

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, September 4, 2019, 10:00 a.m.
Spokane Transit Southside Conference Room

AGENDA

Estimated meeting time: 90 minutes

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report *(10 minutes)*
4. Committee Action *(10 minutes)*
 - A. Minutes of the July 10, 2019 Committee Meeting -- *Corrections/Approval*
5. Committee Action
 - A. Board Consent Agenda *(10 minutes)*
 1. FTA Section 5310 Funding Awards Recommendation – *(Otterstrom/Howell/Limon)*
 - B. Board Discussion Agenda
(No items being presented this month.)
6. Reports to Committee *(30 minutes)*
 - A. Draft 2020 Annual Strategic Plan – *(Meyer/Otterstrom)*
 - B. Draft 2020 Operating and Capital Budgets – *(Palmer)*
 - C. Division Line High Performance Transit (HPT) Study Overview – *(Otterstrom/Tresidder)*
 - D. Zero Emission Technology Fleet Transition Evaluation Update – *(Watkins)*
7. Committee Information
(No information included this month.)
8. Review October 2, 2019 Committee Meeting Agenda
9. New Business *(10 minutes)*
10. Committee Members' Expressions *(10 minutes)*
11. Adjourn
12. Next Committee Meeting: Wednesday, October 2, 2019 at 10:00 a.m.
(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, WA)

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

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 4, 2019

AGENDA ITEM 2 : PUBLIC EXPRESSIONS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

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

September 4, 2019

AGENDA ITEM 3 : 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

September 4, 2019

AGENDA ITEM 4A : MINUTES OF THE JULY 10, 2019 COMMITTEE MEETING –
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY: Draft Minutes of the July 10, 2019 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 _____

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Authority 1230 West
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Spokane, Washington 99201-2686
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**PLANNING & DEVELOPMENT
COMMITTEE MEETING**

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

MEMBERS PRESENT

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

MEMBERS ABSENT

Al French, Spokane County

*Chair

STAFF PRESENT

Karl Otterstrom, Director of Planning & Development
Roger Watkins, Chief Operations Officer
Lynda (Warren) Palmer, Chief Financial Officer
Nancy Williams, Director of Human Resources
Brandon Rapez-Betty, Director of Communications & Customer
Service
Dan Wells, Deputy Director of Capital Development
Emily Arneson, Ombudsman & Accessibility Officer
Sam Guzman, Executive Assistant, Operations

STAFF ABSENT

Dana Infalt, Executive Assistant to the CEO & Clerk of
the Authority

GUESTS

Mike Kunder, AFSCME 3939, President

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

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

Chair Chris Grover 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**

None.

4. COMMITTEE ACTION

A. MINUTES OF THE JUNE 5, 2019 COMMITTEE MEETING

Ms. Pam Haley moved to recommend approval of the June 5, 2019 Planning and Development Committee meeting minutes. The motion was seconded by Chair Chris Grover and passed unanimously.

B. SCOPE OF WORK: CENTRAL CITY LINE TELECOMMUNICATIONS INFRASTRUCTURE

This item was saved for later.

5. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. 2019 TRANSIT DEVELOPMENT PLAN: FINALIZE AND APPROVE

Mr. Karl Otterstrom briefly reviewed the 2019 Transit Development Plan (TDP) which has been vetted through a public process and public hearing. There were no comments at the public hearing. This document is required annually by the State of Washington and is one of a series of planning documents that is built upon the goals, principles and policies contained within *Connect Spokane: A Comprehensive Plan for Public Transportation*. Mr. Otterstrom briefly reviewed the elements of the TDP and the preparation timeline. The Planning and Development Committee has been engaged in developing the various elements of the draft plan since March of 2019.

Ms. Haley moved to recommend the STA Board of Directors adopt, by resolution, the 2019 Transit Development Plan and propose forwarding to the Board agenda. The motion was seconded by Chair Grover and passed unanimously.

