

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

## PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, March 4, 2020, 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 (*5 minutes*)
4. Committee Action (*10 minutes*)
  - A. Minutes of the February 5, 2020 Committee Meeting -- *Corrections/Approval*
  - B. High Performance Transit: Approval of Scope of Work For Amenities Fabrication – (*Otterstrom/Wells/Hanson*)
5. Committee Action
  - A. Board Consent Agenda (*10 minutes*)
    1. Adopt 2020 Draft Title VI Program – (*Otterstrom/Howell*)
    2. City Line: Award of Contract of Communications Provider(s) – (*Otterstrom/Hanson*)
6. Reports to Committee (*45 minutes*)
  - A. 2020 Transit Development Plan: Develop Mid-Range Planning Guidance – (*Otterstrom/Tresidder*)
  - B. Spokane Transit Authority Alternate Fuel Strategy -- (*Blaska*)
  - C. Draft SRTC 2020-2021 Unified Planning Work Program (UPWP) – (*Otterstrom/Tresidder*)
  - D. Connect Spokane: Major Update Scope of Work – (*Otterstrom/Tresidder*)
  - E. Division Street Corridor Study Update – (*Otterstrom/Tresidder*)
  - F. Cheney Line Infrastructure and Alignment Plan – (*Otterstrom/Hanson*)
7. Committee Information  
(*No information included this month.*)
8. Review April 1, 2020 Committee Meeting Agenda
9. New Business (*10 minutes*)
10. Committee Members' Expressions (*10 minutes*)
11. Adjourn
12. Next Committee Meeting: Wednesday, April 1, 2020 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](http://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](http://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 AND DEVELOPMENT COMMITTEE MEETING**

March 4, 2020

**AGENDA ITEM 2: PUBLIC EXPRESSIONS**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** N/A

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**SUMMARY:** At this time, the Planning and 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

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

March 4, 2020

**AGENDA ITEM 3**: COMMITTEE CHAIR REPORT

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Chris Grover, Chair, Planning and Development Committee

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**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

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

March 4, 2020

**AGENDA ITEM 4A** : MINUTES OF THE FEBRUARY 5, 2020 COMMITTEE MEETING

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Vicki Clancy, Executive Assistant, Planning and Development

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**SUMMARY:** Draft Minutes of the February 5, 2020 Planning and Development Committee meeting are attached for your information, corrections and/or approval.

**RECOMMENDATION TO COMMITTEE:** Corrections and/or approval.

**COMMITTEE ACTION:**

**RECOMMENDATION TO THE BOARD:**

**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 February 5, 2020 Meeting, 10:00 a.m.,  
Spokane Transit Southside Conference Room

### **MEMBERS PRESENT**

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

### **MEMBERS ABSENT**

Chris Grover, Small Cities Representative \*  
(*Cheney*)  
Karen Stratton, City of Spokane

\*Chair

\*\*Acting Chair

### **STAFF PRESENT**

Karl Otterstrom, Director of Planning &  
Development  
Roger Watkins, Chief Operations Officer  
Steve Blaska, Interim Chief Operations Officer  
Monique Liard, Chief Financial Officer  
Nancy Williams, Director of Human Resources  
Emily Arneson, Ombudsman & Accessibility  
Officer  
Kathleen Weinand, Principal Transit Planner  
Jeff Logan, Construction Manager  
Mike Tresidder, Associate Transit Planner  
Dana Infalt, Executive Assistant to the CEO & Clerk of the  
Authority  
Sam Guzman, Executive Assistant, Operations

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

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

Acting Chair Candace Mumm called the meeting to order at 10:00 a.m. Roll was called and introductions were made.

#### 2. **PUBLIC EXPRESSIONS**

None.

#### 3. **COMMITTEE CHAIR REPORT**

Acting Chair Mumm complimented STA on a great the City Line grant announcement event. She saw a lot of coverage. She extended congratulations to the Planning and Development Committee.

*Note: Mr. Kevin Freeman is the alternate for Chair Chris Grover who is absent due to illness today. In his absence, Mrs. McAloon confirmed that Mr. Freeman, as duly noticed alternate, can vote in Chair Grover's absence.*

4. COMMITTEE ACTION

A. MINUTES OF THE DECEMBER 4, 2019 COMMITTEE MEETING

Mr. Freeman moved to recommend approval of the December 4, 2019 Planning and Development Committee meeting minutes. The motion was seconded by Ms. Pam Haley and passed unanimously.

5. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

*No items being presented this month.*

B. BOARD DISCUSSION AGENDA

*No items being presented this month.*

6. REPORTS TO COMMITTEE

A. REVIEW 2020 PLANNING AND DEVELOPMENT COMMITTEE WORK PROGRAM

Mr. Karl Otterstrom reviewed the 2020 Planning and Development Committee Work Program which is customary at the beginning of each new year. According to STA Board Resolution 681-11, the Planning and Development Committee is accountable for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning. In December 2019, the Planning and Development Committee approved its work program for 2020. Highlights of the work plan include the 2020 Transit Development Plan (TDP), the 2021 Annual Strategic Plan and Budgets, and several other planning efforts: Title VI Program update, Division Street Corridor Study, Facilities Master Plan update, Connect Spokane 2020 update and the Mobility On-Demand pilot project. The work program is provided today as information and is subject to change.

SRTC is the lead on the planning study but STA is partnering directly on the transit element of their planning study where every task order to the consultant that has transit in it is reviewed and approved by STA before it is authorized and paid by SRTC. STA then reimburses SRTC.

Mr. Otterstrom shared the Senator Hobbs last session created his transportation revenue package with a project list. One of the local projects included was the Division Bus Rapid Transit (BRT) Corridor for \$25M. There is a hearing today on the bill.

B. CENTRAL CITY LINE (CITY LINE): CONSTRUCTION CONTRACTING UPDATE

Mr. Otterstrom reported that the core construction scope of work represents the vast majority of sitework and construction for stations and roadwork along the City Line. For the general public, property owners and customers, it will be among the most visible construction activities during the next two years along the City Line. On December 4, 2019, the Planning and Development Committee approved the Central City Line Core Construction scope of work authorizing the release of an Invitation for Bid (IFB). The original bid date was extended to encourage maximum participation by contractors. It is important to note that the change in bid date does not alter the current construction schedule. .

C. 2020 DRAFT TITLE VI PROGRAM

Mr. Otterstrom reviewed the Title VI Program requirements and 2020 timeline. A public hearing on the draft program is scheduled for the February 2020 STA Board meeting. On March 4, the Planning and Development Committee meeting will make a recommendation to the Board of Directors. On March 19, the Board of Directors will take action. On March 30, the final Title VI Program will be submitted to the Federal Transit Administration (FTA). The final will then be posted to the STA website.

D. 2020 TRANSIT DEVELOPMENT PLAN OVERVIEW

Mr. Otterstrom provided an overview of the 2020 Transit Development Plan (TDP) including state requirements, hierarchy of the STA Plans, TDP organization and the TDP Project Timeline. This document provides updated information to the Washington State Department of Transportation (WSDOT) on the development of the various transit activities undertaken by STA. The first step in the development of the TDP is for the Board to set forth six-year planning guidance statements. The TDP project schedule proposes the Planning and Development Committee

will develop the Mid-Range Planning Guidance over the next three meetings. Beginning in May, the Committee will review the draft sections of the plan, working toward board approval of the plan in July. Staff will lead a discussion on mid-range guidance at the March Planning and Development Committee meeting.

E. DOWNTOWN SPOKANE PLAN DEVELOPMENT UPDATE

The City of Spokane has partnered with Downtown Spokane Partnership to update the downtown plan, last adopted in 2008. Spokane Transit is participating in the technical committee for the update and providing feedback through review of draft documents and attendance at public open houses. Mr. Otterstrom provided a verbal update on the plan and its relation to transit during the meeting reviewing draft goals and strategies, and next steps. Spokane Downtown Plan brochures were distributed at the meeting.

F. CHENEY HIGH PERFORMANCE TRANSIT LINE PUBLIC OUTREACH UPDATE

The Cheney Line is an important element of the envisioned High Performance Transit (HPT) Network and a commitment of the STA Moving Forward plan. The overall project includes state and federal funds and is programmed to have infrastructure in place by late 2021 and new buses in 2022. Mr. Otterstrom reviewed the background of this project, the original project scope, potential scope revisions, project schedule overview, and the public outreach plan. The project objective is to foster greater ridership in Cheney and the West Plains to support regional economic development and access to jobs and services. Next steps include a public hearing at the March 19 Board meeting, a review of the final corridor plan at the April 1 Planning and Development Committee meeting and Board action on April 16.

7. COMMITTEE INFORMATION

*(No information included this month.)*

8. REVIEW MARCH 4, 2020 COMMITTEE MEETING AGENDA

No changes were suggested at this time.

9. NEW BUSINESS

Ms. Pam Haley asked if STA would like to be on the Continuum of Care Board. E. Susan Meyer stated that she'll follow up with Ms. Haley after the meeting.

Ms. Meyer thanked Roger Watkins for his service at STA as Chief Operations Officer. Mr. Watkins departs from STA this Friday. Acting Chair Mumm shared that it was great working with Mr. Watkins.

10. COMMITTEE MEMBERS' EXPRESSIONS

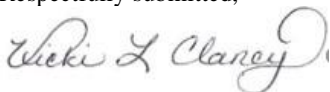
11. ADJOURN

Acting Chair Mumm adjourned the meeting at 11:30 a.m.

12. NEXT COMMITTEE MEETING: WEDNESDAY, MARCH 4, 2020 at 10:00 a.m.

(STA SOUTHSIDE CONFERENCE ROOM, 1230 W. BOONE AVENUE, SPOKANE, WA)

Respectfully submitted,



Victoria L. Clancy, Executive Assistant

## SPOKANE TRANSIT AUTHORITY

### PLANNING AND DEVELOPMENT COMMITTEE MEETING

March 4, 2020

**AGENDA ITEM 4B :** HIGH PERFORMANCE TRANSIT: APPROVAL OF SCOPE OF WORK FOR AMENITIES FABRICATION

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Karl Otterstrom, Director of Planning and Development  
Dan Wells, Deputy Director of Capital Development  
Nick Hanson, Capital Projects Manager

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**SUMMARY:** Staff is seeking committee approval of the High Performance Transit (HPT) Amenities Fabrication Scope of Work and authorize the release of a request for proposals (RFP). This is a key procurement for the timely implementation of the City Line and other HPT Corridors.

**BACKGROUND:** The High Performance Transit network, as envisioned in STA's comprehensive plan, *Connect Spokane*, and as implemented in part by the *STA Moving Forward* plan, defines a system of corridors for heightened and long-term operating and capital investments. A major aspect of these investments is distinctive stop and station amenities which include shelters, iconic markers and site furnishings. These project elements elevate the public perception of service, improve service legibility and are viewed by experts as essential elements for bus rapid transit service and other successful HPT investments.

STA has developed a design for shelters and amenities to be applied throughout the network. These elements have been developed with consideration for site constraints, transit best practices, crime prevention through environmental design and durability. They have undergone stringent review including additional public outreach, careful consideration and review by STA staff and City of Spokane Design Review Board.

On November 28, 2018, the PMER Committee approved the Scope of Work (SOW) for High Performance Transit Stations (later renamed the Scope of Work for High Performance Transit Shelters and Amenities) and authorized staff to issue a Request for Proposals (RFP).

On August 17, 2019, the RFP was issued, posted to the STA website and distributed to 20 potential proposers. On October 18, 2019, a single proposal was received from Future Systems Inc.

On October 25, 2019 an evaluation committee made up of STA planning and operations staff and IBI Group (design consultant) rejected the single proposal because the pricing was much higher than expected. As a result, the team explored multiple options to fabricate and procure these amenities.

