

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

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, July 1, 2020, 10:00 a.m.

Via Video Conference

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

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AGENDA

Estimated meeting time: 60 minutes

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*5 minutes*)
 - A. Minutes of the March 4, 2020 Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda (*10 minutes*)
 1. High Performance Transit (HPT) Amenity Fabrication – Award of Contract -- (*Otterstrom/Hanson*)
 2. FTA Section 5310 Funding Awards Recommendation – (*Otterstrom/Howell*)
 - B. Board Discussion Agenda
(*No items being presented this month.*)
5. Reports to Committee (*20 minutes*)
 - A. Connect Spokane Update – (*Otterstrom/Tresidder*)
6. CEO Report
7. Committee Information
(*No information included this month.*)
8. Review September 2, 2020 Committee Meeting Agenda
9. New Business (*10 minutes*)
10. Committee Members' Expressions (*10 minutes*)
11. Adjourn
12. Next Committee Meeting: Wednesday, September 2, 2020, 10:00 a.m., STA Southside Conference Room, 1230 West Boone Avenue, Spokane, Washington **(NO AUGUST MEETING)**

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

July 1, 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

July 1, 2020

AGENDA ITEM 3A : MINUTES OF THE MARCH 4, 2020 COMMITTEE MEETING

REFERRAL COMMITTEE: N/A

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

SUMMARY: Draft Minutes of the March 4, 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 March 4, 2020 Meeting, 10:00 a.m.,
Spokane Transit Southside Conference Room

MEMBERS PRESENT

Chris Grover, Small Cities Representative *
(*Cheney*)
Candace Mumm, City of Spokane
Pam Haley, City of Spokane Valley
Karen Stratton, City of Spokane
E. Susan Meyer, Chief Executive Officer
Ex-Officio

MEMBERS ABSENT

Kevin Freeman, Small Cities Representative
(*Millwood*) *Ex-Officio*

*Chair

STAFF PRESENT

Karl Otterstrom, Director of Planning &
Development
Steve Blaska, Interim Chief Operations Officer
Monique Liard, Chief Financial Officer
Nancy Williams, Director of Human Resources
Emily Arneson, Ombudsman & Accessibility
Officer
Dana Infalt, Executive Assistant to the CEO & Clerk of the
Authority
Dan Wells, Deputy Director of Planning and Development
Nick Hanson, Capital Projects Manager
Ben Liebhaber, Network Administrator
Sam Guzman, Executive Assistant, Operations
Mike Tresidder, Associate Transit Planner

GUEST

Katherine Miller, P.E., City of Spokane, Director, Integrated
Capital Management

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

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

Chair Chris Grover called the meeting to order at 10:03 a.m. Roll was called and introductions were made.

2. **PUBLIC EXPRESSIONS**

None.

3. **COMMITTEE CHAIR REPORT**

4. **COMMITTEE ACTION**

A. **MINUTES OF THE FEBRUARY 5, 2020 COMMITTEE MEETING**

Ms. Pam Haley moved to recommend approval of the February 5, 2020 Planning and Development Committee meeting minutes. The motion was seconded by Ms. Karen Stratton and passed unanimously.

B. HIGH PERFORMANCE TRANSIT: APPROVAL OF SCOPE OF WORK FOR AMENITIES FABRICATION

Mr. Karl Otterstrom presented a review of the scope of work for amenities fabrication for High Performance Transit (HPT). This is a key procurement for the timely implementation of the City Line and other HPT Corridors. STA has developed a design for shelters and amenities to be applied throughout the network. They have undergone stringent review including additional public outreach, careful consideration and review by STA staff and the City of Spokane Design Review Board.

10:12 a.m. Ms. Candace Mumm arrived.

