

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, April 3, 2019, 10:00 a.m.
Spokane Transit Southside Conference Room

AGENDA

Estimated meeting time: 90 minutes

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report (*10 minutes*)
4. Committee Action (*5 minutes*)
 - A. Minutes of the March 6, 2019 Committee Meeting -- *Corrections/Approval*
 - B. I-90 / Valley High Performance Transit (HPT) - Approval of Scope of Work For Design and Engineering Services -- (*Otterstrom/Bielaski*)
5. Committee Action
 - A. Board Consent Agenda
 1. 2019 Transit Development Plan: Finalize Mid-Range Guidance -- (*Otterstrom/Tresidder*)
6. Reports to Committee (*55 minutes*)
 - A. 2019 Transit Development Plan: Major Activities (2020-2025) -- (*Otterstrom/Tresidder*)
 - B. Sprague Avenue Bus Stops - Evaluation of Relocation Request -- (*Meyer/Otterstrom*)
 - C. *Connect Spokane* Update -- (*Otterstrom/Tresidder*)
 - D. Review FTA Annual Report on Capital Investment Grant Projects -- (*Otterstrom*)
 - E. STA Section 5310 Funding Call For Projects Timeline -- (*Otterstrom/Howell*)
 - F. Zero Emission Technology Fleet Transition Evaluation - Update -- (*Watkins/Wilder*)
7. CEO Report (*E. Susan Meyer*) (*10 minutes*)
8. Committee Information
(*No information included this month*)
9. Review May 1, 2019 Committee Meeting Agenda
10. New Business
11. Committee Members' Expressions (*10 minutes*)
12. Adjourn
13. Next Committee Meeting: Wednesday, May 1, 2019 at 10:00 a.m.
(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, WA)

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

**SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING**

April 3, 2019

AGENDA ITEM 2: PUBLIC EXPRESSIONS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY:

At this time, the Planning & Development Committee will give the public an opportunity to express comments or opinions.

Anyone wishing to speak should sign in on the sheet provided and indicate the subject of interest.

RECOMMENDATION TO COMMITTEE: N/A

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

**SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING**

April 3, 2019

AGENDA ITEM 3: COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Chris Grover, Chair, Planning & Development Committee

SUMMARY:

At this time, the Committee Chair will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: N/A

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

**SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING**

April 3, 2019

**AGENDA ITEM 4A: MINUTES OF THE MARCH 6, 2019 COMMITTEE MEETING –
CORRECTIONS AND/OR APPROVAL**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Vicki Clancy, Executive Assistant

SUMMARY:

Draft Minutes of the March 6, 2019 Planning & Development Committee meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

DRAFT Minutes of the March 6, 2019 Meeting,
10:00 a.m. Spokane Transit Southside
Conference Room

MEMBERS PRESENT

Chris Grover, Small Cities Representative *
(Cheney)
Pam Haley, City of Spokane Valley
Kevin Freeman, Small Cities Representative
(Millwood) *Ex-Officio*
E. Susan Meyer, Chief Executive Officer
Ex-Officio

MEMBERS ABSENT

Al French, Spokane County**
David Condon, City of Spokane

*Chair

**Acting Chair

STAFF PRESENT

Karl Otterstrom, Director of Planning & Development
Roger Watkins, Chief Operations Officer
Lynda Warren, Director of Finance & Information Services
Brandon Rapez-Betty, Director of Communications & Customer
Service
Nancy Williams, Director of Human Resources
Dan Wells, Deputy Director of Capital Development
Emily Arneson, Ombudsman & Accessibility Officer
Dana Infalt, Executive Assistant to the CEO & Clerk of the
Authority
Sam Guzman, Executive Assistant, Operations
Ryan Brodwater, Capital Projects Manager

GUESTS

Mike Kunder, AFSCME 3939, President
Katherine Miller, P.E., City of Spokane, Director – Integrated
Capital Management
Scott Simmons, Public Works Director, City of Spokane

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

Chair Grover called the meeting to order at 10:01 a.m. Roll was called and introductions were made.

2. PUBLIC EXPRESSIONS

Ms. Janet Taylor, business owner of the Blue Cat Vintage, located at Sprague Avenue and Napa has observed interactions at the bus stop located in this area and is concerned about safety: traffic congestion at the intersection (7-12 vehicles behind the bus), and vehicles behind the bus (sometimes 2-3 cars deep will honk and then accelerate through the intersection to pass the bus); this is heard and seen multiple times per day. Sprague is very busy and congested. These are Ms. Taylor's concerns and she wanted to share them with the Committee. Ms. Taylor invited anyone to her business who would like to observe what she has shared.

Mr. Kim Crumpacker introduced himself as the chairman of the traffic calming committee for the East Central Neighborhood Council: On more than one occasion members of the neighborhood's traffic calming committee have discussed concerns regarding buses stopping in-lane in relation to pedestrian and traffic safety. When cars are backed up behind the buses, Mr. Crumpacker says drivers get frustrated and drive onto the side streets. He feels the solution is to have buses pull into turnouts when they make stops to pick up passengers and allow the traffic to flow freely through Sprague Avenue.

Ms. Laverne Biel, President of the East Spokane Business Association (ESBA), is concerned about the in-lane stopping of the buses and safety. In making business decisions, businesses consider if a decision is practical, sustainable, and marketable; all three criteria must be met before implementing. Ms. Biel questions if buses stopping in-lane is practical. It is for STA, but it is not sustainable or marketable for the businesses or neighborhoods. Ms. Biel reported that there is a 21% decrease in traffic through the Sprague Corridor according to traffic data collected after Sprague Avenue Phase I construction. While business revenues are up, revenues are up city wide and county-wide so she does not believe this is a good measurement to fulfill the promise of sustainability for the area. She concluded by stating Sprague businesses cannot sustain this long term as they cannot market the area for 5-10 years if the traffic count continues to go down.

Mr. Doug Trudeau, a business owner and property owner in the South University District and adjacent to Sprague Avenue drew attention to the fact that the South University District portion of Sprague Avenue is a bit different from other corridors in that it does not have a lot of residential. From his observations, Traffic flow is greatest from 9 am – 5 pm and then it pretty much stops. He asked if it is appropriate or safe for the bus to stop in lane if 30-40 students are getting off on Sprague at Sherman. He stated there is frustration surrounding this matter which has been expressed for the past two years.

Chair Grover thanked the visitors for their public expressions.

3. COMMITTEE CHAIR REPORT

None.

4. COMMITTEE ACTION

A. MINUTES OF THE FEBRUARY 6, 2019 COMMITTEE MEETING

Ms. Pam Haley moved to recommend approval of the February 6, 2019 Planning & Development Committee meeting minutes. The motion was seconded by Mr. Kevin Freeman and passed unanimously.

5. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

None.

6. REPORTS TO COMMITTEE

A. SPRAGUE AVENUE BUS STOPS – EVALUATION OF RELOCATION REQUEST

Based on Board action at the February 21, 2019 Board meeting, the Board voted unanimously to refer the Sprague Avenue Bus Stops discussion to the Planning & Development Committee and that City Staff be invited to that meeting to participate in the discussion. STA was asked to consider the bus stop location alternatives requested in the letter received from the City of Spokane, Office of Public Works, to STA CEO, dated January 24, 2019. Mr. Otterstrom reported that the purpose of today's discussion is to seek policy guidance related to the City of

Spokane's request for removal and relocation of two bus stop pairs (four total stops) that have been in operation for the last 17 months at Helena and Napa. It is important to consider the implications for operational changes to transit service on a portion of Sprague Avenue, implications for outstanding project expenses, and implications for additional high-performance transit investments on Sprague Avenue. Mr. Otterstrom reviewed Mr. Simmons letter, background context, City of Spokane Land Use Map, High Performance Transit (HPT) connections to Spokane County's urban centers and destinations, Sprague Avenue planning background, transit stop design principles, the 2013 Re-striping Pilot Project, the October 16, 2019 ESBA Minutes, the Sprague Targeted Investment Program, overall plans for the Sprague HPT Line, HPT passenger elements, Sprague Phase I stop modifications, 2017 Phase I deliberations on bus stops, transit project expenses, 2018 cumulative ridership statistics, bus dwell time evaluation, wheelchair ramp deployments (Division to Altamont), ESBA stop proposals, alternative bus stops, Phase II design process, and the Phase II new design for Sherman Plaza.

In 2017, the Spokane Mayor and Council President identified two options for bus stops at Helena & Napa: in-lane stops and pullout stops. City and STA staff surveyed businesses along the project corridor; 54% preferred in-lane stops to minimize loss of parking. The project was built consistent with original plans. Revisions to the City's previous plans as indicated in the January 2019 letter will take additional coordination and analysis prior to reaching a conclusion.

Mr. Freeman asked if there was representation from the City of Spokane Public Works or the City of Spokane at the Planning & Development Committee meeting today. There was not at the time. Mr. Otterstrom extended an invitation to Mr. Scott Simmons to make a presentation to this Committee. Board members requested additional data from the mayor at last month's board meeting but nothing more was received.

Mr. Freeman would like the supporting data that Mayor Condon referred to at the previous Board meeting, would like STA to acquire the impacts on ridership if another stop is lost, would like STA to calculate the amount of money it would cost to "undo" the elements of the 2017 Sprague improvement project that ESBA has asked to undo that has been completed on the Sprague corridor, and would like to clarify the requests from ESBA and the City since there are differences. Mr. Freeman and Chair Grover agreed that this item should be deferred to the next meeting. For the record, Mr. Freeman shared his disappointment that the City of Spokane has chosen not to participate in today's meeting.