On December 4, 2019, the P&D committee approved a SOW for City Line Amenities Fabrication which included the design fabrication and delivery of the station shelters and wayfinding markers and removed all other components of the original RFP. The intent was to source the remaining stop amenities through existing State Contracts. However, due to stringent fabrication requirements for the Markers and Light Poles, it was deemed necessary to revise the scope again to add these elements back in. This is the second revision to the scope and includes the "City Line Type" shelters, all types of station markers and the pedestrian light poles. These amenities will be installed along multiple HPT corridors including the City Line. By revising the RFP, the team hopes to receive more proposals with more favorable pricing which would be consistent with feedback received on the original RFP.



The independent cost estimate total for the revised RFP is \$12,340,000. These amenities are funded within the relevant project's capital budget including Monroe Regal Line, Moran Station Park and Ride, Plaza HPT Platform improvements, City Line and Cheney Line.

The anticipated timeline is summarized in the table below. Award of Contract will require board approval.

Milestone	Date
Advertise RFP	March 2020
Proposals Due & Evaluation	May 2020
Board Award of Contract	June 2020
Notice to Proceed	July 2020

The proposal submissions will be evaluated using the following criteria.

Evaluation criteria	Weighting
Proposer Experience, Qualifications and Financial Stability	30 Points
References	10 Points
Project Management and Delivery Approach	20 Points
Warranty	10 Points
Price Proposal/Cost	30 Points
<b>TOTAL POSSIBLE</b>	<b>100 Points</b>

The general scope of work accompanies this staff report and embodies a more in-depth scope of work, including architectural plans, specifications and performance criteria.

**RECOMMENDATION TO COMMITTEE:** Approve the general scope of work for HPT Amenities Fabrication and authorize staff to release a Request for Proposals (RFP).

**COMMITTEE ACTION:**

**RECOMMENDATION TO THE BOARD:**

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_

Legal Counsel \_\_\_\_\_

# High Performance Transit – Amenities Fabrication

## General Scope of Work

Final engineering, fabrication, delivery and installation support for a shelters, markers and pedestrian light poles:

- Coordination with STA's Installation Contractor (separate, future RFP) and/or STA personnel for assembly and installation.
- Collaborative review, recommendations and completion of the 90% design. To include regular meetings, a station shelter mockup and an engineering design charrette.
- Provision of all aspects of engineering (structural, mechanical & electrical) in drawings to be reviewed and approved by STA, construction management, and the engineer of record.
- Branding and Neighborhood Art incorporation into final design.
- Fabrication of all shelter components, markers and spare parts.
- Schedule coordination and delivery approach.
- Field installation support and training to include a limited onsite presence during training and field installation and the production of training/installation manuals.
- Design support during installation.

The Shelters and Amenities consist of a structural steel frame and glazing for the roof and side and back windscreens. They are designed as a kit-of-parts, meaning that there is a set quantity and arrangement of amenities and Shelters installed at a given stop location. This offers the flexibility to meet STA's program requirements for a variety of site conditions while maintaining uniform assembly and detailing for maintenance and operational concerns. Additionally, the Shelters are designed to be expandable so that additional bays can be added to an existing shelter (e.g. a Shelter with two bays can be expanded to accommodate a third bay) with minimal construction and installation effort. This expandability provides flexibility to accommodate right-of-way limitations, varying site conditions, and other site-specific considerations. The markers are design to provide distinctive wayfinding. The light poles are designed to hold the real time signage, cameras, fare validators and additional wayfinding information.

The Shelters utilize a naming convention that indicates the stop location type and the number of bays. For the City Line, there are two different stop location types where a Shelter could be installed:

- Type S: curbside on a sidewalk with a standard width; or
- Type C: on a center island

For example, a Shelter with 3 bays that is installed on a sidewalk with a standard width is called an "S3".

All components will be painted in accordance with the branding requirements for that particular corridor. The structures have been designed to be vandalism resistant, require minimal maintenance that can be performed by STA forces and provide longevity in harsh winter conditions.

Quantities for the initial order are provided in the table below by project. All quantities are subject to change.

**Table 1 Shelter and Amenity Quantities (estimates- subject to change)**

<b>Item Description</b>	<b>Total Quantity</b>	<b>Monroe- Regal (Phases 1 and 2)</b>	<b>City Line</b>	<b>Moran Station</b>	<b>Plaza</b>
S1 Shelter	8		8		
S2 Shelter	10		10		
S3 Shelter	6		5	1	
S5 Shelter	1				1
C4 Narrow Shelter	1		1		
C4 Shelter	4		4		
HPT Marker (HPT Branding)	23	15		1	7
HPT Marker (City Line Branding)	33		33		
H1 HPT Marker	28	28			
Pedestrian Light Pole 1	22	11	7	2	2
Pedestrian Light Pole 2	38		38		
Pedestrian Light Pole 3	46	14	28	2	2
Standalone Windscreen	5		5		

**SPOKANE TRANSIT AUTHORITY**

**PLANNING & DEVELOPMENT COMMITTEE MEETING**

March 4, 2020

**AGENDA ITEM 5A1 : ADOPT 2020 DRAFT TITLE VI PROGRAM**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Karl Otterstrom, Director of Planning and Development  
Gordon Howell, Principal Transit Planner  
Emily Arneson, Ombudsman and Accessibility Officer

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**SUMMARY:** Title VI is a federal statute that states “no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” Along with Title VI, Executive Order 12898 directs each federal agency to include environmental justice as part of their analysis relating to activities and policies. Environmental Justice evaluates whether a policy or activity will have a disproportionately high and adverse effect on minority and low-income populations.

Public transit agencies are required to establish a Title VI Program and update that program every three years. Spokane Transit’s existing 2017 Title VI Program must be updated and approved by the Board of Directors by March 30, 2020, when the current program expires. Each element in the program fulfills specific FTA requirements.

The program includes a discussion of fare and service changes over the last three years (2017, 2018, and 2019), demographic analysis of minority and low-income populations, the public outreach process used to assist protected populations, and updating the Limited English Proficiency (LEP) plan. In addition, the program requires Board consideration and approval of the major service change policy, disparate impact policy and disproportionate burden policy, Fixed-route System-wide Service Standards and Policies, and the results from the monitoring results.

A public hearing regarding the Title VI Program was held on February 20, 2020 at the Board of Directors meeting. No one offered testimony at the hearing.

No substantive changes have been made to the draft program since the public hearing. The draft 2020 Title VI Program including the Limited English Proficiency Analysis & Language Assistance Plan which is an attachment of the program can be found at the following link:

<https://www.spokanetransit.com/about-sta/title-vi-non-discrimination-policy>

**RECOMMENDATION TO COMMITTEE:** Recommend the STA Board of Directors approve by resolution the 2020 Title VI Program as presented.

**COMMITTEE ACTION:**

**RECOMMENDATION TO BOARD:**

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_ Chief Executive Officer \_\_\_\_\_ Legal Counsel \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION FOR THE PURPOSE OF ADOPTING THE 2020 TITLE VI PROGRAM; AND  
OTHER MATTERS PROPERLY RELATING THERETO.

SPOKANE TRANSIT AUTHORITY  
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

WHEREAS, the Spokane Transit Authority (STA) is a municipal corporation operating and existing under and pursuant to the Constitution and Laws of the State of Washington, including RCW Title 36, Chapter 57A, Public Transportation Benefit Area; and,

WHEREAS, Section 601 of the Civil Rights Act of 1964 states: *“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance”*; and,

WHEREAS, Title VI prohibits recipients of federal financial assistance from discriminating on the basis of race, color or national origin; and,

WHEREAS, Executive Order 12898 requires agencies to identify and address effects of its programs, policies, and activities on minorities and low-income populations; and,

WHEREAS, the Federal Transit Administration (FTA) Circular FTA C 4702.1B, requires the Spokane Transit Board of Directors to adopt a Title VI Program and to update said program every three years; and,

WHEREAS, the STA Board of Directors conducted a duly noticed public hearing on its Title VI program on February 20, 2020; and,

WHEREAS, the STA Board of Directors considered and approved the major service change policy, disparate impact policy and disproportionate burden policy; and,

WHEREAS, the STA Board of Directors considered and approved the Fixed-route System-wide Service Standards and Policies, and the results from the monitoring results.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of STA as follows:

- Section 1. The STA Board of Directors hereby adopts the 2020 Title VI Program attached hereto as Exhibit ‘A’ and incorporated herein by reference.
- Section 2. The STA Board of Directors hereby authorizes the Chief Executive Officer to administer the 2020 Title VI program.
- Section 3. This resolution shall take effect and be in force immediately upon passage.

ADOPTED by STA at a meeting thereof held on the 19th day of March 2020.

ATTEST:

\_\_\_\_\_  
Dana Infalt, Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

\_\_\_\_\_  
Al French, STA Board Chair

Approved as to form:

\_\_\_\_\_  
Laura McAloon, Legal Counsel

## SPOKANE TRANSIT AUTHORITY

### PLANNING & DEVELOPMENT COMMITTEE MEETING

March 4, 2020

**AGENDA ITEM 5A2 :** CITY LINE: AWARD OF CONTRACT OF COMMUNICATIONS PROVIDER(S)

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Karl Otterstrom, Director of Planning and Development  
Nick Hanson, Capital Projects Manager

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**SUMMARY:** The passenger amenities at City Line stations will include the following technology components: security cameras, real-time information sign and passenger information monitors. A fast and reliable internet connection at each station is necessary to upload passenger information content as well as download security data. This data service must be fast, reliable and provide the ability to expand services in the future as ridership increases and communication needs evolve. After evaluating several options with the help of our design consultant, STA staff have concluded that either an optical fiber or Private LAN network is the optimal solution. Two potential providers with these services have been identified in the Spokane area. Therefore, a Request for Proposals (RFP) was deemed necessary to procure this service at a fair and reasonable price.

The scope of work for this contract includes the provision of internet service to each City Line Station. The major requirements of the RFP are as follows:

- Construction to bring the fiber infrastructure to a maximum of 33 City Line stations.
- Construction to bring the fiber infrastructure to the Boone Administration/Maintenance facility.
- A minimum upload and download speed of 1 Gbps with the ability to accommodate future expansion and bandwidth increases.
- All maintenance and repair of physical fiber to be done by provider.

On June 5, 2019, the Planning and Development Committee approved the Scope of Work (SOW) for Central City Line Telecommunications Infrastructure pursuant to STA procurement policies and authorized staff to release a Request for Proposals (RFP).

The Scope of Work and RFP were advertised and issued to twelve (12) potential service providers on November 26, 2019. 0000Amendments No. 1 and No. 2 were issued on December 17, 2019 and January 9, 2020, respectively. Proposals were due by January 24, 2020. STA received two (2) responses from the following proposers: Zayo and Comcast. However, Comcast was deemed non-responsive because they took exception to the entire RFP at the end of their proposal even though it was clearly stated in the RFP that is not acceptable.

An evaluation committee composed of Angie Fitchner, Nick Hanson, Ben Liebhaber, John Rockwell, Don Skillingstad, and Kimberly Smallwood (as a non-voting member) reviewed the single responsible and responsive proposal. The qualifications of the service provider were scored based on the following criteria:

- Qualifications and Relevant Experience (10 points)
- References (10 points)
- Project Management and Customer Service (5 points)

- Proposed Network Solution (40 points)
- Warranty, Maintenance and Service Level Agreement (10 points)
- Price Proposal (25 points)

Based on independent scoring of the written materials, the committee reached the following composite scores (based on a maximum score of 100 points):

Provider	Average Score
Zayo	81.33

Zayo was determined to be a qualified service provider by the evaluation committee. Because they were the only proposal, an internal cost analysis was performed. Based on multiple quotes received for the same services, Zayo's proposal was deemed fair and reasonable. Additionally, they were able to meet all the technical requirements per the RFP.

