



Central City Line

Steering Committee Meeting #17
Wednesday, February 17 | 2:00 – 3:30PM
Video Conference (Zoom)



Meeting Link: <https://us02web.zoom.us/j/89286707994?pwd=cEdQR0QwUkY1eitnZm1TczRseGJDUT09>

Meeting ID: 892 8670 7994

Join by phone: +1 253 215 8782 Passcode: 717636

Meeting Purpose: Provide an update on project status and reenergize Committee’s role in advising and steering the City Line project toward completion.

Meeting Agenda:

Item	Lead
Welcome, Introductions, and Agenda Review (5 min.)	Lars Gilberts, Chair
Public Expressions (5 min.)	Lars Gilberts, Chair
Administrative Tasks (5 min.) <ul style="list-style-type: none"> Approval of October 24, 2019 Meeting Minutes Approval of October 29, 2020 Meeting Minutes 	Lars Gilberts, Chair
Review Committee Purpose (5 min.)	Lars Gilberts, STA
Project Updates (20 min.) <i>Information to be sent in advance. During the meeting, discussion will focus on construction communications and outreach as well as work related station identification and customization.</i> <ul style="list-style-type: none"> Contracts/Procurements overview Financial Status Battery electric buses Station and roadwork construction Other implementation activities Key communication messages 	Karl Otterstrom, STA Brandon Rapez-Betty, STA
City Line-Adjacent Projects (20 min.) <i>Information to be sent in advance. Staff will be available to answer specific questions in preparation for final topic.</i> <ul style="list-style-type: none"> Fare collection system project Riverside Avenue Rebuild (City of Spokane) STA 2022 Service Revisions Pilot Transit Oriented Development (City of Spokane) 	STA Staff

Item	Lead
<p>Steering Committee Meetings Roadmap (30 min.) <i>The City Line has an opportunity to usher in a new era of transportation in Spokane. How will the committee's final meetings support that vision?</i></p> <ul style="list-style-type: none"> Review proposed key discussion topics for remaining meetings Discussion: <i>How can committee members be empowered to demonstrate coordination of the project communications outside of meetings?</i> 	<p>Karl Otterstrom, STA Brandon Rapez-Betty, STA Lars Gilberts, Chair</p>
<p>Closing Remarks</p>	<p>Karl Otterstrom, STA</p>

Documents/Files Distributed

Date	Method	File/Document Name
		Draft October 24, 2019 Minutes
		October 29, 2020 Meeting Minutes
		October 2015 City Line Steering Committee Resolution
		Advance Presentation Packet: Project Updates, City Line-adjacent projects

CENTRAL CITY LINE STEERING COMMITTEE
MEETING

DRAFT Minutes of October 24, 2019 Meeting
SRTC, Paulsen Building
421 W. Riverside Ave., Suite 504

MEMBERS/ALTERNATES PRESENT

Kevin Brockbank, Spokane Community College
Stephanie Curran, Spokane Public Facilities Dist.
Lars Gilberts, University District Dev. Assoc.
Collen Gardner, Chief Garry Park Neighborhood
Lori Kinnear, City of Spokane
John Lemus, People First
E. Susan Meyer, Spokane Transit Authority
Mark Richard, Downtown Spokane Partnership
Jon Schad, Washington State University
Harlan Shellabarger, West Representative
John Sklut, Gonzaga University
Frank Tombari, East/Valley Representative
Amber Waldref, Logan Neighborhood Council

STAFF PRESENT

Karl Otterstrom, Director of Planning & Development
(Secretary)
Brandon Rapez-Betty, Director of Communications and
Customer Service
Dan Wells, Deputy Director of Capital Development
Don Skillingsstad, Capital Projects Manager
Mike Tresidder, Associate Transit Planner

MEMBERS ABSENT

Visit Spokane
Kathy Fritchie, Browne's Addn. Neighborhood
Gordon Hester, Downtown Business Rep.
Riverside Neighborhood Council
Drew Repp, Greater Spokane Inc.
Scott Simmons, City of Spokane
Steve Trabun, Avista Corporation