Mr. Freeman continued that STA has a working system in place that was decided through a cooperative effort from the neighborhood group, the City of Spokane, everybody, and now STA is being asked to go back to figure out how to undo what has been implemented. Other committee members expressed similar opinions.

Mr. Otterstrom will follow-up with the city for additional information as requested, reiterate the invitation for city participation in the meeting and prepare for the continuance of the evaluation at April's committee meeting.

B. 2019 TRANSIT DEVELOPMENT PLAN BOARD GUIDANCE

According to STA Board Resolution 681-11, the Planning & Development Committee is accountable for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning. The agency's primary mid-range planning document is the Transit Development Plan (TDP). The 2018 TDP may be viewed on STA's website at spokanetransi.com/projects-plans/transit-development-plan. The 2019 TDP is expected to be adopted in July 2019 and will include the Capital Improvement Program and the Service Implementation Plan. The planning horizon of the 2019 TDP is through 2025, which is six years plus the current year.

The first step in the development of the TDP is for the Board to set forth six-year planning guidance statements.

The planning guidance set forth in the 2018 TDP, which have remained unchanged since the 2016 TDP, are as follows:

- Foster and Sustain Quality
- Maintain a State of Good Repair
- Expand Ridership
- Proactively Partner in the Community
- Advance and Adapt the System Growth Strategy

Mr. Otterstrom reviewed the TDP Project Timeline which proposes that the Planning and Development Committee will develop the Mid-Range Planning Guidance over the next three Meetings. In May, the Committee will begin reviewing the draft sections of the plan, working toward Board approval in July.

Mr. Otterstrom asked the Committee for suggestions/changes to any of the language for Section 4 of the 2019 TDP. Mr. Freeman requested language referring to Spokane be revised to reflect regional inclusion. Mr. Otterstrom agreed to revise. Mr. Otterstrom reported that staff will come back next month to seek finalization of the guidance statements and a recommendation for board action.

C. DRAFT SRTC 2019-2020 UNIFIED PLANNING WORK PROGRAM (UPWP)

Mr. Otterstrom reviewed the Draft SRTC 2019-2020 Unified Planning Work Program (UPWP). In coordination with STA and WSDOT, Spokane Regional Transportation Council (SRTC) prepares a UPWP to define and coordinate all planning activities that will be conducted in the metropolitan planning area over the next State Fiscal Year. Mr. Otterstrom asked the Planning & Development Committee to review the draft description of STA's ongoing and upcoming planning activities (see attachment) that will be submitted to SRTC for inclusion in the UPWP in an appendix. Proposed planning projects include periodic and programmatic projects, targeted projects (existing) and new planning projects for 2019/2020. Comments are due on the draft on May 1. Adoption by SRTC Board is scheduled for June 2019. Chair Grover confirmed that Ms. Meyer sits on the SRTC Board.

D. CENTRAL CITY LINE: THIRD-PARTY AGREEMENT STATUS REVIEW

According to the Federal Transit Authority (FTA), the term "Third-Party Agreement" refers to the agreements between a grantee (in this case STA) and parties other than FTA that are needed to facilitate the financing, design, permitting, construction, operation and maintenance of a federally funded capital transit project.

The purpose of the Third-Party Agreement Plan is to assist the FTA's Project Management Oversight Consultant (PMOC) in identifying agreements that are necessary for the successful completion of the project, and to identify which of these agreements are deemed 'critical' and must be executed or awaiting execution at the time of execution of the Small Starts Grant Agreement between STA and the FTA.

Mr. Otterstrom reviewed the Draft Central City Line Third-Party Agreement Tracking Matrix to keep the Committee apprised of the status of each of the 21 agreements. The FTA assigns the criticality of each agreement which helps to identify project risk and project readiness. Critical Agreements are those in which the absence may significantly change the cost, scope and/or schedule for the project. Non-Critical Agreements refer to those that would not result in a scope increase, cost overrun, and/or schedule delay beyond the magnitude already contemplated by the Project Management Plan and/or sub plans.

Critical Third-Party Agreements: Property Acquisition, City of Spokane Design and Construction, Avista Utilities Coordination and Reimbursement, Gonzaga University Design and Construction, Gonzaga University

Operations and Maintenance; Spokane Community College Design, Construction, Operations and Maintenance; Washington State University Station Development.

Non-Critical Third-Party Agreements: City of Spokane Operations and Maintenance, Avista Utilities Intent to Serve, Spokane Community College Operations and Maintenance.

Ms. Katherine Miller and Mr. Scott Simmons arrived at 11:05 a.m.

Next Steps: First meeting with STA's PMOC will take place later this morning via phone to kick off the deadline of submissions. Continue progress in finalizing agreements for execution.

E. CONNECT SPOKANE: MINOR UPDATE SCOPE OF WORK

Mr. Otterstrom reported that staff proposes to undertake a minor update to *Connect Spokane: A Comprehensive Plan for Public Transportation*, in advance of a major update in 2020. This is information only at this point. Mr. Otterstrom reviewed the proposed minor amendments:

- Add a policy in the System Infrastructure element that addresses when bus shelters are removed to complement Si 4.3 Shelters and Awnings. (Some stops have shelters where ridership patterns have changed. It is necessary to define the point that STA should pull the shelter.)
- Remove references to "Red Line Standards" and "Modern Electric Trolley" in HPT Route description table in High Performance Transit to reflect current guidance and planning assumptions.
- Add a policy in the Monitoring and Improvement element to describe frequency of updates of the Transit Asset Management (TAM) Plan in order to satisfy federal requirements.
- Update Performance Measures in Annex I to better evaluate and communicate fixed-route performance.

Mr. Otterstrom reviewed the timeline for these updates. Staff will return to the Planning & Development Committee in April with the proposed language for the proposed updates.

Chair Grover asked if the Board will have to do this. Mr. Otterstrom responded that the Board will have to adopt these minor changes because it is a Board Policy document. There is a Public Hearing set for April and then it will be on the Board agenda with a red-line document in the packet.

F. I-90 / VALLEY HIGH PERFORMANCE TRANSIT (HPT) PROJECT OVERVIEW

Mr. Otterstrom reviewed the vision for the I-90 / Valley HPT corridor, a two-way, all-day transit service traveling from Spokane eastward to Spokane Valley and Liberty Lake along Interstate 90, with the possibility of a future extension to Coeur d'Alene. Mr. Otterstrom reviewed the project background / history. In 2010, *Connect Spokane* identified the High Performance Transit network. Five years later, STA received the Congestion Mitigation Air Quality Control (CMAQ) Grant Award for \$650,00 (Federal) and \$162,500 (Local). Then in 2016, the STA *Moving Forward* Plan included funding for additional service on I-90, introducing some elements of High Performance Transit: replacing or expanding the current Mirabeau Park and Ride to include transit center infrastructure and building a new Liberty Lake Park and Ride that offers greater capacity than the current facility. These improvements are to be completed by or before 2023. The CMAQ Project Description is to advance preliminary engineering for transit infrastructure primarily on or near I-90 from Spokane to Liberty Lake and includes sites and facilities within the City of Spokane Valley.

This project is supported by the SRTC Horizon 2040, the City of Spokane Shaping Spokane Comprehensive Plan, the City of Spokane Valley Comprehensive Plan and the Liberty Lake Comprehensive Plan. Mr. Otterstrom

reviewed regional population and growth statistics. The SRTC Board adopted population forecast for Spokane County 2040 is projected to be just under 600,000. The population is growing more quickly in Kootenai County than in Spokane County and this has implications for I-90. According to the regional long-range transportation plan *Horizon 2040*, 6.4% of Kootenai County commute trips are destined for employment in Spokane County. The original design capacity for I-90 was for 50,000 vehicles per day; it is now carrying 120,000 vehicles per day. According to the 2018 Corridor Capacity Report (WSDOT), annual person miles traveled and annual vehicle delay both increased in 2015-2017. Peak period transit ridership on the Spokane region I-90 corridor was equal to about 7% of an extra lane of capacity in 2017. Mr. Otterstrom reviewed stamp graphs of congestion by time of day on Spokane region freeways and reviewed the Argonne catchment area and the Barker catchment area.

Mr. Otterstrom stressed that it is important to note that at a meeting of the American Association of State Highway and Transportation Officials, Mr. Roger Millar, Secretary of Transportation at WSDOT, said building more highways to solve congestion “isn’t the answer,” and congestion “is a problem we simply cannot solve.”

STA wants to study the I-90/Valley Line to identify potential improvements and scopes of those improvements. Mr. Otterstrom reviewed the RFQ scope and timeline. In April, staff will bring forward a scope of work for review and approval in order to procure qualified planning, design and engineering services for the project.

7. CEO REPORT

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

Project Management Oversight Consultant (PMOC) Assignment – The assignment of a PMOC to the Central City Line (CCL) project marks a significant milestone. The PMOC becomes FTA’s eyes and ears for evaluating scope, schedule costs and risks which is very important considering FTA’s risk adverse focus. STA will be participating in the first teleconference with the PMOC, Urban Engineers, today. While STA has not worked with Urban Engineers before, STA’s partners at Cardinal Infrastructure are familiar with their leadership and will be represented at STA for an on-site visit in April.

