

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

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, November 4, 2020, 10:00 a.m.

Via Video Conference

Committee Members: [Click here to join the meeting](#)

General Public: [Click here to join the meeting](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: 146 551 4464

AGENDA

Estimated meeting time: 90 minutes

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(15 minutes)*
 - A. Minutes of the September 30, 2020 **(October)** Committee Meeting -- *Corrections/Approval*
 - B. High Performance Transit (HPT) Amenities Installation Scope of Work – *(Otterstrom/Hanson)*
4. Committee Action
 - A. Board Consent Agenda *(20 minutes)*
 1. Recommended Draft 2021 Annual Strategic Plan – *(Otterstrom)*
 2. STA Moving Forward: 2020 Plan Amendment (by Resolution) – *(Otterstrom/Tresidder)*
 - B. Board Discussion Agenda *(10 minutes)*
 1. City of Spokane Riverside Project Order Agreements – *(Otterstrom/Bielaski)*
5. Reports to Committee *(20 minutes)*
 - A. Proposed 2021 Operating and Capital Budgets – *(Liard)*
 - B. Draft 2021 Planning and Development Committee Work Program – *(Otterstrom)*
6. CEO Report *(10 minutes)*
7. Committee Information
(No information included this month.)
8. December 2, 2020 Committee Meeting Agenda
9. New Business *(5 minutes)*
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, December 2, 2020, 10:00 a.m. via Webex.

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate.

Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

November 4, 2020

AGENDA ITEM 2 : COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

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

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

RECOMMENDATION TO COMMITTEE: N/A

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

November 4, 2020

AGENDA ITEM 3A : MINUTES OF THE SEPTEMBER 30, 2020 (OCTOBER) COMMITTEE MEETING

REFERRAL COMMITTEE: N/A

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

SUMMARY: Draft Minutes of the September 30, 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 AND DEVELOPMENT COMMITTEE MEETING

DRAFT Minutes of the September 30, 2020, **(OCTOBER)** Board Meeting
Via Video Conference

MEMBERS PRESENT

Chris Grover, Small Cities Representative
(Cheney) – *Chair*
Candace Mumm, City of Spokane
Pamela Haley, City of Spokane Valley
Karen Stratton, City of Spokane
Kevin Freeman, Small Cities Representative
(Millwood) *Ex Officio*
E. Susan Meyer, Chief Executive Officer
Ex Officio

STAFF PRESENT

Karl Otterstrom, Director of Planning & Development
Brandon Ropez-Betty, Director of Communications
& Customer Service
Fred Nelson, Chief Operations Officer
Monique Liard, Chief Financial Officer
Nancy Williams, Director of Human Resources &
Labor Relations
Vicki Clancy, Executive Assistant to Director of
Planning and Development

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

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

Chair Grover called the meeting to order at 10:00 a.m. and conducted roll call.

2. **COMMITTEE CHAIR REPORT**

None.

3. **COMMITTEE ACTION**

A. Minutes of the September 2, 2020 Committee Meeting

Chair Grover moved to approve the September 2, 2020, Planning and Development Committee meeting minutes. Ms. Candace Mumm seconded, and the motion was approved unanimously.

4. **COMMITTEE ACTION**

A. **BOARD CONSENT AGENDA**

(No items being presented this month.)

B. **BOARD DISCUSSION AGENDA**

(No items being presented this month.)

5. **REPORTS TO COMMITTEE**

A. **DRAFT 2021 ANNUAL STRATEGIC PLAN**

Mr. Otterstrom presented. According to the 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. This includes an annual strategic plan that is operationalized by the annual operating and capital budgets that addresses major objectives, goals, and strategies for the year.

Mr. Otterstrom briefly reviewed notable projects that will be completed in 2021 and projects that will be underway during the year. Staff hopes to present this draft to the Board Operations Committee next week.

Ms. Candace Mumm requested additional information on the fare collection system upgrade project, a project that will be underway in 2021. Ms. Monique Liard responded that staff will present the selection process to the PMER Committee later this afternoon.

Chair Grover welcomed Mayor Kevin Freeman and Councilmember Karen Stratton.

B. DRAFT 2021 OPERATING AND CAPITAL BUDGETS

Ms. Liard presented the Draft 2021 Operating and Capital Budgets. As in past years, staff prepares the draft budget in line with the STA Vision and Mission statements and with board guidance. The draft budgets align with the organizational priorities.

Operating Budget --The draft budgets assume \$96,994,755 in operating revenues, a decrease of \$14,203,143 (-12.8%) compared to the 2020 adopted budget. The decrease is driven by a reduction in fare and sales tax revenues. Pandemic economic conditions this year have reframed the operating budget assumptions.

The draft budget proposes \$82,089,991 in operating expenditures, a decrease of \$2,031,297 (-2.4%) compared to the 2020 adopted budget. The decrease reflects the actions, both current and proposed, to constrain and reduce costs.

Capital Budget --2021 will feature significant investments in capital projects, with a total draft Capital Budget of \$71,916,086. Funding sources include federal (\$36,229,851 / 50.4% of the total), state (\$2,604,909 / 3.6% of the total), and local (\$33,081,326 / 46.6% of the total). STA does not have a fleet replacement contribution planned for in 2021 as the fleet replacement fund balance was deemed sufficiently funded for upcoming vehicle replacement expenditures.

Ms. Liard reviewed the budget comparison 2020 to 2021 and the 2021 cash and reserve analysis. Staff expect almost \$15M of revenue over operating expenses, along with the cash on hand funding the local share of capital projects included in the draft budget. The 2021 estimated end of year cash balance after reserves is projected to total \$77,373,686.

