Candace Mumm, City of Spokane
Dave Malet, City of Airway Heights
(*Alternate for Aspen Monteleone*)
E. Susan Meyer, CEO, Ex-Officio

MEMBERS ABSENT

Ed Pace, City of Spokane Valley
Kevin Freeman, Small Cities Representative
(Millwood), Ex-Officio

STAFF PRESENT

Steve Blaska, Director of Operations
Beth Bousley, Director of Communications & Customer Service
Karl Otterstrom, Director of Planning & Development
Lynda Warren, Director of Finance & Information Services
Nancy Williams, Director of Human Resources
Emily Arneson, Ombudsman and Accessibility Officer
Jan Watson, Executive Assistant to the CEO & Clerk of the Authority

Guests

No guests attended

*Chair

1. CALL TO ORDER AND ROLL CALL

Chair French called the meeting to order at 10:08 a.m. Roll was called and introductions were made.

2. PUBLIC EXPRESSIONS

None.

3. COMMITTEE CHAIR REPORT

Chair French reminded the Committee of the upcoming West Plains Transit Center Groundbreaking (July 19 at 9:00 a.m.). Ms. Meyer added that personnel from the Federal Transit Administration (FTA) Region X Office will attend including the Regional Administrator, Linda Gehrke. Chair French requested a “meet and greet” with Linda. Mr. Otterstrom shared that Ms. Gehrke would be visiting STA all day and wants to observe other projects. Mr. Otterstrom will provide a schedule for the visit.

4. COMMITTEE ACTION

A. MINUTES OF THE MAY 3, 2017 COMMITTEE MEETING

Ms. Mumm moved to recommend approval of the May 3, 2017 Planning & Development Committee meeting minutes. The motion was seconded by Mr. Malet and passed unanimously.

5. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. Adopt 2017 Transit Development Plan – (Otterstrom/Weinand)

Mr. Otterstrom presented the request for recommendation to adopt the 2017 Transit Development Plan (TDP). This plan is required by WSDOT to be prepared annually to cover the next five years, however, STA covers six years for good measure and to line up with other regional programming timelines. The Planning & Development (P&D) Committee has been reviewing different elements of the draft TDP since March. In May, the committee reviewed the preliminary draft TDP and Capital Improvement Program (CIP) and revised it for the public hearing in June. No

testimony was offered. Subsequent to the public hearing the draft was revised to reflect the latest information on project timing and funding. The final draft is included in today's packet for consideration.

New in the final draft

- **Annual Route Report findings** - The Service Implementation Plan in the final draft has been updated to reflect the findings of the recently completed Annual Route Report.
 - 90 Sprague & 25 Division Reliability Improvement Timing - Both improvements are now planned to take place in September 2017.
 - 2018 175 Liberty Lake Direct Extension to Country Vista Blvd. - STA was considering an extension of the route to the east end of Liberty Lake. However, Liberty Lake has asked STA to reschedule for September 2018 instead of September 2017.
- **Updates to contracted paratransit operating projections** –Staff updated projections on operating costs for the hours of contracted paratransit service to reflect the ratio to the organizations correctly.
- **Capital Improvement Plan updates to reflect recent grant awards** - The Capital Improvement Plan and Financial Projections have been updated to reflect recent grant awards and project changes as follows:
 - Funds for Upriver Transit Center - At the beginning of June, WSDOT awarded an additional \$1.3 million in state Regional Mobility Grant funds for the Upriver Transit Center which was listed as the highest ranked contingency project. Because another transit agency turned back funds, those funds were awarded to STA. In addition, STA is confident that we will have approximately \$1.6 million in surplus grant funds from the West Plains Transit Center. WSDOT has indicated that those funds, as surplus on one project, can go to another project. The \$3 million for the Upriver Transit Center is now reflected in the TDP for a total project cost of \$5 million.
 - Full funding of Ermina/Green traffic signal and more - This has allowed STA to reduce the local share in the overall Capital Improvement Program (CIP) while still allowing us to use local funds to fully match the state funds at Spokane Falls Community College and to propose a new project for a traffic signal at Ermina and Greene (which has immediate transit benefits for the existing operations at Spokane Community College) as well as some augmentation of funds for the Division Street improvements so we can extend the sidewalk improvements in that corridor.
- **Capital Improvement Program adjustments** - In total, the CIP has a total value of \$231,403,953. That is approximately \$443,000 higher than the previous CIP draft but the local share in the CIP is approximately \$762,000 less so the difference is the result of new grants and project timing.

