



Central City Line

Steering Committee Meeting #14

Tuesday, July 17, 2018 | 1:00 – 2:30PM

SRTC, Paulsen Building
421 W. Riverside Ave., Suite 504



Meeting Purpose:

Provide an update on the project status including all phases of design, outreach and funding.

Meeting Agenda:

	Item	Lead
5 min	Welcome, Introductions, and Agenda Review	Karl Otterstrom, STA
10 min	Election of a Committee Chair/Vice Chair	Karl Otterstrom, STA
5 min	Public Expressions	Chair
5 min	Administrative Tasks <ul style="list-style-type: none">• Approval of November 2017 Meeting Minutes• Approval of December 2017 Meeting Minutes	Chair
15 min	Federal Funding Update	Karl Otterstrom, STA
25 min	Engineering Design Update <ul style="list-style-type: none">• Riverside Avenue Stations• Cincinnati St./Wall St./Maple St.• Station Design Status	Mark Brower, CH2M
20 min	Kit of Parts/Station Amenities <ul style="list-style-type: none">• Design Update• Design Review Board Review	Dan Wells, STA
5 min	Next Meeting – TBD	Karl Otterstrom, STA

Documents/Files Distributed

Date	Method	File/Document Name
7/12/18	Email	CCL – SC Mtg 14 Packet.pdf

Steering Committee Update – July 17, 2018

NEPA Environmental Documentation

In May, STA submitted a revised draft Cultural Resources Report and NEPA Documented Categorical Exclusion (DCE) package to FTA Region 10. The revised draft documents addressed comments provided by FTA and DAHP on the initial draft submittal in December of 2017. A number of minor comments were already addressed. More significant comments required additional analysis and are summarized below.

Parking Impacts. FTA commented that additional information was needed about the utilization of the on-street parking along the CCL corridor that would be displaced by the stations. In response, a parking utilization study was conducted in Browne’s Addition, Downtown, and the University District. The study counted the number of spaces utilized and compared against the number of spaces available during two weekdays (March 6 and 8) at three specific times each day (noon, 5 pm and 8 pm). The study revealed that there is additional on-street parking capacity available in all cases to adequately handle the loss in parking due to the CCL, except near Gonzaga University on Cincinnati St. during school hours. In that case, there is off-street parking capacity available.

Cultural Resources Impacts. DAHP commented that even though much of the work would be constructed within the public right-of-way, which has previously been disturbed and is paved, that it would be beneficial to provide additional research or field work to more conclusively demonstrate that likely impacts to cultural resources will be minimal. To address this, in conjunction with required geotechnical borings and sampling (for engineering purposes), a geoarchaeologist was deployed to monitor and review the materials collected from the geotechnical borings. A memorandum was developed and concluded that even in areas more likely to encounter cultural resources, none were encountered.

FTA is currently reviewing the revised Cultural Resources Report and NEPA DCE package. The revised report and concurrence letter has been forwarded to DAHP and affected Tribes. It is currently estimated that this process will be complete and a determination will be made by August 2018.

Station Design Outreach

Since our January Steering Committee meeting, STA and the CCL project team have continued to engage our stakeholders and community in a variety of ways, including an online open house, service provider roundtable, website update, newsletters, direct contact and meetings with property owners and stakeholders, and the neighborhoods. A brief summary of these efforts is provided below.

Online Open House. During winter, STA hosted an online open house to gather feedback from the community on the proposed CCL station designs. STA is currently using community feedback from the online open house to refine station designs. To find out more about the results of the online open house, visit the CCL project website at www.spokanetransit.com/CCL.

Service Provider Roundtable. In February STA conducted a roundtable to engage with representatives of key local service providers and advocacy organizations that serve communities of concern within the CCL corridor in order to promote this beneficial public transportation project, understand specific needs of their constituents (to aid in design of the project), and learn about other opportunities to engage.

Representatives from over 25 organizations were invited. Attendance was light at the event, and additional targeted outreach to these agencies has not yielded interest.

Newsletters. CCL project updates have been featured in STA’s newsletters, published in April and June.

Website Update. The CCL project website (www.spokanetransit.com/CCL) is updated as needed to provide meeting information (such as open house dates). A project development update was posted in May to provide current status.