2019 APTA Legislative Conference – March 17-19 - Ms. Meyer, Mr. Brandon Ropez-Betty, and Mr. Otterstrom will be able to visit with K. Jane Williams, the Acting Administrator for the FTA, while in Washington D.C. for the APTA Legislative Conference later this month. At that time, STA will have an update for her and she will have received an update from her staff. Ms. Meyer is very glad that Mayor Freeman, Deputy Mayor Haley, Councilmember Mumm, and Commissioner French will be attending the conference and the meetings.

FTA Visit – Region X – March 7 – Tomorrow, Ms. Meyer and Mr. Otterstrom will make their periodic visit to the FTA’s Region X Headquarters. Ms. Meyer will have an update at the Board meeting. Final “move forward” documents are often received during these visits.

Mr. Freeman asked if STA has a dedicated a Project Manager (PM) to the Central City Line project. Ms. Meyer responded that STA has a layered approach starting with Mr. Otterstrom, Director of Planning & Development; Dan Wells, Deputy Director of Capital Development; Don Skillingstad, the dedicated Capital Projects Manager; and several other staff that support other elements of the project. This project is anticipated to go out to bid later this year.

Airway Heights City Council Visit – Ms. Meyer and Mr. Otterstrom provided a ridership update to the Airway Heights City Council on Monday night. Ridership in Airway Heights is up and the service improvements to come were shared. Airway Heights has formally requested that STA provide service to their new recreation center located at the far north end of the urban growth area. STA provided input during their environmental period to state that STA does not provide service to that area; however, STA has made a commitment to see if in the short or long term there is a way that STA can assist them. STA will meet with Mayor Richey, City Manager Tripp and Councilmember Messing to discuss this request. A letter from the West Plains Chamber accompanied the Airway Heights request urging STA to consider the request to provide this service.

Greenstone Pass Performance Update – This update will be provided at the April Planning & Development Committee meeting.

8. COMMITTEE INFORMATION

(No information included this month)

9. REVIEW APRIL 3, 2019 COMMITTEE MEETING AGENDA

Mr. Otterstrom pointed out a new item, Review Mobility Management Concepts. This agenda item is tied to the 2019 Strategic Plan that identified this topic as one of the objectives. Associate Transit Planner, Mike Tresidder, is attending the Shared Mobility Conference right now in Chicago. This conference may provide some helpful ideas as STA considers potential options for the Airway Heights service request.

Ms. Warren shared that rather than discuss the Revenue and Expenditure Forecast Assumptions agenda item at the April Planning & Development (P&D) Committee meeting, there will be a Board Workshop on April 3, 2019 between the P&D Committee meeting and the Performance Monitoring and External Relations (PMER) Committee meeting. The Grant Forsythe outlook will be shared at the workshop.

10. NEW BUSINESS

(No information included this month.)

11. COMMITTEE MEMBERS' EXPRESSIONS

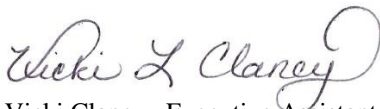
None.

12. ADJOURN

Chair Grover thanked Mr. Otterstrom for all of the information presented and adjourned the meeting at 11:29 a.m.

13. NEXT COMMITTEE MEETING: APRIL 3, 2019 at 10:00 a.m., (STA SOUTHSIDE CONFERENCE ROOM, 1230 W. BOONE AVENUE, SPOKANE, WA)

Respectfully submitted,



Vicki Clancy, Executive Assistant

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

April 3, 2019

AGENDA ITEM 4B: I-90 / VALLEY HIGH PERFORMANCE TRANSIT (HPT) – APPROVAL OF SCOPE OF WORK FOR DESIGN AND ENGINEERING SERVICES

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning & Development
Rob Bielaski, Capital Projects Manager

SUMMARY:

The vision for the I-90/Valley HPT corridor as adopted in *Connect Spokane*, STA's comprehensive plan for public transportation, is two-way, all-day express transit service traveling from Spokane International Airport, downtown Spokane and the University District, and extending east to Spokane Valley and Liberty Lake, with the possibility of a future extension to Coeur d'Alene along Interstate 90.

The STA Moving Forward Plan includes funding for additional service on I-90, introducing some elements of High Performance Transit (HPT); replacing or expanding the current Mirabeau Park and Ride to include transit center infrastructure; and building a new Liberty Lake Park and Ride that offers greater capacity than the current facility. These improvements are to be completed by or before 2023. Additionally, the final distinct project in the plan called for a pilot extension of bus service into Kootenai County. The expectation is that it may be feasible to make permanent with cost sharing with other agencies.

The following have been identified as potential station locations:

- Spokane International Airport
- The STA Plaza located in downtown Spokane
- Spokane Falls Boulevard Station, University District
- "Flyer" stations adjacent to the frontage roads or interchange areas at these locations
 - Freya/Thor streets couplet
 - Argonne/Mullan Roads couplet
- Mirabeau Transit Center in the general vicinity of Evergreen Road (STA Moving Forward commitment)
- New Park and Ride near Barker Road
- New Liberty Lake Park and Ride (STA Moving Forward commitment)

Additionally, service could extend to the following locations in Kootenai County in the future:

- Post Falls near the Seltice Way interchange
- An area west of Huetter Road
- Riverstone Transit Center in Coeur d'Alene

In 2015 the Spokane Regional Transportation Council awarded \$650,000 in Congestion Mitigation Air Quality (CMAQ) funds to the preliminary engineering phase of the I-90/Valley HPT line. This was to include a feasibility analysis of future possible elements and stations along the corridor and begin design on elements that may be fully funded in the future. The initiation of the I-90/Valley HPT project will require STA to hire a consultant to perform this feasibility analysis and preliminary engineering.

Total budget for the I-90/Valley HPT Preliminary Engineering is \$812,500, which includes \$650,000 in federal CMAQ funds and \$162,500 in local funds. The project budgets for the Mirabeau Transit Center and new Liberty Lake Park and Ride are \$8.488 million and \$5.562 million respectively

A Request for Qualifications (RFQ) is required for procurement of a professional consultant who can provide planning, design, and engineering services for the project. Once qualifications are received and reviewed, this Committee will be tasked to recommend Award of Contract to the Board of Directors.

As required by Board procurement policy, staff is requesting review and approval of the general scope of work attached and approval to release the RFQ. The scope of work includes the preliminary engineering work as funded by the SRTC grant, as well as design, engineering and construction management services as funded projects proceed toward reality. Staff anticipates bringing forward a recommendation for an award of contract of the most qualified consulting team at the July committee meeting.

RECOMMENDATION TO COMMITTEE: Approve the General Scope of Work for I-90/Valley HPT and authorize staff to release an RFQ for the I-90/Valley HPT corridor.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

I-90/VALLEY HPT - SCOPE OF WORK FOR DESIGN AND ENGINEERING SERVICES

The Spokane Transit Authority is soliciting qualifications from engineering firms to provide all phases of planning, land surveying, architectural and engineering design, community outreach support, grant preparation assistance, right of way acquisition and construction management services to support the development and implementation of future I-90/Valley High Performance Transit (HPT) corridor improvements.

The corridor improvements are concentrated at stations, stops, key intersections, freeway interchanges, and corridor terminals. These projects may include relocation or enhancements to existing park and ride facilities, relocation and/or enhancement of existing stop locations, new station and stop design and construction, street and highway improvements and right of way acquisition.

The following tasks may be undertaken as part of the requested services:

Task 1 Project Management and Coordination

This task shall include all efforts necessary to establish project specific procedures, including coordination efforts with Spokane Transit to ensure successful completion of projects. Elements of this task include, but are not limited to:

- Prepare, update and disseminate project information and ensure continuous coordination with Spokane Transit
- Prepare and update project scope, budget and schedule
- Attend regularly scheduled progress calls and meetings, responding to questions and information requests from Spokane Transit, coordinating with agencies of jurisdiction
- Prepare progress reports and invoices
- Provide deliverables as needed and as requested for each project
- Maintain quality assurance and quality control procedures and practices
- Coordinate with WSDOT and ITD
- Coordinate with cities of Spokane, Spokane Valley, Millwood, Liberty Lake, Post Falls, and Coeur d'Alene
- Coordinate with Spokane County and Kootenai County
- Coordinate with SRTC and Kootenai MPO

Task 2 – Planning and Feasibility Analysis

This task shall include providing project planning assistance and expertise to Spokane Transit for future transit improvements. Elements of this task include, but are not limited to:

- Analyze and plan improvements based on industry standard transit principles and guidelines
- Assess existing and future facilities and make recommendations to Spokane Transit to maximize safe and convenient access to riders
- Traffic Study – Origin/Destination Analysis along I-90 Corridor (including Draw Area Analysis)
- Traffic Study – Intersection Analysis
- Investigate feasibility of shoulder running bus service on I-90 Corridor (Optional)
- Conduct field research and data collection as necessary to complete required tasks

- Consider operation requirements for different alternatives, including metrics such as layover time, reliability, running time, round-trip cycle time and vehicle requirements
- Develop conceptual plans and analyze proposed improvements to maximize efficiency within the current and future transit system.
- Through appropriate evaluation and public engagement, recommend a preferred routing for each exit from Interstate 90. This may include routing alternatives provided by Spokane Transit Service Development staff, the public or consultants.
- Develop preliminary cost estimates as appropriate to bring to the next phase of design development

Task 3 – Land Surveying

Complete all necessary land surveying, and provide all horizontal and vertical control as needed for project design and property acquisition including required topographic surveys, legal descriptions, ALTA surveys, and other plans and legal documents as needed.