A comparison between the proposed price and the Independent Cost Estimate is provided below. Because Zayo was deemed to be the only responsive and responsible proposer, a Cost Analysis was performed. These prices were deemed to be fair and reasonable.

Description	Proposal	Independent Cost Estimate
Initial Construction	\$610,078	\$1,300,000
Monthly Recurring	\$16,500	\$17,000

The total for a 10-year contract, assuming a maximum annual rate increase of 4% per Zayo's sample agreement, would be \$2,987,287.

This pricing represents that maximum costs for implementation. The Monthly Recurring cost is subject to an annual increase for which the allowable rate will be negotiated. The RFP was structured to allow for a-la-carte pricing allowing STA to pick and choose which locations to provide service based on cost. STA has the option to choose to provide fiber at some stations while using a cellular connection at others to save on costs while maintaining the necessary level of service. The final pricing and number of stations will be negotiated with Zayo to serve the best interests of STA.

**RECOMMENDATION TO COMMITTEE:** Recommend the Board of Directors authorize contract negotiations between STA and Zayo for the Central City Line Station Communications Service Network as published November 26, 2019, and authorize the CEO to execute said contract if the terms are deemed to be fair and reasonable and in the best interest of STA.

**COMMITTEE ACTION:**

**RECOMMENDATION TO BOARD:**

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_ Chief Executive Officer \_\_\_\_\_ Legal Counsel \_\_\_\_\_

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

March 4, 2020

**AGENDA ITEM 6A :** 2020 TRANSIT DEVELOPMENT PLAN: DEVELOP MID-RANGE PLANNING GUIDANCE

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:** According to STA Board Resolution 681-11, the Planning and 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 2019 TDP may be viewed on STA's website at [spokanetransit.com/projects-plans/transit-development-plan](http://spokanetransit.com/projects-plans/transit-development-plan). The 2020 TDP is expected to be adopted in July 2020 and will include the Capital Improvement Program and the Service Improvement Program. The planning horizon of the 2020 TDP is through 2026, 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 statements set forth in the 2019 TDP are as follows:

**Board Guidance from 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. 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.



The TDP project schedule proposes that the Planning and Development Committee will develop the Mid-Range Planning Guidance over the next three meetings. Beginning in May, the Committee will review the draft sections of the plan, working toward board approval of the plan in July, consistent with the schedule shown below.

<b>February</b>	<b>March</b>	<b>April</b>
Overview of the 2020 TDP process and requirements	Preparing Mid-range Planning Guidance; first review of major activities	Final Recommendation on Mid-Range Planning Guidance, first look at revenue/expenditure forecast assumptions
<b>May</b>	<b>June</b>	<b>July</b>
Review proposed Service Implementation Plan, Capital Improvement Program, financial forecasts	Draft TDP presented; Public hearing scheduled	P&D Committee recommendation on Final Plan

**RECOMMENDATION TO COMMITTEE:** Information only.

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

March 4, 2020

**AGENDA ITEM 6B :** SPOKANE TRANSIT AUTHORITY ALTERNATE FUEL STRATEGY

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Steve Blaska, Chief Operations Officer

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**SUMMARY:** For at least a decade, Spokane Transit has analyzed prospects to reduce greenhouse gas emissions and migrate to cleaner fuels. A seminal study, “Alternate Fuel Evaluation for Spokane Transit Fixed Route Bus Fleet” was published in 2015. That study provided a blueprint for STA’s long-term fleet replacement vision as well as identified opportunities and challenges to migrate to alternate fuels when economically feasible. Planning and implementation of our fleet replacement remains consistent with the 2015 blueprint.

Over the next few months, Staff will provide the Board with several agenda items as to how this blueprint is being implemented in the short-term (2020-2023) as well as the long-term strategy (2023 to 2040).

**The Short-Term Plan:**

This plan implements actions to bring existing Board direction to fruition.

STA is committed to an all-electric Bus Rapid Transit service, The City Line. In addition, STA is implementing additional Battery Electric Buses (BEBs) on the new Monroe-Regal Line. The Monroe-Regal plan serves two functions: 1. It allows STA to gain experience with BEB service prior to the implementation of City Line; 2. It serves as a test bed for potential integration of BEB service in other parts of the system.

**Significant decisions**

- In December 2019, the Board was briefed on the plan to buy four (4) BEB’s as the first installment of the Monroe-Regal test. Actions to procure those buses are underway.
- In April, Staff will request Board award of contract for the 10 City Line buses.
- In July, Staff will request Board award of contract for procurement and installation of the battery charging infrastructure.

**The Long-Term Strategy:**

This strategy lays out how STA will address the opportunities of emerging technology bound by solid fiscal responsibility. The strategy also identifies subsequent decision points where the vision will be validated or modified. A key element of this effort is a detailed study that STA commissioned with the Center for Transportation and Environment (CTE) – a national expert on emerging transportation technology.

Staff will present conclusions and recommendations for a long-term strategy at an April Board Workshop. The CTE final report will also be presented at that time.

Staff will cover the attached timelines at the Committee Meeting.

**RECOMMENDATION TO COMMITTEE:** Information only.

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

March 4, 2020

**AGENDA ITEM 6C** : DRAFT SRTC 2020-2021 UNIFIED PLANNING WORK PROGRAM (UPWP)

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:** The Spokane Regional Transportation Council (SRTC) is the lead agency for coordinating transportation planning activities in the Spokane region. Each year SRTC prepares a Unified Planning Work Program (UPWP) to define and coordinate all planning activities that will be conducted in the metropolitan planning area over the next state Fiscal Year (July 1, 2020 through June 30, 2021). These activities include their core responsibilities as the Metropolitan Planning Organization and the Regional Transportation Planning Organization, including planning projects and activities. The UPWP is completed in coordination with WSDOT and STA. Each cycle STA submits a description of the planning activities it will engage in over the identified State Fiscal Years.

The Planning & Development Committee is asked to review the draft description of STA's ongoing and upcoming planning actives (attached) that will be submitted to SRTC for inclusion in the UPWP.

**RECOMMENDATION TO COMMITTEE:** Information only.

**SRTC July 1, 2020 - June 30, 2021 Unified Planning Work Program;  
Transportation Planning Projects to Be Conducted by Spokane Transit Authority**

### **Implement STA Moving Forward**

In 2014, the Spokane Transit Board of Directors adopted, *STA Moving Forward* a ten-year plan that identifies specific improvements and sequencing to implement STA's Long-Range Comprehensive Plan, *Connect Spokane*. In November of 2016 voters approved Spokane Transit Public Transportation Benefit District Proposition 1, securing funding needed to implement the plan. STA is now engaged in planning to complete the service changes and capital projects outlined by the plan.

#### Expected Outcomes/Products

STA is engaging stakeholders to define the details of the expanded services and capital projects programed in *STA Moving Forward*.

#### Schedule

2014-2028

#### Source of Funds/Budget

Local, State, Federal

### **Transit Development Plan**

Each year, Spokane Transit is required by state law to develop a Transit Development Plan (TDP) and submit it to the Washington State Department of Transportation no later than September 1. The TDP contains a Six-year Plan, Annual Report, Service Implementation Plan and Capital Improvement Program.

#### Expected Outcomes/Products

The development of the 2020 and 2021 TDP will be founded on STA's comprehensive plan, *Connect Spokane and STA Moving Forward*. The TDP includes Spokane Transit's Annual Strategic Plan (as adopted), Capital Improvement Program, the Service Implementation Plan, and the Transit Asset Management Plan. The plan will define what service and capital improvements STA is planning for the current year plus the next 6 years. Development of the TDP will include significant public outreach.

#### Schedule

2020 TDP: December 2019 – September 2020

2021 TDP: December 2020 – September 2021

#### Source of Funds/Budget

Local

## Transit Asset Management Plan

In July 2016, FTA issued a final rule requiring transit agencies to maintain—and document—minimum TAM standards. The new standards will help transit agencies keep their systems operating smoothly and efficiently. As a designated recipient of funds from the State of Good Repair grant program, STA is required to submit a Transit Asset Management Plan. According to MAP-21, this plan must include, at a minimum, capital asset inventories and condition assessments, decision support tools, and investment prioritization. In the plan, STA must also certify that it complies with the rules issued under USC Section 5326(d).

### Expected Outcomes/Products

STA will coordinate with SRTC to prepare a Transit Asset Management Plan in accordance with FTA guidance.

### Schedule

Updated Annually

### Source of Funds/Budget

Local

## Bus Stop Accessibility Improvement Program

Many more barriers to accessibility at STA bus stops exist than possibly be can be addressed all at once with available resources. STA must coordinate with local and regional jurisdictions to identify barriers, prioritize addressing them and to outline funding and a timeline to do so.

### Expected Outcomes/Products

The effort is expected to result in a plan to systematically prioritize and address obstacles to accessibility at bus stops. STA will also develop procedures to periodically review the location and condition of bus stop areas and bus stop amenities.

### Schedule

January 2019-December 2020

### Source of Funds/Budget

Local

## Division High Performance Transit Study

This project will study and form the implementation strategy for Bus Rapid Transit on the Division St. Corridor, a corridor that runs along Division St. between Downtown Spokane and the Wandermere Area of Spokane County.

### Expected Outcomes/Products

Through a coordinated effort with the Washington State Department of Transportation, SRTC, City of Spokane and Spokane County, this project will identify the operational treatments, including but not limited to traffic impact analysis regarding the benefits and operational impacts of various alignments (including a center-running alignment for transit vehicles), Business Access and Transit Lanes, Transit Signal Priority, etc. The location of stations and the level of investment (station amenities, off-board fare payment stations, real-time information, bike lockers, etc.) at those stations will be documented in addition to a study of the frequency, span and type of vehicles that would best suit this High Performance Transit investment.

### Schedule

October 2019 – June 2021

### Source of Funds/Budget

Federal Surface Transportation and Local Funds, Budget of \$500,000

## Division HPT Conceptual Engineering and Environmental Scoping

The next step to follow the Division High Performance Transit Study.

### Expected Outcomes/Products

Develop the Division Line HPT project to a station of preliminary engineering and design to have the following complete: reasonable range of total project cost, draft service plan, anticipated environmental review requirements (NEPA scoping), and preliminary implementation schedule. These will be necessary to enter project development in order to prepare for obtaining a federal capital investment grant in the future, ideally by 2025.

### Schedule

TBD

### Source of Funds/Budget

Local

## Title VI Planning and Systems Analysis

Title VI is a federal statute that states “no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” As part of its obligation to adhere to this statute and associated regulations and guidance, STA is required to submit a program to the Federal Transit Administration (FTA) every three years that documents compliance and analyzes the distribution of transit investments, results of the equity analysis for any major service changes and /or fare changes, and the results of the monitoring program for service standards and policies. The Title VI update includes outreach to people with limited English proficiency (LEP).

### Expected Outcomes/Products

STA will conduct analyses on fare and service changes as warranted by established Title VI policies and continue its transit monitoring program. SRTC may be called upon to assist in data provision and/or analysis. The resulting information will assist in future planning decisions.

### Schedule

Ongoing

### Funding

Local

## I-90/Valley HPT Corridor Design and Preliminary Engineering

In 2013 STA completed a preliminary concept for High Performance Transit between Spokane and Liberty Lake along I-90. The study included conceptual engineering on several park and ride lots and new “flyer stations” along the corridor. Subsequently STA has secured funding for the design and construction of new facilities.