2. CENTRAL CITY LINE: CITY OF SPOKANE INTERLOCAL AGREEMENT

The Master Design and Construction agreement between the City of Spokane and Spokane Transit Authority (STA) was executed on February 14, 2109 and sets the legal framework for subsequent project orders or project-specific agreements for transit-related improvements. The Interlocal Agreement between the City of Spokane and STA establishes the rights and obligations for each party with respect to the improvements made by STA for the Central City Line. This Agreement with the City of Spokane defines procedures for Property Acquisition, Ownership, Permitting and Maintenance of the Central City Line. Mr. Otterstrom reviewed the requirements and shared responsibilities of this interlocal agreement.

Ms. Haley moved to recommend STA Board approval of the Interlocal Agreement with the City of Spokane in the form of the draft agreement and authorize the CEO to execute the agreement on behalf of Spokane Transit. The motion was seconded by Chair Grover and passed unanimously.

3. CENTRAL CITY LINE: GONZAGA UNIVERSITY CONSTRUCTION REIMBURSEMENT AGREEMENT

Mr. Otterstrom presented the Gonzaga University (GU) Construction Reimbursement Agreement. Operation of the Central City Line on the privately-owned portion of Cincinnati Street requires that STA execute multiple agreements and property transactions with Gonzaga University. This includes an agreement for reimbursement of Cincinnati Street transit infrastructure construction expenses such as additional asphalt thickness required to operate the Central City Line. STA completed a preliminary design and then Gonzaga carried the plan forward installing underground conduit for electrical lines, eliminating diagonal parking, and repaving Cincinnati Street with a light duty pavement section. This contract is subject to further negotiation and documentation by Gonzaga University, but not to exceed \$400,000.

Ms. Haley moved to recommend STA Board approval of the construction reimbursement agreement with Gonzaga University, in the form of draft agreement, and for an amount not to exceed \$400,000. The motion was seconded by Chair Grover and passed unanimously.

4. CENTRAL CITY LINE: WASHINGTON STATE UNIVERSITY AGREEMENTS

Mr. Otterstrom presented the Central City Line critical third party development agreement with Washington State University (WSU). WSU and STA staff agree that the Central City Line (CCL) stations on Spokane Falls Boulevard should be located as close to the WSU Spokane Pedestrian Mall as possible. The WSU Spokane Pedestrian Mall is the primary north/south connection between the University Gateway Bridge and WSU's Spokane Academic Center.

WSU agrees to:

- remove vehicle access to the Green 5 parking lot via the WSU Spokane Pedestrian Mall
- design and construct one or more new vehicle access to the Green 5 parking lot

STA agrees to:

- design and construct two CCL stations on Spokane Falls Boulevard adjacent to the WSU Spokane Pedestrian Mall
- remove the vehicular access to the Green 5 parking lot and replace with pedestrian scale amenities
- install traffic calming measures as part of the CCL improvements including a raised crosswalk, stop-controlled bicycle lanes and bus friendly speed bumps.

Ms. Haley moved to recommend STA Board approval of the Central City Line Development Agreement with Washington State University, in the form of the draft agreement, and authorize the CEO to execute the agreement on behalf of Spokane Transit. The motion was seconded by Chair Grover and passed unanimously.

6. REPORTS TO COMMITTEE

A. CENTRAL CITY LINE: ROAD MAP OF UPCOMING BOARD ACTIONS

Mr. Otterstrom provided a quick, high level overview of the Central City Line and a road map of upcoming related Board actions. The Central City Line is a 5.8-mile, corridor based bus rapid transit (BRT) line that will operate between Browne's addition and Spokane Community College, via downtown Spokane and the University District. It will feature a battery electric bus providing over 1,000,000 rides annually. The CCL features unique stations with expanded passenger amenities: distinct branding, near-level boarding, all-door boarding, and enhanced customer experience. There will be more frequent, longer hours of service. Mr. Otterstrom reviewed:

Milestones during the first half of 2019:

- Completion of 60% design package and cost estimate (January)
- Final station open house (February)
- Risk Assessment Workshop (May)
- Completion of 90% design package (June)

Milestones during the second half of 2019:

- Completion of all critical third-party agreements
- Begin utility relocation work
- Property and easement acquisitions
- Completion of design and bid package
- Procurements: buses, station amenities, construction (invitation for bids)
- Project Management Oversight Contractor (PMOC) completes risk and readiness review reports and submits to FTA
- Authorization to enter Small Starts single year grant agreement
- Award of federal Small Starts Capital Investment Grant funds

B. SHARED MOBILITY PROJECT CRITERIA

Mr. Otterstrom presented a follow-up to a shared mobility (*previously known as mobility management*) discussion from a few months ago.

Shared mobility can be defined as: *“Transportation services and resources that are shared among users, either concurrently or one after another.”* STA currently offers three shared mobility services: fixed-route bus, vanpool, and paratransit. Other concepts that fall into this category includes bike and scooter share, taxis/Uber/Lyfts, mobility on demand services, carshare services and mobility hubs. In May 2019, staff presented on the two primary shared mobility concepts identified for further exploration: on-demand services and mobility hubs. “Mobility hub” is a new term for park and rides and transit centers, but more specifically how to enhance the transit experience to bring in other modes. Lime bike/scooter is already operating in Spokane. STA is working with Lime to establish expectations for how and where this mobility mode is used at STA stations and stops and how it can be a viable service for people: STA Facilities and Grounds Department has painted sidewalk markings to indicate best place parking for Lime bikes and scooters. Mr. Otterstrom discussed potential shared mobility concept areas in Spokane, Airway Heights and Liberty Lake. He also reviewed other possible applications such as Universal Transit Access Pass (UTAP), Mobility as a service integration and mobile ticketing. Mr. Otterstrom asked the Committee if there are other possible applications for on-demand services and mobility hubs for STA to consider.

Mr. Kevin Freeman stated that this would be a good place to address “first mile–last mile” concepts; how to create a seamless experience. Ms. Susan Meyer and Mr. Otterstrom agreed.

At the conclusion of the May presentation, staff indicated that they would return with proposed criteria for selecting shared mobility projects. The criteria were assembled to give Board members, staff, and customers a transparent way of assessing the utility and feasibility of the application of various shared mobility concepts in the region.

PROPOSED CRITERIA	PURPOSE
Connect Spokane policy alignment	Determine how the proposed shared mobility project aligns with the adopted policies and strategies
Transit Development Plan alignment	Assess whether the goals of that project will be met through identified projects in the capital improvement program and/or the service improvement plan.
Ridership Analysis <ul style="list-style-type: none"> • (Potential) Ridership (if existing line, estimate if not) • Impacts on Paratransit 	Assess how the proposed shared mobility project could impact transit ridership and service utilization
Financial Analysis	Utilizing King County Metro methodology to assess financial viability of replacing fixed-route runs with shared mobility

Mr. Otterstrom asked the Committee for other criteria to consider when prioritizing and selecting Shared Mobility projects to study and implement.

Next Steps:

- Finalize selection criteria for prioritizing potential on-demand and mobility hub projects.
- Evaluate possible projects based on selection criteria for prioritization
- Obtain board concurrence on priority projects for further study and implementation

7. CEOREPORT

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

No Workshop Today -- there is no workshop today after the Planning and Development Committee meeting.

Moran Station Park and Ride Groundbreaking -- July 24, 2019 at 1:00 p.m.