Neighborhoods. STA attended neighborhood council meetings in May for Browne’s Addition, Logan, and Chief Garry Park. In each case, updates on the project were provided and input from the neighborhoods received.

STA is responding to concerns that the HPT Kit of Parts and stations need to fit better into the character of the surrounding neighborhoods. STA is partnering with Spokane Arts to develop a comprehensive strategy for neighborhood inclusion along the CCL. STA and Spokane Arts want to document feedback from neighborhoods, businesses, universities, and other agencies on what is important to the character of the area around each station. This feedback will help STA ensure CCL stations reflect neighborhood character and meet community needs.

STA will ask for input mostly on elements that enhance the station identification as a high performance transit station and a neighborhood amenity. “Station identification” design could include graphics, art, photos, glass etching, or other features at stations that reflect the unique neighborhoods along the CCL. Spokane Arts will develop a master plan to identify opportunities at stations and throughout the corridor where additional enhancements could be included in the future as funding allows.



Example of possible station identification element

Station identification outreach will begin in July and continue throughout the summer, with a final report expected early Fall 2018. All outreach event dates will be posted on the project website.

Agency Coordination/3rd Party Agreements

The CCL team continues to partner and work closely with our key project partners, including the City of Spokane, Avista Utilities, Gonzaga University and WSU Spokane. Chartering agreements have been finalized between STA/City of Spokane and STA/Gonzaga University to provide framework for mutual support and collaboration to advance and implement the CCL project. Significant design and utility coordination (to include weekly focus meetings) has been occurring with each of these stakeholders to finalize the basis of design for CCL stations, pedestrian and roadway improvements. This input is invaluable to the success of the CCL design and implementation.

STA is continuing to work with each of these stakeholders on formal agreements that will address specifics on how they will partner throughout design, construction, implementation and operations of the CCL to ensure that it is a valuable asset for our community moving forward. Formalized agreements are a requirement of FTA and it is anticipated that these will be complete in Fall 2018.

Engineering Design and Project Readiness

STA is currently working toward completing 60% design for CCL stations, pedestrian and roadway improvements, and will be conducting constructability reviews internally and with the City of Spokane to determine how the project will be contracted and constructed. Once these processes are complete, STA will review more advanced design with the community again in fall 2018. A federal Small Starts funding agreement is expected to be completed in late 2018/early 2019, allowing for construction to begin in 2019 with service starting in 2021.

Engineering Design – Traffic Operations Analysis. Traffic Operations analyses were conducted to affirm the alignment on Cincinnati St. through Gonzaga University. The analyses compared the use of Cincinnati St. versus Hamilton St. between Sharp Ave. and Mission Ave. Results indicated that the Cincinnati St. corridor provided better average travel times for CCL. Improvements at the Cincinnati St./Mission Ave. intersection will provide reliable turning movements for the CCL vehicle under traffic. The analysis was reviewed with the City of Spokane traffic engineering staff.

Right-of-Way. Permanent right-of-way is required to construct the stations on eastbound Mission Ave. at the Perry St. station (in front of Avista Utilities), and at the Regal St. station (in front of the Letter Carrier's Union building). These are minor 'sliver' acquisitions. Permanent right-of-way is also needed on the Cincinnati corridor from Gonzaga University to construct a turnaround south of campus property, and in order to realign Cincinnati St. for better north/south travel for the CCL vehicle through Desmet Ave. Right-of-way exhibits are being prepared and initial appraisals conducted to support these acquisitions, such that when the NEPA determination is finalized, STA may move quickly into acquiring these parcels. Acquired properties will become City of Spokane public right-of-way.

Project Management Plan. STA has developed an initial draft Project Management Plan (PMP) that will be reviewed by FTA with other documentation (Third Party Agreements, Right-of-Way certifications, Design and Budget Updates, Risk Analyses, etc.) to determine the project's readiness for Small Starts Grant Funding. The PMP is a living document that is developed and evolves as the project moves through design. The PMP provides documentation for how the project is to be managed through design and construction to support the responsible use of federal monies. An initial draft PMP was submitted to FTA in May and comments were provided to consider as the document continues to be developed.