### Expected Outcomes/Products

STA endeavors to construct expanded and more efficient transit facilities along I-90 in Spokane Valley and Liberty Lake to promote and accommodate ridership demand. The design and engineering of these improvements will begin with planning tasks that will include: revisiting the original scope, documenting purpose and need, reviewing and selecting the type, size and location of potential facilities as previously developed by STA, and developing design and preliminary engineering drawings for Mirabeau Park & Ride and the Liberty Lake Park & Ride in light of state and local investments in I-90 access improvements. The results from this effort will transition to a full design and engineering effort in late 2020.

### Schedule

March 2020 – May 2021

### Funding

Local

## STA Facilities Master Plan

The STA Facilities Master Plan will be a major update and follow-up to the 2015 Administrative & Maintenance Facility Master Plan completed in January 2015. The goal of the master plan is to develop a plan for growth and in consideration of board direction related to transitioning to a zero-emission fleet.

### Expected Outcomes/Products

This planning effort will build on past efforts while considering the various scenarios for future transit service levels, as well as the anticipated transition to battery electric buses for part or all of the fixed route fleet, and the infrastructure that will be required to support charging the fleet.

### Schedule

TBD

### Funding

Local



## 5-Mile Park & Ride Mobility Study

In the 2017 Update to *Connect Spokane*, STA added language regarding the development of mobility hubs at existing and future park and rides. STA has identified the 5-Mile Park & Ride as a key park & ride to explore the mobility hub concept.

### Expected Outcomes/Products

This study will research the 5-Mile Park & Ride capacity issues and provide viable alternatives, evaluate mobility hub connections, and review the current configuration for bus operation. Mobility Hubs will include a variety of mobility options, including – carshare, bike and scooter share, and transportation network companies (Uber, Lyft, etc.). This study will determine alternatives for implementation.

### Schedule

September 2020 – December 2021

### Funding

Local

## Connect Spokane Update

In 2010 the STA Board of Directors adopted *Connect Spokane: A Comprehensive Plan for Public Transportation* to guide future decision making related to STA's services, activities and programs. Connect Spokane contains a policy that the plan will be reviewed and updated as appropriate every three years. Consistent with *Connect Spokane* policies the update will include a significant public input element.

### Expected Outcomes/Products

STA is reviewing the existing plan, trends and industry best practices with stakeholders and the public. Revisions will be drafted as needed to address any identified course corrections, updated community goals, and new opportunities and challenges. The revisions will then be reviewed by stakeholders and the public before final action is taken by the STA Board Directors.

### Schedule

March 2020 – May 2021

### Source of Funds/Budget

Local

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

March 4, 2020

**AGENDA ITEM 6D** : CONNECT SPOKANE: MAJOR UPDATE SCOPE OF WORK

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:** *Connect Spokane* is STA's Comprehensive Plan that sets forth a vision and policy framework for at least the next 30 years to guide decisions made by the Board of Directors, staff and partnering agencies. *Connect Spokane Monitoring and Improvement Policy 3.1* states,

*STA shall update Connect Spokane routinely. Spokane Transit will review and update as appropriate the Comprehensive Plan for Public Transportation beginning no later than three years following the last major adoption and/or revision. Significant public outreach shall be required as part of the update process, consistent with the policies of the Communications and Public Input Element.*

The last major update was completed in 2017 and an update for the plan is due to begin no later than 2020.

At the December 2019 Planning & Development Committee meeting, staff presented on certain Work Program assumptions, what's next, and a draft Work Program and schedule.

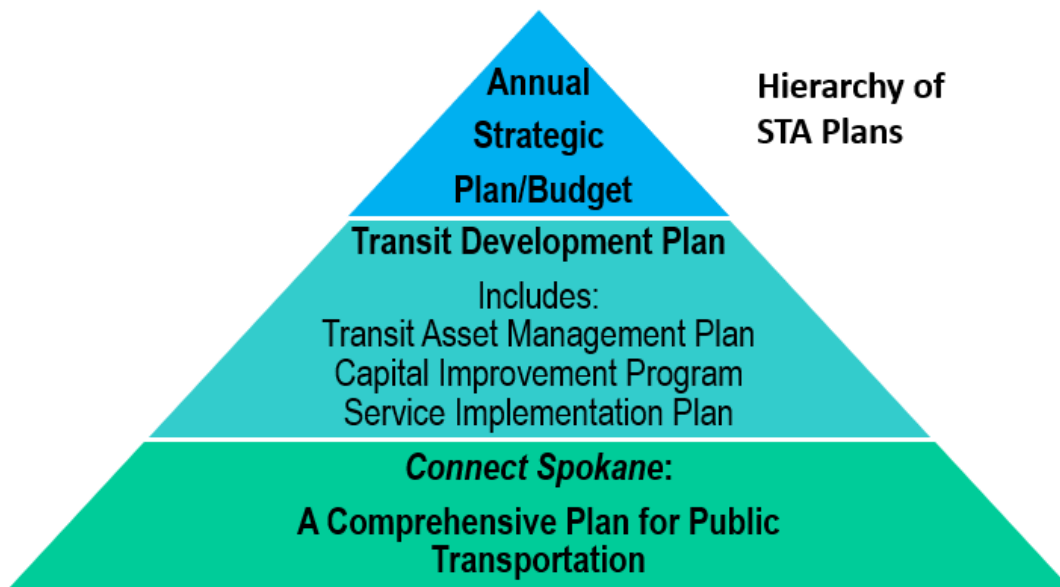
The Work Program assumptions included:

- The High Performance Transit (HPT) network will continue to be a key component of Connect Spokane
- All sections of the Plan are open to review and revision
- Technical assistance and review will be provided by local agency and jurisdictional staff

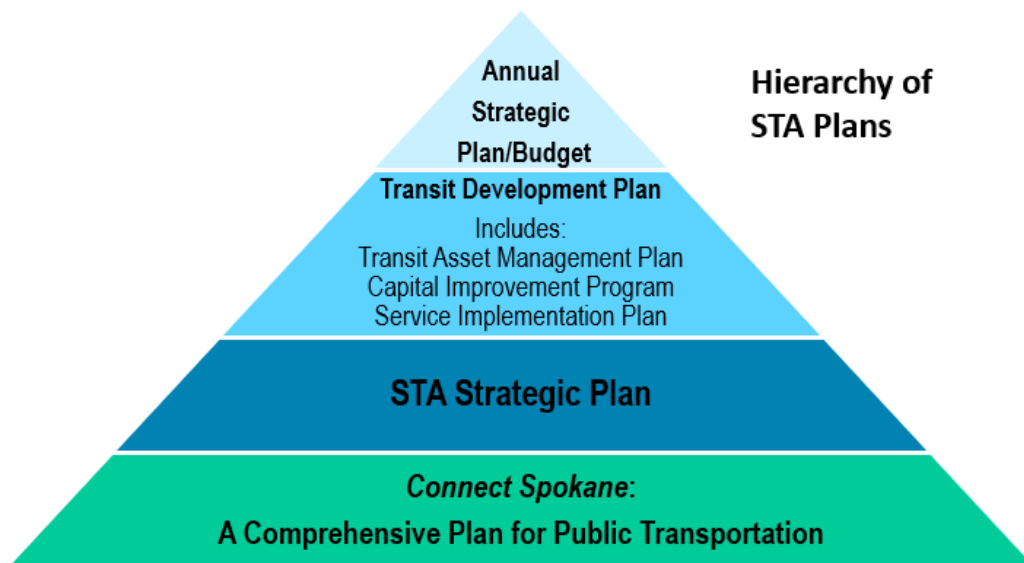
The next steps identified at that point in time were:

- Coordination with SRTC scope/schedule for MTP Update
- Refinements to scope and outreach strategies
- Return to P&D Committee

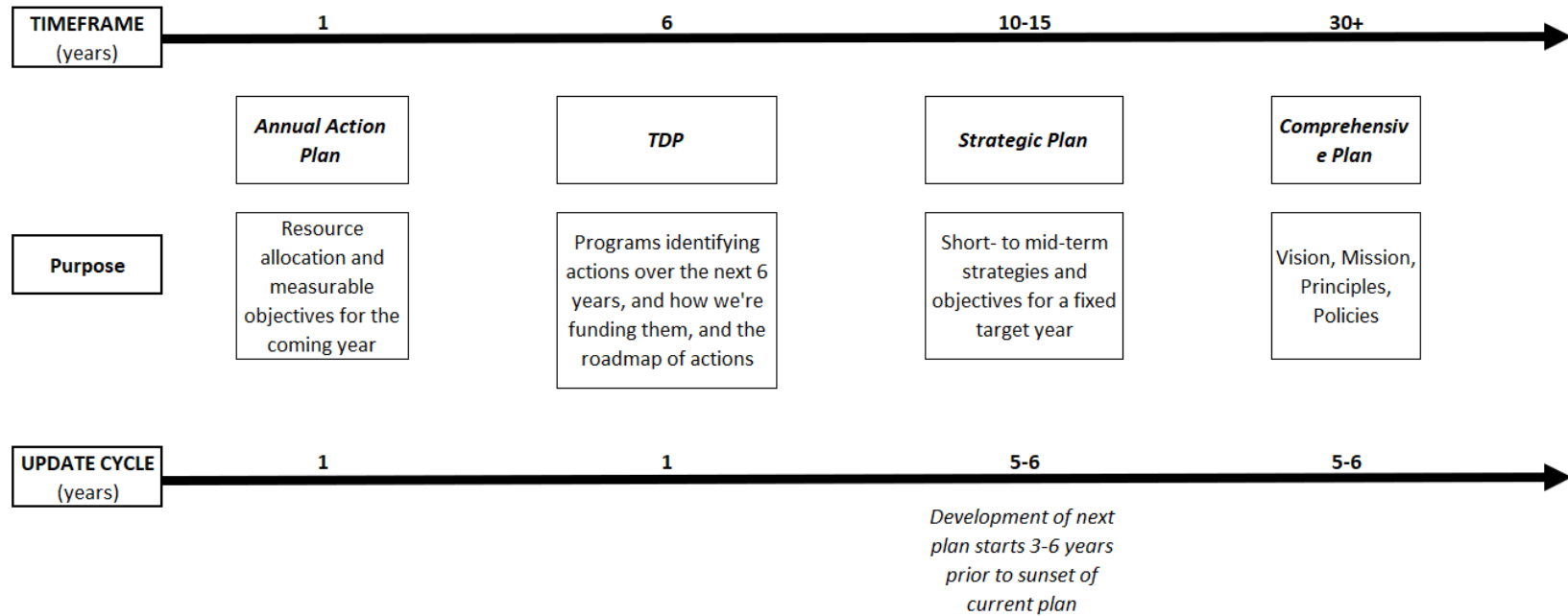
Staff, in internal discussions on refining scope, have identified an opportunity to create a stronger connection between our guiding documents through this update process. Currently, the hierarchy of STA plans looks like:



Staff have identified the opportunity to develop a Strategic Plan that will more closely tie together the Comprehensive Plan with the TDP.



The relationship and timeframes of the documents would be:



The *Connect Spokane Update* will conduct a comprehensive review of the existing document and identify opportunities to streamline the document while identifying new Policies/policy areas that might be necessary to guide STA over the next 25 years.

A Strategic Plan is intended to help STA direct its efforts and resources toward a clearly defined vision for its future. The plan will include benchmarks or milestones that measure progress along the way.

Potential strategic themes include:

- Identifying dedicated infrastructure
- Regional connectivity
- Transit frequency
- Partnerships
- Funding

A proposed Update Work Program, Outreach Program and Schedule for the *Connect Spokane Update* are attached for review and are proposed to be approved by the Board of Directors during the first quarter of 2020.

The proposed work program for the Strategic Plan will be developed in 2020 in conjunction with *Connect Spokane* Policy and Vision Development and brought forward to the P&D Committee in the Fall.

