

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 May 4, 2016, Meeting
Southside Conference Room

MEMBERS PRESENT

Amber Waldref, City of Spokane*
Candace Mumm, City of Spokane
Ed Pace, City of Spokane Valley
E. Susan Meyer, CEO, Ex-Officio
Kevin Freeman, Small Cities Representative
(Millwood), Ex-Officio

MEMBERS ABSENT

Shelly O'Quinn, Spokane County

*Chair

STAFF PRESENT

Steve Blaska, Director of Operations
Beth Bousley, Director of Communications
& Customer Service
Karl Otterstrom, Director of Planning
Lynda Warren, Director of Finance & Information Services
Jessica Charlton, Capital Projects Manager
Merilee Robar, Executive Assistant, Finance & Information Systems

Guests

Al French, Spokane County
Mike Kunder, Local 3939

1. CALL TO ORDER AND ROLL CALL

Chair Waldref called the meeting to order at 10:07 a.m. Ms. Waldref thanked Commissioner French and STA staff for attending the morning "Public Transit Investment, Talent Attraction and Downtown Vibrancy" event which featured Transportation for America chair, John Robert Smith. Chair Waldref said there would be a luncheon event involving Greater Spokane Incorporated and also an afternoon event at McKinstry featuring Mr. Smith which Board members are invited to attend. Chair Waldref suggested having STA Moving Forward and Central City Line information available at these events.

Mr. Pace arrived at 10:13 a.m.

Roll was called.

2. PUBLIC EXPRESSIONS

None.

3. COMMITTEE CHAIR REPORT

None.

4. COMMITTEE ACTION

A. MINUTES OF THE APRIL 6, 2016, COMMITTEE MEETING

Ms. Mumm moved to recommend approval of the April 6, 2016, Planning & Development Committee meeting minutes. The motion was seconded by Mr. Pace. 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

1. STA MOVING FORWARD DISCUSSION

Context and the background of the STA Moving Forward (STAMF) Plan were reviewed including the April 21, 2016 Board adopted resolution to seek voter approval to levy a sales tax of up to 2/10 of a cent to fund STA Moving Forward through 2028. Mr. Otterstrom reviewed the activities related to STA Moving Forward implementation as anticipated to occur May through November of 2016 such as:

- Development of the 2016 Transit Development Plan
- 2017 budget and annual strategic plan preparation
- STAMF project-specific activities
- Ballot measure citizen education and information

Mr. Otterstrom reviewed the additional STA Moving Forward hardcopy items distributed to the Committee which included:

- Hardcopy of the PowerPoint presentation
- Revised STAMF Implementation Schedule

Items will be further developed and expanded for the Board of Directors meeting presentation. The Committee made several suggestions for modifications to the revised STAMF Implementation Schedule for the May Board meeting. Mr. Otterstrom said that the goal is to have a clearer picture of the implementation schedule by the June 1, 2016 Committee meeting. The slide presentation will also be revised to provide the resolution language in greater detail. There are four major activities related to STAMF anticipated to occur May – November of 2016. These activities include: development of the 2016 Transit Development Plan, 2017 budget and annual strategic plan preparation, STAMF project-specific activities, and ballot measure citizen education and information. Mr. Otterstrom briefly explained that the Service Implementation Plan (SIP), Capital Improvement Program (CIP) and the Operating & Financial Projections in the TDP will include addendums provisional of the passage of STA Proposition 1. The TDP is anticipated to be Board adopted in July of 2016 to meet the state requirement to submit the final TDP by September 1 of each year. The TDP will also be submitted to SRTC for the region's Transportation Improvement Program in August. Mr. Otterstrom next reviewed the 2017 budget and annual strategic plan preparation and highlights of the STAMF project-specific activities. The ballot measure citizen education and information plan was also reviewed. Discussion ensued regarding the naming requirements for the proposition and whether it could alternatively be titled a "measure." Mr. French recommended contacting Vickie Dalton as soon as possible regarding this question and deciding upon which would define it best. Mr. French said he will follow up with Ms. Dalton and report back to the Board regarding options. Mr. Otterstrom gave a brief overview of ten STAMF project-specific activities that are in the works, or need to be, by November of 2016 in order to deliver on the projects. Chair Waldref mentioned that there is a new neighborhood group forming for the north of Francis Avenue and east of Division Street and they might be a good resource for public feedback. Ms. Mumm mentioned the improvements being made to arterials connecting the Indian Trail and 5-mile neighborhoods as food for future thought. The fourth area of activity over the next few months is the ballot measure citizen education and information effort. Ms. Bousley will be presenting methods of delivery for the ballot measure citizen education and information at the June Performance Monitoring and External Relations meeting. There was discussion about pursuing some of the information that was presented by Mr. John

Robert Smith at the “Public Transit Investment, Talent Attraction and Downtown Vibrancy” event and also how to position the STA Moving Forward plan in other local and regional planning processes.