CONSULTANTS/GUESTS

Chris Batten, Citizen
Toby Hatley, Citizen
Sabrina Mitchell, SRTC
Jason Lien, SRTC
Katherine Miller, City of Spokane
Terrell Black, City of Spokane

1. WELCOME, INTRODUCTIONS, AND AGENDA REVIEW

Chair Amber Waldref called the meeting to order at 2:30 PM. Chair Waldref created today's agenda with Ms. E. Susan Meyer and Mr. Karl Otterstrom. There are three parts: updates since the last meeting, what is coming up in terms of design and construction, and acquiring Committee feedback regarding public engagement. Technically, the Board of STA put this meeting into place until operation of the Central City Line.

2. MILESTONE AND COMMITTEE RECOGNITION

E. Susan Meyer reminded the committee that this project is dependent on federal funding to build. STA has been working with the Federal Transit Administration (FTA) for the past eight years as STA pursued a Small Starts grant which is a part of the Capital Investment Grant program. They provided a list of tasks to accomplish in order to qualify for the funding; Ms. Meyer announced that all of these tasks have now been completed in order to execute a grant for \$53.4M in December or January. Critical

third party agreements have been completed, with the most recent agreement completed with Gonzaga University for a very important section of Cincinnati Street. Thank you to our partners at Gonzaga University. Mr. Karl Otterstrom, Mr. Dan Wells and Mr. Don Skillingstad still have much to do, but the Committee celebrated this significant milestone of the Central City Line, with a much bigger celebration to follow when STA receives the actual check to share with the whole community. This marks the end of the Project Development phase and the end of what is required for the grant. STA is most appreciative for this Committee's role in the process.

Mr. Lars Gilberts asked how Initiative 976 may impact the signing and/or implementation of this project. Ms. Meyer responded that this initiative would eliminate funding generated from motor vehicle excise tax fees beyond what the initiative identifies as \$30 car tab fees. Transit only receives fee revenue from the state; whenever the state gives money to STA or any other transit agency, it's from fee revenue, not gas tax revenue. Eliminating the fee revenue would put the legislature in a position of having to decide what to do without the expected revenue. STA has special needs transportation which we receive as a result of formula funding; that is, it is based on rides and population and use it for Paratransit service. STA has applied for significant regional mobility grants and have won many of them. STA has many projects underway such as Cheney High Performance Transit Line (which could be impacted). The other is what's remaining on the state's commitment of \$15M to the capital cost of the Central City Line. STA has about \$11.7M left of the funding they committed. We have an agreement; we're drawing the money. However, Ms. Meyer's sense is that "nothing is safe" if the revenue is eliminated. Whether it is in the current biennial budget or whether it is committed to or not, and it is and it has been. Even still, the \$11.7M and Paratransit could be at risk. Between now and November 5, it will be interesting to discover FTA's assessment of the risk. Ms. Meyer, Mr. Otterstrom, Mr. Rapez-Betty and four board members met with the FTA officials last week. They are very aware of Initiative 976 and we'll see what happens on November 5. It will likely require some action from the STA board if the ballot measure passes and the funding is eliminated.

Ms. Meyer talked with Senator Billig and he stated that the Central City Line is a priority for him and the rest of our delegation; however, the lack of money is the lack of money that the legislature is faced with. All the items that are funded by fee revenue in the multi-modal account are at risk including funding for the state patrol; it is an interesting mix of transportation and non-transportation recipients.

Mr. Rapez-Betty has produced the ballot information that STA is allowed to share with others. The impacts are significant.

Chair Waldref questioned that other pieces of our Moving Forward plan could potentially be impacted. Ms. Meyer responded that those projects in construction now should be fine. The FTA in Washington D.C. and Seattle keeps in close contact with Mr. Otterstrom. They have a lot of confidence in the STA Board to do what is necessary to complete projects and they have seen STA overcome obstacles before. In fact, Mr. Otterstrom spoke with them this morning.

3. PUBLIC EXPRESSION

None.