**RECOMMENDATION TO COMMITTEE:** Information only.

# Spokane Transit Authority

## *Connect Spokane* *A Comprehensive Plan for Public Transportation*

### Update Work Program

The *Connect Spokane* principle, *Course Corrections* states, “Course corrections and goal modifications do occur and, if done deliberately, can support dynamic adaptation and improvement.”

Consistent with the existing principles of *Connect Spokane*, this Work Program outlines the tasks to be conducted for the 3-year major update to begin in 2020. *Connect Spokane Monitoring and Improvement Policy 3.1* states:

*STA shall update Connect Spokane routinely. Spokane Transit will review and update as appropriate the Comprehensive Plan for Public Transportation beginning no later than three years following the last major adoption and/or revision. Significant public outreach shall be required as part of the update process, consistent with the policies of the Communications and Public Input Element.*

The effort will engage stakeholders and the public to review and update *Connect Spokane* in order to support deliberate adaptations and improvements.

- Task 1: Adopt Work Program and Outreach Program
- Task 2: *Connect Spokane* Document Review
- Task 3: Policy and Vision Development
- Task 4: Draft amendments
- Task 5: Review and revise draft amendments
- Task 6: Adopt amendments

Note: Public and stakeholder outreach will be conducted where noted.

### Task 1 – Adopt Work Program and Outreach Program (Jan 2020 – Mar 2020)

The Board adopted work program for this update outlines the scope, process and expected outcomes of the update and provides agreement, guidance and transparency regarding what the update will and will not include.

The *Connect Spokane Communications and Input Policy* states that, “Any change which affects the substance of the Comprehensive Plan will require a public hearing and supporting public outreach.” The Board will also adopt an outreach program that outlines the process for public and stakeholder input in the update.

**ASSUMPTIONS:**

- This document is the work program
- The update process will begin in early 2020 and be completed by the end of 2021
- The *High Performance Transit network* will continue to be a key component of *Connect Spokane*.
- The Planning & Development Committee will review and make a recommendation to the Board of Directors on the Work and Outreach Program, then the Board of Directors will adopt them.

**DELIVERABLES:**

- Draft Update Work Program
- Draft Outreach Program
- Final Update Work Program
- Final Outreach Program

**Task 2 – *Connect Spokane* Document Review (Mar 2020 – May 2020)**

STA will conduct an internal review of *Connect Spokane*, looking at the following:

- a. Overall organization of the Plan
- b. Sections/policies that are no longer needed and can be combined/deleted
- c. Sections and policies that need refresh/update
- d. Sections that should be added

Staff will develop a review matrix that clearly identifies those items noted above and which later tasks will build upon.

**ASSUMPTIONS:**

- While *Connect Spokane* contains sections that will clearly remain in this Update, no section is exempt from review and possible adjustments.

**DELIVERABLES:**

- *Connect Spokane* document review matrix
- Staff Report on Task 2 findings
- Presentation(s) to the Planning & Development Committee and Board

## Task 3 – Plan Organizational Framework Update (May 2020 – Aug 2020)

There are two primary objectives in undertaking this Plan Update now:

- (a) Increasing the readability of the document and clarifying its relationship to other STA guiding documents (Task 3); and
- (b) Developing updated policies that will see STA through the next 20 years of growth in the region (Task 4)

Like most long-range plans, *Connect Spokane* contains background information that defines the conditions at the starting point of the plan. However, there is not a section that clearly ties the chapters of *Connect Spokane* together, or define its relationship to the other guiding documents for Spokane Transit. Task 3 will build on Task 2 a.-d. to provide greater context both within the document and to other STA guiding documents. This is envisioned to include tying the Comprehensive Plan to the newly proposed Strategic Plan.

### DELIVERABLES:

- Memo and/or matrix identifying proposed updates for Task 3
- Presentation(s) to the Planning & Development Committee and Board

## Task 4 Policy and Vision Development (July 2020 – Dec 2020)

The objective of this task will be to develop updated policies and vision that will see STA through the next 20-25 years of growth in the region.

First working internally and in collaboration with our jurisdictional partners, and then extending to broader conversations with our customers, the purpose of this task is to identify key policies for STA over the next 25 years as the region continues to grow.

Potential policy themes/topics that may be addressed include:

- Infrastructure
- Regional Connectivity
- Partnerships
- Frequency / Span
- Funding
- Strategic Planning

Staff will engage stakeholders and the public to vet the principles and policies of *Connect Spokane*, based on the findings in Task 2 as well as what is developed in Tasks 3 and 4, with the objective of identifying high-level planning course corrections towards achieving STA's established mission and vision, prior to drafting the update language.



**ASSUMPTIONS:**

- The activities in Task 4 will be the first meaningful touchpoint with the public, as outlined in Task 5.2.
- The identification of major investments may require consultant resources for planning-level analyses of ridership benefits, cost estimates and network integration.

**DELIVERABLES:**

- Memo and/or matrix identifying proposed updates for Task 3.2
- Stakeholder and public high-level concept vetting engagement
- High-level concept vetting findings staff report
- Presentation(s) to the Planning & Development Committee and Board

**Task 5 – Draft Amendments (Oct 2020 – Feb 2021)**

Based on the findings of Tasks 2-4, staff will draft a package of proposed amendments to *Connect Spokane*. Additional research and outreach on specific topics will likely be required as a part of this task.

**ASSUMPTIONS:**

- Draft amendments to *Connect Spokane* will be updates that reflect changing times and course corrections towards achieving STA's established mission and vision.

**DELIVERABLES:**

- Package of Draft Amendments, including one or more new sections of the plan
- Amendments Summary Staff Report
- Presentation(s) to the Planning & Development Committee and Board

**Task 6 – Peer/Public Review and Revision (Oct 2020 – Feb 2021)**

Staff will engage stakeholders and the public to review materials from task 4 and 5.

**Task 6.1 Peer Review**

STA staff will conduct two separate external reviews of the compiled matrix:

1. The PTAC (Planning Technical Advisory Committee) an advisory body to the SCEO (the Steering Committee of Elected Officials), will allow for staff of local jurisdictions to review with an eye towards how transit can best serve their residents; and
2. The WSTA Planners Group, which will provide a statewide transit planning perspective

These external reviews will provide STA with additional grounding for potential changes to the document.

**Task 6.2 Public Review****Goals of the Outreach Program**

Engagement with the public will be a serious undertaking to engage the public in a meaningful manner.

- Developing outreach strategies to reach LEP (Limited English Proficiency) and Title VI populations within Spokane County.

- Involve stakeholders in the process to assist with specific areas of expertise, as well as vet current Connect Spokane principles and policies to help identify the changing opportunities and challenges of furthering STA's mission and vision over the next 30 years.
- Receive feedback on draft amendments to Connect Spokane.
- Identify opportunities for partnerships in achieving shared goals.
- Engaging and collaborating with SRTC as they complete an update to the MTP.

### Stakeholder Workshops

2-4 stakeholder workshops will be held to elicit input during key points in the update process:

- Work Program Task 3 – Plan Update Framework
- Task 5 – Peer / Public Review and Revision

At a minimum, representatives from the following interests will be invited to participate in the stakeholder workshops:

- |                                  |   |                            |
|----------------------------------|---|----------------------------|
| • Jurisdiction Elected Officials | • Agencies and Advocacy Groups representing disabled, low income, minorities, and people who speak limited English. | • Educational Institutions |
| • STA Citizen Advisory Committee | • Relevant Government Agency and Jurisdiction Staff   | • Utilities                |
| • Labor Representatives          | • Chambers of Commerce  | • Other Civic Groups       |

Stakeholder workshops will be open to the public but targeted at representative interests.

### Public Engagement

Public Engagement will begin in Task 3 as STA develops new/updated policies and strategies. The Public Engagement will consist of 2-3 Open Houses, as well as staff engaging in such activities as:

- Farmers Markets and other Community/Neighborhood events
- School activities
- Community Assembly meetings and other neighborhood group meetings

This section will be more developed through internal meetings in Winter of 2019 to continue to develop outreach strategies, including developing strategies to reach LEP (Limited English Proficiency) and Title VI populations within Spokane County.

### Online Stakeholder Survey

An online stakeholder survey will be conducted to supplement the workshops and to reach others who may not be able to participate in person. The survey will focus on the substance of Work Program Task 3.

## Website

STA will develop and host a public-facing webpage for the project. The webpage will provide summary information about the project and its milestones, including draft amendments. It will also provide an email link for site visitors to send comments.

## State Environmental Policy Act (SEPA) Compliance

Once amendments to *Connect Spokane* have been drafted and revised, staff will complete a SEPA Checklist, a SEPA Determination and all required noticing.

## Committee Engagement and Review

The Planning and Development Committee and the Citizen Advisory Committee will be engaged periodically throughout the update process.

## Public Hearing

After the Planning and Development Committee make a recommendation, the Board of Directors will hold a public hearing before taking action on the updates. The hearing will be noticed in the *Spokesman Review* and on STA's website.

## Task 6.3 Revise Amendments

Based on the feedback provided in Tasks 6.1 and 6.2, Staff will revise Connect Spokane for presentation to the Planning & Development Committee and the Board.

### DELIVERABLES:

- Revised Package of Amendments
- Peer Review meetings and meeting summaries
- Public Open House meeting and meeting summaries
- Tabling events and summaries
- Summary Staff Report on Amendment Feedback
- Presentation to the Planning & Development Committee and Board
- Final package of Draft Amendments

## Task 7 – Adopt Amendments (Apr 2021)

After the Planning and Development Committee has made a recommendation on the proposed amendments, the Board of Directors will hold a public hearing at a regularly scheduled meeting. Revisions will be made as appropriate based on hearing testimony. The Board would then take action at their following regularly scheduled meeting.

### DELIVERABLES:

- Public Hearing
- Resolution amending *Connect Spokane*
- Final *Connect Spokane* Amendment

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

March 4, 2020

**AGENDA ITEM 6E :** DIVISION CONNECTS: DIVISION STREET CORRIDOR STUDY UPDATE

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:** The Division Street Corridor Study is focusing on Division Street opportunities and challenges that come with the completion of the North Spokane Corridor and the implementation of High-Performance Transit (HPT) by STA. Through previous planning efforts including the board adopted *Connect Spokane*, the planned mode for the corridor is bus rapid transit.

A High Performance Transit (HPT) corridor provides higher frequency, enhanced, easy-to-use service with improved passenger amenities. Division Street has historically been one of the top performing lines in the STA system, and providing more frequent and faster service along a vital regional corridor that is anticipated to transform considerably over the next decade will provide important access to jobs and housing. Division HPT will operate using a rubber-tired bus to provide maximum design and operational flexibility within the corridor.

The current study has two funded phases, and will result in recommendations that address transit operations, multimodal planning, geometrics, safety, and land use opportunities in the corridor study area. Phase 1 of the study will consist of higher-level public engagement to determine the magnitude of potential and desired transportation and land use change within the corridor, starting with the assumption that there will be HPT service along Division. Phase 1 has a significant public engagement component, in-depth HPT analysis, and multimodal operational analyses to establish baseline and future conditions for the corridor. Phase 2 of the Study will take findings from Phase 1 and further develop alternative concepts for Division Street, including complementary roadway design changes and land use opportunities.

The selected consultant team, led by Parametrix, is wrapping up the State of the Corridor report, with highlights to be presented in committee. Upcoming activities include:

- Website launch (mid-March)
- Survey launch (mid-March)
- Public Engagement kick-off (late March)

Following the public engagement kick-off, opportunities for dialogue and engagement will occur on a monthly basis along the corridor.