CENTRAL CITY LINE STEERING COMMITTEE

MEETING 10:00 A.M.

DRAFT Minutes of November 8, 2017 Meeting
SRTC, Paulsen Building
421 W. Riverside Ave., Suite 504

MEMBERS/ALTERNATES PRESENT

Lars Gilberts, University District Dev. Assoc.
Dr. Kevin Brockbank, Spokane Community College
Collen Gardner, Chief Garry Park Neighborhood
Cheryl Kilday, Visit Spokane
John Lemus, People First
E. Susan Meyer, Spokane Transit Authority
Mark Richard, Downtown Spokane Partnership
John Schad, Washington State University
John Sklut, Gonzaga University
Frank Tombari, East/Valley Representative
Steve Trabun, Avista Corporation
Amber Waldref, City of Spokane (Chair)

MEMBERS ABSENT

Anne Marie Axworthy, Greater Spokane Inc.
Lisa Brown, Washington State Univ. - Spokane
Karen Byrd, Logan Neighborhood Council
Kathy Fritchie, Browne's Addn. Neighborhood
Gordon Hester, Downtown Business Rep.
Gary Pollard, Riverside Neighborhood Council
Harlan Shellabarger, Cheney Free Press
Scott Simmons, City of Spokane
Kevin Twohig, Spokane Public Facilities Dist.

STAFF PRESENT

Karl Otterstrom, Director of Planning & Development
(Secretary)
Dan Wells, Deputy Director of Capital Development
Beth Bousley, Director of Communications & Customer
Service
Don Skillingstad, Capital Projects Manager

CONSULTANTS/GUESTS

Mark Brower, CH2M
Ryan Farncomb, CH2M
Randy Knapick, IBI Group
Lee Ann Mangin, IBI Group
Katherine Miller, City of Spokane
Andrew Warlock, City of Spokane
Paul Kropp, Citizen, SRTC Advisory Committee
Roger Watkins, Citizen
Chris Batten, Citizen
Sabrina Minshall, SRTC
Melissa Huggins, Spokane Arts

1. WELCOME, INTRODUCTIONS, AND AGENDA REVIEW

Chair Amber Waldref called the meeting to order at 10:02 a.m. Chair Waldref welcomed the group to the meeting and called for attendee introductions. Chair Waldref said the bulk of the meeting would be focused on station locations and design. Chair Waldref asked if there were any additions to the agenda. There were none.

2. PUBLIC EXPRESSIONS

Chair Waldref asked if any attendee wanted to speak. Chris Batten, representing the ownership of the Numerica building on the corner of Stevens and Riverside and the Cutter Tower next door, shared that these businesses have been engaged in the station location process since about May, 2017. They believe that the station proposed for the corner of Stevens and Riverside is inappropriate for that

location; the size, scale and scope of the station that close to a two-story historic building is not what they envisioned. During the station location conversation, one of the considerations that has been expressed is that the station locations were specifically located for promoting development and supporting businesses. Mr. Batten stated that this property is already developed and they have already proposed early on that the bus station be moved further east and located in front of the parking lot across the street. He said that if the City does not like surface parking lots and wants to encourage development, then this is a great opportunity to test that theory. In this ongoing conversation, it has been expressed that that east location may not be the best spot because it does not line up with the eastbound traffic on Main Street. However, it is Mr. Batten's understanding that this request is still open for discussion and that the Committee would certainly consider the idea of relocating the station or eliminating it. This is the position of the two property owners on the corner of Riverside and Stevens.

10:06 a.m. Mark Richard and John Sklut arrived at the meeting.

3. ADMINISTRATIVE TASKS

Chair Waldref asked for a motion to approve the July meeting minutes.

John Lemus made a motion to approve the meeting minutes. Mark Richard seconded the motion. Chair Waldref called for a vote. The vote was unanimous.

Chair Waldref welcomed Mark Richard and John Sklut to the meeting.