Task 4 – Architectural and Engineering Design Services for Core STA Moving Forward Projects

Provide full service architectural and engineering design services for projects core to the *STA Moving Forward* plan, including the Mirabeau Transit Center and the new Liberty Lake Park and Ride. This task includes all disciplines of architectural and engineering design necessary to complete contemplated projects. Elements of this task include, but are not limited to:

- Provide all necessary architectural services as needed for projects
- Provide all engineering services as needed for projects, including but not limited to civil, structural, environmental, geotechnical, electrical, and traffic
- Prepare all project plans and specifications necessary to obtain all agency approvals and construct the project
- Prepare cost estimates at major milestones
- Provide support to Spokane Transit throughout the bidding process

Task 5 – Architectural and Engineering Design Services for other High Performance Transit (HPT) Elements in the Corridor

Provide full service architectural and engineering design services for infrastructure, elements and requirements above and beyond what is core within the *STA Moving Forward* plan as may be authorized to proceed subsequent to Task 2. This task includes all disciplines of architectural and engineering design necessary to complete contemplated projects. Elements of this task include, but are not limited to:

- Provide all necessary architectural services as needed for projects
- Provide all engineering services as needed for projects, including but not limited to civil, structural, environmental, geotechnical, electrical, and traffic
- Prepare all project plans and specifications necessary to obtain all agency approvals and construct the project
- Prepare cost estimates at major milestones
- Provide support to Spokane Transit throughout the bidding process

Task 6 – Right of Way Acquisition

Provide assistance to Spokane Transit in negotiations and land acquisition procedures consistent with Spokane Transit procedures, and all state and federal laws for property acquisition.

Elements of this task include, but are not limited to:

- Determine property ownership through public and private records
- Coordinate the preparation of appraisals, appraisal reviews and title reports
- Coordination with landowners, including initial contact through negotiations, to property closing
- Preparation of all necessary offer letters, notices, intents, diaries and other required documents for acquisition

Task 7 – Community Outreach Support

Assist Spokane Transit to develop and implement stakeholder engagement and outreach strategies that will result in comprehensive and thoughtful design process from a wide range of stakeholders, agencies and the public. Elements of this task include, but are not limited to:

- Develop public outreach materials for public meetings, workshops and open houses as needed
- Attend and lead public meetings
- Coordinate with agencies of jurisdiction throughout project development
- Work with Spokane Transit in the development of graphical representations, diagrams and other materials and copy for presentation in print and web media

Task 8 – Construction Management

Provide assistance to Spokane Transit throughout the construction process as may be authorized by STA its sole discretion. Elements of this task include, but are not limited to:

- Providing inspection and observation services and interpreting test results
- Assist in the preparation of record drawings
- Responding to questions, RFI's and reviewing submittals
- Attend construction meetings and coordinate with contractors

Task 9 – Grant Preparation Support

Provide assistance to Spokane Transit as may be requested in the preparation of grant applications, including WSDOT Regional Mobility Grant.

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

April 3, 2019

AGENDA ITEM **5A1:** **2019 TRANSIT DEVELOPMENT PLAN: FINALIZE MID-RANGE GUIDANCE**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer
Karl Otterstrom, Director of Planning & Development

SUMMARY:

According to STA Board Resolution 681-11, the Planning & Development Committee is accountable for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning. The agency's primary mid-range planning document is the Transit Development Plan (TDP). The 2018 TDP may be viewed on STA's website at spokanetransit.com/projects-plans/transit-development-plan. The 2019 TDP is expected to be adopted in July 2019 and will include the Capital Improvement Program and the Service Implementation Plan. The planning horizon of the 2019 TDP is through 2025, which is six years plus the current year.

The Planning & Development Committee began the process of updating the TDP at their March meeting by reviewing last year's Mid-Range Planning Guidance. The Committee provided one edit at that meeting. The 2018 TDP Mid-Range Planning Guidance, as reviewed and edited last month by the P&D Committee, is now proposed to be adopted by the Board for inclusion in the 2019 Transit Development:

Draft Board Guidance for the 2019 TDP

Foster and Sustain Quality. Continue initiatives and projects that improve the quality and usefulness of STA's services, facilities, information and customer service. Affordable public transportation adds value to the community and improves the quality of life in the region and the efficiency of the region's road system through congestion relief. Employ new technologies and industry trends that advance these ends.

Maintain a State of Good Repair. Continue vehicle replacement and facility maintenance/improvement programs in order to avoid the problematic consequences of deferred action.

Expand Ridership. Continue to foster ridership markets in line with the principles of Connect Spokane. Identify and leverage the factors that drive ridership and can be influenced locally in ~~communities~~ regions of Spokane's ~~similar~~ size. Work and school trips make up the majority of trips taken on STA services. Continue to foster these foundational markets while expanding the usefulness of service for other travel purposes.

Proactively Partner in the Community. Coordinate with jurisdictions and other agencies to implement community planning and economic development strategies and pursue the agency's sustainability goals. Be a leader in implementing the regional transportation visions.

Advance and Adapt the System Growth Strategy. Grow the transit system consistent with community growth and resources. Respond to changing demographic and behavioral trends. Ensure that maintenance and operations facilities are sized to accommodate cost-effective growth plans.

RECOMMENDATION TO COMMITTEE: Recommend that the Board approve the 2019 Mid-Range Guidance statements for inclusion in the 2019 Transit Development Plan.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

April 3, 2019

AGENDA ITEM 6A: **2019 TRANSIT DEVELOPMENT PLAN: MAJOR ACTIVITIES (2020-2025)**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning & Development
 Mike Tresidder, Associate Transit Planner

SUMMARY:

According to STA Board Resolution 681-11, the Planning & Development Committee is accountable for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning. The agency's primary mid-range planning document is the Transit Development Plan (TDP). The 2018 TDP may be viewed on STA's website at spokanetransit.com/projects-plans/transit-development-plan. The 2019 TDP is expected to be adopted in July 2019 and will include the Capital Improvement Program and the Service Implementation Plan. The planning horizon of the 2019 TDP is through 2025, which is six years plus the current year.

The Planning & Development Committee began the process of updating the TDP at their March meeting by reviewing last year's Mid-Range Planning Guidance.

The Planning & Development Committee is also asked to begin reviewing another part of the Transit Development Plan that is updated annually: Major Activities. The draft 2019-2025 Major Activities are listed on the next page. The major activities list will remain in draft form as it is incorporated into a complete draft of the 2019 TDP in June for broader public input.

RECOMMENDATION TO COMMITTEE: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

Major Activities 2019-2025

Customer and Community Access to Information and Transit Options

- Refresh the SpokaneTransit.com website
- Educate and promote online account-based fare management
- Implement digital signage at additional high-ridership locations
- Update and improve customer notification options
- Develop and implement Central City Line brand
- Develop High Performance Transit line information for customers
- Expand the employer-sponsored bus pass program
- Expand the Universal Transit Access Pass (UTAP)
- Expand the number of retail bus pass outlets

Service Development

- Procure a new contract for supplemental paratransit service (as early as 2020)
- Implement HPT: Monroe-Regal Line
- Implement Central City Line
- Implement HPT: Cheney Line
- Restructure service on the West Plains (2021)
- Restructure plaza operations in Spokane
- Restructure services in Spokane Valley to address new infrastructure and destinations (2021-2023)

Facilities and Fleet

- Fleet replacement (2019-2025)
- Complete the West Plains Transit Center, Phase II
- Construct SCC Transit Center at Spokane Community College
- Construct SFCC Transit Center
- Construct Moran Station Park & Ride
- Improvements in advance of HPT: Division Line
- Relocate and expand the Mirabeau Transit Center
- Relocate and expand the Liberty Lake Park & Ride
- HPT: Sprague Line improvements
- Facilities Master Plan
- Transit Asset Management Plan updates

System Management

- Implement FTA Safety Management Systems (SMS)
- Develop and implement procedures to periodically review the condition of bus stop areas and bus stop amenities
- Public Transportation Improvement Conference (PTIC) quadrennial review (2022)

Technology

- Fixed-route and paratransit camera systems upgrade 2020
- Fare system upgrade (2020-2021)

Planning

- 2020 update to *Connect Spokane: A Comprehensive Plan for Public Transportation*
- Identifying new needs, planning for the future beyond STA Moving Forward
- Conduct HPT: Division Line study to define elements of future Bus Rapid Transit (BRT) investments
- Conduct HPT: I-90 Corridor Design and Preliminary Engineering
- Bus Stop Accessibility Improvement Plan

- Prepare Transit Asset Management Plan and updates
- Title VI Program update (every three years)
- Develop Mobility Management / Mobility-as-a-Service (MaaS) strategies
- 5-Mile Park & Ride Mobility Study

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

April 3, 2019

AGENDA ITEM 6B: SPRAGUE AVENUE BUS STOPS – EVALUATION OF RELOCATION REQUEST

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer
Karl Otterstrom, Director of Planning & Development

SUMMARY:

This topic is continued from the March 2019 Planning and Development Committee meeting, after having been referred to the Committee by the Board on February 21. As previously discussed, the City of Spokane requested STA move the paired, in-lane stops at Helena and Napa to alternate locations to be determined by the East Sprague Business Association, STA, and the City. The request letter dated January 24, 2019 is attached.

At the last committee meeting, members of the committee desired more information from the city staff prior to completing deliberations and providing a recommendation to the full Board. City staff have been invited to the April 3 meeting and are expected to attend to answer questions. They have provided traffic count information which is attached. Additionally, they have provided information about the duration of traffic signals at Helena and Napa streets on Sprague Avenue. The following is verbatim text provided from a city traffic engineer and shared with STA on March 20, 2019:

The intersections operate in FREE mode which means the timing is demand based.

