

CENTRAL CITY LINE STEERING COMMITTEE
MEETING

Minutes of October 29, 2020
Zoom Meeting

MEMBERS/ALTERNATES PRESENT

Kevin Brockbank, Spokane Community College
Cara Coon, Greater Spokane Inc.
Lars Gilberts, University District Dev. Assoc.
Collen Gardner, Chief Garry Park Neighborhood
Gordon Hester, Downtown Business Rep.
Lori Kinnear, City of Spokane
John Lemus, People First
E. Susan Meyer, Spokane Transit Authority
Mark Richard, Downtown Spokane Partnership
Harlan Shellabarger, West Representative
John Sklut, Gonzaga University
Frank Tombari, East/Valley Representative
Steve Trabun, Avista Corporation
Amber Waldref, Logan Neighborhood Council

STAFF PRESENT

Karl Otterstrom, Director of Planning & Development
(Secretary)
Dan Wells, Deputy Director of Capital Development
Don Skillingstad, Capital Projects Manager
Jeff Logan, Construction Manager
Heather Orr, Project Control
Monique Liard, Chief Financial Officer
Fred Nelson, Interim Chief Operations Officer

MEMBERS ABSENT

Stephanie Curran, Spokane Public Facilities Dist.
Kathy Fritchie, Browne's Addn. Neighborhood
Riverside Neighborhood Council
Jon Schad, Washington State University
Scott Simmons, City of Spokane
Vacant, Visit Spokane
Vacant, Property Owner/Business Owner

CONSULTANTS/GUESTS

Chris Batten, Citizen
Toby Hatley, Citizen
Paul Kropp, Citizen
Jason Lien, SRTC
Tirrell Black, City of Spokane

1. **WELCOME, INTRODUCTIONS, AND AGENDA REVIEW**

Chair Amber Waldref called the meeting to order at 3:04 PM. Roll was called.

2. **PUBLIC EXPRESSIONS**

None.

3. **ADMINISTRATIVE TASKS**

Election of a Chair and Vice-Chair. Mr. Karl Otterstrom facilitated. Ms. Amber Waldref was originally the chair as part of the City Council, and has remained the chair as the Logan Neighborhood Council. The last Vice-Chair election was for Ms. Collen Gardner. Mr. John Lemus nominated Ms. Waldref for Chair. Ms. Gardner, 2nd the motion. Ms. Waldref appreciated the nomination but was open to someone else serving if there is interest. Mr. Steve Trabun nominated Mr. Lars Gilberts for Chair. Mr. Gilberts confirmed his willingness to serve if it is the will of the group. This project is near and dear to his heart, and he is committed to serving its success regardless of how he gets to serve it. Ms. Waldref withdrew her name, leaving Mr. Gilberts as the sole nomination.

Mr. Frank Tombari moved for the close of nominations. Ms. Colleen Gardner seconded, and the motion was approved unanimously. Mr. Lars Gilberts was unanimously elected Chair.

Ms. Waldref handed the meeting over to Chair Gilberts to run the Vice-Chair election. Ms. Gardner is willing to continue in this role, but is supportive of another if there is interest.

Ms. Amber Waldref nominated Ms. Colleen Gardner. Mr. John Lemus seconded the motion. Mr. Frank Tombari moved for the close of nominations. Mr. Steve Trabun seconded the motion. Ms. Colleen Gardner was unanimously elected Vice-Chair.

4. PROJECT UPDATE

Mr. Otterstrom congratulated the new Chair, Mr. Gilberts.

Contracts/Procurements: Mr. Otterstrom reviewed the current contracts and procurements, and status (complete, ongoing, STA working on). Categories are as follows: construction (primary activity), utilities, professional services, fabrication and materials, vehicles and hardware, and construction services.

Mr. Tombari requested the financial status for the projects – at budget, under budget, etc. Professional Services leaned higher partly due to the complexity of permitting with the City of Spokane. These are unique projects; not a private parcel, in the “right-of-way”. Most of the projects are under budget.

Battery electric buses (BEB) are just on the Monroe-Regal Line and the City Line. STA has in the Capital Program, if grand funding allows, 6 additional battery electric buses that will be added to routes – probably not Sprague since STA is not scoped to build charging infrastructure on Sprague. Most likely placed on routes that don’t travel enough miles in a day per bus to require enroute charging.

Fare Infrastructure – STA is scoped to have fare validators on all buses. Station fare validators are focused on Monroe-Regal, Cheney, and Sprague Lines.

Ms. Monique Liard presented. STA expects to spend a lot of time on communication and training for riders and throughout the community due to the changes in the way riders pay fares. We are about to “kick off” the fare collection project within the next two weeks. Once this project is scoped out, there will be more specific details to share with this committee.