4. SMALL STARTS RATINGS UPDATE

E. Susan Meyer shared the great news that STA received a "medium" rating. There is a statutory requirement that a project receive a certain rating in order to be considered eligible for one of the capital improvement grant programs that is a federally funded grant. STA submitted an application for the Small Starts Grant for the Central City Line and requested an early rating. The Federal Transit Administration provided an early response that the project had been rated sufficient to be eligible to receive funding. This rating will be entered into the Federal Transit Administration's Annual Report and into the President's budget, although it would not be funded if the President continues to make transit decisions according to earlier this year. Congress, then, has the responsibility of appropriating.

Chair Waldref explained a medium rating is actually good and makes you eligible for funding.

In addition, E. Susan Meyer shared that STA received a support letter for the Central City Line signed by Senators Maria Cantwell and Patty Murray, as well as Congresswoman Cathy McMorris-Rodgers. This has been added to STA's 30-plus letters of support for the application.

Mr. Richard asked if the ridership study mentioned in the July 31 meeting minutes has been completed. Mr. Otterstrom responded that the ridership modeling was completed and the experience was a great partnership with FTA. FTA agreed to complete the ridership modelling and the results were actually higher than STA's projections. Mr. Otterstrom referred to the rating results and explained the rating for individual categories.

This factored into STA's cost effectiveness and environmental benefits. It is important to note the following about the "lower" scored categories:

- Mobility – the only low -- This category registers at a "low" for ridership counts less than three million boardings per year. STA's best route today on Division Street transports just over one million riders per year. In order to score higher, a city would need to have a much more dense urban area (e.g., Seattle), so this is a high bar for a smaller metropolitan area such as Spokane.
- Congestion Relief – This category is tied to the number of miles the bus system is taking off of the road. If the corridor extended as far as Coeur d'Alene, Idaho it would be easier to receive a higher rating in this category.
- Reasonableness of the Financial Plan – FTA considers our projection for sales tax revenue to be too optimistic. They looked at a five-year rolling average for the trend which includes the recession and the slow growth after that. STA is looking at a twenty year or even a thirty-year trend and those are higher.

STA respectfully disagrees with the "medium-low" rating in this category. However, because the ratings for Current Financial Condition and Commitment of Funds are medium-high the overall rating averages out to a medium rating, which is what STA needs to be eligible and that is the important part. Historically, every project that has received a medium or higher rating has been funded.

Mr. Richard asked what would happen if STA used the FTA's figure of 2.2% in STA's modeling. Ms. Meyer responded that STA has run those projections; it is a drastic change over thirty years' time. This would be difficult if STA did not receive as much as usual; however, STA builds in contingency and FTA has accepted STA's financial plan from the commitment of state funds and the commitment of a federal and state grant, as well as operating funding available from the ballot measure in 2016. Mr. Otterstrom added that the week after STA received the rating, he and Ms. Meyer were at the American Public Transportation Association's Annual meeting and met with FTA's Acting Administrator as well as some of her deputies including the deputy over planning who sent the ratings report to STA. They are very positive about STA's performance and have often suggested that STA is an example to other agencies. It is encouraging that the project has merited that type of attention. The FTA also said that other FTA grantees would do well to emulate STA.

5. STATION LOCATION AND DESIGN OUTREACH

Mark Brower reviewed the project timeline for the Central City Line. Currently, the project is at the intermediate point in the project development stage. There is a sense of urgency to complete station location and design outreach in order that construction can begin in the spring of 2019. Mr. Brower identified near-term fall and winter milestones that are needed to flesh out design:

- "Freeze" station locations"
- Affirm scope/limits of work for street improvements
- Establish Station Identification Elements and Customization Policy
- Advance definition of vehicle and charging elements
- Solidify station design elements

Outreach has been conducted on these items, most recently with an open house even at Gonzaga University.

6. HPT STATIONS UPDATE

Station Design

LeeAnn Mangin updated the Committee on the HPT Station design and reviewed the High Performance Transit (HPT) Station Kit of Parts. The Kit of Parts focuses on solutions with the flexibility to meet the program requirements of a variety of site conditions, while maintaining uniform assembly and detailing important for maintenance and operational concerns. The Kit of Parts is modular, scalable, adaptable, interchangeable and consistent, and is a universal design that can be used across the region. It allows for unique station types based on physical, operational, maintenance, and ridership factors.