- *The maximum time Sprague should remain red (if there is demand placing a call on Sprague) is 35 second, both at Napa and Helena.*
- *The minimum amount of time, (if there is a single car to be served on Napa or Helena) would be 10 seconds.*
- *If there is a pedestrian only, crossing Sprague, the signal would remain red on Sprague for 25 second.*

Average time is currently not captured.

City staff have confirmed the City's request does not entail permanently removing existing in-lane stop infrastructure only insofar as STA may wish to do so. The City apparently intends to retain other infrastructure improvements such as crosswalk bulbs that ESBA has sought to remove in their stop location proposal.

City staff is still gathering information on reported traffic incidents that have occurred on the subject road segment since the completion of the project in September 2017. Furthermore, city staff have declined to provide the following information they deem to be unrelated to the bus stop location evaluation:

- Overall public investment made in the Sprague TIP project completed in 2017
- Metrics that are being tracked to measure the performance of the combination of public, private investments in the Sprague Union District/Sprague TIP project area

STA staff will be available to present the evaluation of options again to aid in deliberations for a recommendation.

RECOMMENDATION TO COMMITTEE: For discussion and possible action.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

808 WEST SPokane FALLS BLVD.



PUBLIC WORKS
808 WEST SPOKANE FALLS BLVD.
SPOKANE, WASHINGTON 99201

January 24, 2019

E. Susan Meyer, CEO
Spokane Transit Authority
1230 West Boone Avenue
Spokane, Washington 99201-2686

Dear Susan:

It's been nearly 18 months since the City completed a significant street revitalization on East Sprague Avenue. The project has been largely well received by the community as evidenced by reinvestment into buildings along the business corridor and other economic factors. In 2019, the City is planning the next phase of construction along that corridor as part of its long-term revitalization efforts. As you are aware, the principal area of concern expressed by the property and business owners along the corridor has been the STA buses stopping in the lane of travel. Members of the East Spokane Business Association (ESBA) have met with STA as well as the City on multiple occasions expressing their desire that STA no longer utilize the in-lane bus stops and alternatively begin pulling the buses out of the lane of travel for boarding and alighting of passengers. The business and property representatives have cited increased congestion and travel delays, reduced traffic counts and safety concerns at intersections near current bus stops.

The City remains supportive of being a multi-modal city and wants each form of transportation to be successful for the long term. Given the concerns continued to be expressed by the business community, and with High Performance Transit (HPT) not fully operational yet, the City is requesting the following changes to occur on the bus stop locations between Helena and Altamont on East Sprague:

- Discontinue use of the existing in lane bus stops by Spring 2019.
- Work with the business community to identify appropriate alternate locations for bus pullout stops within the corridor. ESBA has identified alternate locations and worked with adjacent business and property owners. The City suggests STA evaluate these first for validation.
- Once the alternative bus pullout locations have been selected, the City will review for approval and will restripe affected parking bays to accommodate bus pullouts.
- Should STA wish to have temporary bus shelter locations placed near the identified bus pullouts, the City would support utilizing existing right-of-way for placement of shelters.

As the City continues to evaluate existing roadway configurations for upcoming projects and strives to strike the right balance between vehicle movement, pedestrian pathways, bike lanes and stormwater facilities, we also will be working on draft policy for how best to facilitate transit (bus pullouts vs. in-lane stops) on various roadway configurations (3-lane vs 4- or 5-lane). We expect that activity to occur during 2019. Once STA has all elements of the HPT system operational in the Sprague corridor, we will discuss a pilot period to re-evaluate buses stopping in the lane of travel in various lane configurations to help inform the City on finalizing its draft policy.

As for the upcoming next project phase on Sprague Avenue scheduled for construction in 2019, the City is planning to design bus pullouts at the STA-identified bus stop locations. In keeping with the City's goal of integrating project elements during the project, the City will support and incorporate STA-funded

amenities into its construction bid documents. Should right-of-way need to be acquired by STA to support any planned bus stop amenities, the timing of securing needed right-of-way will determine the City's ability to fully integrate during project construction.

Thank you in advance for helping the City to support strong, healthy, vibrant and safe business corridors throughout our community.

Sincerely,



Scott Simmons
Director, Public Works

cc: David Condon, Mayor, City of Spokane
Ben Stuckart, Council President, City of Spokane
Candace Mumm, Council Member, City of Spokane
Lori Kinnear, Council Member, City of Spokane
Kate Burke, Council Member, City of Spokane
Katherine Miller, Director of Integrated Capital Management, City of Spokane
Karl Otterstrom, Director of Planning and Development, Spokane Transit
Brandon Rapez-Betty, Director of Communications and Customer Service, Spokane Transit

3/11/2019 10:00 AM



PUBLIC WORKS
808 WEST SPOKANE FALLS BLVD.
SPOKANE, WASHINGTON 99201

January 23, 2019

LaVerne Biel, President
East Spokane Business Association
PO Box 4132
Spokane, Washington 99220

Dear Ms. Biel,

In November of last year, a number of your board members requested a meeting with the Mayor to discuss specific concerns you had regarding the manner in which the STA buses are operating along the newly revitalized section of East Sprague Avenue. Specifically you cited the manner in which buses were stopping in the lane of travel for passenger boarding and alighting was creating congestion, reduced traffic counts and unsafe vehicle movement at intersections next to bus stop locations. You shared your desire that STA buses change from stopping in the lane of travel to stopping at designated bus pullout locations throughout the 3-lane section of East Sprague.

Please see the attached correspondence to STA regarding this matter. Let me know if you have further questions.

Sincerely,

Scott Simmons
Director, Public Works

Enclosure

- cc: David Condon, Mayor, City of Spokane
- Ben Stuckart, Council President, City of Spokane
- Mike Fagan, Council Member, City of Spokane
- Kate Burke, Council Member, City of Spokane
- Katherine Miller, Director of Integrated Capital Management, City of Spokane
- E. Susan Meyer, Chief Executive Officer, Spokane Transit



PUBLIC WORKS
808 WEST SPOKANE FALLS BLVD.
SPOKANE, WASHINGTON 99201

July 14, 2017

Mayor David Condon
Council President Ben Stuckart
City of Spokane
808 W. Spokane Falls Blvd.
Spokane, WA 99201

RE: Buses on East Sprague

Dear Mayor Condon and Council President Stuckart,

After completing the additional stakeholder outreach requested, the City of Spokane Public Works Division is completing the East Sprague revitalization project as designed, supporting the use of High Performance Transit (HPT) in-lane stops by Spokane Transit Authority (STA) buses in the East Sprague corridor at Helena and Napa.

Over the last month, City and STA staff completed outreach with stakeholders, including East Central neighborhood residents and business owners and property owners along the East Sprague revitalization project. While there are differing opinions, the majority of stakeholders contacted within all three groups ultimately preferred the HPT in-lane stops over bus pullouts. Among other things, maximizing on-street parking and providing amenities for bus riders were important to many people.

As you know, the East Sprague project is really taking shape. We will open the first phase of work between Napa and Stone next week. As we agreed back in February, the project has been built with the HPT stops; to accommodate pullouts, we would have added striping in the block adjacent to each HPT stop. With this decision, the contractor will proceed with striping for on-street parking rather than for pullouts in these locations, and amenities eventually will be added to the HPT stops.

As we hope you are, we are excited by the progress on the construction on East Sprague and look forward to reopening the street in late summer.

Sincerely,

Scott Simmons
Public Works Director
City of Spokane

CC: Tara Brown, President of ESBA
ESBA leadership and membership
City Council Members
Karen Sutula, East Central Neighborhood
Susan Meyer, STA



CITY OF SPOKANE
808 W. SPOKANE FALLS BLVD.
SPOKANE, WASHINGTON 99201-3327
509.625.6250

February 8, 2017

Tara Brown, President,
Executive Committee & Members
East Sprague Business Association
PO Box 4132
Spokane, WA 99220

RE: Buses on East Sprague

Dear Ms. Brown,

Thank you for your patience as City of Spokane staff reviewed the concerns expressed in the Jan. 6, 2017, East Sprague Business Association letter about Spokane Transit Authority (STA) buses stopping in the travel lanes on East Sprague Avenue.

We are proceeding with a path forward on this issue that will allow the East Sprague rehabilitation and revitalization project to move ahead as planned for the 2017 construction season, while still permitting an appropriate dialogue about how the bus will operate within the corridor.

- We will bid the project as designed with High Performance Transit in-lane stops at Helena and Napa. These stops currently are placed to be on the "trailing" side of the traffic signals at these two intersections.
- We will have the ability to process a change order for new striping for the buses to pull out adjacent to those stops. On the westbound side, buses would pull out between Helena and Hogan and between Napa and Magnolia. On the east bound side, buses would pull out between Helena and Madelia and between Napa and Crestline.
- Along with STA, we will proceed with continued outreach to the businesses, property owners and neighborhood residents along the project corridor about the two options and reach final decision as soon as possible.

We note that the bus pullout option would likely result in the loss of some amenities, such as bus shelters, and longer travel times for bus riders, along with the loss of about 25 to 30 on-street parking spaces in the affected blocks for businesses and their customers in the affected block. The bus pullouts, meanwhile, may reduce delays for motorists when a bus is in the corridor.

February 8, 2017
Tara Brown, President,
Executive Committee & Members
East Sprague Business Association
Pg. 2

Ultimately, the decision requires a conversation with all the interested citizens and stakeholders. This approach, however, will allow the project to be bid this month, as scheduled, and not delay the long-awaited construction. We plan to hold a meeting in the area soon to present this information.