Mr. Otterstrom reviewed the breakdown of the 2018-2023 CIP as compared to the previous CIP (2017-2022) which had a different year span. It has about \$10 million more in expenses but covers more into STA Moving Forward.

Mr. Otterstrom reviewed other CIP charts by year and by funding source.

Chair French congratulated STA on their hard work and their ability to acquire the recent grant. Mr. Otterstrom shared that STA is grateful for the legislature and for their part in passing the transportation project on time and for the contingency project.

Ms. Mumm moved to recommend that the STA Board of Directors adopt, by resolution, the 2017 Transit Development Plan. The motion was seconded by Mr. Malet and passed unanimously.

B. BOARD DISCUSSION AGENDA – COMMITTEE RECOMMENDATION AGENDA

No items were presented this month.

6. REPORTS TO COMMITTEE

No items were presented this month.

7. COMMITTEE INFORMATION

No discussion / staff available for questions.

8. CEO REPORT

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

- **West Plains Transit Center Groundbreaking** – As mentioned earlier by Chair French, STA is having a groundbreaking for the West Plains Transit Center on July 19 from 9:00 – 10:00 a.m.. STA is inviting the project stakeholder group, elected officials, and community leaders from the West Plains to attend. Ms. Meyer suggested it might feel to some that the project is happening suddenly even though STA has been working on it for a long time.
- **Small Starts Grant** - The House Appropriations Committee for Transportation, Housing and Urban Development put forth a fiscal year 2018 appropriations bill. In commenting on it, Mr. French made notice of Congress's willingness to allocate more funding for transit than what the administration proposed. The full committee will mark up the bill next week. All of this will proceed through the House, and then the Senate will take up their bill which will likely look different than this. Ms. Meyer is encouraged that the House bill includes funding for the Small Starts Grant. It is a smaller amount, but she is excited to see how it will progress from here.
- **Touch-A-Bus Program** – Ms. Bousley is conducting a program titled, "Touch-A-Bus Storytime" in partnership with the Spokane Library District. A coach operator reads a bus-themed story to children at the library, then follows the story time with a tour of a bus and a short bus ride. This program will be held at multiple county library district branches, beginning in Cheney tomorrow (July 13), North Spokane (the following week), then two events in August at Medical Lake and Spokane Valley. Ms. Bousley offered to provide the event details to the Committee members. Ms. Mumm asked if this project has been presented to the City of Spokane because she thinks the City's library board might be interested. Ms. Bousley answered that currently this is a pilot program with Spokane County in preparation for a program called "Read and Ride" in which individuals can download a book and get on the bus afterward; however, the County did mention that they partnered regularly with the City. Ms. Bousley agreed with Ms. Mumm that it would be exciting to have a bevy of libraries involved in this project. Ms. Bousley will reach out to the City of Spokane.

Chair French mentioned that at one time there had been discussion about making space for different groups at the Plaza, including a reading book club or something similar. Ms. Bousley responded that the library is already designing window clings for use on the second floor Rotunda windows, developing seasonal book lists for summer, fall, etc., and Communications is hoping to host some events there with the library. Ms. Meyer asked Ms. Warren if STA is in a place where we can accept reservations. Ms. Warren responded that STA can host events in the Rotunda, but STA is not yet ready to accept reservations from outside parties. Ms. Bousley shared that STA is hosting "First Friday" events with musicians.