4. ADMINISTRATIVE TASKS

Chair Waldref presented the July 17, 2018 meeting minutes for approval. **Ms. Colleen Gardner made a motion to approve the July 17, 2018 minutes. The motion was seconded by Mr. John Lemus and passed unanimously.**

5. COMMITTEE CHARGE

Mr. Otterstrom explained the Committee charge. While there have been a few times when he indicated via email that this would be the last meeting, he double checked the charter that the STA board and the City Council created in 2015, and it states that this group shall exist until revenue operations of the Central City Line. This led to a discussion about the value of continuing this Committee through construction to maintain the discussion, awareness, and involvement of the community as a whole. A key question is frequency and size of the group. Currently, the committee has 21 members. Some members have not been able to attend as regularly as usual. Are there recommendations for changes to the Committee as it continues until May of 2022?

Ms. Gardner asked if anyone has reached out to those who haven't been able to attend on a regular basis. She would like to see the neighborhood councils continue involvement as much as possible but perhaps on a more limited basis, since Mr. Otterstrom sends out great information. Ms. Lori Kinnear suggested reaching out to the Riverside Council as they have a new chair and they are very active right now. Mr. Gilberts and Chair Waldref agreed that as much as possible this Committee should support creating awareness and providing knowledge on how to use this new service in order to prepare for the Central City Line's success from day one. Mr. Frank Tombari encouraged more public engagement than ever before regarding construction. Continual dialogue before and during – providing alternative routes for driving home. Mr. Gilberts shared, "Where there's lack of information, people fill in with their own narrative." Mr. Mark Richard agreed that the need for the Committee still exists. Theoretically this is phase one of a future network, so there may be value in having representatives from West Plains, etc. Chair Waldref felt there was value in having at least an annual meeting and that the meeting needs to be a partnership between STA and City of Spokane (COS). Ms. Kinnear shared that the COS had a point person for projects, but that person submitted their resignation. She hopes that the new administration will assign a person for this position that will be a direct link between the City and the constituents. STA may be interested in having an "ombudsman" for this particular project. Mr. Lemus agreed with an annual check-in with a request for notification if there are major changes that impact the disability community.

Chair Waldref asked what is useful to STA? Mr. Otterstrom responded that this discussion was very valuable and re-enforced the wisdom of the original charter that requested that this committee keep going until opening day. Based on today's conversation, Mr. Otterstrom would recommend two meetings for next year, one prior to construction (once the contractor is on board) and one after the bulk of summer construction is completed. Some organizations may opt out when they see that they are not needed. Mr. Otterstrom asked that the charter quorum count be revised to reflect the total number appointed rather than the total slots available. This way, if there is attrition now, but may want to participate later when wayfinding, land use, and/or policies are addressed. The route is "locked in" now, but there will be opportunity for feedback regarding wayfinding, etc. Mr. Mark Richard suggested the value of penning a value statement regarding the Central City Line.

Chair Waldref asked if STA is open to additional stakeholders (organizations, constituencies) that have not been engaged thus far but shows interest in the route at some point. Mr. Otterstrom agreed. For example, SNAP has reached out to STA regarding risks and opportunities for affordable housing along the Central City Line.

Ms. Meyer shared that this Steering Committee is charged with providing policy level advisory input and direction to the STA board, the City of Spokane, and their respective staff members at key decision points. Ms. Meyer said STA can send the charter out again.

Ms. Gardner stated that, as a neighborhood council leader, part of her responsibility is to ensure that the current City Council members for her district see that documentation and realize that their involvement in this process is huge and a part of their responsibility. She's concerned that she will have to take the initiative to tell them it is a part of their job.

Chair Waldref said there is a new city election coming up – new mayor and new council members. It would probably be a good idea for next year to refresh the resolutions, modifications (if any), etc.

Ms. Meyer suggested more than twice per year for meetings depending upon construction status.