This draft budget will be reviewed at the October Board meeting. Citizen and employee outreach will take place in November. A public hearing will be held at the November 19 Board meeting along with the adoption of the 2021 Strategic Plan. A recommendation of the 2021 final budgets will be presented at the December 2 Planning and Development Committee. Board adoption of the 2021 Final Proposed Budget-Operating and Capital is at the December 17 Board meeting.

C. STA MOVING FORWARD: 2020 PLAN AMENDMENT

Mr. Otterstrom presented. The COVID-19 Pandemic has significantly disrupted social activity, transit ridership and the region's economic expectations. In many ways, the extent and duration of these disruptions are unknown and unpredictable. In response, STA is adjusting the timeline for planned service growth and new capital projects that are identified in the *STA Moving Forward* plan. These adjustments are reflected in the recently adopted Transit Development Plan: 2021-2026.

For reference, the current version of the plan may be found online here:

https://s3.us-west-2.amazonaws.com/stamovingforward/documents/STAMF-Plan_June-2016_Final.pdf?mtime=20160720122727

Mr. Otterstrom reviewed the proposed revisions to this plan, compiled as a new appendix that identifies adjustments in project timing.

New Appendix C proposes the following:

- Amends the target year for completion of 12 identified projects
- Amends project description for one project
- Keeps all projects from the adopted STA Moving Forward
- Projects still meet overall timeline for adopted plan

A public hearing took place at the October 15 Board meeting. The committee is scheduled to make a recommendation to the board on November 4, 2020.

One of the original projects of the *STA Moving Forward* plan that has a proposed adjustment in timing is a pilot project to extend service along I-90 to Post Falls and Coeur d'Alene. The pilot project has been timed to be the last project in the plan's implementation timeline. Mr. Otterstrom reviewed previous outreach that led to inclusion of the project in *STA Moving Forward* and data related to travel demand in the corridor.

Ms. Mumm requested that verbiage be changed to reflect the collaboration of funding resources for the Coeur d'Alene extension with the word, "partnership". Mr. Otterstrom agreed to make this revision prior to the public hearing at the October 15 Board meeting.

6. CEO REPORT

Ms. Meyer presented the CEO Report:

September Sales Tax Update – Revenue collected on July retail sales was 1.5% above September 2019 (\$0.1M), 7.5% YTD above 2018 actual (\$4.6M), and 0.5% YTD above budget (\$0.3M).

City Line Construction – Crews are currently constructing a City Line station on Main Avenue at Division Street. There is about four weeks of construction left on that street. There is a lane open so cars can still get through; however, parking is constrained. A flagger will be added to aid in making parking available in the construction zone. Cameron-Reilly will open up some parking areas after hours. There will be two spaces for food delivery and 12 additional parking spaces on weekends and evenings for customers. There is a public liaison for this project, Tina Brisson. Contact the City Line Hotline (1-844-879-3988) with questions and/or comments. This will be communicated to the downtown businesses later this afternoon.

Battery Electric Bus Infrastructure Charging Project – Earlier this week STA hosted Proterra, the company providing an inter-operable charging system, for a kickoff of the Battery Electric Bus Infrastructure Charging Project. Both Proterra and New Flyer buses will charge with the interoperable systems that will be installed. The equipment will be installed at Boone Northwest Garage, Spokane Community College Transit Center and Moran Station Park and Ride.

Spokane Community College Ground Lease Amendment Finalization – STA is finalizing this ground lease agreement with Community Colleges of Spokane to cover the way that STA provides security at

the Spokane Community College Transit Center. There will be an agreement to bring to the committee next month.

Plaza Security – STA pays \$117,000/year for a Spokane Police Department (SPD) officer to be at the Plaza full time under an agreement approved by the board. The precinct across the street is now open which provides synergy. There are ten parking spaces in the garage for the officers to support the precinct. Ms. Mumm suggested if the parking spots are not being used, that those should be freed up. Usage of the parking spots are being monitored and Ms. Meyer will get back to the committee at a later date.

Ms. Pam Haley commented that there has been an amazing difference for the downtown community since the SPD Officer began walking around. She is very thankful.

7. COMMITTEE INFORMATION

- Connect Spokane Update – *as presented*

8. REVIEW DECEMBER 2, 2020, COMMITTEE MEETING AGENDA

9. NEW BUSINESS -- *None*

Ms. Mumm asked if any virtual events are being offered in place of the regular on ground APTA Conference. Ms. Meyer responded that there is a virtual meeting, and an agenda will be sent to the committee. Dana will coordinate registrations for interested members. APTA has not yet indicated if their March event will take place. Staff will need to review transit climate with legislatures in Washington D.C. to determine if an in-person visit is appropriate.

10. COMMITTEE MEMBER'S EXPRESSIONS -- *None*

11. ADJOURNED

With no further business to come before the Board, Chair Grover adjourned the meeting at 11:30 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, DECEMBER 2, 2020, 10:00 a.m. VIA WEBEX.

Respectively submitted,

Vicki Clancy

Vicki Clancy, Executive Assistant
Planning and Development Department

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

November 4, 2020

**AGENDA ITEM 3B : APPROVAL OF HIGH PERFORMANCE TRANSIT (HPT)
AMENITIES INSTALLATION SCOPE OF WORK**

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

SUMMARY: Staff is seeking committee approval of the Scope of Work for HPT Amenities Installation and authorization to advertise an Invitation for Bid (IFB) package. A procurement where the contract value is expected to exceed \$1 million is required to receive committee approval of the scope of work prior to the IFB being advertised.