In November 2018, the PMER Committee approved the original scope of work for the amenities for HPT stations. A request for proposals was advertised in August 2019. Only one proposal was received and ultimately rejected because of it was an inadequate response. The Planning and Development Committee approved an updated scope of work for Central City Line shelter and marker fabrication in December 2019 that was singularly focused on markers and shelters. Rather than advertise the updated scope, staff and consultants have revised the procurement package again to incorporate additional elements that cannot be reasonably procured through other state contracts or resources. The final scope presented includes pedestrian lighting in addition to markers and shelters and will be available for other HPT investments in addition to the City Line. This revision includes a 60% design completed by IBI Architects for station shelters; they will also fabricate the side widescreen, back widescreen, HPT marker and pedestrian light.

The independent cost estimate total for the revised RFP is \$11,250,000. 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 HPT Line.

Mr. Otterstrom reviewed the anticipated timeline and the proposal submissions criteria. Award of Contract will require board approval.

Ms. Mumm moved to recommend approval of the revised Scope of Work and authorize staff to release a Request For Proposal (RFP) for High Performance Transit Amenity Fabrication. The motion was seconded by Ms. Haley and passed unanimously.

5. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. ADOPT 2020 DRAFT TITLE VI PROGRAM

Mr. Otterstrom presented. 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.

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 public hearing, however, Ms. Amber Waldref of the Zone Project expressed an interest in providing written comment to this committee. Comment had not been received, so Mr. Otterstrom called her prior to this meeting. Ms. Waldref expressed desire to see STA to further its commitment to equity in how STA outreaches to community groups that meet Limited English Proficiency (LEP) or other minority groups. This will not affect policy, but STA can continue to keep this in mind while drafting other documents – *Connect Spokane*, etc. No substantive changes have been made to the draft program since the public hearing.

Ms. Mumm moved to recommend the STA Board of Directors approve by resolution the 2020 Title VI Program as presented. The motion was seconded by Ms. Haley and passed unanimously.

2. CITY LINE: AWARD OF CONTRACT OF COMMUNICATIONS PROVIDER(S)

Mr. Otterstrom presented the Award of Contract of Communication Provider(s) for the City Line. 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.

Mr. Otterstrom reviewed the background of the scope of work and the evaluation process and criteria. 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 the analysis, staff deemed Zayo's proposal was fair and reasonable. Additionally, Zayo demonstrated the ability to meet all of the technical requirements per the RFP. The maximum contract value over 10 years is estimated to be \$2,987,287.

Chair Grover asked about dark fiber. Mr. Otterstrom responded that STA would seek to have their own dark fiber and possibly partner with another organization, possibly the City of Spokane, otherwise STA will be leasing from Zayo.

Ms. Haley moved to 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. The motion was seconded by Ms. Mumm and passed unanimously.

B. BOARD DISCUSSION AGENDA

No items being presented this month.

6. REPORTS TO COMMITTEE

A. 2020 TRANSIT DEVELOPMENT PLAN: DEVELOP MID-RANGE PLANNING GUIDANCE

Mr. Otterstrom presented. The first step in the development of the Transit Development Plan (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: Foster and Sustain Quality, Maintain a State of Good Repair, Expand Ridership, Proactively Partner in the Community, Advance and Adapt the System Growth Strategy.

Ms. Mumm requested greater specificity regarding "Advance and Adapt the System Growth Strategy." Of particular interest is the ability to include serving areas of the community underserved in the PBTA by exploring population and job density, and identifying workforce areas and needs.

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 reviewed.

Ms. Mumm thanked Mr. Brandon Ropez-Betty who provided an extensive outline of all of the STA plans to her while out of town at a conference. Ms. Mumm is going to call a few of the Chairs of the neighborhood councils in which she is attending next month to see if an STA representative can attend to continue the narrative that their feedback drives service.

Ms. Mumm asked if there is any additional service planned for the West Central Neighborhood. Mr. Otterstrom explained that frequency improvements were made along West Broadway Avenue in 2018 and that the preliminary proposal for service revisions includes additional cross-town service in the neighborhood. Ms. Mumm asked if service would be extended directly into Kendall Yards. Ms. Susan Meyer responded that the internal road network is not ideal for transit operations. Ms. Karen Stratton added that West Central has not requested additional services into Kendall Yards nor expressed a concern with the lack of bus service. Ms. Mumm is expecting a lot of construction in this area. Mr. Otterstrom shared that STA is happy to attend the West Central neighborhood council again to speak to proposed changes or listen to neighborhood interests in improved transit.