Response to Mayoral Candidate Claim – a mayoral candidate claimed that sex-trafficking was taking place at the STA Plaza. STA takes this topic seriously and STA Security Guards are trained to identify the signs of human (or sex)-trafficking. The Spokane Police Department (SPD) has not identified any sex-trafficking events taking place at the Plaza. Inland Northwest's Lutheran Community Services, a non-profit organization that works with trafficking victims, shared in an interview that they have not heard of their clients being recruited at the STA Plaza. The STA Security Team records all incidents and provides a daily report to the STA Executive Team. There have been no reports of human (or sex) -trafficking. The Spokane Regional Safe Streets Task Force did not have reports of sex-trafficking. Spokane Police conducted an undercover "special" in January of 2017 that netted no arrests. Kudos to Mr. Brandon Rapez-Betty and Ms. Nancy Williams for their thorough and extraordinary research of this unsubstantiated claim.

Documentary – A small group of businesspeople have engaged North by Northwest to produce a documentary about crime and lawlessness in downtown Spokane; it has come to STA's attention that the STA Plaza would be a topic in the video. STA met with the CEO of North by Northwest to understand the project and they wanted to hear STA's perspective. The documentary is a comparison of downtown Spokane with downtown Boise, Idaho to reveal the solutions that Boise has discovered from which Spokane could learn. Boise is being presented as the better comparison. STA believes that one of the conclusions the film draws is that transit operations should be moved to an underground location, as is the case with the main transit center in Boise. Boise transit system provides about 1.4 million rides per year and STA provides 10 million rides per year. STA is evaluating whether Mr. Rapez-Betty and Ms. Meyer will provide an interview. Mr. Rapez-Betty provided an excellent point to consider when talking with others about the Plaza: it is helpful to discuss the difference between feeling uncomfortable and feeling unsafe. When people find themselves around others that look different than they do and move in circles outside of their "normal world", the tendency is to feel uncomfortable, but that does not mean that a person is unsafe and it discredits the huge public investment made in public safety in the STA Plaza. This discussion can help people to deal with their own boundaries and their sensitivity to change. Mr. Freeman added that it is unfair to compare Spokane to Boise given the different socio-economic dynamics. STA agrees. The STA Plaza has 12 limited commission officers, a team of Securitas contract officers, 72 cameras, 24/7 security, contract with SPD for services with a direct line for emergencies; all part of the organizational security plan.

8. COMMITTEE INFORMATION

(No information included this month.)

9. REVIEW SEPTEMBER 4, 2019 COMMITTEE MEETING AGENDA

Mr. Otterstrom emphasized that there are a lot of Central City Line agenda items anticipated in the September meeting, as well as the draft operating and capital budget. Depending on the SRTC schedule for awarding the contract for the Division Study, Planning and Development hopes to award that contract at this meeting. Mr. Watkins stated that the Monroe-Regal final implementation plan will be reported in the Zero Emission Technology Fleet Transition Evaluation Update.

10. NEW BUSINESS

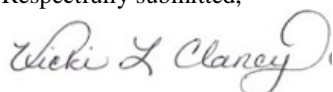
(No information included this month.)

11. COMMITTEE MEMBERS' EXPRESSIONS

12. ADJOURN

13. NEXT COMMITTEE MEETING: WEDNESDAY, SEPTEMBER 4, 2019 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 & DEVELOPMENT COMMITTEE MEETING

September 4, 2019

**AGENDA ITEM 5A1 : FEDERAL TRANSIT AUTHORITY (FTA) SECTION 5310
FUNDING AWARDS RECOMMENDATION**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning & Development
Gordon Howell, Principal Transit Planner
Tara (Zeigler) Limon, Assistant Transit Planner

SUMMARY: Spokane Transit Authority (STA) is the designated recipient for federal funds from the Enhanced Mobility of Seniors and Individuals with Disabilities program, also known as Section 5310. The goal of the Section 5310 program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation options available. As the designated recipient, STA has the responsibility of administering and managing Section 5310 funds among subrecipients within the UZA (urbanized areas). There is currently \$512,219 available in Section 5310 funds from fiscal years 2018-2019 federal appropriations.