6. PROJECT DEVELOPMENT UPDATE

Mr. Otterstrom provided a project development update. Much of this has been shared with the Committee via emails throughout the year. Activities during 2019 included: 95% of the plans completed, right-of-way acquisition acquired, temporary construction easements acquired, all critical agreements executed, design details based on City reviewed finalized, required implementation plans (PMP, CMP, SEMP) finalized, Design Review Board approval acquired.

Mr. Otterstrom reported on the PMOC Review /FTA Rating, notable station refinements, station identification, and the Systems Engineering Management Plan (SEMP). The station identification kick-off meeting took place in December 2018. There has been extensive community outreach including 16 neighborhood group meetings, two community-wide tabling events, an online/digital outreach and one online/digital survey. The (SEMP) addresses numerous technology systems required to initiate revenue service; it is a living document and includes fare technology, fare enforcement, cameras on the bus, platforms, etc. This will include battery electric bus charging infrastructure. STA intends to buy off of an existing contract to procure the vehicles; the state of Washington was expected to have a contract in place for a 60', five door, electric battery bus a month and half ago and unfortunately, that went into protest and they'll have to rebid. At this stage, there is no risk to the overall schedule.

Mr. Lemus expressed concern regarding the potential for station artwork to be vandalized. Mr. Otterstrom responded that STA works extensively with SpokaneARTS. This organization is an expert in creating artwork that can be easily replaced if vandalized and ensuring that an anti-graffiti coating is used. Every neighborhood will have the same components – banners, light poles, etc. The SpokaneARTS recommended bronze or black as the paint for the stations.

Mr. Otterstrom reported that the other corridor that STA will deploy is the Monroe-Regal Corridor is in progress and the Moran Station (currently under construction) will have the capability to charge electric buses in the future.

7. REVIEW UPCOMING MILESTONES

Mr. Otterstrom reviewed the upcoming milestones:

Oct. 2019 -- Readiness Report Compete
Nov. 2019 -- FTA Administration Review
Dec. 2019 -- Congressional Review
Dec. 2019 -- Grant Agreement Execution
Dec. 2019 -- Project Out To Bid (*before Christmas*)
Jan. 2020 -- Project Bids Due (*late January – to get ahead of school projects which go out to bid in February*)
Feb. 2020 -- Contract Award
Mar. 2020 -- Contract Execution
Apr. 2020 -- Pre-construction Open House (*April*)
May 2020 -- Construction Start

Mr. Richard wanted to comment on station identification. Given the likelihood that some of these stations are going to be in front of or adjacent to store fronts, Mr. Richard requested that stations not obstruct store fronts or store front signage. He was impressed with the transparency of Seattle's bus stations; that the design was completely see through and did not prohibit lines of site from a safety aspect and out of respect for the businesses that pay a lot of money to be on high traffic count areas. When thinking of artwork / station identification, please consider this. Mr. Otterstrom responded that there will be a maximum threshold for how much capacity can be blocked out. Downtown could opt to have less capacity or to only have artwork on side walls, etc.

Mr. Tombari asked if STA has satisfied the parking concerns of the business owners downtown? Mr. Otterstrom responded that a compromise was arrived at; in the case of Numerica, the bus stop was shifted 80 feet to the west to provide for curb side parking in front of their building. The length of platform will be reduced to 50 feet. At other locations, STA worked with Main & Division business owners to adjust to that group's concern.

Mr. John Schad mentioned that due to the research that takes on place on campus in the pharmaceutical and biomedical building on Spokane Falls Boulevard, we need to talk early about construction schedules and impacts because those research environments are very sensitive to noise and vibration which could have significant impact on the schedule. Mr. Dan Wells responded that that conversation has already been started.

8. OBTAIN COMMITTEE INPUT ON CONTINUED COLLABORATION AND ENGEEMENT

Mr. Otterstrom reviewed the Preliminary Construction Phasing Projects for 2020 and 2021. STA has identified civil stations that will be built in 2020 and then in 2021. It's a preliminary list that is subject to further coordination with the Engineer, Contractor and City, and it will likely change. Ms. Katherine Miller shared that the hope is to break ground on Riverside in 2021. Curb cuts and stations can be reviewed online.