BACKGROUND: STA's High-Performance Transit (HPT) network is a network of corridors that provide all-day, two-way, reliable, and frequent service that is competitive to private automobiles and features improved amenities. Enhanced passenger and stop amenities are a notable component of the plan and include shelters, station markers, light and technology poles, lighting, benches, leaning rails, digital signs, cameras and fare collection equipment.

The fabrication and procurement of the amenities for HPT stations is being accomplished through a combination of new and existing contracts. Because these amenities will need to be installed in multiple locations and throughout multiple corridors over the next several years, STA proposes to procure and subsequently award a contract that includes installation at stations for the following projects/corridors: City Line, Monroe-Regal Line, Moran Station, STA Plaza and the Cheney Line. This will ensure continuity of components across stations and eliminate the need to train a new contractor for each project.

The general scope of work accompanies this staff report and recaps the requirements of the installation services. In general, the components to be installed under this contract vary by corridor and site and are grouped in packages for the various HPT stations. The scope comprises 33 stations along the City Line and 32 stations and other locations throughout the other HPT corridors and facilities. STA will furnish all amenities and components to the Contractor for installation. The City Line work will be prioritized in 2021, with some minor exceptions, over all other work to ensure current schedules are maintained.

The estimated cost of this contract over the initial term is approximately \$3.1 million and would be funded through the budgets of the various HPT projects/corridors listed above. In addition to city and county licensing requirements and state public works requirements, the contractor will be required to meet all applicable federal terms and conditions as stipulated by the Federal Transit Administration (FTA).

STA staff and STA's consultant, IBI Group, are working toward a bid advertisement for this Scope prior to the end of this year with a bid opening in February 2021. All bid proposals will be evaluated based on STA's bid policies and contract documents including a detailed work plan, past work experience and references to determine the lowest responsive bid from a responsible bidder. Once the successful bidder is selected and all appropriate evaluations have been completed, staff will seek Board approval to award a contract for the bid amount.

Below is the anticipated schedule for this procurement. These dates are subject to change as they are dependent upon the delivery timelines for fabricated amenities which are procured through a separate contract.

| Milestone | Date |
|---|-------------|
| Bid Advertisement | 12/17/2020 |
| Bid Due Date | 02/04/2021 |
| Award of Contract | 3/18/2021 |
| Notice to Proceed | April 2021 |
| Installation Training | Summer 2021 |
| Start of City Line Amenities Installation | Summer 2021 |

RECOMMENDATION TO COMMITTEE: Approve the general Scope of Work for HPT Amenities Installation and authorize the release of an Invitation for Bid (IFB).

COMMITTEE ACTION:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

High Performance Transit (HPT) Amenities Installation

General Scope of Work

Installation of High-Performance Transit (HPT) Amenities at new and existing stations throughout the STA network. The scope of work will be broken into separate packages as shown below. Requirements and scope will vary slightly by package but, in general, the work across these packages includes:

- Coordination with STA, STA Contractors, and Vendors before, during, and after installation.
- Coordination with municipalities for temporary traffic control and all obstruction and electrical permits.
- Removal of existing temporary concrete knockouts and placement of new concrete.
- Installation of STA furnished shelters and HPT Amenities which are comprised of the following: HPT marker, pedestrian light poles, luminaires, individual seating benches and leaning rails, waste and recycling bins, and other related components.
- Installation and initial testing of technology components, including digital monitors for real-time passenger information.
- Installation of power and communications wiring for HPT Amenities and technology components at the platforms.
- Coordination of special inspections as required in the Plans and Specifications with STA’s third-party testing contractor.
- Coordination of testing and acceptance of the technology components at each site as further defined in the Technical Specifications using acceptance criteria checklist provided by STA.

The packages of work are listed below in order of priority for completion. The City Line work will take precedence, with minor exceptions, and the schedule will be dictated in accordance with the overall City Line schedule and close coordination with the Project Management team and the General Contractor.

| Package | Stations and other locations | Variations from General Requirements |
|-----------------------|------------------------------|---|
| City Line | 33 | <ul style="list-style-type: none"> – Assembly and installation of custom City Line Shelters. – Installation and configuration of a Bus Arrival Beacon system integrated into the City Line (HPT) Marker. – Railing post connection coordination with GC. |
| STA Plaza | 7 | <ul style="list-style-type: none"> – Assembly and installation of custom City Line Shelter at Zone 4. – Installation of 6 standalone HPT markers – Power and communication wiring into the Plaza for all Markers and both HPT platforms (Zones 4 & 6). Installation of conduit and raceways. |
| Monroe-Regal Line | 15 | <ul style="list-style-type: none"> – Installation of standard STA shelters. |
| Moran Station | 1 | <ul style="list-style-type: none"> – Assembly and installation of custom City Line type shelter. – Installation of additional light poles at alighting only platform. |
| Cheney Line | 9 | <ul style="list-style-type: none"> – Installation of standard STA shelters. |
| Total Stations | 65 | |

The following is a preliminary schedule for the Installation work. STA will dictate the substantial completion dates for each package. For all packages other than the City Line, the Installer will be responsible for determining start dates and phasing for construction to meet the substantial completion dates as required.

| Package | Work Start Date | Substantial Completion | Anticipated Duration |
|-------------------|-----------------|------------------------|----------------------|
| City Line | Summer 2021 | April 2022 | 9 months |
| STA Plaza | TBD | Summer 2021 | 1 month |
| Monroe Regal Line | TBD | Dec 2021 | 3 months |
| Moran Station | TBD | Dec 2021 | 3 weeks |
| Cheney Line | TBD | Dec 2022 | 3 months |

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

November 4, 2020

AGENDA ITEM 4A1 : RECOMMENDED DRAFT 2021 ANNUAL STRATEGIC PLAN

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development

SUMMARY: A critical review of the organization’s fundamental direction is important to meet new opportunities and challenges. The Annual Strategic Plan provides guidance to help shape Spokane Transit’s activities for the upcoming year.

