

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 November 2, 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

**MEMBERS ABSENT**

Shelly O'Quinn, Spokane County  
Kevin Freeman, Small Cities Representative  
(Millwood), Ex-Officio

**STAFF PRESENT**

Steve Blaska, Director of Operations  
Beth Bousley, Director of Communications  
& Customer Service  
Steve Doolittle, Director of Human Resources  
Karl Otterstrom, Director of Planning  
Lynda Warren, Director of Finance & Information Services  
Susan Millbank, Ombudsman & Accessibility Officer  
Brandon Rapez-Betty, Sr. Communications Specialist  
Karin Ryon, Administrative Assistant

**Guests**

Mike Kunder, Local 3939

\*Chair

\*\*Joined via phone

**1. CALL TO ORDER AND ROLL CALL**

Chair Waldref called the meeting to order at 10:03 a.m. Roll was called and introductions were made (Ms. Mumm was present via phone).

**2. PUBLIC EXPRESSIONS**

None.

**3. COMMITTEE CHAIR REPORT**

Chair Waldref reviewed the highlights of the meeting agenda.

**4. COMMITTEE ACTION**

**A. MINUTES OF THE OCTOBER 5, 2016, COMMITTEE MEETING**

Ms. Mumm moved to recommend approval of the October 5, 2016, Planning & Development Committee meeting minutes. The motion was seconded by Mr. Pace and 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. DRAFT 2017 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM**

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.

The draft work program includes the Annual Planning Calendar which:

- Identifies the four planning documents founded on the principles and policies of Connect Spokane that require annual updates;
  - Transit Development Plan
  - Service Implementation Plan
  - Capital Improvement Program
  - Annual Strategic Plan/Budget
- Also identifies other major planning efforts that will take place during 2017.

Mr. Otterstrom noted that the Board guidance was to delay presentation of the budget until after the November 8 Proposition 1 vote is concluded. Mr. Otterstrom reviewed highlights from the 2017 work program as outlined below.

Month	Annual Planning Calendar	Other Planning Projects
December 2016	<ul style="list-style-type: none"> <li>• Approval of Work Program</li> <li>• Approval of 2017 Annual Strategic Plan</li> <li>• Adoption of 2017 Operating Budgets</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of CIP Amendment</li> <li>• Approval of Title VI Public Participation Plan</li> </ul>
January 2017	No Board/Committee Meetings in January	
February 2017	<ul style="list-style-type: none"> <li>• Review Work Program</li> <li>• Transit Development Plan (TDP): Commence development of mid-range planning guidance.</li> <li>• Present draft submittal for the SRTC 2017/2018 Unified Planning Work Program (UPWP)</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Connect Spokane</i> Update: Begin review of current plan, emerging trends and best practices.</li> <li>• Review Central City Line Small Starts Grant materials</li> </ul>
March 2017	<ul style="list-style-type: none"> <li>• TDP: Continue development of mid-range planning guidance.</li> </ul>	<ul style="list-style-type: none"> <li>• Approve Title VI Plan Update</li> <li>• Approval of submission of Central City Line Small Starts Grant</li> </ul>
April 2017	<ul style="list-style-type: none"> <li>• TDP: Finalize development of mid-range planning guidance for Board concurrence, including:               <ul style="list-style-type: none"> <li>○ Revenue and expenditure forecast assumptions</li> <li>○ Major strategic initiatives</li> </ul> </li> <li>• Revise draft submittal for UPWP based on final TDP Guidance</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Connect Spokane</i> Update: Review results of March Stakeholder outreach.</li> </ul>
May 2017	<ul style="list-style-type: none"> <li>• Preliminary Draft Transit Development Plan submitted to Planning and Development Committee for discussion. Contains the following elements (at minimum):               <ul style="list-style-type: none"> <li>○ Current year Strategic Plan</li> <li>○ Service Implementation Plan (2018-2020)</li> <li>○ Capital Improvement Program (2018-2023)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Draft work program for major Comprehensive Plan update for review</li> </ul>
June 2017	<ul style="list-style-type: none"> <li>• Revised Draft TDP submitted to the STA Board of Directors</li> <li>• Public hearing conducted on TDP</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Connect Spokane</i> Update: Review results of April and May stakeholder outreach &amp; provide direction for the drafting of amendments.</li> </ul>
July 2017	<ul style="list-style-type: none"> <li>• 2018 Annual Strategic Plan/Budget guidance workshop (full Board)</li> <li>• Action on recommended TDP</li> </ul>	
August 2017	No Board/Committee Meetings in August	

Month	Annual Planning Calendar	Other Planning Projects
September 2017	<ul style="list-style-type: none"> <li>• Draft Budget submitted to Committee and Board</li> <li>• Public hearing scheduled for October on Budget</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Connect Spokane</i> Update: Review draft amendments.</li> </ul>
October 2017	<ul style="list-style-type: none"> <li>• Public hearing on draft Annual Strategic Plan and Budget</li> <li>• Adoption of Annual Strategic Plan</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
November 2017	<ul style="list-style-type: none"> <li>• Board adoption of Annual Budget</li> <li>• Prepare 2018 Committee work program</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Connect Spokane</i> Update: Review revised draft amendments in preparation for Board hearing.</li> </ul>
December 2017	<ul style="list-style-type: none"> <li>• Finalize 2018 Committee work program</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Connect Spokane</i> Update: Action on recommended amendments.</li> </ul>