Ms. Mumm would like STA to focus on PTBA prior to expanding service to Post Falls and Coeur d'Alene. Ms. Meyer responded this pilot project service is planned for year 2025 in the STA Moving Forward 10-year plan. In fact, this service was one of the top three priorities amongst all groups talked to except elected officials. Ms. Haley reminded the group of the large employment commute between Spokane and these two cities. Ms. Meyer shared that the other aspects of the STA Moving Forward plan are scheduled to be executed first.

B. SPOKANE TRANSIT AUTHORITY ALTERNATE FUEL STRATEGY

Mr. Steve Blaska presented. 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 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 (2023-2040). Staff reviewed timelines for each strategy.

Mr. Blaska reported that zero emissions technology now includes more than just battery electric buses. Hydrogen fuel cell is starting to be developed as a feasible alternative within a planning window of out to 2020-2040. Decision points were reviewed which includes a review of the CTE results. The current fleet replacement plan will remain in effect as developing technology is continually monitored.

C. DRAFT SRTC 2020-2021 UNIFIED PLANNING WORK PROGRAM (UPWP)

Mr. Otterstrom presented. 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). Each cycle STA submits a description of the planning activities it will engage in over the identified State Fiscal Years. Mr. Otterstrom noted that a 5-Mile Park and Ride Mobility Study is included as a proposed planning project as STA just received an SRTC grant for this project.

Ms. Mumm reported a substantial change in the 5-Mile area; a new middle school is under construction and will open in the fall of 2020 and a tenth elementary school will be added in the Mead School District adjacent to the new

middle school. Ms. Mumm further reported the area has experienced 40% growth. Mr. Otterstrom responded that there has not been significant ridership in this area; however, the Mobility Study will review this area as well.

The Planning and Development Committee reviewed the draft description of STA's ongoing and upcoming planning activities that will be submitted to SRTC for inclusion in the UPWP.

D. CONNECT SPOKANE: MAJOR UPDATE SCOPE OF WORK

Mr. Otterstrom presented. *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. Originally adopted in 2010, the last major update was completed in 2017 and an update for the plan is due to begin no later than 2020. Mr. Otterstrom reviewed a draft schedule and work program for the *Connect Spokane Update* 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.

The foundation for this plan was based in part on the City of Spokane's plan for high density neighborhoods around centers and corridors and providing high frequency service to those areas in order to pursue the most effective service. Fixed routes in high density areas with mixed use are foundational and the City of Spokane has been an excellent partner. Mr. Otterstrom reviewed the goals of the outreach program, public outreach strategies, and proposed update schedule. Next steps include continuing coordination with SRTC, returning to the Planning and Development Committee with initial draft Document Review Matrix, and development and refinement of the Strategic Plan scope of work.

Ms. Mumm commented that the City of Spokane has a new division in their council office dedicated to environmental strategies with a full-time staffer working with a large team from a variety of backgrounds.

E. DIVISION STREET CORRIDOR STUDY UPDATE

Mr. Otterstrom presented. 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 by STA. This project is co-led by SRTC and STA with Parametrix as the lead consultant. Through previous planning efforts including the board adopted *Connect Spokane*, the planned mode for the corridor is bus rapid transit. 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.

Mr. Otterstrom reviewed background of the corridor segments: Medical District to the Spokane River, Spokane River to Euclid Avenue, Euclid Avenue to Francis Avenue, Francis Avenue to Newport Highway (The "Y"), and Newport Highway (The "Y") to US 395. Timeline for decisions, current state of each corridor, and public engagement efforts were reviewed.

Following the public engagement kick-off, opportunities for dialogue and engagement will occur on a monthly basis along the corridor. The project study will be titled "Division Connects" to focus on the fact that this is a connection for Spokane.

Staff is proposing a steering committee would be composed of elected officials and administrators from the region and are members of either the STA board or SRTC board. The steering committee will be advisory only with no official recommendations or actions.