**RECOMMENDATION TO COMMITTEE:** Information only.

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

March 4, 2020

**AGENDA ITEM 6F :** CHENEY LINE INFRASTRUCTURE AND ALIGNMENT PLAN

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Karl Otterstrom, Director of Planning and Development  
Nick Hanson, Capital Projects Manager

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**SUMMARY:** Staff presented an update on the Cheney Line Public Outreach Plan at the February Planning and Development Committee meeting, which was then provided as information to the Board of Directors. This update included a summary of potential revisions to the original 2018 project plan that have been identified as the design and planning process has progressed. Additionally, staff presented the schedule approach for public outreach to get feedback on these recommendations and continue to engage the public during design and construction phases.

STA and consultant staff hosted an open house in Cheney, presenting an overview of the Cheney Line plan as it has evolved and specific design options for Four Lakes Station. The purpose of this open house was to get feedback on the proposed routing and service and infrastructure improvements and get input in order to make a final decision on the Four Lakes stop configuration.

On the same day, an online survey was posted to collect feedback on specifics of the proposed plan. This survey will run until March 13, 2020 and can be found at: <https://www.surveymonkey.com/r/cheneyline>

A public hearing on the draft proposed plan is scheduled for the March Board meeting. In April, a final recommendation based on feedback received will be presented to the Board for action.

An excerpt for the Project Definition and Alternative Analysis is provided with this Cover Sheet. It summarizes the project plan development process and presents the draft proposed plan for the Cheney Line.

**RECOMMENDATION TO COMMITTEE:** Information only.

# High Performance Transit: Cheney Line

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## Draft Infrastructure and Alignment Plan

**Prepared for: Board of Directors**

*Draft*

*3/4/2020*



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# Executive Summary

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The Cheney Line is an important element of the envisioned High Performance Transit (HPT) Network and a commitment of the STA Moving Forward plan. Fostering greater ridership in Cheney and the West Plains supports regional economic development and access to jobs and services. The overall project includes state and federal funds and is programmed to have infrastructure in place by late 2021 and new buses in 2022. Risks to state funding due to the passage of Initiative 976, newer station strategies and an opportunity to extend the project length, are reasons to conduct additional public outreach for purposes of bringing forward a revised project plan to the board later this spring for approval.

This report will describe how the draft recommendation was developed, the nature of public outreach, a summary of public input, an outline of recommended changes and the method for seeking additional public input to inform a final recommendation by staff and package of approved changes by the STA Board of Directors. The appendix includes a compilation of written public feedback.



# Development of the Project Plan

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First identified in *Connect Spokane*, the Cheney Line was envisioned to connect Spokane, Cheney and the West Plains Transit Center with all-day, two-way high-quality transit. The Cheney HPT Line Corridor Advisory Panel that convened as part of the planning stages of *STA Moving Forward* concentrated on the line traveling from the EWU PUB to the STA Plaza.

## 2018 Project Plan

The Regional Mobility Grant application submitted in 2018 was founded on the original 2013 plan with corridor infrastructure improvements and the purchase of the region's first double decker buses to enhance speed and reliability. Improvements were planned to be made at Four Lakes (SR904), the Jefferson Lot Park and Ride (I-90), the new West Plains Transit Center and at locations throughout the city of Cheney. Existing stops and stations (approximately 30 locations) throughout the corridor would be upgraded with the HPT Brand, shelters, improved lighting, real-time arrival information signs and improved accessibility. The purchase of up to seven (7) double decker buses was also included to streamline service, expand capacity and replace existing vehicles as part of STA's agency-wide Fleet Management Plan.

This plan was supported by the City of Cheney, Eastern Washington University (EWU) and the West Plains Chamber of Commerce in addition to being verified by Spokane Regional Transportation Council (SRTC) for consistency with regional and local long-range plans.

## 2019 Alignment Reconsiderations

The major renovation of the EWU PUB (completed in late 2018) eliminated an important bus layover and, along with changes to other services in Cheney and the West Plains, prompted reconsiderations of the route endpoints, cycle time and alignment. While past efforts focused on preserving a 90-minute cycle time, this no longer is appropriate, even with the new layover provided by EWU and partially funded by STA at the Surbeck Services Facility.

The Route 64 is today's 7-day a week service between Spokane and Cheney and a forerunner of the Cheney Line. In configuring the route for layover and effective connectivity, it was extended south of the EWU campus to K Street Station. This made better use of a required 120-minute cycle time with two buses running hourly service. Given this headway, particularly nights and weekend, it would be wasteful to revise this

route length of service plan for a 90-minute cycle time. During periods of hourly headways, more than 30 minutes would be extended layover, in addition to the targeted 15% layover, ultimately represented as much as 45% of platform hours during those time periods.

In addition to the above considerations and iterations, there is an interest and ability to relocate the layover for the Cheney Line outside of the Plaza without compromising the service plan cost in terms of buses and revenue hours. Even with the extension to K Street Station, the 120-minute cycle time offers an opportunity to locate the layover to the edge of downtown. EWU has also had a long-term request to extend direct service from EWU to the University District to better serve their Spokane programs. Given this, STA has identified Front Avenue, a public street adjoining the Bookie and WSU Spokane Teaching Health Clinic, as a great opportunity to construct a bus turnaround and layover. The terminal station for this route would be on Spokane Falls Blvd at WSU Spokane, which has been designed and will be constructed as part of the Central City Line project.

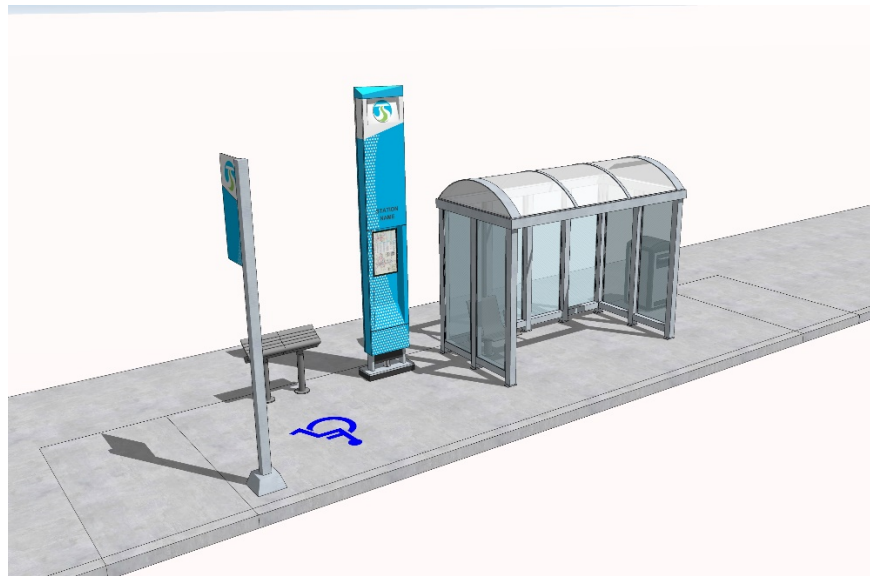
Because the existing downtown layover project (CIP #480) funding is still available (other layover locations have not proven out), and because no other station improvements would be additive, this extension does not increase the Cheney Line project funding requirements. Frequencies of greater than every 30-minute would be provided with the 66 operating on the same pattern but running from the EWU PUB to the STA Plaza only with a 90-minute cycle time. Preliminary scheduling work indicates that a 30-minute headway on the Cheney Line (Route 6) and a 30-minute headway on the 66 could be interwoven to provide a consistent 15-minute headway between the Plaza and EWU, meeting the original intent identified in recommendations from the Corridor Advisory Panel in 2013. This would require seven buses in operation, which is consistent with the number of planned double decker buses (contingent on funding). The alignment would travel along 6<sup>th</sup> Street and Elm Street to access EWU, like today's Route 64 and 66. This is the preferred alignment because it is more geographically centered in Cheney and has long-established ridership patterns.

## **Infrastructure Reconsiderations**

The *STA Moving Forward* plan envisioned HPT service in the Cheney corridor, representing a higher level of passenger amenities over "HPT 'Lite'" improvements called out elsewhere in the plan. The HPT station amenities had been developed with the effort to provide consistent station amenities on the Cheney Line as the Central City Line. Three facts have confronted this assumption. One, the elimination of the PUB as a layover, staging and passenger waiting area has opened the need for a facility on Elm Street that can accommodate a large volume of passengers, even greater than the largest Central City Line stations. Two, the cost estimates for HPT station amenities in a complete package would be in excess of the project budget. And finally, HPT has evolved to recognize a greater level of

investment and attendant distinct branding for the Central City Line over other lines. While still providing a level of identification with markers and more shelters, eliminating the use of HPT shelters while applying other station amenities, such as the markers, can ensure the project budget can be applied to other geometric improvements, as originally envisioned.

Figure 1 depicts what a typical HPT stop would now look like with a distinctive wayfinding marker and a standard bus shelter with seating.



**Figure 1 HPT Bus Stop**

## **Revised Preferred Project Scope**

To mitigate the risk of funding loss due to I-976, STA performed an alternatives analysis of five different scenarios. Additionally, STA has been working with regional partners and the legislature to lobby for the full funding. Based on the analysis and feedback received from legislators, STA is operating under the assumption that the full project funding will be available. As such, the project plan is being finalized and will shortly move into the project development phase. This analysis is summarized in a January 6, 2020 Memorandum titled *HPT Cheney Line: Funding Mitigation Preferred Alternative*.

The revised preferred scope includes the following:

- Extension of HPT service from K Street Station to the U District.
- Construction of a layover at the U District (separately funded project).
- Replacement of the HPT shelters with standard shelters (approximate savings of \$100k per location).

- Additional geometric and pedestrian improvements to increase safety, reliability and speed.
- Jefferson Park and Ride transit lane, HPT amenities and branding improvements.

# Summary of Public Outreach

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STA developed a Public Outreach Plan to solicit input from the public on the proposed revisions to the original plan. The following strategies will be used to engage the public: Online surveys, public meetings, stakeholder presentations, open houses, tabling at the PUB, email, social media and website updates. Based on initial feedback, STA plans to present this Draft Infrastructure and Alignment Plan at a public hearing on March 19. The final plan will be presented to the Board of Directors in April for approval. Below is the current public outreach schedule.

**Table 1 Public Outreach Preliminary Schedule**

Cheney Line Public Outreach Preliminary Schedule	
Phase/Task	Date
<b>General</b>	
Cheney Line <u>Rider Round Table</u>	July 30 2019
2020-2022 Service Change <u>Online Open House</u>	November 2019
2020-2022 Service Change <u>Online Survey</u>	February 2020
Planning & Development Committee Update	February 5, 2020
Cheney Line <u>Online Survey</u>	February 13 – March 13, 2020
ASEWU Transportation Panel	March 5 2020
Cheney City Council <u>Presentation</u>	March 2020
Board of Directors <u>Public Hearing</u>	March 2020
Board of Directors Approval of Plan	April 2020
<b>Phase 1</b>	
Four Lakes Design & Corridor Plan <u>Public Meeting</u>	February 13 2020
Four Lakes Construction <u>Open House</u>	May 2020
Eagle Station Design & Corridor Plan <u>Tabling</u>	April 2020
Eagle Station Construction <u>Stakeholder Outreach</u>	July 2020
<b>Phase 2</b>	
Stops and Roadway Improvements Design <u>Open House</u>	Fall 2020
Stops and Roadway Improvements Const. <u>Open House</u>	Spring 2021
Cheney Line Construction Webpage	Spring 2021
<b>Phase 3</b>	

## **Summary of Online Survey Feedback**

A summary of the online survey feedback will be provided after the survey closes on March 13. The results of the survey and summary of the February Open House will be provided as an appendix.