The draft 2021 Annual Strategic Plan was reviewed by the Board Operations Committee on October 7. Staff presented a summary overview at the October 15 board meeting. The only material changes to the attached plan since the draft was presented last month is the correction to projected 2021 Paratransit ridership (234,000).

RECOMMENDATION TO COMMITTEE: Recommend approval to the Board of the 2021 Annual Strategic Plan as presented.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

2021 Strategic Plan

Draft: October 7, 2020

INTRODUCTION

The 2021 Strategic Plan describes activities in what will be the fifth year of delivering the commitments in the *STA Moving Forward* plan and voter approval of its funding. Our hope is that 2021 will be a year of recovery from the pandemic and its impacts on public health, the economy, employment and transit ridership. We will track external indicators and encourage riders and the community that transit is still a safe way to travel. In spite of the uncertainty created by COVID-19, we will strive to exemplify resiliency and excellence. Our focus will continue to be on making transit an even easier, more convenient option for travelers, which will support economic growth and address growing traffic challenges. We will also continue with the preparation and implementation of the most ambitious phase of the *STA Moving Forward* plan toward launch of the City Line in 2022, the region's first Bus Rapid Transit line. As described later in this plan, there are four strategies STA to advance this effort:

1. Design and deliver core infrastructure
2. Advance and implement High Performance Transit (HPT)
3. Improve Customer Experience
4. Look to the future.

PLAN BASIS

The 2021 Strategic Plan provides a focused view of the specific activities Spokane Transit will take in the coming year. The strategy elements represent the agency's highest priorities, and are guided by its vision and mission statements, as well as publicly vetted and Board-approved plans including: STA's comprehensive plan, *Connect Spokane*, the six-year *Transit Development Plan (TDP)*, and the 10-year plan, *STA Moving Forward*.

PLAN CONTEXT

Against the backdrop of near-universal COVID-related uncertainty this plan focuses specifically on the priority strategies for 2021. It is important to acknowledge they are enabled by the foundational work performed by STA and our

VISION

Spokane Transit aspires to be a source of pride for the region.

MISSION

We are dedicated to providing safe, accessible, convenient, and efficient public transportation services to the Spokane region's neighborhoods, business and activity centers.

We are leaders in transportation and a valued partner in the community's social fabric, economic infrastructure and quality of life.

partners in the region to address transportation challenges, as well as population and employment growth.

Ridership projections for 2021 are necessary for budgeting purposes notwithstanding the uncertainty surrounding such figures.

- ☞ **Fixed-Route Bus** – STA’s goal is to begin to recover fixed-route bus ridership. The budget assumes 8.09 million rides.
- ☞ **Paratransit** – STA projects ~~284,000~~ 234,000 passengers on the service, a decline from pre-pandemic levels. The recovery in Paratransit ridership is projected to take several years to recover, likely longer than bus ridership.
- ☞ **Vanpool** STA’s goal is to stabilize Vanpool ridership at 155,000 rides in 2021. This will be strongly influenced by when and how many workers return to their worksites.

PLAN FUNDING

Operating and capital funding for new investments, as well as maintaining the already robust regional system, is provided by three major sources: fares paid by passengers, federal and state grants, and local, voter-approved sales tax.

NATIONAL & REGIONAL CHALLENGES

The strategies in the 2021 plan originate from a variety of documents approved by STA’s Board of Directors, composed of elected officials appointed by their jurisdictions in the Public Transportation Benefit Area and a non-voting representative of labor. Those plans provide conceptual and specific solutions that aim to address challenges at the local and national levels:

- ☞ Economic uncertainty arising from the COVID-19 pandemic.
- ☞ Major shifts in travel patterns intertwined with temporary changes will result in an uncertain picture of the future transportation system.
- ☞ Significant regional growth in Spokane County will continue to strain the region’s transportation infrastructure.
- ☞ Congestion mitigation efforts must include a multi-modal approach to maximize transportation investments.

PRIORITIES

Ensure Safety

Earn and Retain
the Community’s Trust

Provide Outstanding
Customer Service

Enable
Organizational Success

Exemplify
Financial Stewardship

GOAL & STRATEGIES

It is Spokane Transit's goal in 2021 to implement *STA Moving Forward* and exemplify resiliency and excellence. In addition to its ongoing operations performance measures, STA will track outcomes against the following four strategies and associated objectives.

Strategy 1: Design and Deliver Core Infrastructure

STA will continue to design and deliver infrastructure that ensures a state of good repair and improve public transportation service for the community as set forth in the agency's transit development plan and the approved operating and capital budgets. In 2021 STA will make progress on three major initiatives that, in each case, have a significant influence on the quality and demand for public transportation in the future and align with the agency's mission, vision and priorities.