STA will prepare a Communications Plan for construction in coordination with the contractor and the City of Spokane. STA is considering a project office in the downtown core for STA, construction management and contractor staff to encourage accessibility. Ms. Kinnear suggested that the office may need to move as the project develops.

Mr. Otterstrom posed the following question: What do you see as effective outreach and engagement during construction? Who has done this well? Ms. Gardner responded that the current Avista project has been done well. Communication has been excellent. STA has already done a great job with the

Chief Garry Park neighborhood. Chair Waldref's experience has been that the business community can be one of the best vehicles for communicating. Mr. Gilberts suggested that the most difficult part of the Central City Line will be that it is decentralized. Ms. Gardner suggested mailings. Ms. Kinnear suggested the importance of addressing their concerns right away. If you can solve their problem right away, you've got an advocate. Mr. Tombari believes this is an opportunity to design a communication / marketing system that others want to recreate; this hasn't been done yet. Mr. Richard recommended having meetings at several different times to catch a broader group of constituents. If there is a point person, make sure they are truly available. We've had this in the past and when the person isn't responsive it makes the public angrier than if it hadn't even been offered.

9. CLOSING REMARKS

Mr. Chris Batten had a chance to meet with Ms. Meyer, Mr. Otterstrom, and STA staff to address Numerica's concerns about the Riverside & Stevens station. Mr. Batten thanked them for taking the time to do so. Numerica is pleased that the City has come to the table and decided to keep Riverside as a two lane concept and STA has agreed to move the station of concern. It is critical for their business to not have a shelter in front of it.

Chair Waldref summarized the meeting: most attendees saw value in continuing this Steering Committee as needed several times next year. Members should be polled to see if they are still interested in being engaged at this level. There should also be outreach to others that could be on the Committee that have not yet been included. Mr. Otterstrom added that there should be some form of celebration when STA receives the actual check.

10. ADJOURN

Chair Waldref adjourned the meeting at 4:10 p.m.

Respectfully Submitted,

Karl Otterstrom, Director of Planning and Development
Steering Committee Secretary

CENTRAL CITY LINE STEERING COMMITTEE
MEETING

DRAFT 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 Rapez-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

CITY OF SPOKANE RESOLUTION NO. 2015-0104

SPOKANE TRANSIT AUTHORITY RESOLUTION NO. 736-15

BEFORE THE SPOKANE CITY COUNCIL AND THE SPOKANE TRANSIT AUTHORITY BOARD OF DIRECTORS

A RESOLUTION FOR A COLLABORATIVE PROCESS TO IMPLEMENT THE CENTRAL CITY LINE; CREATING A STEERING COMMITTEE; AND OTHER MATTERS RELATED THERETO

WHEREAS, the Spokane Transit Authority (STA) is a municipal corporation operating and existing under and pursuant to the Constitution and Laws of the State of Washington, including RCW Title 36, Chapter 57A, Public Transportation Benefit Area (PTBA); and,

WHEREAS, the City of Spokane is a first class charter city operating and existing under and pursuant to the Constitution and Laws of the State of Washington and its City Charter; and

WHEREAS, the boundaries of the City of Spokane are located wholly within the boundaries of STA; and,

WHEREAS, the City of Spokane adopted *Fast Forward Spokane, Downtown Plan Update*, in December 2008, as an element of the City of Spokane Comprehensive Plan; and

WHEREAS, *Fast Forward Spokane* identifies an east-west streetcar system to connect Browne's Addition through the Downtown Core to the Riverpoint Campus as a strategy for continued revitalization and growth of Downtown Spokane; and

WHEREAS, the Spokane Transit Authority Board of Directors (STA Board) adopted *Connect Spokane, a Comprehensive Plan for Public Transportation*, July 2010; and

WHEREAS, *Connect Spokane* includes the High Performance Transit (HPT) Network element, describing the principles, polices and strategies that support the creation of a network of HPT Corridors that support increased transit ridership and help implement regional land use plans and goals; and

WHEREAS, the Spokane Regional Transportation Council Policy Board adopted *Horizon 2040*, the metropolitan transportation plan for the Spokane region in December of 2013; and

WHEREAS, the Central City Line is identified as a short-term project in *Horizon 2040*; and

WHEREAS, The STA Board adopted an updated Locally Preferred Alternative for the Central City Line (the Alternative) in July of 2014, and the Spokane City Council concurred with the Alternative in August of 2014; and

WHEREAS, the City of Spokane and STA now desire to collaborate to implement the Central City Line and plan for land use and economic development policies to leverage planned transit investments and further desire to reduce to writing the collaborative process which they will use to do so.