Ms. Mumm suggested that Holy Family, the Providence group, and Multi-care could be possible partners as they have just added a hospital on Division, and a few urgent cares. The City of Spokane added Northpoint and Franklin Park as a center.

F. CHENEY LINE INFRASTRUCTURE AND ALIGNMENT PLAN

Mr. Otterstrom presented. The objective of the Cheney Line project is to foster greater ridership in Cheney and the West Plains, to support regional economic development and improve access to jobs and services. Mr. Otterstrom reviewed the background, proposed project general scope, the alignment and infrastructure recommendations, the project schedule overview, a summary of the project plan development process and draft proposed plan for the Cheney Line, and next steps. A public hearing on the draft proposed plan is scheduled for the March Board meeting. In April, a final plan based on feedback received will be presented to the Committee for a recommendation to the full board.

Ms. Meyer asked Mr. Otterstrom to address the in-lane stops at Four Lakes. Mr. Otterstrom responded that the plan will include pull-out stops in both directions at the Four Lakes Station. Ms. Meyer mentioned that one of the earlier options was to provide in-lane stops on Highway 94 northbound; however, after staff had completed a good amount of work and with consultation from WSDOT, it was decided to select pull-out stops. It will cost more but not be prohibitively more expensive.

7. COMMITTEE INFORMATION

(No information included this month.)

8. REVIEW APRIL 1, 2020 COMMITTEE MEETING AGENDA

No changes were suggested at this time.

9. NEW BUSINESS

COVID-19 (Coronavirus) Health Plan Communication: Ms. Meyer reported that STA began informing employees and bus riders of safety requirements and disinfecting methods via the All Employee Meetings, posters, a company email, and STA Informed. STA is participating in the Spokane Emergency Services Group. Mr. Blaska and Mr. Mike Toole attended the COVID-19 Planning Forum at the Spokane Regional Health District. The STA Safety Manager will serve on the policy working group to look at the COVID-19 impact from a top level. STA is disinfecting every bus every day, conducting additional cleanings at the Plaza, providing hand sanitizer, wipes and nitrile gloves. Face masks are in stock. Posters are in the bulk heads and advertising on social media. STA is participating in a webinar with the American Public Transportation Association to learn how other agencies are coping with the COVID-19. STA is reviewing guidance from the CDC and the World Health Organization (WHO) on a daily basis.

10. COMMITTEE MEMBERS' EXPRESSIONS

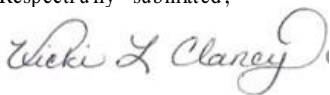
11. ADJOURN

Acting Chair Mumm adjourned the meeting at 11:28 a.m.

12. NEXT COMMITTEE MEETING: WEDNESDAY, APRIL 1, 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

July 1, 2020

AGENDA ITEM 4A1 : HIGH PERFORMANCE TRANSIT (HPT) AMENITY
FABRICATION – AWARD OF CONTRACT

REFERRAL COMMITTEE: N/A

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

SUMMARY: The purpose of this action is to award a multi-year contract for the fabrication of amenities for High Performance Transit (HPT) stations and stops, including the City Line.

BACKGROUND: A key element of the City Line and STA's overall program for high performance transit is the implementation of unique stations and enhanced amenities. In consultation with customers, community leaders and jurisdictional partners, STA developed a design for passenger shelters that communicate the higher level of service and frequency provided on the City Line and at other major stations on HPT lines. Because of the unique design, shelters are being procured separate from STA's standard shelter contract.

On March 4, 2020, the Planning and Development Committee approved the revised Scope of Work (SOW) for HPT Amenities Fabrication pursuant to STA procurement policies and authorized staff to release a Request for Proposals (RFP). The scope of work for this procurement included the final engineering, fabrication, delivery and installation support for the HPT amenities, including the shelters, markers and light-poles for the City Line. The initial term of this Contract is three (3) years, with two (2) additional one (1) year options. The final pricing will be negotiated with Future Systems to serve the best interests of STA.

