

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 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 a.m.

Respectfully submitted,



Angela Stephens, Executive Assistant