# Recommended Project Plan

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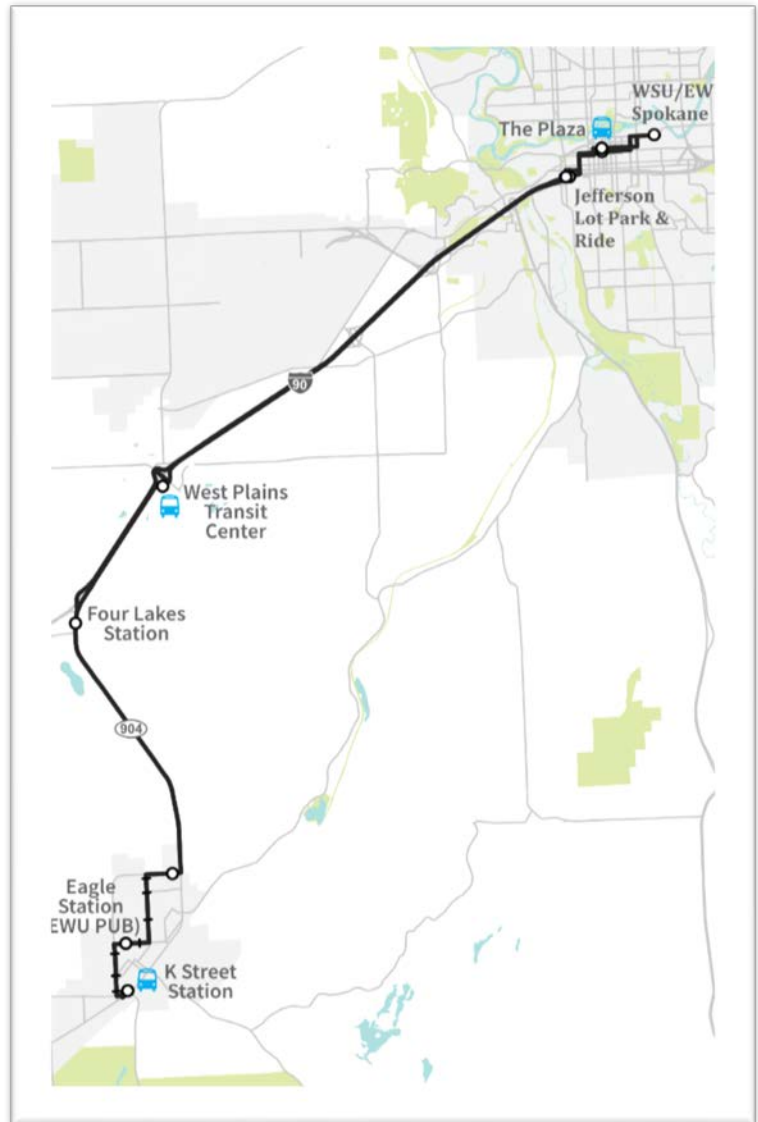
The recommended infrastructure and alignment plan is summarized below:

- **Extend HPT Service:** Replace the existing Route 64 with the new Route 6. Service would be extended from K Street Station to the U District to improve scheduling efficiency and customer requests. This route would continue to serve the Salnave/Presley area in one direction during peak commute times. The service is planned to begin in September 2020.
- **Standard Shelters:** Replace the previously planned unique HPT shelters with STA's standard bus shelter. This results in an approximate cost savings of \$100,000 per shelter. The intent is for these savings to be reinvested throughout the project and to provide shelters at more locations. Based on public outreach, shelters at more locations is a high priority for STA customers.
- **Corridor Improvements:** Geometric and pedestrian improvements to increase safety, reliability and speed. Savings on shelters will be utilized to expand these improvements. Includes the closure and relocation of some existing stops to further increase the efficiency of the route. Final proposed alignment and service considerations are discussed below.
- **Existing Facility Upgrades:** Improvements at Jefferson Lot Park and Ride, West Plains Transit Center and K Street Station to include geometry revisions and addition of distinctive wayfinding. At Jefferson Lot Park and Ride, the geometry will be revised to include a transit only lane with the potential to construct a more direct route to the I-90 on ramp as funding allows.
- **Accessibility Improvements:** Improve existing bus stop locations by providing new sidewalk and platforms (where warranted) to meet ADA accessibility guidelines.
- **Enhanced Amenities:** Provide stop amenities including shelters, distinctive wayfinding markers, benches, leaning rails, waste and recycle bins and real time signage. The level of investment will vary based on current and project ridership at each stop location.
- **Double Decker Buses:** Implement the regions first Double Decker buses to provide a safer and more comfortable ride for passengers as well as increase the efficiency of the route.

## Proposed Alignment

The proposed alignment for the new Cheney Line (Route 6), based on public input, would be expanded to service both K Street Station and the U District in Spokane. This will provide EWU students and faculty a one-seat ride between both campuses. Currently, EWU programs have classes at the WSU health sciences buildings at the U District. Beginning in Fall 2020, EWU plans to begin shifting programs to the new Catalyst building on the South end of the new Gateway Bridge. According to faculty, the intent is for these programs to reside completely in Spokane; the students would not be required to commute to Cheney to take any classes unless they choose to do so. Although a separation is the University's intent, STA still anticipates a need for this connection for faculty and staff and recommends reevaluating the efficacy once EWU has fully transitioned their programs into the new buildings.

The terminus of this route will be at the North end of the new Gateway Bridge. The Cheney Line will share its final stop with the City Line, along Spokane Falls Boulevard. A layover and bus turnaround will be designed and constructed along Front Avenue adjacent to the Teaching Health Clinic under a separate project. STA had multiple discussions regarding the terminus of this Route given the fact that EWU is shifting to the Catalyst building. Ultimately, in order maintain connections at the Plaza and accommodate the height of double decker buses (Jefferson Street is only route under the viaduct that they can fit) it was decided to keep the terminus on the North side of the bridge. Students, staff and faculty would have the option of walking approximately 1000 feet over the bridge or making a connection with Route 90 Sprague (another future HPT corridor) to get to the Catalyst building.



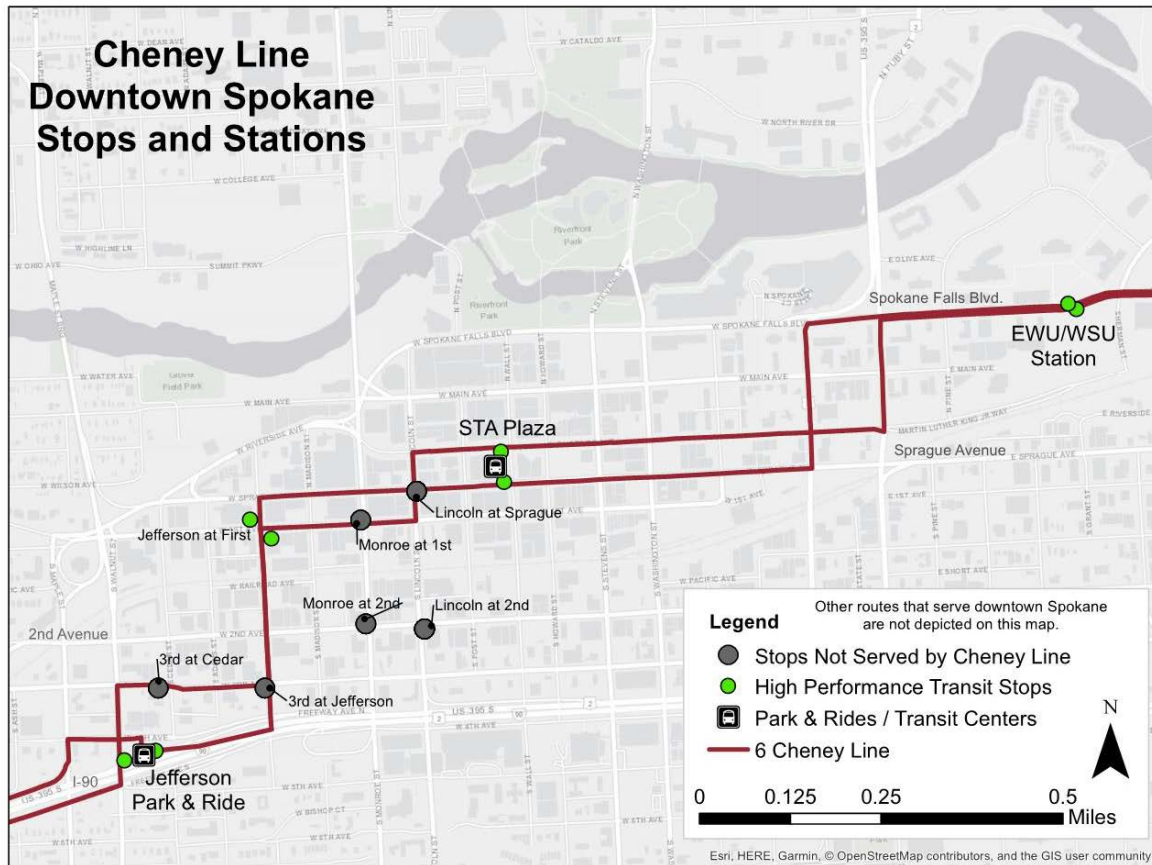


## Four Lakes Station

The existing stop in the Four Lakes community are being relocated and improved to include platforms, sidewalk, shelters, lighting and real time signage. In addition to these stop improvements, a new crosswalk and sidewalk will be constructed at the intersection of SR-904 with 1<sup>st</sup> Avenue to provide a safe connection for the community. The exact configuration of the stops has yet to be decided but STA is exploring two options. The first includes a combination of a pullout in the Southbound direction and an in lane stop Northbound. Option 2 includes pullouts in both directions. In close coordination with WSDOT and Spokane County, the intersection will be revised to eliminate left turns onto 1<sup>st</sup> Avenue and from 1<sup>st</sup> Avenue onto SR-904. This will improve the vehicle and pedestrian safety at the intersection and is expected to have a minimal effect on local traffic because there exist easy routes to intersections with better lines of sight and capacity. Additionally, the number of turning movements from and onto 1<sup>st</sup> Avenue is very low based on a traffic study performed by STA's design consultant, Lochner.

## Proposed Routing

To better increase efficiency and reliability, STA intends to consolidate and/or relocate existing stops served by the current Cheney Routes. Figure 1 below shows the existing and new stops in the Spokane Area. The highlighted green are new or current stops that will be served. The greyed-out stops will no longer be served by the Cheney Line but will remain open as they are shared with other STA Fixed routes. A new stop will be required at Jefferson and 1<sup>st</sup> Avenue which will require the removal of some existing parking and close coordination with the City. The EWU/WSU Station (yet to be named) is a new pair of stops constructed as part of the City Line Project. As noted above, the route was adjusted to use Jefferson Street since this is the only route by which the viaduct clearance can accommodate the height of a double decker bus.



**Figure 2 Downtown Spokane Stops**

In Cheney, stops are planned to be consolidated along 6<sup>th</sup> Street. Peak time service to the Salnave and Presley area is not shown on this map but is still a part of the service plan. The stops on Betz near SR-904 will be improved and will make up Betz Station. The two existing stops on Elm, adjacent next to the Pence Union Building, will be relocated, enhanced and coupled with the existing stop for the local routes to make up Eagle Station. The greyed-out stops shown in the map below would be closed under this proposal.