The RFP was advertised and issued to forty-three (43) potential proposers on March 11, 2020. Four (4) amendments were issued prior to the RFP submittal deadline on May 22, 2020. STA received one (1) responsive proposal from Future Systems Inc. who was subsequently deemed a responsible contractor.

An evaluation committee composed of STA Planning, Procurement and Facilities staff (Nick Hanson, Dan Wells, Tara Limon, Darin Hoffman, Brian Bale and non-voting members Kimberly Smallwood and Lee Ann Mangin (Consultant – IBI) reviewed the single proposal. A follow up meeting was held on June 17, 2020 with Future Systems Inc. to review questions and get clarifications on the information presented in the proposal. Following this meeting, the evaluation team completed the review and evaluation of the proposal and clarifications using the following criteria:

- Proposer Experience, Qualifications and Financial Stability (30 points)
- References (10 points)
- Project Management and Delivery Approach (20 points)
- Warranty (10 points)
- Price Proposal (30 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
Future Systems Inc.	80.2

Future Systems Inc. was determined to be a qualified service provider by the evaluation committee. 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. The values reflect the initial order for the City Line (32 shelters and markers), Monroe Regal Line (43 sites), Moran Station (1 shelter and marker) and the Plaza (1 shelter, 7 markers) (together defined as “Order 1”). Because Future Systems Inc. was the only proposer, an internal cost analysis was performed. Based on a proposal submitted in 2019 for the first advertisement of this work, pricing from similar work performed recently for Community Transit, and the Independent Cost Estimate prepared by STA staff and our Consultant, it was determined that Future Systems’ proposal was deemed fair and reasonable.

Proposal (w/o WSST)	Independent Cost Estimate (w/o WSST)
\$8,679,473	\$10,946,991

Future Systems Inc.’s proposal represents the maximum cost, based on the quantities provided, for implementation of Order 1. It is anticipated that STA will place future orders for amenities on future HPT lines such as the Cheney and Sprague Lines and will request Board approval for such future orders through applicable amendment(s) to the contractual scope and price.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors authorize the CEO to negotiate and execute a contract with Future Systems Inc. for an initial term of three years, plus two optional one-year extensions, and a Scope of Work for Order 1 of the HPT Amenities Fabrication, at a price not to exceed \$8,679,473.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

July 1, 2020

**AGENDA ITEM 4A2 : 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
Madeline Arredondo, Assistant Transit Planner

SUMMARY: Spokane Transit Authority (STA) is the designated recipient for federal funds apportioned to the Spokane urbanized area 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 \$521,614 available in Section 5310 funds. Table 1 shows the source of these funds by budget year and grant as applicable.

Table 1: Funding Breakdown

Funding Source	Federal Amount	Description
2020 Apportionment	\$410,414	Current federal funding allocation.
2019 Apportionment	\$100,000	Carried over from 2019 for future call for projects.
Funds returned from Grant No. WA-2018-067	\$11,200	Subrecipient cancelled project and relinquished federal award on last year's grant award.
Total Available	\$521,614	Total grant funding available for this call for projects.

FEDERAL TRANSIT ADMINISTRATION (FTA) REQUIREMENTS AND AVAILABLE FUNDS

Federal statute dictates that a minimum of 55% of the apportionment 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 apportionment may be used for "Other" eligible projects by non-profits, local governments, and other public transportation providers. "Other" eligible projects may include capital or operating public transportation projects that exceed the requirements of the Americans with Disabilities Act (ADA) Paratransit services.

The 55% minimum funding requirement for Traditional projects is \$225,728. This is based on the 2020 apportionment only. The 2019 reserves of \$100,000 and the relinquished \$11,200 can be used for either Traditional or Other projects since the previously awarded projects already satisfied the statutory minimum for Traditional projects.