Mr. Otterstrom said that several projects that started out with the Planning & Development Committee will now move on to the Performance Monitoring and External Relations (PMER) Committee for next actions. The West Plains Transit Center, which will be going to an Invitation for Bid in the first half of 2017, will move on to the PMER Committee for this action. Other actions moving on to the PMER Committee include a decision on the May Service Changes. There was discussion regarding an upcoming meeting with Mr. Pace and Ms. Haley and City of Spokane Valley staff to discuss service in the City of Spokane Valley. Mr. Pace said it would be important to be able to lay out zoning maps and discuss implications of the service with staff. Ms. Mumm asked about the timing of the summer Board workshops. Ms. Mumm said it made sense to have the workshop on June 29<sup>th</sup> as it is a fifth Thursday and would be a good time to schedule Board members, also information would be fresh in mind for the July Board meeting. Chair Waldref said it would be a good idea to select a date early so Board members can schedule around it. There was discussion about how much budget information would be available to bring to the workshop and staff reminded the Committee that it is just assumptions that are discussed. Ms. Warren said that using the guidance given by the Board, it would be likely be reaffirming those assumptions made in 2015. Mr. Otterstrom said that Ms. Mumm's suggestion was a good note to keep in mind when seeking a date for the workshop. Mr. Blaska noted that the May timeframe for the Service Implementation Plan is when ideas for service adjustments are entertained and is the time for Board members to engage in that process. Also the Capital Improvement Program (CIP) approval process. The CIP that gets approved should fully resource, from the capital perspective, everything that is in the plan. Also the first year of the approved CIP becomes the basis for the capital budget for the upcoming year. If Board members are curious about when to engage at a strategic level, the SIP, CIP, TDP and annual strategic plan processing timeframes are important touch stones for staff. Mr. Blaska said if there is a better way to inform the Board of how to engage in the process it would be helpful for staff to know. Chair Waldref suggested that additional Board members be invited to attend Committee meetings involving the Comprehensive Plan update or possibly create a sub-group of Board members. Mr. Otterstrom said that the draft Comprehensive Plan Work Program and Public Engagement Plan are on next month's agenda and will bring some of these ideas forward. Mr. Pace said, in reference to the summer budget workshop, that meeting with Ms. Warren and Mr. Blaska last year had been very helpful to him. Mr. Pace suggested that staff could meet with small groups of Board members in preparation for the Board workshops and requested a meeting for himself and Ms. Haley. Mr. Blaska and Ms. Warren said they are always willing to meet with Board members. Chair Waldref asked if STA staff is coordinating with SRTC on their Horizon 2040 update. She said that there are some Board members who are on both committees and it would be helpful if both organizations could combine or coordinate meetings as much as possible. Mr. Otterstrom agreed and said this kind of coordination has been done in the past between, SRTC, STA and the City of Spokane. Ms. Waldref agreed with Mr. Blaska's statement that the Service Implementation Plan is the details of any changes to service. If Board members want to give input into actual changes in service, that is the time and opportunity to have those discussions. Mr. Otterstrom mentioned that, in addition to STA Moving Forward, there are emerging opportunities to identify for new or improved routing that could be programmed in using existing resources. There was no further discussion or action on the Planning & Development Committee Work Program.

**7. COMMITTEE INFORMATION**

No items presented this month.

**8. CEO REPORT**

Ms. Meyer reported:

- STA's sales tax receipts levied on purchases made two months ago are 13.1% higher than a year ago and 6.5% higher than budget. Ms. Warren followed up on the cause for the spike and found that the state had audited an entity and found that they had under-paid sales tax which the entity then paid. Ms. Mumm asked how far back the audit went. Ms. Warren did not have that information but said she would follow up. Ms. Warren also checked with the county in addition to the Department of Revenue and received the same answer about the cause for the increase. This increase was also reflected in other cities and counties. Ms. Meyer said that year-to-date, all of the affected jurisdictions together averaged an increase of 6.7%. Ms. Meyer said that the interesting thing is that the increases have decreased, apart from the previously mentioned anomaly.
- Ms. Meyer introduced Karin Ryon, Administrative Assistant to the Executive Offices.
- Ms. Meyer reported that there are two significant retirements upcoming – the Paratransit Manager and the Vehicle Maintenance & Facilities Manager – in January. These openings will be posted to the STA website.
- Ms. Meyer and Mr. Otterstrom will visit Ms. Linda Gehrke, the new FTA Region 10 Administrator, on Friday, November 4. One question staff will have for Ms. Gehrke is how STA can best have her see and know the STA Board. Ms. Meyer encouraged Board members to meet with Ms. Gehrke if they have the opportunity. Ms. Waldref suggested that perhaps Ms. Gehrke will visit Spokane if Proposition 1 passes.

**9. NEW BUSINESS**

None.

**10. COMMITTEE MEMBERS' EXPRESSIONS**

Chair Waldref asked if Ms. Warren knew the average sales tax percentage without the one-time occurrence mentioned. Staff thought that 5.5 – 6% was the year-to-date average. As a budget preview, Ms. Warren said that STA is following the 3% trend line but will ask for a \$500,000 one-time adjustment for 2017 to reflect the current year's economic situation. There was discussion about the content for the next Committee meeting on the last Wednesday of November (November 30). As a last item, Chair Waldref noted that the City of Spokane is updating its comprehensive plan and used an audio presentation which generated a lot of positive feedback, much like the recent STA budget presentations.

**11. REVIEW OF NOVEMBER 30, 2016, COMMITTEE MEETING DRAFT AGENDA**

As presented in packet.

**12. NEXT MEETING –WEDNESDAY, NOVEMBER 30, 2016, 10:00 A.M. STA SOUTHSIDE CONFERENCE ROOM, 1230 W BOONE AVENUE**

**13. ADJOURN**

**Chair Waldref adjourned the meeting at 10:40 a.m.**

Respectfully submitted,



Angela Stephens, Executive Assistant