Ridership, connectivity, gateways for key destinations, Crime Prevention Through Environmental Design (CPTED) principles and accessibility are some of the assumptions applied to the project to determine the best station design type needed at a particular location.

With this in mind, the Kits of Parts is the shopping list of amenities at a site and includes:

1. Flag
2. Marker
3. Technology Pylon
4. Seating
5. Pedestrian Lighting
6. Trash Receptacles
7. Next Bus Display
8. Off-board Fare Collection
9. Shelter – (focusing on transparent)
10. Windscreen(s) - weather protection
11. Bike Rack
12. Security Camera(s)

As a result, the team developed five unique station design types:

- Kit A – “The full meal deal.” – This is a very high volume stop; many connections. It could be a key destination (e.g., university, grocery store, etc.). Full size platform with large-scale shelter.
- Kit B – This stop has less volume but still has a lot of curb side space available.
- Kit C – This stop has less curbside space available but the length of the platform may be longer in order to allow access to both bus doors. This design might be for a more confined location.
- Kit D – This stop has even less ridership, a shorter platform but still with access to both bus doors, and a smaller shelter.
- Kit E – This stop will probably be for locations in which people are just getting off the bus; more of a drop off location.

Each kit maintains distinctive HPT branding, exemplifying its unique attributes and nested within the STA corporate brand. The proposed HPT station standards*:

- Distinctive HPT branding
- Station marker with distinctive HPT branding
- Improved pedestrian connectivity
- ADA accessibility improvements
- Safe and secure waiting areas
- Pedestrian level lighting
- All-door boarding
- Near-level access

**Where feasible*

Ms. Mangin said that the next steps in the design process are to finalize the functions, features and technologies of each of the kits.

John Sklut asked if any of the stations are adaptable to center stations. Ms. Mangin confirmed that any of the kits have this capability.

Design Outreach

Mr. Ryan Farncomb presented a new tool, the Central City Line Interactive Map that displays the alignment, conceptual design and station kit/type information. This map is live on the Central City Line website.

On the map, westbound streets are red and east bound streets are blue. The user can zoom in to click on the station number and a pop-up will display the information. This is a good tool allowing the public to visualize stations in front of their businesses, explore design information and identify ways they can provide input to inform design. A key element of this map is that it will be updated with refined design information as the project moves forward. There will be the ability to submit comments. Mr. Otterstrom thanked those who have already shared this map with others.

Mr. Otterstrom pointed out that some improvements extend beyond the bus stops. As a result, STA has worked with the neighborhood and the parks department to integrate into approved park plans; STA is proposing to fund the improvements as they integrate the stations into the parks.

Andrew Warlock asked if the public has the ability to provide comments. Mr. Farncomb explained public comments can be taken through the website.

Public Outreach

Mr. Farncomb provided an update on the plan for public outreach. On October 18, a significant open house was held to share the conceptual design and station design, and to hear feedback on station identity (e.g., ensuring neighborhood culture and history will be reflected in the station design), station location and amenities. STA mailed over 9,400 postcards to owners within ¼ mile of the alignment, 107 letters to property owners immediately adjacent, and 61 post cards to community organizations for underrepresented populations. STA announced the event via social and news media, on the STA website and at neighborhood group meetings. The meeting consisted of a property owners' forum and a public open house.

Mr. Farncomb reviewed high-level feedback heard at the open house:

- Station locations – Some comments were received on a few specific stations; few overall concerns.
- Station identity – There was a desire to reflect individual neighborhood character.
- General station design/kits – Top comments were about security, maintenance, litter pick-up, signage.
- Specific station design – STA provided a sticker exercise to express preferences for different amenities and thoughts on station kits.

Note that overall, few substantial concerns were heard about station locations or design. Most comments will be addressed during design. Mr. Farncomb referred the Committee to view the meeting summary in their packet for more detailed comments heard at the event.

In addition, STA has been meeting with neighborhoods and key stakeholders (70+ meetings). STA is tracking key issues for each station, and identifying tactics to consider during design. Targeted outreach will continue this fall and the community can explore the Interactive Map and provide feedback directly to STA on station locations, design or other issues via the project website. STA has an internal tool to track issues and chart a path toward resolution.