Spokane Transit issued a call for projects for Section 5310 funding on May 8, 2020. 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 emails directly to area agencies that serve the needs of seniors and people with disabilities inviting them to submit project applications. An informational meeting was held on May 18, 2020 via Webex to review the funding opportunity with interested agencies and to clarify any questions related to the program or application. Applications were due June 1, 2020. Five project applications were received, three of the projects are capital and two are operating projects. The project applications were evaluated by STA and Spokane Regional Transportation Council (SRTC) staff 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 and Match Requirement	Average Scoring
ARC of Spokane	Inclusive Mobility: The Arc's Community Center	Other (50/50)	71
SNAP	SNAP Neighbors on the GO (Volunteer Driver Program)	Other (50/50)	79
SNAP	SNAP Resource Rides: SNAP/CHAS- BHT SDOH Project	Traditional (85/15)	84
Southside Community Center	Southside Community Center Van Replacement Project Additional Funding Request	Traditional (85/15)	70
Special Mobility Services	Spokane County Mobility Management Project	Traditional (80/20)	82

The total amount of funding requests received was \$515,738 which is within the total amount available. Based on federal requirements, when there is a balance remaining, STA can use the remaining funds for eligible Traditional projects which may include the acquisition of vehicles for paratransit. Spokane Transit must certify to FTA that there are no eligible subrecipients to receive the funds. Table 3 summarizes the recommended projects and federal funding amounts. Funds requested for Traditional projects totals \$266,363 or 64.9% of the 2020 apportionment, satisfying the statutory requirement for a minimum of 55% of the apportionment be awarded to Traditional projects.

Table 3: Section 5310 Recommended Project Funding

Applicant	Project Name	Funding Category	Recommended Federal Award
Arc of Spokane	Inclusive Mobility	Other	\$85,251
SNAP (Operating)	Neighbors on the GO	Other	\$170,000
SNAP (Capital)	Resource Rides	Traditional	\$48,960
Southside Community Center	Van Replacement	Traditional	\$20,836
Special Mobility Services	Mobility Management	Traditional	\$190,691
Subtotal			\$515,738
Spokane Transit	Complementary Paratransit Service (Contingency Award)	Traditional	\$5,876
Total			\$521,614

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 if funds are available.

The projects are summarized below:

Arc of Spokane – Inclusive Mobility: The Arc's Community Center

Employ two full-time staff members to provide ongoing support for constituents. One transportation coordinator, and transportation specialist to be employed for two years to meet the increased demand for transportation services.

SNAP Operating – SNAP Neighbors on the GO (Volunteer Driver Program)

Continued operational support for the volunteer driver program to meet the transportation needs of food source and health care.

SNAP Capital– SNAP Resource Rides: SNAP/CHAS- BHT SDOH Project

Purchase an ADA compliant van and serve the community by providing transportation to residents who face barriers when seeking healthcare services and/or stability access to food sources. Van will supplement initiatives and specifically support an expansion of our current partnership program with CHAS Health care.

Southside Community Center – Southside Community Center Van Replacement Project Additional Funding Request

Purchase an ADA compliant van to provide transportation for the Southside Community Center. Note, with the delay in procurement due to COVID-19, the cost of the vehicle has increased. Due to the high-risk population served by this project, additional sanitizing and safety features are needed, which also increase the cost. This request is for additional funding to a previous award grant WA-2018-067 and will cover the remaining costs to purchase the van.

Special Mobility Services – Spokane County Mobility Management Project

The project will leverage existing resources by assessing transportation needs, increasing the public's awareness of transportation options, enhancing the consumer's ability to utilize existing services, and encouraging better coordination and connectivity between transportation providers and programs.

Spokane Transit – Complementary Paratransit Service (contingency award)

Spokane Transit may purchase paratransit vans These funds may also be used for budget revisions to assist subrecipients with costs related to vehicle procurement.

RECOMMENDATION TO COMMITTEE: Recommend the Board award Section 5310 funding as listed in Table 3 “Section 5310 Recommended Project Funding” and authorize the CEO to adjust project funding (if available) 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

July 1, 2020

AGENDA ITEM 5A : CONNECT SPOKANE UPDATE

REFERRAL COMMITTEE: N/A

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

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.

The Board, on the recommendation of the Planning & Development Committee, approved the scope of work at the March meeting. This completed Task 1.

Task 2 is the "*Connect Spokane* Document Review" and is currently in process. The attached memo provides a brief highlight of the proposed edits for each section.