- ☞ **Fare Collection System** – Implementation of the fare collection system update began in earnest in 2020. The new system will also be account-based which will allow customers to load smart cards via the internet or phone. Most elements of the project will be in place to support the City Line and other service improvements in 2022. Due to the significant changes anticipated with the new fare system, staff recommends any fare changes be postponed until after the system is fully implemented.
- ☞ **Battery Electric Technology** – STA completed a comprehensive assessment of zero emission fleet technology in 2020. The study points to a measured approach to pursuing Battery Electric technology while allowing it to mature before planning for a fleet-wide transition. In 2021 STA will have charging infrastructure in place at the Boone Northwest Garage, SCC Transit Center and Moran Station Park and Ride. Delivery of 10 battery electric, five door buses for the City Line will be completed in the first half of 2021. Four 40' battery electric buses will be delivered for use on Route 4 Monroe-Regal Line. STA expects to order 4 more 40' battery electric buses in 2021. STA expects to reassess the state of technology as early as 2023 to determine if there are expanded opportunities for funding to increase the adoption of zero emission vehicles.
- ☞ **May 2022 Fixed Route Network Service Revisions** –The launch of the City Line is anticipated to be a major milestone in the evolution of the network, extended the benefits of our region's central transit station, the STA Plaza, by providing frequent, all-day service connections along the 5.8 .mile route. This level of change introduces the opportunity to restructure the network for efficiencies and for better connections that don't require traveling downtown. To achieve these outcomes in May 2022, 2021 will be a significant year of preparation, design and building new bus stops, developing new timepoints and schedules for new and revised routes, and extensive guidance to our customers to prepare for the change. Public outreach on the proposed May 2022 service revisions began mid-2019 and will continue until spring 2021, with Board action expected in the early fall.

Strategy 2: Advance and Implement High Performance Transit (HPT)

Since 2010, STA's central vision for its fixed route network has included a series of connected corridors with frequent, easy to use service with enhanced amenities. Six corridors in that network are included in the *STA Moving Forward* plan. The improvements included in the plan for Division Street were completed in 2020. The other five corridors are listed below along with a summary of anticipated progress in 2021.

- ☞ **City Line** – The planned 5.8-mile corridor-based Bus Rapid Transit route from Browne's Addition to Spokane Community College by way of downtown and the University District, including Gonzaga University, was awarded \$54.3 million in federal Small Starts funds in January 2020. The first construction contract was awarded in March 2020 and construction began early May 2020. The Pandemic has impacted community celebrations of construction milestones, yet the project is moving forward on time and on budget for launch of revenue service in May 2022. STA expects 2021 will be the busiest year for the project yet. Core construction will be complete and station amenities will be installed at more than half of the locations by the end of the year. Charging infrastructure will be in place and buses delivered to allow for testing and training activities.
- ☞ **Cheney Line** – The Cheney Line will extend across a regional corridor to connect Cheney and the West Plains to Spokane. State and federal funding for the project has been secured. The construction contract for the Four Lakes Station is expected to be awarded by the end of 2020 to allow spring construction. STA has also begun design of Eagle Station to be located next to the EWU Campus and is slated for construction in 2021.
- ☞ **Monroe-Regal Line** – Route 4 launched in September 2019 and has served over 700,000 passengers since that time. There have been 15 stops upgraded to stations and 19 new shelters installed. A second phase of station and stop improvements is wrapping up in 2020. This includes more shelters and improved ADA access. Additional elements are planned for 2021, including station and access improvements at South Hill Park and Ride, wayfinding markers and real time signs at stations in the corridor. We are partnering with the City of Spokane to find paths for the line to access northbound Monroe Street Bridge to improve reliability and passenger safety.
- ☞ **Sprague Line** – The design and engineering of station and stop improvements along the Sprague Line (stretching between downtown Spokane and the Valley Transit Center) will begin in the second half of 2021. We will continue to partner with the cities of Spokane and Spokane Valley on locations that can be integrated into other road improvements. A state regional mobility grant may be awarded in 2021 for this project.
- ☞ **I-90/Valley Corridor** – STA will be completing the corridor plan for the I-90/Valley corridor in 2021. This plan will identify preferred locations of corridor infrastructure to include a transit center and expanded park and ride capacity. A state regional mobility grant may be awarded in 2021 for this project.

Strategy 3: Improve Customer Experience

- ☞ **Focus Communication Efforts** – STA will focus its efforts on assuring riders and the community that it is safe to ride transit. Emphasizing vehicle and facility cleaning, air circulation and filtering, social distancing, and compliance with state and federal health requirements should communicate confidence in STA’s diligence to keeping a healthy environment for employees and customers.
- ☞ **Design and Deliver New Customer Information Systems** – In addition to the Fare Collection project that will enable customers to manage their fares online, STA will coordinate the introduction of other digital communication functions to provide customers with important information where it is most convenient for them – on their mobile or desktop devices. A redeveloped website, designed for transit customers’ convenience, will launch in 2021. It will provide easy access to trip planning, real-time information, improved schedules and detour notifications, as well as fare management and mobile ticketing.
- ☞ **Begin Digital Signage Implementation** – STA will begin to transition away from displaying important customer information at high ridership locations on printed temporary signage. Instead, in a phased approach, digital signs will be installed to display more timely and relevant information for customers. Real-time schedule information, system alerts, emergency notifications, rider tips and other helpful messages will be delivered to digital screens throughout the transit network via a newly acquired content management software service. This system will lay the foundation for on-board digital signage on City Line buses when that service begins in 2022.