Sincerely,

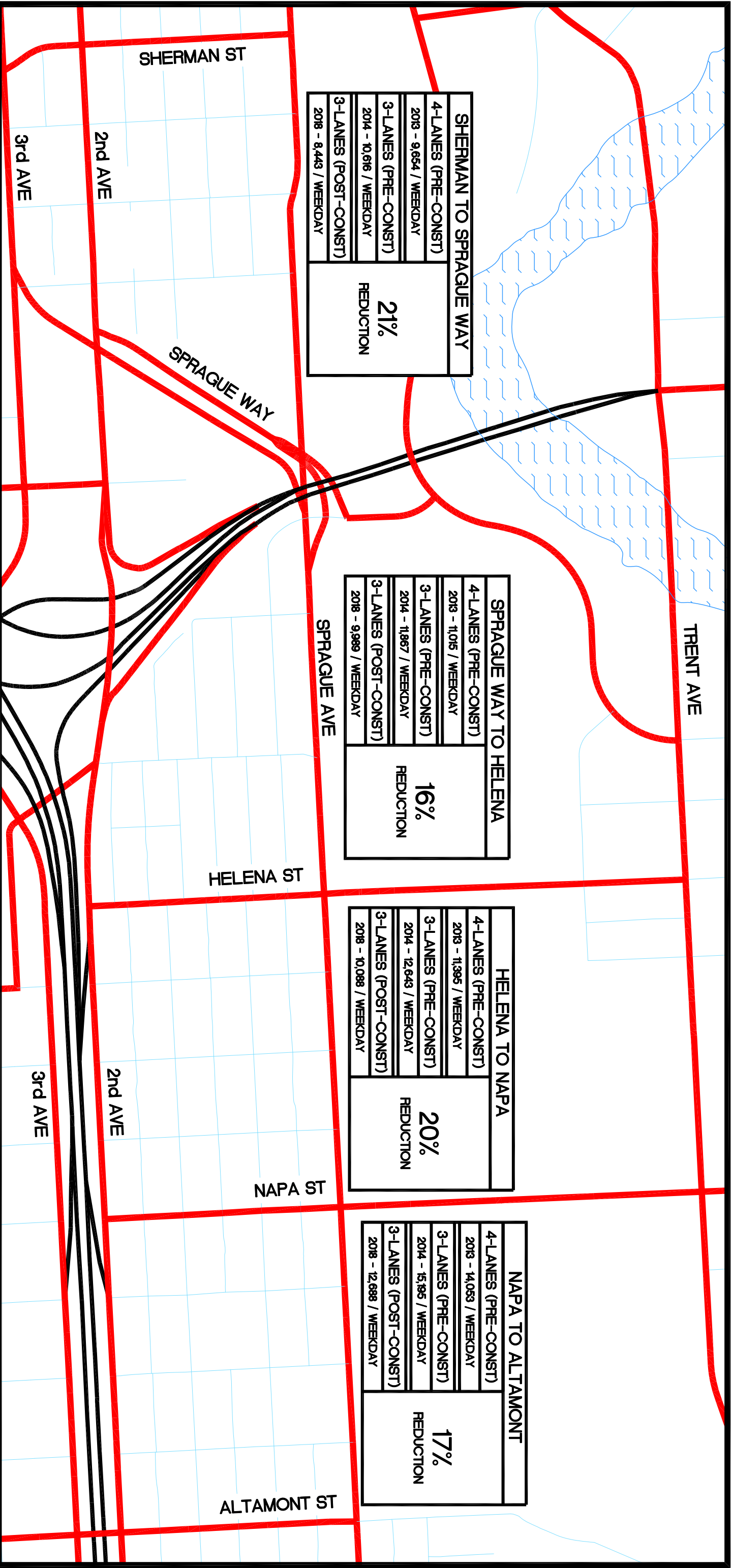


David A. Condon
Mayor



Ben Stückart
Council President

cc: Spokane County Commissioner Al French
Susan Meyer, STA CEO
Spokane City Council



SPRAGUE AVENUE FLOW COUNTS

NOTES:

- The same time frame (2013-present) has seen an estimated city-wide increase of 10%-25% in traffic volumes.

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

April 3, 2019

AGENDA ITEM 6C: CONNECT SPOKANE UPDATE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning & Development
Mike Tresidder, Associate Transit Planner

SUMMARY:

Staff has prepared minor preliminary edits to *Connect Spokane: A Comprehensive Plan for Public Transportation*, in advance of a major update in 2020. Originally adopted by the Board of Directors in 2010 and most recently updated in 2017, Connect Spokane serves as the agency's goal and policy guide for the next 20 to 30 years.

This update to the plan meets the policy requirement as defined in MI 3.2 Comprehensive Plan Amendments that states "Minor amendments to the Comprehensive Plan may take place at any time so long as the change does not significantly change the scope or direction of the plan."

The proposed updates are attached and:

- Removed references to "Red Line Standards" and "Modern Electric Trolley" in HPT Route description table in High Performance Transit to reflect current guidance and planning assumptions.
- Simplified language for FR 8.0 concerning route numbering to better reflect best practice and avoid unnecessary restrictions on the use of specific numbers.
- Added a policy in the System Infrastructure element that addresses when bus shelters are removed to complement SI 4.3 Shelters and Awnings.
- Added a policy in the Monitoring and Improvement element to describe frequency of updates of the Transit Asset Management (TAM) Plan in order to satisfy federal requirements.
- Updated Performance Measures in Annex 1 to better evaluate and communicate fixed-route performance.

At the April 18 Board meeting, a public hearing will be held to receive public comment on the proposed revisions. A final draft is expected to be presented at the May committee meeting for a recommendation to approve by resolution.

RECOMMENDATION TO COMMITTEE: For Discussion.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

HPT Route Descriptions

December 2017

Route	Terminals	Via	Implementation Strategy and Challenges
E1	Cheney / EWU <> Hastings Park & Ride	I-90, Downtown Spokane, SCC, North Spokane Corridor	Near-term- Branded articulated bus or double-decker bus; ensure frequency and span between Downtown Spokane and Cheney meets HPT Blue-LineExpress standards; restructure service to Medical Lake; construct West Plains Transit Center. Mid-term- Introduce express service on the North Spokane Corridor once completed. Long-term- Branded articulated bus or double-decker bus; ensure service to Hastings Park & Ride meets HPT Blue-Express span and frequency standards.
E2	Spokane Int'l Airport <> Coeur d'Alene, ID	Downtown Spokane, Mirabeau, Liberty Lake, Post Falls	Near-term- Articulated bus; consider expansion of select trips to Coeur d'Alene; construct Liberty Lake Park & Ride. Mid-term- Articulated bus or double-decker bus; construct Argonne Park & Ride. Long-term- Articulated bus or double-decker bus; install HPT stations and stop amenities; evaluate service options for extension to Spokane Int'l Airport.

Route	Terminals	Via	Implementation Strategy and Challenges
F1	Downtown Spokane <> Newport Hwy & Hawthorne	Downtown Spokane, Division Street, Newport Hwy.	Near-term- Regular bus; improve daytime capacity issues and night and weekend frequency; construct improved passenger amenities; Business Access and Transit (BAT) lanes between N. Foothills Dr. and the Spokane River. Mid-term- Enhanced bus; meet HPT Red-FrequentLine frequency and span standards; construct Farwell Park & Ride; construct HPT station and stop amenities. Long-term- Modern Electric Trolley electric BRT-style vehicles ; construct center-running
F2	Airway Heights <> Liberty Lake	Sunset Blvd., I-90 Corridor, Sprague Ave., Spokane Valley, Greenacres	Near-term- Regular bus; expand service on Route 173 VTC Express with more peak frequency and hourly mid-day service; simplify Route 61 Highway 2 through Airway Heights; construct improved stop amenities. Mid-term- Enhanced bus; ensure frequency and span meet HPT Red-Frequent Line standards with BRT service along semi-exclusive right of way. Long-term- Light rail.
F3	VA Hospital <> Indiana & Evergreen	Wellesley, Market, SCC, Trent, Millwood, Spokane Valley Mall	Near-term- Regular bus; improve frequency during nights and weekends on Route 33 Wellesley. Mid-term- Regular bus; modify Routes 32 and 33; add 15 minute daytime weekday frequency throughout the length of the corridor. Long-term- Enhanced bus; meet HPT Red-LineFrequent frequency and span standards; install HPT station and stop amenities.
F4	Whitworth University <> South Hill Park & Ride	Hawthorne Rd., Division St., Nevada St., Francis Ave., Market St., Freya St., 29 th Ave.	Near-term- Improve frequency during nights and weekends along Route 26 Lidgerwood and 28 Nevada. Mid-term- Regular bus; modify parts of Route 26 Lidgerwood, 28 Nevada and 34 Freya; add 15 minute daytime weekday frequency. Long-term- Enhanced bus; ensure frequency and span meet HPT Red-LineFrequent standards; install HPT stations and stop amenities.