FEDERAL TRANSIT ADMINISTRATION (FTA) REQUIREMENTS AND AVAILABLE FUNDS

One of the federal requirements for Section 5310 funding is that a minimum of 55% of the allocation be spent on traditional capital projects, which are capital projects that are carried out by private, non-profit organizations to meet the special needs of seniors and individuals with disabilities. These projects include purchase of accessible buses or vans, placement of passenger facilities (i.e. benches, shelters) and support for mobility management and coordination programs. The remaining allocation may be used by non-profits, local governments, and other public transportation providers for other 5310 projects which are for capital or operating projects and may include public transportation projects that exceed the requirements of ADA (Americans with Disabilities Act) Paratransit services. Table 1 shows the annual apportionments, the minimum 55% traditional allocation and the remaining 45% maximum to be spent on other projects.

Table 1: Section 5310 Funding Amount and Funding by Category

Federal Fiscal Year	Available Funding	55% Minimum for Traditional Projects
2018*	\$114,000	None – minimum requirement met in 2018
2019	\$398,319	\$219,075
Total	\$512,319	\$219,075

*The federal fiscal year 2018 remaining balance of \$114,000 were previously awarded to Care Cars but returned due to the cessation of the volunteer driver program. These funds may be used in either the traditional and/or other category.

Spokane Transit issued a call for projects for Section 5310 funding on April 8, 2019. A public notice was published in the *Spokesman-Review* and notices were posted on the STA and Spokane Regional Transportation Council websites. Spokane Transit also sent letters directly to hundreds of area agencies that serve the needs of seniors and people with disabilities inviting them to submit project applications. An informational meeting was held April 22, 2019 to review the funding opportunity with interested

agencies and to clarify any questions related to the program or application. Applications were due May 8, 2019. Five project applications were received, four of the projects are capital and two are operating projects (one of the applications includes a capital and operating component). One of the project applications has been withdrawn due to impervious sidewalk requirements. The project applications were evaluated by Spokane Transit and Spokane Regional Transportation Council to review eligibility and to score the projects based on 5310 grant criteria. The criteria include a description of the service, how the project meets regional needs, performance measures and reporting ability. All projects were deemed eligible for funding. Table 2 shows the results from the scoring of each project.

Table 2: Scoring of Projects (out of 100 possible points)

Applicant	Project Name	Funding Category	Average Scoring
ARC of Spokane	Transportation Win	Traditional	91
SNAP	Ride to Health	Other	81
SNAP	Dispatch Equipment	Traditional	81
Southside Community Center	Van Replacement	Traditional	61
Spokane Area Jewish Family Services	Transportation Program	Other	79

The two operating projects accounted for \$120,482 in requests, which is below the 45% limit in the Other Category. The three capital projects accounted for \$155,310 well below the 55% minimum limit in the Traditional category. Based on federal requirements, when there is still a balance remaining, STA can use the remaining funds for eligible traditional projects. Projects may include the acquisition of vehicles for paratransit and the purchase of transportation services for seniors and people with disabilities. Spokane Transit must certify to FTA that there are no eligible subrecipients to receive the funds. Spokane Transit may issue a subsequent call for projects to issue a request for proposals to allow non-profits to apply for funds to provide service for seniors and individuals and disabilities at a match rate of 80% federal and 20% local. Table 3 summarizes the recommended projects and federal funding amounts.

Table 3: Section 5310 Recommended Project Funding*

Applicant	Project Name	Funding Category	Recommended Federal Award Amount
Arc of Spokane	Transportation Win	Traditional	\$88,860*
SNAP (Operating)	Ride to Health -	Other	\$119,052
SNAP (Capital)	Dispatch Software and Equipment	Traditional	\$11,200
Southside Community Center	Van Replacement	Traditional	\$55,250*
Spokane Area Jewish Family Services	Transportation Program	Other	\$1,430
Subtotal			\$275,792
STA	Eligible 5310 Projects (includes service contracts, vehicle purchase, etc.)	Traditional/Other	\$236,527
Total			\$512,319

* Project funding may vary due to vehicle pricing and project revisions. Staff is requesting the ability to modify the award amount based on applicable costs such as tax, licensing fees, changes in the vehicle purchase price and other costs related to the vehicle procurement as needed.