Strategy 4: Look to the Future

- ☞ **Complete a major update to *Connect Spokane*** – STA’s comprehensive plan, *Connect Spokane*, has been instrumental in a visionary, policy-grounded framework for planning decisions. A major update is underway and will improve plan usability, refine policy outcomes and provide a framework for preparing a new (roadmap??) as we anticipate the completion of *STA Moving Forward* investments in 2025 and continued regional growth and change.
- ☞ **Reimagine Division Street Corridor** - Informed by the *DivisionConnects* Study, the region expects to identify a preferred alternative for bus rapid transit in this corridor by early 2021. The study will continue to explore other land use and multimodal opportunities in the corridor (such as..). Meanwhile, STA has set aside funding to begin planning, environmental scoping, and preliminary design in the corridor in 2021. This phase of project planning is critical for future advancement of the project into the federally recognized project development phase.
- ☞ **Prepare an updated facilities master plan** – This plan will address future system-wide requirements for maintenance, operations, and administration. It is anticipated to identify requirements that are beyond our current capital program and will support strategic actions, such as fleet electrification.

Additional information about each project can be found online at www.stamovingforward.com.

CONCLUSION

On March 10, 1981, voters overwhelmingly approved sales tax funding that allowed transit to be sustained and be an instrument in supporting a growing region. In a time of great uncertainty, the 40th anniversary of this milestone goal will be to strengthen our resolve and fortify our capacity to prepare for what the future may bring. We remain dedicated to strong collaborative partnerships with the cities and Spokane County, whose residents we are privileged to serve. The strategies outlined in this document reflect our ongoing commitment to bringing the *STA Moving Forward* vision to life.

DRAFT

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

November 4, 2020

AGENDA ITEM 4A2 : STA MOVING FORWARD: 2020 PLAN AMENDMENT (BY RESOLUTION)

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development

SUMMARY: The COVID-19 Pandemic has significantly disrupted social activity, transit ridership and the region's economic expectations. In many ways, the extent and duration of these disruptions are unknown and unpredictable. In response, STA is adjusting the timeline for planned service growth and new capital projects that are identified in the *STA Moving Forward* plan. These adjustments are reflected in the recently adopted Transit Development Plan: 2021-2026.

STA Moving Forward included a list of projects for implementation and a "targeted year for project completion" for each project. Page 12 of the plan stated "For the purposes of creating this plan, the projects contained herein have been conceptually placed on a conservative timeline for implementation. Should more funding become available, projects may advance more quickly than originally envisioned and conversely, a project could be delayed due to an unexpected drop in revenue." While the original plan could not have predicted our current circumstances, it recognized that adjustments to the plan were inevitable.

During the September 30 committee meeting, staff presented proposed revisions to the plan, with a new appendix that identifies adjustments in project timing.

A public hearing was held at the October 15, 2020 Board meeting, with no public comments submitted.

An associated online survey, promoted through the STA website and social media sites, had 32 total responses, with most respondents being neutral or in favor of the timeline adjustments.

RECOMMENDATION TO COMMITTEE: Recommend the STA Board of Directors adopt, by resolution, the STA Moving Forward 2020 Plan Amendment.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

Appendix C – 2020 Amendment to *STA Moving Forward*

If approved, the table below amends the revised the targeted year for completion of the identified projects. The left-most column represents the project descriptions found in Appendix B for reference. The “Project Short Descriptions” are simplified descriptions currently in use, except where proposed revisions are noted in underline.

| STA Moving Forward Project Description | Project Short Descriptions (revisions in underline) | Previous Targeted Year for Project Completion (2016 amendment) | Revised Targeted Year for Project Completion |
|---|---|---|---|
| Implement frequent and convenient HPT service on the Central City Line and change how bus loading occurs at the STA Plaza | City Line (CL) opens and STA Plaza bus operations are streamlined* | 2021 | 2022 |
| Improve routes and frequency to Hillyard / Northeast Spokane | Improved routes/frequency to Hillyard | 2021 | 2022 |
| Implement Cheney HPT service to expand capacity, quality and reliability | Implement HPT: Cheney Line service | 2021 | 2023 |
| Improve West Plains Rural Highway Stops | Improve West Plains Rural Highway Stops | 2020 | 2024 |
| Provide improved amenities and infrastructure for a reliable HPT "Lite" bus line on East Sprague Avenue | Provide improved amenities and infrastructure for HPT: Sprague Line service | 2023 | 2024 |
| Add more trips and buses to Airway Heights during busy travel times Phase 2 - Weekdays | Additional weekday trips and buses to Airway Heights (<i>Phase 2</i>) | 2021 | 2025 |
| Add direct service between the Logan and Lincoln Heights neighborhoods | Direct service between Logan and Lincoln Heights neighborhoods | 2021 | 2025 |
| Construct a new Mirabeau Transit Center with expanded passenger and vehicle capacity to allow for a continued service growth in the City of Spokane Valley | Construct a new Mirabeau Transit Center (<i>I-90/Valley HPT Infrastructure</i>) | 2022 | 2025 |
| Relocate and expand the Liberty Lake Park & Ride, providing over 300 parking stalls for commuters | <u>Expand commuter parking capacity east of Sullivan Road (Barker to Stateline)</u> (<i>I-90/Valley HPT Infrastructure</i>) | 2023 | 2025 |
| Provide direct, non-stop service between Liberty Lake and Spokane during peak hours | Direct, non-stop peak hour service between Liberty Lake and Spokane (<i>I-90/Valley HPT service element</i>) | 2023 | 2025 |
| Upgrade to HPT "Lite" service along I-90 between Spokane and Liberty Lake via Spokane Valley including a new night and weekend service Phase 2 - Nights and weekend service | Introduce more nights and weekend service along I-90 between Spokane and Liberty Lake (<i>Phase 2</i>) (<i>I-90/Valley HPT service element</i>) | 2024 | 2025 |
| Create an extension of HPT "Lite" service on I-90 East to Post Falls and Coeur d'Alene on a pilot basis | <u>As a cross-state partnership, create an extension of HPT: I-90/Valley to Post Falls (ID) and Coeur d'Alene (ID) on a two-year pilot basis</u> | 2025 | 2026 |