- **First Friday at The Plaza** – The next First Friday event is scheduled for Friday, August 4, 4-6 pm, featuring art and live music on the second floor of the Plaza.
- **Employee Recognitions** – The past few weeks have been full of celebration as the following STA employees were awarded the following recognitions:
 - Brandon Rapez-Betty, Customer and Community Relations Manager - Brandon has been named to Mass Transit Magazine's "40 under 40" as well as one of the Journal of Business's top 10 "Rising Stars" in the Spokane / Kootenai County business community.
 - Kathleen Weinand, Principal Transit Planner – Kathleen has been selected as one of the group of 26 who were selected from 100 applicants for APTA's Emerging Leadership Program.

- Emily Arneson, Ombudsman and Accessibility Officer – Emily has been named Washington State’s Outstanding Young Lawyer. She will receive her award in September in Seattle.

Ms. Mumm added that one of STA’s Board members, County Commissioner Josh Kerns, was named as one of the Journal of Business’s top 10 “Rising Stars” as well.

Ms. Meyer shared that these recognitions serve to remind STA and the P&D Committee that we have a wonderful team of people.

Ms. Meyer ended her report asking if anyone would like to add to it. Several responded with the following items:

- **Plaza Art Gallery** - Ms. Bousley shared that it was Ms. Meyer’s desire to showcase the beautiful artwork of the Arc of Spokane artists. After attending an open house, she wanted to feature some of the artwork from these art affiliates. STA piloted the art downstairs at the Plaza for a while, but now have moved it to the Rotunda. This is the art that is currently featured during First Friday at The Plaza. The art is for sale and the artists, many of whom are our customers, have been attending as well.
- **Hoopfest / Skyfest** - Mr. Blaska added a short report about Hoopfest special service. There were two “Hoop Loops” shuttles and frequency was increased from 15 minutes to 10 minutes this year. Ridership was up about 30% and there is a good chance it was due to the increase in frequency. STA has plans for Skyfest as well. Last time STA augmented the West Plains service for a direct service on the 60 and now on 61. Buses will depart from the Plaza, stop at Yokes in Airway Heights and then have access to the base so that we can run the regular 60 and 61. Skyfest takes place July 29 – 30 at the Fairchild Air Force Base.

Chair French asked the Committee to consider displaying elementary school artwork in the Plaza Rotunda as well. This would attract the students and their families to come down to the Plaza creating an interactive experience for the community. Ms. Bousley shared that Communications has a “brain storming” session already scheduled to discuss this idea next week. Ms. Mumm recommended that rotating the artwork monthly could really make a big difference. Chair French commented that this is another way to make the Plaza a destination whether you are on the bus or not so that the Plaza becomes even more of a community asset.

9. NEW BUSINESS

None.

10. COMMITTEE MEMBERS’ EXPRESSIONS

Ms. Mumm shared that a team of people at the City Council are working on updating Spokane’s Multi-Family Tax Exemption (MFTE) map. There are certain areas within Spokane that the City tries to incentivize or create the opportunity to maximize and give some tax relief when institutions are building multi-family apartments in the City of Spokane. Currently, there is a 0.7% vacancy rate for multi-family apartments in our City. Spokane is experiencing the crunch that other west coast cities are feeling at this time. The draft revisions to the map will be available to the public for input within the next month or so. The map proposes extending the MFTE zone up Division Street to match with High Performance Transit (HPT) investments up to Francis Avenue. The team is also looking at the Monroe corridor and up east Sprague and all the development that is taking place in that direction. In the past the map has extended up the lower south hill; however, the team is now following transit along the Central City Line making that connection between housing density and transit access. Ms. Mumm would like Mr. Otterstrom to have a copy of this map.