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Route	Terminals	Via	Implementation Strategy and Challenges
F5	Five Mile Park & Ride <> 57 th & Regal	Monroe St., Downtown Spokane, Grand Blvd., 29th Ave., Lincoln Heights, Regal St.	Near-term- Enhanced bus interline Routes 24, 44G and portion of Route 45; construct Moran Prairie Park & Ride; construct improved passenger amenities along route; improve intersection at 29th and Regal to allow for proposed alignment Mid-term- Modern Electric Trolley Enhanced bus ; ensure frequency and span meet HPT Green Line Frequent standards; install HPT amenities at stops and stations. Long-term- Expand capacity as warranted.
F6	Browne's Addition <> Spokane Community College	Downtown Spokane, Riverpoint Campus, Hamilton St., Mission Ave.	Near-term- Electric Bus Rapid Transit; develop service plan to modify existing routes; ensure frequency and span meet HPT Green Line Frequent standards. Mid-term- Improve connections along corridor to support integration with other HPT corridors as they develop. Long-term- Expand capacity as warranted.
F7	Downtown <> Valley Transit Center	Sprague Ave.	Near-term- Regular bus; improve passenger amenities at bus stop locations. Mid-term- Modern Electric Trolley Enhanced bus ; ensure frequency and span meet HPT Green Line Frequent standards Long-term- Expand capacity as warranted.
F8	Indian Trail <> 29th & Grand	Alberta St., SFCC, Gov. Way, Maple St., 14th Ave., Lincoln St., 29th Ave.	Near-term- Regular bus; improve service on Route 23 to provide mid-day and evening service to Indian Trail. Mid-term- Regular bus; restructure Routes 20, 23, 33, and 43; improve weekday daytime frequency to every 15 minutes; construct Indian Trail Park & Ride. Long-term- Enhanced bus; ensure frequency and span meet HPT Green Line Frequent standards; install HPT station and stop amenities where
F9	Five Mile Park & Ride <> South Hill Park & Ride	Francis Ave., Nevada St., Hamilton St., Riverpoint Campus, Perry St., Southeast Blvd.	Near-term- Regular bus; improve frequency through South Perry District. Mid-term- Regular bus; connect N. Hamilton to S. Perry; create 15 minute weekday daytime frequency. Long-term- Enhanced bus; ensure frequency and span meet Green Line HPT Frequent standards; install HPT station and stop amenities where
F10	Monroe & Broadway <> Mission & Hamilton	Broadway, A St., Maxwell Ave., Mission Ave.	Near-term- No identified improvements. Mid-term- Regular bus; restructure bus routes to create basic service along corridor. Long-term- Enhanced bus; ensure frequency and span meet HPT Green Line Frequent standards.
F11	Millwood <> SR 27 & E 32 nd (South Valley)	Argonne Rd., Valley TC, Sprague Ave., Pines Rd.	Near-term- No identified improvements. Mid-term- Regular bus; restructure service in the Valley to create basic service along route. Long-term- Enhanced bus; ensure frequency and span meet HPT Green Line Frequent standards.

FR -8.0 – Route Numbering

STA shall adopt a route numbering policy consistent with industry standards.

The following policy provides guidelines on a numbering system for all fixed-routes. A survey of various transit systems suggests that organizing route numbering series by service types and common geography (destination-based or travel-shed-based) is the most prevalent numbering logic outside of simple sequential numbering. A clear numbering system helps customers to make effective travel choices based on the service characteristics which are most important for their particular transportation needs.

~~STA routes route numbers are used to identify service types (HPT Lines, Basic Service, and Commuter Peak Service) and may be organized further using geography for additional communication. are grouped in series with the first digit reflective of either common geographical attribute or common service characteristic (service type). As a policy, HPT routes, Basic Service in Transition, and Commuter Peak service should be in series reflecting service type while Basic Service can be grouped by common geography. To avoid confusion, no route number should conflict with a numbered Washington State highway passing through the PTBA.~~ Any reintroduction of a route number on a substantially different route than its prior identity should occur after no less than two years of non-use.

Colors, symbols and letters can also be used to distinguish HPT or specialized routes.

The use of colors, symbols and numbers, when introduced, should fit within a systems-approach to service communication and branding.

Fixed-Route Connect Strategies

Fixed-Route Investment Considerations Map

The following map is a conceptual look at areas of the PTBA where Spokane Transit would analyze for the potential revision or addition of services.

Spokane Transit Authority is constantly evaluating the fixed-route services provided to the community and is looking for ways to make them better. The following map provides a broad picture of what the fixed-route network might look like in 2025. With further analysis and public input, the actual outcome will undoubtedly change and more details will emerge.

4.3 ~~4.3~~ **Shelters and Awnings**

4.3.1 Placement and Maintenance

The placement and maintenance of shelters or other weather cover for passenger waiting areas where appropriate shall be encouraged.

STA shall work with local and regional jurisdictions to position bus shelters, awnings and other weather protection as funding allows and consistent with Title VI requirements. Shelters and awnings can encourage ridership by protecting waiting patrons from adverse weather elements. Shelters also provide an appropriate location for posting important ridership information. Stops with new shelters will comply with the Americans with Disabilities Act. Stops to have shelters funded by STA must meet at least one of the following criteria:

- 1) 25 or more weekday average boardings
- 2) Transfer point between two or more routes
- 3) Adjacent to a ridership generator with a high proportion of riders with limited mobility

4.3.2 Removal

The removal of shelters may occur after a review of ridership data and/or physical condition.

In the programmed shelter replacement plan, STA reviews stops with less than 10 boardings per day and consider those locations for removal. STA will also review a shelter's physical condition based on a point rating of the frame, roof, panels, bench, and the concrete foundation.

4.4 Lighting

Stops, benches, and shelters shall have pedestrian-scale lighting whenever possible.

While any lighting enhances the safety and security of transit stops, benches, and shelters, lighting designed specifically to illuminate the path of a pedestrian can do a better job than general street lights.

4.5 Bicycle Facilities

Bicycles, including bicycle share, shall be accommodated at STA's facilities and on STA coaches.

A good bicycle network and appropriate facilities are similar to a good pedestrian network and facilities. They can couple with transit to extend the range of non-motorized modes of transportation. By supporting bike share and bicycle ridership through short- and long-term bicycle parking, greater bicycle capacity racks on coaches, and other supportive efforts, STA is able to increase options for those who choose to travel by more than one mode.

4.6 Pedestrian Infrastructure

As funding allows, Spokane Transit may partner with local jurisdictions to improve pedestrian infrastructure in locations where there is a direct and tangible benefit to customers accessing a transit stop or other transit facility.

3.3.1 Transit Development Plan

The Transit Development Plan provides background information on STA, accomplishments during the previous year, and planned projects and programs for the following six years. As a public transportation benefit area authority, STA is required to prepare this plan. The document provides updated information to the Washington State Department of Transportation on the development of the various transit activities undertaken by STA.

3.3.2 Capital Improvement Program

The Capital Improvement Program (CIP) enables STA to make educated, coordinated, and financially sound capital investments. The 6-year CIP includes capital projects, programs and program categories. The CIP is updated annually

3.3.3 Service Implementation Plan

Developed with and included in the Transit Development Plan, this document guides the delivery of Fixed-Route service. The SIP describes service revisions proposed for the three calendar years following adoption.

3.3.4 Transit Asset Management Plan (TAM)

The Transit Asset Management Plan is included as an Appendix to the Transit Development Plan. The TAM is updated in its entirety no less than once every 4 years, and covers a horizon period of at least 4 years, and includes:

- Projected targets for the next fiscal year
- Condition assessments and performance results; and
- A narrative report on changes in transit system conditions and the progress toward achieving previous performance targets

In addition, the TAM is submitted to the state and MPO on a regular schedule, generally within 30 days of Board approval.

3.3.4.3.5 Annual Strategic Plan

As part of the annual budget adoption process, STA will prepare a concise annual strategic plan identifying agency priorities for the coming year, including major implementation actions, whether they impact service, infrastructure, or processes. The plan will be a companion to the budget and will be generally consistent with the Comprehensive Plan.

3.4 Update Schedule

Document	Horizon	Revision Schedule
Comprehensive Plan for Public Transportation	20-30 Years	Begin update no later than three years from last major update
Transit Development Plan	Current calendar year plus six years	Adopt before September 1 of each year

1.3 Performance Standard 3: Fares (Economic)

As a minimum standard of performance, routes shall have a farebox recovery no less than one-half the system average.

An important performance indicator for medium- to large-sized transit systems is fare revenues. While small agencies often find that the cost of collecting fares is equal to or exceeds the fares potentially collected, STA collects millions of dollars annually from its riders for services rendered. Farebox recovery for this performance standard is the total fixed-route revenue collected as a percentage of the total fixed-route operating cost. It is valuable as a metric since both fares per passenger and cost per hour are not equal for every route. Two routes may have exactly the same ridership but have different farebox recoveries. Routes using larger vehicles traveling longer distances in an hour will cost more to operate. Without a corresponding increase in fares per passenger, farebox recovery is likely to be lower than the comparable route.

1.4 Performance Reporting

By April of each year, the Planning Department will report on both the performance of each route for the previous two years and the standards that applied for those years. New service will be evaluated following its development period, typically 18 to 24 months. Any route that falls below the minimum standard for ~~any one~~ all of the three performance standards for two consecutive years will be considered out of compliance with the standards. A partial year of operation (e.g. if a route begins operation in September) will not be counted against a route's compliance with these standards. This provides for at least two and not more than three years for a route to mature before any corrective action is required.

The annual report will offer reasons why the route may be below standard and offer preliminary concepts for remediation.

1.5 Remediation

Remediation is not simply about eliminating poor performing routes, but instead considering both the route's relationship to the network and other possible network changes that could ultimately improve the entire network. Remedial actions should take place no more than 18 months following a performance report indicating non-compliance.