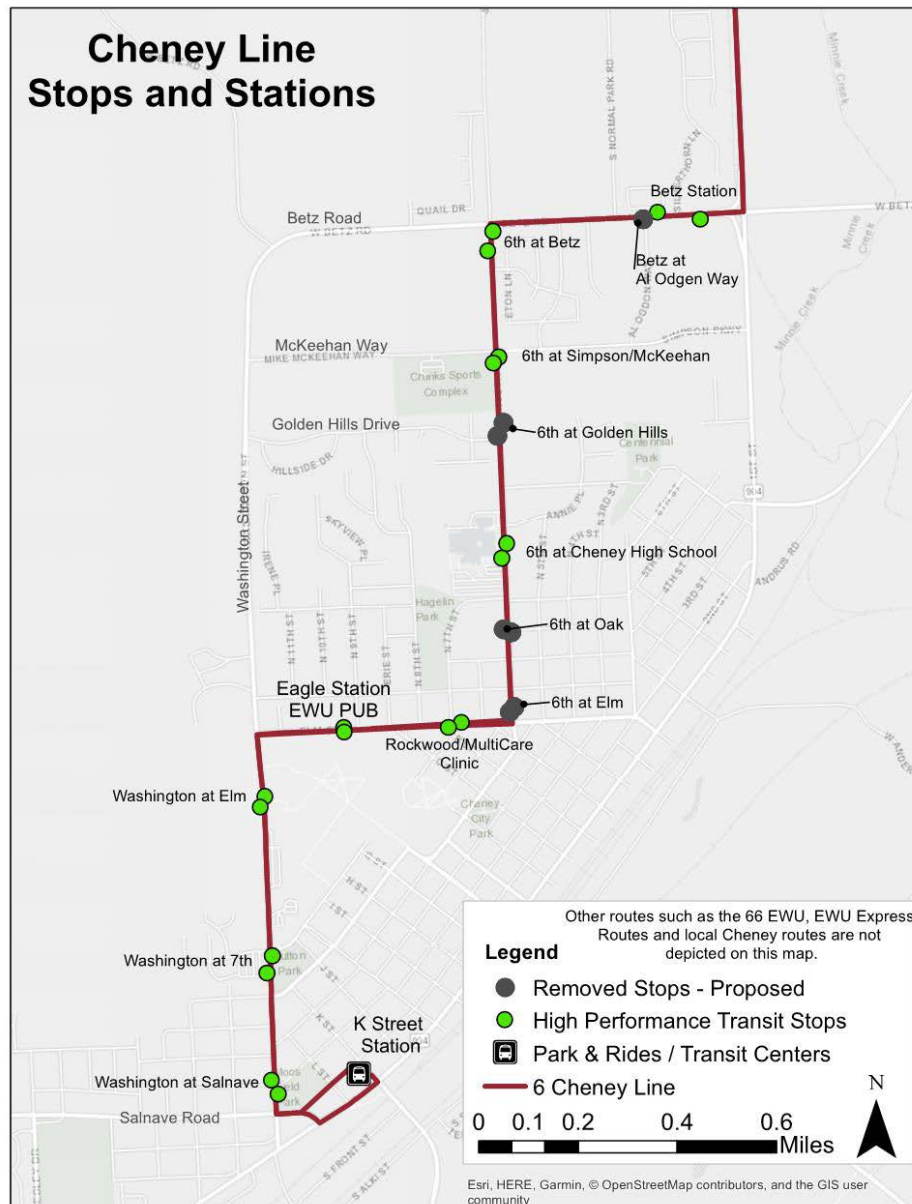


Figure 3 Cheney Stops and Stations

## Additional Cheney Service Considerations

The Cheney Line is planned to operate with two routes, the 6 and 66. The 6 will run daily between K Street station in Cheney and WSU Spokane, replacing the existing 64. The route 66 supplements the 6 on the corridor on weekdays, providing a combined 15-minute frequency between EWU and the STA Plaza.

Express routes will continue to serve EWU from locations around the region at peak times and will bypass the West Plains Transit Center.

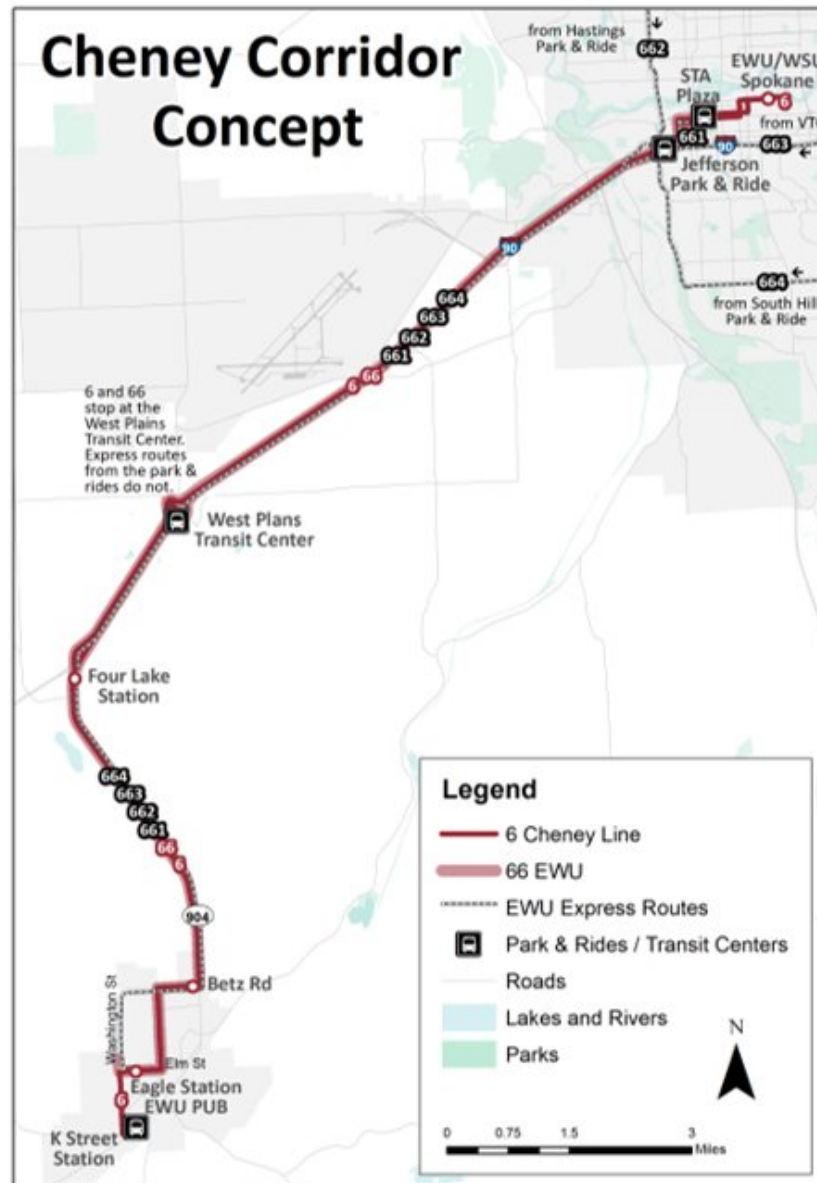


Figure 4 Cheney Corridor Concept

**Table 2 Cheney Service Plan**

<b>Route</b>		<b>AM Weekday peak (~ 6:30-8:30 AM)</b>	<b>Mid- Weekday</b>	<b>PM Weekday peak (~ 4:00-6:30 PM)</b>	<b>Weekday Evening</b>	<b>Saturdays</b>	<b>Saturday Evenings/Nights</b>	<b>Sundays and Holidays</b>
6		30	30	30	60	60	60	60
66 non-EWU- schooldays		30	-	30	-	-	-	-
66 EWU School Days		30	30	30	-	-	-	-
661(EWU School Days only)		^	^	^	-	-	-	-
662 (EWU School Days only)		2 trips	-	-	-	-	-	-
663 (EWU School Days only)		3 trips	-	-	-	-	-	-
664 (EWU School Days only)		2 trips	-	-	-	-	-	-

30\*At least every 30 minutes and more frequently to respond to demand

^Based on demand and interline opportunities

## List of Proposed Changes to 2018 Plan

Table 3 List of Proposed Changes

Proposed Revision	Rationale
<b>Extend service between K Street Station and U District</b>	Provide one-seat ride between both EWU program locations and improve connections between the West Plains and Eastern Spokane.
<b>Replace HPT shelters with Standard Shelters</b>	Approximate cost savings of \$100k per shelter. Reinvest these savings into additional corridor and infrastructure improvements
<b>Provide distinctive wayfinding at all stops</b>	A consistent brand of wayfinding will identify this corridor as High Performance Transit with enhance amenities. Will also act as wayfinding for customers less familiar with the system
<b>Additional investment in infrastructure improvements</b>	Geometric and pedestrian improvements utilizing shelter savings to further improve safety and connections to the bus stops. Roadway improvements for bus only movements to increase safety, reliability and speed.

## Budget Considerations

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The Final Recommendation will include an analysis of the service plan requirements and the budgeted revenue hours for service with double deckers and Service without double deckers. That analysis will be summarized here.

Additionally, as more information becomes available with the State funding, the project budget will be updated.

## Project Next Steps and Schedule

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This draft Infrastructure and Alignment Plan will be presented to the Planning & Development Committee for information on March 4, 2020. Then it will be presented at a

Public Hearing at the Board meeting on March 19, 2020. Following the public hearing, the project plan will be updated based on feedback from the Open House, Online Survey and Public Hearing and the final plan will be presented to the Board of Directors for approval in April 2020.

The anticipated project schedule is provided as Appendix A. Phase 1 of the project includes the construction of Four Lakes Station, Eagle Station and the Service change. Phase 2 includes the construction of the overall corridor improvements such as the stops, roadway improvements and installation of wayfinding. Phase 3 of this project is the implementation of Double Decker Buses.

# Appendix A

## Project Schedule

	2019				2020												2021												2022										
	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S		
Outreach																																							
Board Action																																							
Phase 1																																							
Phase 2																																							
Phase 3																																							

W – Board Approval of recommended plan

X – Award of Contract: Four Lakes Station Construction

Y – Award of Contract: Eagle Station Construction

Z – Award of Contract: Corridor Improvements Construction



## **Appendix B**

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### **Online Survey Questions and Results and Public Feedback**

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

March 4, 2020

**AGENDA ITEM 8 :** REVIEW APRIL 1, 2020 DRAFT COMMITTEE MEETING AGENDA

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Karl Otterstrom, Director of Planning and Development

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**SUMMARY:** At this time, members of the Planning and Development Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the April 1, 2020 Committee meeting. Proposed agenda items include:

- Minutes of the March 4, 2020 Committee meeting – *Corrections/Approval*
- 2020 Transit Development Plan: Finalize Mid-range Planning Guidance – *Board Consent*
- City Line: Approve Construction Communications Plan – *Board Consent*
- Mobility On Demand: ~~Approve-Pilot~~ **Proposed** Project Implementation plan and Performance Measures – *Board Consent*
- Cheney Line Infrastructure and Alignment Plan – *Board Consent*
- **City Line: Operations and Maintenance Agreement** – *Board Consent*
- 2020 Transit Development Plan: Review Preliminary Revenue and Expenditure Forecast Assumptions – *Report*
- 2020 Transit Development Plan: Major Activities (2021-2026) – *Report*
- FTA Section 5310 Funding Call For Projects Timeline – *Report*

**RECOMMENDATION TO COMMITTEE:** Review and discuss.

**COMMITTEE ACTION:**

**RECOMMENDATION TO THE BOARD:**

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_ Chief Executive Officer \_\_\_\_\_ Legal Counsel \_\_\_\_\_

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

March 4, 2020

**AGENDA ITEM 9: NEW BUSINESS**

**REFERRAL COMMITTEE: N/A**

**SUBMITTED BY: N/A**

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**SUMMARY:** At this time, the Committee will have the opportunity to initiate discussion regarding new business relating to Planning and Development.

**RECOMMENDATION TO COMMITTEE: N/A**

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

March 4, 2020

**AGENDA ITEM 10 :** COMMITTEE MEMBER'S EXPRESSIONS

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** N/A

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

**RECOMMENDATION TO COMMITTEE:** N/A