The projects are summarized below:

- **Arc of Spokane** – Transportation Win
Purchase up to two expansion ADA accessible vehicles for Arc to transport clients. Note, the project cost may vary due to vehicle pricing changes, taxes, fees and licensing. Spokane Transit is working with the Arc of Spokane to estimate the project cost and determine the federal award amount.
- **SNAP** – Ride to Health – Volunteer Driver Program (Operating and Capital project)
Develop a volunteer driver program to meet the needs of the Care Cars program that ceased operations in December of 2018. The capital project component of this grant is to purchase dispatch software and related equipment.
- **Southside Community Center** – Van Replacement
Purchase an ADA compliant bus to provide transportation for the Southside Community Center. Note, the project cost may vary due to vehicle pricing changes, taxes, fees and licensing. Spokane Transit is working with the Southside Community Center to estimate the project cost and determine the federal award amount.
- **Spokane Area Jewish Family Services** – Transportation Program
Provide transportation for seniors and individuals with disabilities to access medical appointments, groceries and other trips as needed.
- **Spokane Transit Authority** – Eligible 5310 Projects
Spokane Transit may purchase paratransit vans or contract service for paratransit service for seniors and people with disabilities. The award of service contract may include the award of funds to non-profits as a service contract to provide transportation service to seniors and individuals with disabilities.

Note, the award of funds for the Southside Community Center vehicle purchase and the Spokane Area Jewish Family Services volunteer driver program are dependent upon the registration of a DUNS number (Data Universal Numbering System) in the SAM System (System of Award Management). This is an FTA requirement applicable to all organizations that receive federal assistance.

RECOMMENDATION TO COMMITTEE: Recommend the Board award Section 5310 funding to the grantees and for the amounts listed in Table 3 “Section 5310 Recommended Project Funding”. The Board authorizes staff to adjust project funding as necessary to account for vehicle pricing, project revisions and to ensure all costs are included for projects.

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

September 4, 2019

AGENDA ITEM 6A : DRAFT 2020 ANNUAL STRATEGIC PLAN

REFERRAL COMMITTEE: N/A

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

SUMMARY:

According to STA Board Resolution 681-11, the Planning & Development Committee is accountable for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning. This includes an annual strategic plan that is operationalized by the annual operating and capital budgets.

A draft of the 2020 Annual Strategic Plan will be reviewed at the Committee meeting. With committee input and review it will be finalized for action by the committee and board prior to the adoption of the 2020 operating and capital budgets.

RECOMMENDATION TO COMMITTEE: For discussion.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 4, 2019

AGENDA ITEM 6B : DRAFT 2020 OPERATING AND CAPITAL BUDGETS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer
Lynda Palmer, Chief Financial Officer

SUMMARY: The 2020 Draft Operating & Capital Budgets will be presented.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 4, 2019

AGENDA ITEM 6C : DIVISION LINE HIGH PERFORMANCE TRANSIT (HPT) STUDY OVERVIEW

REFERRAL COMMITTEE: N/A

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

SUMMARY: Division Street (US 2), in conjunction with Browne Street and Ruby Street couplet segments, is a five to eight-lane principal arterial that travels from I-90 in the south and continues as US 395, while US 2 continues as Newport Highway north of the North Division “Y”. It connects downtown Spokane to retail, residential, healthcare, and academic activities in the north. Served by Spokane Transit Authority (STA) bus service, route 25, Division has the highest ridership in STA’s system. Division Street is the most heavily traveled principal arterial in the region. Within a quarter mile of the arterial between the Spokane River and the North Division “Y”, there are over 22,000 jobs and nearly 11,000 residents.