Mr. Richard asked where the open house was held and how many people attended. Mr. Farncomb responded that it was held at Cataldo Hall at Gonzaga University and approximately 45 members of the public attended the event. Mr. Otterstrom added that they tracked the property owners that STA did not hear from and will be following-up to ensure that these owners have an opportunity to provide input.

STA will consider feedback received on station locations, design, identification, and other issues. STA will incorporate feedback, to the extent possible to:

- Ensure station locations address concerns, balanced with needs of the system.
- Strive for stations that reflect the unique communities each is located in
- Reflect public and stakeholder desires in the designs and amenities for individual stations.

Mr. Farncomb shared that, currently, the following are the only stations with outstanding issues to be resolved: Pacific & Oak, Pacific & Cannon, Riverside & Stevens (WB), Mission & Perry (Avista) (WB), Mission & Napa (EB) and Mission & Cook (WB). The project team will work with stakeholders to come to resolution on most of these prior to the Steering Committee's next meeting.

Ms. Colleen Gardner asked how the location of Mission & Napa was picked. She is concerned with safety issues surrounding the business on the corner and weather bus riders are truly safe at that location. Mr. Farncomb responded that there will be a meeting today to discuss the safety of that location and the possibly moving it across the street. Ms. Gardner also shared that the City may install a center turn barrier west of Napa. Amber Waldref asked if Cassano's could be considered as a better location.

Mr. Richard asked about alternatives for the Riverside & Stevens location. Mr. Otterstrom responded that STA would like to have a pair of stops on Main & Howard, but eliminating the stop at Riverside and Stevens has been considered as the location is relatively close to the Plaza (2.5 blocks away). Discussion ensued. Mr. Richard would like to have a meeting with STA and Mr. Chris Batten and Mr. Tom Clemson (Cutter Tower).

Mr. Farncomb encouraged additional feedback moving forward. Mr. Gilberts asked if there was feedback from organizations that have large events such as Bloomsday, etc. Mr. Otterstrom shared that they have not yet had this conversation. Mr. Gilberts suggested that the Committee think of elements that would be easy to include at this point in the project that could encouraging large events to pick Spokane. In the past, the availability of potable water has been a draw and limited power has been a challenge. Mr. Richard shared that one of his pet projects is a downtown sound system for events, holiday music, etc.

Chair Waldref shared that the challenge with the design is that the City has a modern bus line in an 1890-1930's corridor and neighborhoods; the challenge is how to make it fit. Ms. Gardner agreed with this concern. Chair Waldref mentioned that the east Sprague shelters are visible but transparent; historic buildings can still be seen.

Mr. Farncomb encouraged the Committee to communicate about the Central City Line project by directing others to the Interactive Map, talking to people and getting the team some feedback.

Mr. Tombari wants to have a separate meeting in order to discuss graffiti, garbage, snow removal and snow plowing. After they have plowed 29th Street on the South Hill, it is difficult to use the sidewalks. He sees snow plowing on Mission also presenting the same challenges. Mr. Otterstrom said the short answer is that STA will solve that problem; STA is committed to make all of these concerns work for all involved.

Station Identification Elements

Mr. Otterstrom shared that station identification elements give unique identity to each station while still conforming to the existing kit of parts and provides opportunity for stations to include surrounding character as defined by the neighborhood and key stakeholders. STA is partnering with Spokane ARTS to work directly with neighborhoods and key stakeholders to design station identification graphics that can be included in the elements as the project proceeds with design. In addition, STA and Spokane ARTS will identify future opportunities for the addition of art at specific stations. Possible identification element options include custom pavement treatments, windscreens, etc.

Mr. Otterstrom reminded the Committee that customization should refer to items beyond the project's scope: custom shelters, major design changes, custom design elements; items beyond the functional and identification elements. Customization items would be approved the Board and would be funded by a recognized organization or institutional partner. Customization would not interfere with essential branding placement and proponents would pay costs of design and construction. Mr. Otterstrom shared the STA HPT Station Customization Policy.