*The amendment reflects the updated City Line project timeline as previously stated in STA Board Resolution 774-19.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

November 4, 2020

AGENDA ITEM 4B1 : CITY OF SPOKANE RIVERSIDE PROJECT ORDER AGREEMENTS

REFERRAL COMMITTEE: N/A

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

SUMMARY: Riverside Avenue in downtown Spokane is the westbound alignment for the City Line between Howard and Pine streets. It also accommodates more than half of STA bus routes in the eastbound lanes, both at the STA Plaza and at bus stops between Monroe and Browne streets. To support rehabilitation of the road and introduction of the City Line, the City of Spokane plans to resurface the road and bring curb ramps to ADA standards. STA proposes to partner with the City of Spokane in constructing three City Line stations and two eastbound stations for other routes by way of project order enabled by the board-authorized Spokane Transit Authority Infrastructure Improvement Master Design & Construction Agreement (2018-10267).

BACKGROUND:

Following the adoption of Riverside Avenue as the preferred westbound alignment for the City Line between Pine Street and Howard Street in April 2016, the City of Spokane prioritized the full reconstruction of Riverside Avenue in its six-year capital programming. Scoping on the future of the corridor began in 2018 to seek matching funds from the Washington Transportation Improvement Board (TIB) and to complete the segment upon which the City Line depends before opening of the transit project. It was anticipated that the infrastructure for three City Line stations would be built by the City of Spokane and funded by STA. Despite assurances that the project would rate very well for state funding, the City's grant request was not funded by the TIB. Despite the funding setback, the City of Spokane has maintained plans to rehabilitate the roadway surface with a grind and overlay project.

STA has collaborated with the City of Spokane to devise an integrated project that includes improvements necessary for the City Line and enhances passenger facilities along eastbound bus routes, in concert with the City's grind and overlay project on Riverside Avenue. As part of the collaboration, it has been envisioned the City of Spokane will undertake the design and construction of the following improvements on Riverside Avenue:

- Federally funded improvements as part of the City Line
 - Construction of three City Line stations on westbound Riverside Avenue
 - Riverside and Stevens
 - Riverside and Bernard
 - Riverside and Division
- Locally funded improvements
 - Construction of two bus stations on eastbound Riverside Avenue
 - Riverside and Washington
 - Riverside and Bernard
 - Signal Improvements (Optional – if funding allows)
 - Riverside and Howard
 - Riverside and Stevens

As part of this arrangement, STA would agree to fully fund the westbound City Line stations using STA and FTA Small Starts funds as part of the City Line project budget. This is estimated to cost \$1.2 million, of which 58.94% is derived of federal funds and the remainder projected to be state/local funds. These expenses are already captured within the City Line budget.

Local funds in approved CIP no. 805 were originally planned to be used for westbound City Line stations on Riverside Avenue. Since the City Line stations will now be federally funded through the FTA grant, the \$600,000 in local funds may be reallocated. Presently the eastbound stations and signal improvements are unfunded. STA agrees to fund the eastbound bus stations and signal improvements with local funds as budget will allow if the Board approves use of the \$600,000 in CIP no. 805 for use on these improvements.

STA proposes two Project Orders with the City of Spokane to fund these transit improvements. The Project Orders are allowed by the Master Design and Construction Agreement (2018-10267) executed on February 14, 2019.

As of October 26, 2020, engineering staff with the City of Spokane had indicated a preference to undertake the eastbound stops only. This would mean the final design and construction contracting for City Line stations would remain with STA. Because this preference of engineering staff is not yet an official City position, we are pursuing authorization to enable agreements for both eastbound (non-City Line) and westbound (City Line) stations.

RECOMMENDATION TO COMMITTEE: Recommend STA Board approval of the “City Line Stations – Riverside Avenue” Project Order and authorize the CEO to execute the agreement on behalf of Spokane Transit. The agreement will be executed with a not-to-exceed amount of \$1.2M. The Project Order is allowed under Master Design and Construction Agreement 2018-10267.

Recommend STA Board approval of the “Eastbound Bus Stop & Intersection Improvements – Riverside Avenue” Project Order and authorize the CEO to execute the agreement on behalf of Spokane Transit. The agreement will be executed with a not-to-exceed amount of \$600,000. The Project Order is allowed under Master Design and Construction Agreement 2018-10267.

Recommend STA Board approval for reallocation of \$600,000 of local funds in CIP no. 805 for eastbound bus stations and signal improvements (if funding allows) on Riverside Avenue.

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

November 4, 2020

AGENDA ITEM 5A : PROPOSED 2021 OPERATING AND CAPITAL BUDGETS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer
Monique Liard, Chief Financial Officer

SUMMARY: Staff will present an automated video regarding the proposed 2021 Operating and Capital Budgets.