Financial Status: Mr. Otterstrom presented a pie chart representing the City Line budget of \$92.2M, expensed (\$13.8M), committed (\$44.6M), forecasted (\$17.2M), and uncommitted remaining (\$16.6M). There is contingency built in to the forecast. E. Susan Meyer presents it to the STA Board once per month, and staff presents it to the Federal Transit Administration once per quarter. Change orders are going well. Cameron Reilly’s original bids came in well below the engineer’s estimate, which is the driving factor of the uncommitted remaining. The grant award was penned by Ms. E. Susan Meyer back in January 2021. STA agreed to deliver the City Line by July 15, 2022. The scheduled target is May 2022. If a shift occurs in the schedule causing the time line to move beyond July 15, the change must be negotiated with the Federal Transit Administration.

Mr. Tombari asked what happens with the uncommitted funds (if there are any) after the City Line project is completed. Mr. Otterstrom responded 58.9% is federal funding and returns to them to be used

on other projects around the country. The STA Board will redistribute local funds to other projects/other operation costs into the future.

Project Schedule: Mr. Dan Wells reviewed the project schedule noting start and end dates, and status (complete, in process, underway, delayed, on schedule). STA is hoping to execute a contract this week with Future Systems for amenities fabrication. Zayo Communications is the telecommunications contractor. The revenue service launch date is May 15, 2022.

Mr. Tombari asked if all of the contracts listed on the schedule are considered essential according to Governor Inslee's edicts. If not, what happens to the timeline. Mr. Wells responded that when the first COVID shut down took place in March, staff reevaluated all existing STA capital projects. The City Line project (and all associated contracts) were deemed essential.

5. CORE CONSTRUCTION UPDATE

Mr. Don Skillingstad presented.

2020 Update: FTA recommended that STA hire a construction manager. Mr. Skillingstad introduced Mr. Jeff Logan, STA's construction manager. This year, 12 of the 13 stations have been completed. All of the scheduled street projects have been completed. In 2021, 16 stations will need to be completed, along with SCC Transit Center and four street projects. Mr. Skillingstad reviewed the City Line Station and Roadwork Construction Progress.

Ms. Gardner asked what the notification radius was prior to the Regal construction. Mr. Logan responded that Cameron-Reilly notified all of the "budding" property owners. Mr. Otterstrom responded that postcards were sent to a ¼ mile radius. The Contractor visits "door-to-door" within the immediate construction area. Ms. Gardner asked to be added to the distribution list as the Chief Garry Park Chair so she can be more informed to answer questions. Mr. Skillingstad reviewed several construction slides of the individual station locations.

Ms. Gardner asked if Mr. Skillingstad had been able to mitigate impacts with the owner at Cook and Mission. No further communication has been received from that land owner. Ms. Emily Arneson wrote the property owner a letter listing what STA can offer as mitigation, such as a fence.

Mr. Tombari asked Mr. Skillingstad to list the things that the project team doesn't want to do again. Mr. Skillingstad responded that it has more to do with actual construction. Staff are finding out that when it takes three years to acquire permits for a project, existing conditions change. Sometimes elevations are not the same when you designed the project. In an effort to minimize surprises, consultants are verifying survey control at each station prior to installation.

Mr. Tombari asked who is paying for the utility work. Mr. Skillingstad responded that it varies. Mr. Logan is very active in the construction on site. Fortunately, he is a civil engineer with about 30 years of experience, and has owned two of his own companies; he has a lot of great, common sense ideas that work in the field. Mr. Logan has saved STA money by often proposing changes to avoid installing or avoid changing utilities. Mr. Tombari shared an additional concern with utility replacement when it is time to install additional bus stops in the downtown core; the potential loss of business to business owners due to the size of the dig and the length of the replacement. He mentioned the construction the City of Spokane is involved in at Sharp and Hamilton; he's not sure how that gas station will survive. Mr. Skillingstad responded that another lesson learned is that we have a construction office in the Schade Tower downtown. Cameron-Reilly, Hill International, Mr. Skillingstad, Mr. Logan, and

eventually, the amenities installer, work in the Schade Tower. During the winter, this team will have a weekly meeting with STA staff, Hill International staff, the contractor and the design team to review the plans again to identify any potential problem areas. Cameron-Reilly knows a lot about this area and are an incredible resource to bring into the constructability process prior to STA acquiring permits. Staff has already completed this process with the City of Spokane for two-and-a-half years when creating the initial design, but it will need to be completed again. Mr. Otterstrom added that some of the utility replacements are required because the City is concerned that the STA construction will compromise the pipe that is 120 years old. Other times, the City wants to get the utility replacements completed at the same time. Mr. Tombari's feedback is good to take into consideration.

Mr. Mark Richard stated that Downtown Spokane Partnership (DSP) is fully prepared and willing to be an extension of the project team's communication efforts; the earlier DSP can learn about pending projects, the better chance DSP has of notifying downtown customers, making life better for downtown businesses and STA.