STA is in the process of updating the Comprehensive Plan and will assimilate this Customization Policy into the document that will go before the STA Board for Action. Mr. Otterstrom asked for guidance from the Committee regarding the policy. Chair Waldref asked for a clear line between identification and customization. Mr. Otterstrom responded that customization is *beyond* the Kit of Parts. An example could be if WSU wants to add a cougar to their shelter, it would be an item that is seen as a policy departure. The line will be more clearly defined after STA completes the High Performance Transit Facilities Manual.

Ms. Cheryl Kilday asked if there is an opportunity for advertising on the shelters or is it all art. Mr. Otterstrom said that there are ways to make this adaptable to different scenarios.

7. NEXT MEETING – DECEMBER (TBD)

The next meeting is still to be determined. Once the Doodle poll results are in, the meeting date and time will be confirmed.

8. ADJOURN

Chair Waldref adjourned the meeting at 11:35 a.m.

Respectfully Submitted,

Karl Otterstrom, Director of Planning and Development
Steering Committee Secretary

CENTRAL CITY LINE STEERING COMMITTEE
MEETING

DRAFT Minutes of December 7, 2017 Meeting
SRTC, Paulsen Building
421 W. Riverside Ave., Suite 504

MEMBERS/ALTERNATES PRESENT

Lars Gilberts, University District Dev. Assoc.
John Gillette, Spokane Community College
Collen Gardner, Chief Garry Park Neighborhood
John Lemus, People First
E. Susan Meyer, Spokane Transit Authority
John Schad, Washington State University
Jim Simon, Gonzaga University
Steve Trabun, Avista Corporation
Amber Waldref, City of Spokane (Chair)

MEMBERS ABSENT

Anne Marie Axworthy, Greater Spokane Inc.
Lisa Brown, Washington State Univ. - Spokane
Karen Byrd, Logan Neighborhood Council
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Mark Richard, Downtown Spokane Partnership
Harlan Shellabarger, Cheney Free Press
Scott Simmons, City of Spokane
Frank Tombari, East/Valley Representative
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STAFF PRESENT

Karl Otterstrom, Director of Planning & Development
(Secretary)
Dan Wells, Deputy Director of Capital Development
Don Skillingstad, Capital Projects Manager
Mike Tresidder, Associate Transit Planner

CONSULTANTS/GUESTS

Mark Brower, CH2M
Catherine Ciarlo, CH2M
Andrew Warlock, City of Spokane
Paul Kropp, Citizen
Toby Hatley, Citizen
Chris Batten, Citizen
Jason Lien, SRTC

1. WELCOME, INTRODUCTIONS, AND AGENDA REVIEW

Chair Amber Waldref called the meeting to order at 10:33 a.m. Chair Waldref welcomed the group to the meeting and called for attendee introductions.

2. PUBLIC EXPRESSIONS

Chair Waldref asked if any attendee wanted to speak. There were none.

3. ADMINISTRATIVE TASKS

Chair Waldref stated there would not be a decision on the minutes or the electing of a Committee chair or vice chair as there was not a quorum. These can be placed on January's agenda. Chair Waldref posed the question of how long the CCL Steering Committee should continue to meet; is the value still

there now that the project is moving into the implementation stage. Initially, the idea was that this group would help get the proposal ready to send to the federal government for funding, and then STA saw value in receiving feedback on the design, engineering and station locations. Karl Otterstrom responded that the actual charter calls for the committee to provide advisory recommendations and suggestions on policy level decisions through the implementation process. This committee refined the alignment for the Small Starts application, provided a lot of good feedback on service levels, and defined the station identification policy. STA would like to keep meeting at least until the project goes out to bid in 2019; the Committee is scoped for about three more meetings: 1) Check-in around the time of 60% design 2) Check-in around late 2018 at the time when several agreements are in place, as well as our project management plan, for the actual construction 3) Meeting in early 2019. This committee has not been scoped to be involved during construction; however, there is value in keeping in the loop of ongoing integration with other capital projects and activities within the community. At that time we could create a more technical group. There are third-party agreements being created now which will define those relationships. Susan Meyer added that this committee brings great value to the process and STA would like the committee to continue on for a few more meetings. Colleen Gardner asked about the STA strategy for neighborhood councils? Mr. Otterstrom responded about that outreach would take place about February/March 2019.