Scheduled for completion in 2029, the North Spokane Corridor will add additional transportation capacity to the region by connecting a new limited-access freeway to I-90 to US 2 and US 395 at the north end of Spokane. The new capacity from the NSC is expected to shift travel patterns. Meanwhile, Spokane Transit has identified Division Street as a future High Performance Transit (HPT) corridor and a priority for implementation. In 2014, STA was awarded \$400,000 in federal funds, matched with \$100,000 in local funds, to evaluate and identify a preferred alignment on the corridor, which will include general station locations, lane configuration, project benefits and an early understanding of costs. Earlier in 2019 the STA Board agreed to partner with Spokane Regional Transportation Council (SRTC) in completing a more robust study to re-envision Division Street as a multimodal transportation and land use perspective and in a way that involves a multitude of modes, stakeholders and agency partners. SRTC has selected Parametrix as the consultant lead on the “Division Reimagined” study. SRTC staff is expected to seek authorization by the SRTC Board to execute the contract for consultant services in September.

The overall vision for the study is to be completed in two phases. Phase 1 involves analysis and ultimately the selection of a preliminary HPT preferred alternative. From the overall corridor perspective, Phase 1 is a higher-level discovery phase and community conversation. Phase 1 study findings will inform the scope of the next phase.

Tasks in Phase 1 include:

- Task 1: Project Management and Coordination
- Task 2: State of the Corridor
- Task 3: Transit Facilities and Project Planning
- Task 4: Community Outreach Support
- Task 5: Corridor Planning and Alternatives Development

The plan is anticipated to kick-off later this Fall, with Phase 1 completion expected in late 2020. Phase II would continue from that point and look to be completed in late 2021 or early 2022, taking a deeper look at land use and multimodal connectivity.

Community Outreach Efforts

A corridor-wide advisory group might be unwieldy at this stage with the changing interests and questions at various locations along the corridor. As an alternative, in addition to the Division Steering Committee, the Project Team (SRTC/STA/City/WSDOT/Spokane County) would develop targeted outreach strategies (some ideas provided in the table) and convene focus groups for approximately the following areas:

Extent (Focus Area)	Distance (mi) (approximate)	Potential Topics/Questions
Southside Medical District to Spokane River	1	Technical analysis on downtown routing, exploring alternatives to terminating at the STA Plaza and connecting to the University District and the Central City Line
Spokane River to Euclid Avenue	1.73	Screening larger number of possible options given maximum pavement extent among all segments
Euclid Avenue to Francis Avenue	1.84	Lane configuration and future land use patterns
Francis Avenue to North Division "Y"	1.77	Lane configuration and future land use patterns in an area that has a less developed street grid than south of Francis Avenue
North Division "Y" to Northern Terminal	n/a	Evaluate and identify preferred alignment following Division, Newport Highway or other road

The overall scope and schedule, as well as a more fleshed out public involvement plan, are currently being negotiated with Parametrix. Staff will return to this committee later in the fall with an update.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 4, 2019

AGENDA ITEM 6D : ZERO EMISSION TECHNOLOGY FLEET TRANSITION
EVALUATION UPDATE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Roger Watkins, Chief Operations Officer

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

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 4, 2019

AGENDA ITEM 8 : REVIEW OCTOBER 2, 2019 DRAFT COMMITTEE MEETING
AGENDA -- INFORMATION

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 October 2, 2019 Committee meeting. Proposed agenda items include:

- Minutes of the September 4, 2019 Committee meeting – *Corrections/Approval*
- Shared Mobility – Prioritization of Concepts – *Board Consent*
- Draft 2020 Annual Strategic Plan -- *Board Action*
- Central City Line: Approval of Scope of Work for Construction – *Committee Action*
- Proposed 2020 Operating and Capital Budgets – *Report*
- Connect Spokane Major Update: Review Draft Scope of Work – *Report*
- Division Line: Review Project Purpose and Need Statement – *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

September 4, 2019

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

September 4, 2019

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