A public hearing on the proposed 2021 Operating and Capital Budgets will be held at the November 19, 2020 Board of Directors meeting at 1:30 p.m. via Webex.

RECOMMENDATION TO COMMITTEE: For Information Only.

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

November 4, 2020

AGENDA ITEM 5B : DRAFT 2021 PLANNING AND DEVELOPMENT COMMITTEE WORK PROGRAM

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development

SUMMARY: According to STA Board Resolution 681-11, adopted at the September 21, 2011 STA Board Meeting, the Planning and Development Committee is accountable for designing and coordinating the Board's participation in STA strategic and operational planning, including annual budget preparation, in this capacity:

Reaching agreement with the Chief Executive Officer on the detailed design of the STA planning and budget development cycle—with special attention to the Board's role in planning—and on the annual planning calendar, and ensuring that the Board participates fully and proactively in the planning process, *Connect Spokane: A Comprehensive Plan for Public Transportation* identifies four planning documents: the Transit Development Plan, Service Implementation Plan, Capital Improvement Program and Annual Strategic Plan/Budget, that need to be updated annually. These plans are founded on the principles and policies of *Connect Spokane*.

The work program is focused primarily on the annual planning calendar. As in prior years, there are some planning projects that augment the committee's work program which are listed following the planning calendar below.

DRAFT 2021 Planning & Development Committee Work Program

| Month | Annual Planning Calendar |
|-----------------------|---|
| December 2020 | <ul style="list-style-type: none"> • Approval of Work Program |
| January 2021 | No Committee Meetings in January |
| February 2021 | <ul style="list-style-type: none"> • Review Work Program • Transit Development Plan (TDP) 2022-2027: Overview |
| March 2021 | <ul style="list-style-type: none"> • TDP 2022-2027: Develop mid-range planning guidance. • Present and discuss draft submittal for the SRTC 2021/2022 Unified Planning Work Program (UPWP) |
| April 2021 | <ul style="list-style-type: none"> • TDP 2022-2027 <ul style="list-style-type: none"> ○ Finalize mid-range planning guidance ○ Review preliminary revenue and expenditure forecast assumptions ○ Identify major activities |
| May 2021 | <ul style="list-style-type: none"> • TDP 2022-2027 <ul style="list-style-type: none"> ○ Proposed 2022-2024 Service Improvements ○ Preliminary Capital Improvement Program (2022-2027) |
| June 2021 | <ul style="list-style-type: none"> • TDP 2022-2027: Complete draft plan • Public hearing conducted on draft TDP |
| July 2021 | <ul style="list-style-type: none"> • TDP 2022-2027: Finalize and approve • Annual Strategic Plan/Budget guidance workshop (full Board) |
| August 2021 | No Board/Committee Meetings in August |
| September 2021 | <ul style="list-style-type: none"> • Review draft 2022 Annual Strategic Plan |
| October 2021 | <ul style="list-style-type: none"> • Adoption of 2022 Annual Strategic Plan • Draft 2022 operating and capital budgets submitted to Committee and Board |
| November 2021 | <ul style="list-style-type: none"> • Prepare 2022 Committee work program • Public hearing on draft 2022 operating and capital budgets |
| December 2021 | <ul style="list-style-type: none"> • Finalize and approve 2022 operating and capital budgets • Finalize 2022 Committee work program |

Other planning projects:

- City Line: Procurement Activities
- Division BRT: DivisionConnects Study, Preliminary Engineering & Environmental Scoping
- Connect Spokane: Major Update
- I-90/Valley HPT: Corridor Plan Development

RECOMMENDATION TO COMMITTEE: For Information Only.

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

November 4, 2020

AGENDA ITEM 6 : CEO REPORT - INFORMATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

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

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

November 4, 2020

AGENDA ITEM 8: DECEMBER 2, 2020 DRAFT COMMITTEE MEETING AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development

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 meeting of December 2, 2020.

RECOMMENDATION TO COMMITTEE: For discussion.

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

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, December 2, 2020, 10:00 a.m.

Via Video Conference

Committee Members: [Click here to join the meeting](#)

General Public: [Click here to view the meeting](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: XXX XXX XXXX

DRAFT AGENDA

Estimated meeting time: 55 minutes

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*10 minutes*)
 - A. Minutes of the November 4, 2020 Committee Meeting -- *Corrections/Approval*
 - B. Finalize 2021 Planning and Development Committee Work Program – (*Otterstrom*)
4. Committee Action
 - A. Board Consent Agenda (*10 minutes*)
 1. Final Proposed 2021 Operating and Capital Budgets – (*Liard*)
(*Adoption at December Board Meeting*)
 - B. Board Discussion Agenda
(*No items being presented this month.*)
5. Reports to Committee
(*No items being presented this month.*)
6. CEO Report (*10 minutes*)
7. Committee Information (*5 minutes*)
 - A. DivisionConnects Update -- (*Otterstrom/Tresidder*)
8. February 5, 2020 Committee Meeting Agenda
9. New Business (*5 minutes*)
10. Committee Members' Expressions (*5 minutes*)
11. Adjourn

Next Committee Meeting: Wednesday, February 5, 2020, 10:00 a.m., **(NO JANUARY MEETING)**
STA Southside Conference Room, 1230 West Boone Avenue, Spokane, Washington

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate.

Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

November 4, 2020

AGENDA ITEM 9: NEW BUSINESS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

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

RECOMMENDATION TO COMMITTEE: N/A

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

November 4, 2020

AGENDA ITEM 10 : COMMITTEE MEMBER'S EXPRESSIONS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

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