6. REPORTS TO COMMITTEES

A. PRELIMINARY DRAFT TRANSIT DEVELOPMENT PLAN: SERVICE IMPLEMENTATION PLAN & CAPITAL IMPROVEMENT PROGRAM

Mr. Otterstrom explained that the Service Implementation Plan (SIP) and Capital Improvement Program (CIP) connect the long-range vision, goals and policies of the Comprehensive Plan (*Connect Spokane*) to the near-term strategies outlined in the Annual Strategic Plan. The SIP and CIP are approved as part of the TDP development process. Mr. Otterstrom reviewed the TDP development timeline and draft outline of the plan. The draft SIP (2017 – 2019) guides the delivery of fixed-route service over the next 3-year period. Service changes proposed in the SIP address routes that don’t meet the standards outlined in *Connect Spokane*, implement the High Performance Transit (HPT) network, and respond to the Board resolution directing project acceleration. The list of draft service changes for May 2017, September 2017, 2018 and 2019 were reviewed. The draft service changes called out items which are contingent upon STAMF funding. In relation to the Medical Shuttle route that was briefly touched upon, Ms. Mumm requested to put the Medical Shuttle route on a future Planning & Development Committee meeting agenda with regard to the shuttle traveling on Riverside and the Riverside “pedestrian mall” plan proposal. Ms. Meyer will meet with Ms. Mumm to discuss further. Brief discussion ensued regarding potential routing and interconnections that might be realized with STA Moving Forward and ideas for map visuals for communicating the potential routing configurations. Ms. Mumm shared several suggestions that she felt could assist in making the information more easily envisioned “at a glance.” Mr. Otterstrom then turned the meeting over to Ms. Warren to present on the CIP portion of the TDP.

Ms. Warren presented on the Capital Improvement Program background and details of the proposed program. The CIP reflects programming of projects for January 1, 2017 – December 31, 2022. The program includes projects already underway. Most projects were included in the 2016 – 2021 Capital Improvement Program that was approved in 2015. No unfunded STAMF projects or project phases are included in the programmed list of projects. STA Moving Forward is referenced in the unfunded project section with references to the expected year of completion. Ms. Warren presented charts and graphs of the CIP program categories and reviewed the major aspects of the CIP: vehicles, fleet replacement updates, facilities – maintenance & administration, facilities – passenger & operational, technology, and High Performance Transit Implementation. The total draft 2017-2022 CIP funding from local, state, and federal sources is *estimated* at \$ 73,777,675. The unfunded projects contingent on STA Moving Forward were also reviewed. Brief discussion ensued about the projects that are and are not included in the CIP. Mr. Otterstrom reviewed the federal funding formula for 5307, 5310 and 5339.

B. 2016 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM

Mr. Otterstrom gave a brief overview of the P&D Committee 2016 work program. The outlined program is consistent with the program approved by the Committee in December of 2015. Mr. Otterstrom proposed postponement of the Comprehensive Plan update due to the other items of focus for 2016, such as the STA Moving Forward plan and ballot measure. The Committee concurred with this proposal.

7. COMMITTEE INFORMATION

None.

8. CEO REPORT

Ms. Meyer reported that STA is requesting vacation of Sharp Avenue between Cedar and Jefferson, AKA Wilbert Vault, to connect STA property and to allow for a secondary garage to be built. The City of Spokane engineering accepted the application that was submitted last year and opened the project for comment. The comment period closed November 25, 2015 but the City has been waiting for Century Link to complete their comments. Several attempts have been made by the City; however, to date, CenturyLink has been unresponsive. The item will appear on the next PCED (Planning Community Economic Development) committee meeting. STA owns the property on both sides of Sharp. There are no residences on the area to be vacated. Building on this location, because it is relatively flat, will be a significant cost savings. It is not anticipated that there is any conflict with the street vacation.

A news release was distributed on April 21 with facts regarding the Central City Line project. Ms. Bousley said that the fact sheet was provided also for distribution at the luncheon that Chair Waldref mentioned earlier in the meeting.

Bloomsday ridership was just over 18,000 on the express service to the race. This was in addition to ridership on the regular routes. Ms. Meyer said this event is a labor of love for STA. Approximately seventy extra Coach Operators work the event as well as many volunteer staff. Mr. Pace mentioned that the crowds to catch the Bloomsday express at the Valley Mall were very large but impressively orderly. He also noted that he observed above-normal pedestrian traffic within the mall later that day. Mr. Blaska said that over 4,600 riders used the Bloomsday express just from the Valley Mall and that this was one of the most highly used points for Bloomsday ridership.

9. NEW BUSINESS

None.

10. COMMITTEE MEMBERS' EXPRESSIONS

None.

11. REVIEW OF MAY 4, 2016, COMMITTEE MEETING DRAFT AGENDA

As presented in packet.

12. NEXT MEETING – WEDNESDAY, JUNE 1, 2016, 10:00 A.M. STA SOUTHSIDE CONFERENCE ROOM, 1230 W BOONE AVENUE

13. ADJOURN

Chair Waldref adjourned the meeting at 11:36 a.m.

Respectfully submitted,



Angela Stephens, Executive Assistant