Chair Waldref does not know which individual will step into her place as she transitions out of the chair position. Mr. Otterstrom added that the charter states that the city council member that is Chair of this group must be on the STA Board. The council members will appoint a chair in early January, 2019.

4. STATION LOCATION

Mark Brower reviewed the thirty-three unique station locations, the history of the Steering Committee discussions, and a station location/geometric issues chart. The team is looking forward to designing in earnest in order to be ready for the end of the year to have an advertisement ready for the 2019 construction timeline. This group has been meeting for two years. Key stakeholders have been the City of Spokane, Spokane Parks & Rec, WSU, Gonzaga University, the University District, Public Facilities District, Visit Spokane and Downtown Spokane Partnership. Station outreach included neighborhoods via public meetings. Good feedback was received through the October public meeting. Mr. Brower opened the table to receive comments on all stations. Mr. Otterstrom reported that STA is receiving feedback right now on the location, but not the exact design.

Ms. Waldref asked about the addition of Mission & Hamilton to the Active Station-Specifics Comments list. Mr. Brower responded that there will be a signal improvement at this location and there is consideration to integrate phases of the station project. There are many variables to consider.

Steve Trabun shared that Avista plans to coordinate with the City's Centennial Trail Gap team for station number 24. There is a strategy to place a tunnel underground or a type of bridge. Phase 1 would make improvements to the crossing, integrated with some park improvements. Phase 2 has been contemplated as a bridge or underpass. Mr. Trabun believes the traffic count will increase based on the changes that could take place on Upriver Drive.

Mr. Trabun strongly emphasizes Commute Trip Reduction at Avista and wants an STA connection nearby in order to proactively promote CTR options.

Chair Waldref asked why eastbound Perry is so far west of the crosswalk. Mr. Otterstrom responded that there is already city infrastructure. Discussion ensued. Ms. Gardner suggested a station at Cook and Altamont.

Mr. Otterstrom shared the even though a quorum was not present at today's meeting, STA will still move forward to recommend to the STA Board of Directors affirmation of the station locations as currently understood as the basis of design, subject to continued coordination and design development. Included in the member's packet is the CCL Station Location/Geometric Issues Tracking chart which includes all of the stations. Chair Waldref summarized that while there are still a few small moving parts, the committee agreed that the station locations are moving in the right direction. Mr. Otterstrom thanked the committee for today's input.

5. HPT STATION POLICY – CONNECT SPOKANE AMENDMENT

Mr. Otterstrom reported the 2017 draft update of the Connect Spokane Comprehensive Plan is available on the STA Website. System Infrastructure (SI), Section 4.0 – Passenger Interface Components will be amended to add a new section 4.10.

We have spent several meetings on this, a work proposal has been designed, the language submitted in your packet is what is in the final recommendation going to the STA Board from the STA Planning & Development Committee. We will also share with this committee the idea that there is a consistent design that is a purview of our CEO to sign off on. If someone wants to customize a station, it should be an organization, institution, or a neighborhood council rather than one sole person. That group of people will be required to present a proposal that includes an explanation of how they would pay the difference in costs for commissioning the design and would require the STA Board to approve it.

Chair Waldref referred to the Connect Spokane Policy Amendment (slide on page 10) and shared that it looked good to her. The procedures/timeframes/approved manufacturers of panels, etc. need to be defined. Examples of identification and customization were reviewed.

6. CCL VEHICLE AND CHARGING TECHNOLOGY UPDATE

Mr. Otterstrom reviewed the preferred manufacturers for bus and charging innovations. The procurement strategies slides pertains to a technical decisions so feedback are not necessarily needed for this part. All Central City Line buses will be articulated. Referring to slide #23, Mr. Otterstrom shared that the top two buses are in development and the bottom bus is not available yet. STA is looking at 40 ft. buses with a potential for buses 60 ft. down the road. All three of these buses would be "Buy America" compliant.

7. ONGOING OUTREACH

Mr. Otterstrom asked the Committee to share the outreach slide with others in an email Visit the online website.

8. NEXT MEETING - (TBD)

9. ADJOURN

Chair Waldref adjourned the meeting at 12:04 p.m.

Respectfully Submitted,

Karl Otterstrom, Director of Planning and Development
Steering Committee Secretary

DRAFT