Mr. Richard asked about the timing of the City's overlay project on Riverside as it relates to the downtown projects for the City Line. Mr. Otterstrom responded that information is still being received. There is a possibility it could take place in fall of 2021 or even early 2022. He would defer to Ms. Katherine Miller (who is not on the call). This appears to be later than expected.

Mr. Skillingstad responded to Mr. Richard regarding early coordination with DSP. Staff fully intends to do this, and intends to have the schedule within the couple of days. Staff will incorporate this into the master schedule. Once finalized, Mr. Skillingstad hopes to schedule coordination meeting(s) with DSP, their constituents, and the contractor to walk through the schedule this winter.

Approach for 2021: Mr. Skillingstad reviewed the "Approach for 2021" listing of events.

Outreach Plan: Mr. Skillingstad reviewed the outreach strategy including:

- Contractor notifies businesses and landowner a minimum of one week prior to construction.
- Staff participates in a weekly construction meeting with the contractor to discuss outreach, comments received, issues – work on resolutions. There has been very positive feedback from the landowners.
- STA Communications – staff continues to update the City Line/City Line Construction websites, provide information in STA's monthly newsletter, distribute postcards to affected landowners/businesses, create social media postings, design construction impact maps, and participate in door-to-door canvassing.

Ms. Gardner commented that there was an excellent job of traffic control on the Regal station. Thank you. Mr. Skillingstad responded that Cameron-Reilly does a great job.

6. FEEDBACK FOR PROJECT TEAM

Chair Gilberts asked for outreach updates in the future.

Mr. John Sklut complimented STA and the whole team. Stations 21A & 21B and the Sharp/Cincinnati roundabout are not technically on the Gonzaga University campus, but most think that they are. The summer construction was really well coordinated, low impact, and completed on time. It looks great. Chair Gilberts agreed.

Mr. Brandon Ropez-Betty was scheduled for outreach piece. Mr. Skillingstad's thorough presentation covered these details.

Mr. Skillingstad stated that the project team would appreciate any feedback on today's presentation as well as feedback heard from constituents or stakeholders that can be incorporated into the 2021 construction season.

Ms. Gardner thanked Mr. Skillingstad on behalf of the Chief Garry Park Neighborhood council. STA staff has provided two reports at the council meetings in the last two months and it has been very helpful. She appreciates the willingness to present these reports on a fairly regular basis. There is always room for STA on their agendas.

Chair Gilberts asked for status of:

Construction security fencing: Mr. Skillingstad responded. The project team will install security fencing at seven of the stations – the island stations and the center station. Pricing has been received today. Fencing for the Main and Pines station has been received. Staff are waiting for the railing to be installed on Main and Pines which could be about three weeks. The other six stations are 2021 stations.

Snow removal: outreach/communication: Mr. Skillingstad reported that they have provided communication about not putting de-icer on new concrete. Kudos to Mr. John Sklut, Mr. Ken Sammons, and Gonzaga; there was no de-icer on the bus platforms.

Coordinating construction projects: Coordination with the Trent Bridge being down. Traffic control plans, traffic counts – how detours impact traffic counts, etc.

Mr. Tombari said it would be nice to have some kind of a map of downtown construction (which isn't related to the City Line) in the spring (March – November). Mr. Otterstrom responded that between Avista and Quanta (5G cable installation company), there is quite a bit of construction.

Ms. Lori Kinnear will convey the message about the necessity to coordinate downtown construction.

Mr. Richard commented that downtown has built a strong communication relationship of late. Closure notifications are now announced in the DSP e-news. DSP also manages a website with a Gantt chart of closures. DSP will work with STA to provide notifications.

Ms. Kinnear commented that Ms. Marlene Zeist, who works with utilities, is a great resource. Ms. Kinnear also confirmed that 5G cable is indeed being installed throughout downtown and will continue for some time. The City of Spokane cannot tell Quanta they cannot install the cable because they are regulated by the FCC.

Mr. Skillingstad responded that STA has been coordinating with Quanta. City staff are sending their plans now for review in order to coordinate any STA improvements.

Mr. Lemus thanked staff for asking Quanta to wait on installing 5G, and asked if 5G will be used at the stations. Mr. Otterstrom responded that stations are connected by fiber.

7. **2021 MEETING OUTLOOK**

The next meeting will take place in February prior to the start of construction via Zoom. A few agenda items to add to the agenda: procedures – recast the core base on number of slots that are appointed; a few slots outstanding.

8. **CLOSING REMARKS**

Mr. Otterstrom displayed a pilot City Line Bus photo. It will be at STA by the end of the year.

In an effort to operationalize or employ this group in helping with construction activities, STA has a 5 week look ahead schedule. Perhaps we could update this group with this.

9. **ADJOURN**

Chair Gilberts adjourned the meeting at 4:27 p.m.

Respectfully Submitted,



Karl Otterstrom, Director of Planning and Development
Steering Committee Secretary