Non-compliance of routes with respect to performance standards is typically an indication of a route being designed inconsistent with the design principles or adopted service design policies. There may also be changes in land use (e.g. a major mall closes indefinitely) or changes in the network which unintentionally deteriorated service or demand. Remedial efforts should identify how proposed improvements will better align with design principles and adopted policy and provide a rough projection of the relationship to performance standards.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

April 3, 2019

AGENDA ITEM 6D: REVIEW FTA ANNUAL REPORT ON CAPITAL INVESTMENT GRANT PROJECTS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning & Development

SUMMARY:

This *Annual Report on Funding Recommendations* is issued by the United States Secretary of Transportation to help inform the appropriations process for the upcoming fiscal year (FY) by providing information on projects that have been submitted to the Federal Transit Administration's (FTA) discretionary Capital Investment Grants Program. There are three categories of eligible projects under the CIG program: New Starts, Small Starts, and Core Capacity.

The FTA is recommending a total appropriation of \$1.505 billion in Section 5309 Capital Investment Grants Program funds in FY 2020 with the proposed distribution as follows:

- \$995.29 million for 10 existing FFGAs, including eight New Starts and two Core Capacity projects;
- \$494.85 million in funding for other projects that may become ready for Section 5309 CIG or 3005(b) Expedited Delivery Pilot Program funding during FY2020; and
- \$15.05 million for management and oversight (1.0% of the FY 2020 funding level.)

BACKGROUND & SUMMARY

For FY 2020, the Trump Administration requested \$12.4 billion for public transportation programs, a cut of \$998 million from the FY 2019 enacted level. The overwhelming majority of the decrease in public transportation funding is attributable to cuts in the Capital Investment Grants (CIG) Program. The administration proposes \$1.5 billion for Capital Investment Grants, \$1 billion less than the \$2.5 billion provided in FY 2019. Neither the House or the Senate have put forward their funding proposals for FY 2020.

For FY 2020, there are 21 projects that have a rating of Medium or better, for a total of \$1.3 billion requested. The total includes projects that may be funded in 2019 or 2020 but have not yet received an executed grant agreement from FTA. The average size (Capital Cost) of these 21 projects is \$127 million (low \$33.2 million / high \$252.2 million) with an average Small Starts request of \$61 million.

Between the publication of the FY 2019 Annual Report in February 2018 and mid-February 2019, 8 Small Starts projects received construction agreements. Those projects are (with CIG match %):

- | | |
|--|---|
| • San Rafael (CA) SMART Larkspur Extension (40.6%) | • Kansas City (MO) Prospect Max BRT (53.6%) |
| • Jacksonville (FL) BRT East Corridor (50%) | • Albuquerque (NM) Rapid Transit (56.1%) |
| • Indianapolis (IN) Red Line (77.8%) | • Everett (WA) Swift II BRT (58.7%) |
| • Grand Rapids (MI) Laker Line BRT (77.2%) | • Tacoma (WA) Link Extension (34.9%) |

SMALL STARTS PIPELINE

The following tables identify the projects by overall rating and the projects which are holdovers from FY 2019 appropriations. There was one newly rated Small Starts Projects for FY 2020.

2020 Small Starts Projects by Rating – *Projects rated medium or higher are eligible by statute for Small Starts funding. Most projects rated Medium-High receiving a “High” rating for local financial commitment, due to a high share local match*

Rating	Projects
Medium	7
Medium-High	10
High	4

2020 Newly Rated Small Starts Projects – *The following projects received a rating for the after the FY 2019 was released and thus were new to the annual report ratings.*

Project	State	Rating
Ogden / Weber State University BRT	UT	Medium
IndyGo Blue Line Rapid Transit	IN	Medium-High
Tacoma, Pacific Avenue/SR 7 Corridor BRT	WA	Medium-High

FY 2020 Summary of Project Ratings – *All projects currently in the Project Development of the CIG Small Starts Program rated Medium or higher carried over the previous year’s report.*

State	Project	Rating
AZ	Tempe Streetcar	Medium-High
CA	Sacramento Downtown Riverfront Streetcar	Medium-High
FL	Jacksonville First Coast Flyer BRT SW Corridor	Medium
FL	St. Pete Central Ave BRT	Medium-High
IN	IndyGo Purple Line Rapid Transit	Medium-High
MN	Metro Orange Line BRT	Medium-High
NV	Reno Virginia Street BRT Extension	Medium-High
NY	Albany, River Corridor BRT	Medium
NY	Albany, Washington/Western BRT	Medium
NY	NYC Woodhaven Blvd Select Bus Service	Medium-High
OR	PDX Division Transit Project	Medium-High
PA	Pittsburgh, Downtown-Uptown-Oakland-East End BRT	High
TX	El Paso, Montana RTS Corridor	Medium
WA	Seattle City Center Connector	High
WA	Seattle, Madison Street BRT	High
WA	Seattle, RapidRide Roosevelt	High
WA	Spokane Central City Line	Medium
WI	Milwaukee East-West BRT	Medium

In addition, there are eight projects that entered Project Development under the MAP-21 and FAST process and are still developing the information necessary for the project to be evaluated and rated by the FTA, along with 4 other

projects that entered into project development between February 2018 and February 2109 and are still developing the necessary information. One project still has questions remaining on capital and operating costs and therefore was not rated. None of these thirteen projects are included in either of the tables above.

Staff will provide further analysis during the committee meeting.

RECOMMENDATION TO COMMITTEE: For Discussion.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

April 3, 2019

AGENDA ITEM 6E: STA SECTION 5310 FUNDING CALL FOR PROJECTS TIMELINE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning & Development
Gordon Howell, Principal Transit Planner

SUMMARY:

Spokane Transit Authority (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 individuals with disabilities by removing barriers to transportation services and expanding transportation options. Spokane Transit has the responsibility of administering and managing Section 5310 funds among subrecipients.

A minimum of 55% of the Section 5310 annual allocation must be spent on Traditional Capital Projects, which are projects carried out by private, non-profit organizations or a local government authority (if there are no non-profits readily available in the area to provide the service) to meet the special needs of seniors and individuals with disabilities. Traditional Capital projects include a vehicle purchase, mobility management which is the coordination of transportation services, construction projects such as sidewalks and ADA ramps and acquisition of ADA-complimentary paratransit services.

The remaining 45% (categorized as other projects) may be used for operating projects or capital projects. Operating projects include alternatives to public transportation and improved access to fixed-route service. Public Transportation projects under this category can be for capital or operating and must exceed the requirements of ADA Paratransit services.

Spokane Transit has \$512,319 available for this call for projects with \$398,319 available from the 2019 apportionment and \$114,000 (in other funds) available from the remaining 2018 apportionment. The remaining \$114,000 from 2018 is a result of Frontier Behavioral Health electing to no longer operate the Care Cars program. Below is a table showing how the Traditional and Other categories are distributed.

Amount Available and Funding Category			
Year	Amount Available	Traditional Category	Other Category
2019	\$398,319	\$219,076	\$179,243
2018	\$114,000		\$114,000*
Total	\$512,319		

*Note: The remaining funds from 2018 were categorized as Other funds, therefore, can be used in the Other and/or the Traditional category.

The table below outlines the expected timeline for this call and selection for projects.

Date	Action
April 8, 2019	Issue Call for Projects (Posted on STA and SRTC websites, published in paper, direct mailings to eligible applicants)
May 8, 2019	Project Applications Due
June 5, 2019	Present to Planning and Development Committee for Board recommendation of prioritized list for funding
June 20, 2019	STA Board acts on recommended project applications

Staff will provide an overview of the grant program and the evaluation criteria for prioritizing projects for board selection.

RECOMMENDATION TO COMMITTEE: For Discussion.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

April 3, 2019

**AGENDA ITEM 6F: ZERO EMISSION TECHNOLOGY FLEET TRANSITION
EVALUATION - UPDATE**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Roger Watkins, Chief Operations Officer

SUMMARY:

Staff will present an update on the zero emission technology transition.

RECOMMENDATION TO COMMITTEE: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

**SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING**

April 3, 2019

AGENDA ITEM 7: CEO REPORT - INFORMATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY:

At this time, the CEO will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: N/A

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

**SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING**

April 3, 2019

AGENDA ITEM 9: REVIEW MAY 1, 2019 DRAFT COMMITTEE MEETING AGENDA – INFORMATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning & Development

SUMMARY:

At this time, members of the Planning & Development Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the May 1, 2019 Committee meeting. Proposed agenda items include:

- Minutes of the April 3, 2019 Committee meeting – *Corrections/Approval*
- *Connect Spokane: Minor Update / Action -- Board Action*
- 2019 Transit Development Plan: Proposed 2020-2022 Service Improvements – *Report*
- 2019 Transit Development Plan: Preliminary 2020-2025 Capital Improvement Program – *Report*
- 2019 Transit Development Plan: Revenue and Expenditure Forecast Assumptions Update – *Discussion*
- Shared Mobility Concepts – *Report*
- Zero Emission Technology Fleet Transition Evaluation – Update – *Report*

RECOMMENDATION TO COMMITTEE: Review and discuss.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

**SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING**

April 3, 2019

AGENDA ITEM 10: NEW BUSINESS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY:

At this time, the Committee will have the opportunity to initiate discussion regarding new business relating to Planning & Development.

RECOMMENDATION TO COMMITTEE: N/A

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

**SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING**

April 3, 2019

AGENDA ITEM 11: COMMITTEE MEMBERS' EXPRESSIONS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY:

At this time, members of the Planning & Development Committee will have an opportunity to express comments or opinions.

RECOMMENDATION TO COMMITTEE: N/A

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____