At a high-level, recommended next steps identified by staff include:

- Review opportunities to incorporate policy statements in appropriate sections on transit service in a time of uncertainty, such as the COVID-19 pandemic, and those impacts on delivering high-quality transit service
- Review strategies and incorporate as policy, where needed, and move all others for possible incorporation into new Strategic Plan
- Review and update proposed HPT lines
- Review the organization of the System Infrastructure element, including consolidating where appropriate and including naming hierarchy for passenger infrastructure such as stops, stations, and transit centers

RECOMMENDATION TO COMMITTEE: Information only.

memo

To: STA Planning and Development Committee

From: Karl Otterstrom, Director Planning + Development
Mike Tresidder, Associate Transit Planner

CC:

Re: Connect Spokane Review Matrix Summary

Date 7/1/2020

Background

This memo provides a high-level summary of the *Connect Spokane* review matrix. The matrix was prepared as part of the review of existing Policies in Parts II and III and examine them for potential revisions, deletions, or additions. The current review did not look at Principles (which are considered to be broad in scope and provide background for the policies) or the specific Strategies unless they should be moved to the Policies (all other Strategies be reviewed and incorporated as required into the new Strategic Plan). This review was a first glance at the Policies and identification of areas for possible update – subsequent steps will take a deeper look at the actual language within the policies.

Summary

In reviewing *Connect Spokane*, it became clear that some edits would likely occur in every section of the document. Highlights of the recommended next steps are identified below.

Part II: Services

High Performance Transit

- Explore clarifying/streamlining the use of planning terms (Frequent vs. Express) and newer branding terms (City, Plus, etc.).
- Explore re-working the stated strategies as policies.

Fixed-Route Service

- Like High Performance Transit, the introduction of the new branding terms calls for a review of the major service types
- The major update also provides an opportunity to review and update service span and allocation targets

Paratransit

- Coordinate with Operations and Paratransit staff to ensure policies reflect other guiding documents

Flexible Services

- Update the section language to reflect the Shared Mobility language and distinction STA is making between Shared Mobility (overarching) Mobility Hubs (infrastructure) and Mobility on Demand (systems)

Part III: Activities and Programs

System Infrastructure

- Review and document the naming hierarchy for passenger infrastructure such as stops, stations and transit centers
- Consolidate and improve legibility for Stops (currently both a Stops and an HPT Stop policy)

Communications and Public Input

- Review table of outreach tools and consider updates

Revenues and Fares

- Review prior to adoption for any necessary updates regarding mobile/ticketless payment methods

Monitoring and Improvement

- Consider adding policy statement regarding performance during unusual times that may be ongoing or sustained over months, such as COVID-19
- Update Hierarchy of STA Plans to reflect updating plan requirements

Sustainability

- Coordinate with the City of Spokane Sustainability Action Subcommittee

Safety and Security

- This section focuses primarily on physical safety from others - consider a policy and/or principle statement on safety during times of public health crisis

Annex 1 and 2

- Review performance standards in Annex 1 for a clearer way to communicate what is being measured and why
- Should Title VI be a chapter rather than an annex?

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

July 10, 2019

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: N/A

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

July 1, 2020

AGENDA ITEM 8 : REVIEW SEPTEMBER 2, 2020 DRAFT COMMITTEE MEETING
AGENDA (NO AUGUST MEETING)

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 September 2, 2020 Committee meeting. Proposed agenda items include:

- Minutes of the March 4, 2020 Committee meeting – *Corrections/Approval*
- High Performance Transit (HPT) Amenities Provision and Installation Scope of Work – *Committee Action*
- DivisionConnects Study: Draft Alternative Cross-Sections -- *Report*
- Draft 2020 Transit Development Plan: (Public Hearing) -- *Report*
 - 2021-2026 Capital Improvement Program
 - 2021-2023 Service Improvement Plan
- I-90 / Valley High Performance Transit (HPT) Project Overview -- *Report*
- Shared Mobility Concepts -- *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

July 1, 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

July 1, 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