Ms. Mumm shared that yesterday many attended the ribbon cutting for the street extension at the Playfair Commerce Park which allows an underpass to bypass the trains to get to Sprague in order to encourage commerce.

Ms. Mumm indicated she attended a presentation for a large project on the north bank of Spokane. Larry Stone, one of the developers, is proposing two tall towers, located right next to Anthony's, which would include a restaurant, apartments, condos, office and retail space, and a hotel right on "the old pond." Ms. Mumm commented that it will be interesting to see how this impacts roads and access with Monroe Street and work force development. In addition, the City just received another project request for the old Wonder Bread building and My Fresh Basket just opened. There is one other project at the Normandy Complex which is a two square block near North Central High School.

Ms. Mumm reported that the Barnes Road construction is moving quickly and should be completed by this fall which opens up the potentiality for an Indian Trail loop and the ability to serve farther out in the Public Transportation Benefit Area (PTBA). There are well into 5,000 people located in this area now.

Ms. Mumm has been thinking of the Plaza, the West Plains and getting the word out about both and was wondering if a "walk and talk" video could accomplish this. Ms. Bousley shared they have already produced a walk-through of the Plaza, but it is not yet ready to be released. Ms. Meyer asked for this video to be sent around to the Committee members.

Ms. Mumm showed the Committee a picture of her 80-year-old mom sitting at a streamline bus shelter in Dublin, Ireland. Ms. Meyer commented that the minimal bench in the picture was higher than a typical bench and too narrow to lie down upon. Mr. Otterstrom added that unfortunately, this bench design does not meet US ADA standards. The Accessibility Design Advisory group makes the rules for the ADA as it pertains to buildings and transit facilities and has specific stipulations on the height and depth of the bench. Ms. Mumm asked if STA could create a minimal bench like this and then place an ADA bench next to it. Mr. Otterstrom does not know if this idea could be implemented given requirements to fully meet ADA.

11. REVIEW OF MAY 3, 2017 COMMITTEE MEETING DRAFT AGENDA

As presented in packet.

12. NEXT MEETING – WEDNESDAY, SEPTEMBER 6, 2017, 10:00 A.M. STA SOUTHSIDE CONFERENCE ROOM, 1230 W. BOONE AVENUE --- NO MEETING IN AUGUST

Chair French reminded the Committee that there is no meeting in August. Discussion ensued on whether to revise the schedule for committee meetings in September due to Labor Day.

Ms. Meyer asked Ms. Watson to run a survey monkey regarding the September 13 date.

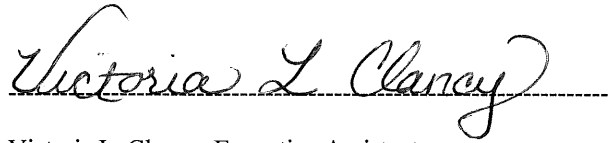
The Spokane Regional Council Of Governments Upcoming Meeting – The Spokane Regional Council of Governments (COG) is scheduled for September. Chair French thinks he will be chairing the COG and recommended that if STA wants to have an item(s) on the agenda, STA should email Jim Brown telling him that Chair French recommended that STA be on the agenda. Ms. Watson will follow up.

Spokane County Commissioner – Ms. Meyer asked Chair French if Spokane County has a new commissioner. Chair French responded that they are still waiting for the letter of resignation from the current commissioner which should take place Monday, July 17. The County can start the replacement process the minute the seat is vacated. The local Republican Party is expected to convene on August 5 and will select three candidates to forward to the Board of County Commissioners. They have 60 days from that point to make an appointment. If the Board cannot agree on an appointment, the decision will be made by the Governor. It could be well into September before there is a new person in the position. Chair French and Mr. Kerns are expected to stay on the STA Board of Directors.

13. ADJOURN

Chair French adjourned the meeting at 10:53 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Victoria L. Clancy". The signature is written in black ink and is positioned above a horizontal dashed line.

Victoria L. Clancy, Executive Assistant