NOW, THEREFORE, BE IT RESOLVED, that the City of Spokane and Spokane Transit Authority do hereby adopt the following collaborative process to implement the Central City Line:

Section No. 1: Purpose

The purpose of this resolution is to reduce to writing the collaborative process by which the City of Spokane and Spokane Transit Authority (STA) will implement the Central City Line and supportive land use and economic development policy.

Section No. 2: Establishment of the Central City Line Steering Committee

There is hereby established a Central City Line Steering Committee hereinafter referred to as the "Steering Committee."

The Steering Committee will be comprised of up to 20 members and should include the following representatives:

- A. The Mayor of the City of Spokane or his or her appointed representative
- B. A Spokane City Council Member who also serves on the STA Board of Directors (appointed by the Spokane City Council)
- C. The Chief Executive Officer of STA or his or her appointed representative
- D. The President and Chief Operating Officer of Avista Corporation or his or her representative
- E. The Downtown Spokane Partnership President or his or her appointed representative
- F. The Executive Director of the University District Development Association or his or her appointed representative
- G. The President and Chief Executive Officer of Visit Spokane or his or her appointed representative
- H. The President of Gonzaga University or his or her appointed representative
- I. The Chancellor of Community Colleges of Spokane or his or her appointed representative
- J. The Chancellor of Washington State University - Spokane or his or her appointed representative
- K. The President and Chief Executive Officer of Greater Spokane Incorporated or his or her appointed representative
- L. The Executive Director of the Spokane Public Facilities District or his or her appointed representative
- M. A representative member of the Browne's Addition Neighborhood Council who is appointed by said council
- N. A representative member of the Riverside Neighborhood Council who is appointed by said council
- O. A representative member of the Logan Neighborhood Council who is appointed by said council
- P. A representative member of the Chief Garry Park Neighborhood Council who is appointed by said council
- Q. The Chair of the STA Board shall seek applications for, and appoint the following positions:
 - 1. A representative of a private property owner or business with an interest in the Central City Line corridor area

2. A representative of an organization that serves people with disabilities or low income people with an interest in the Central City Line corridor area.
3. Two representatives of the communities located to the east of the City of Spokane or the west of the City of Spokane.

Should one or more of these representatives be unwilling or unable to appoint a designated representative to the Steering Committee, such position shall be deemed vacant. The Chair of the STA Board may designate a representative of a similar, relevant stakeholder for any vacant position or may leave such position vacant.

Section No. 3: Meetings

The Steering Committee shall meet at such times and places that are convenient to its members and in such frequency as it determines to be appropriate to fulfill its responsibilities. All meetings of the Steering Committee and any subcommittees thereof are subject to the provisions of Ch. 42.30 RCW, the Open Public Meetings Act.

Section No. 4: Responsibilities of the Steering Committee

The Steering Committee is charged with providing policy-level advisory input and direction to the STA Board, the City of Spokane and their respective staff members at key decision points in the implementation of the Central City Line and supportive land use and economic development policies.

Section No. 5: Technical Assistance

STA will provide staff support, taking primary responsibility for assisting the Steering Committee and requesting the assistance of other agency staff as needed. The City of Spokane will be an active partner, making technical staff and information available as needed. Technical staff from other agencies and organizations may be enlisted as needed depending on the agenda of the Steering Committee.

Section No. 6: Ancillary Responsibilities

The Steering Committee shall select one member to serve as chair and adopt rules of procedure to accomplish its functions. The Steering Committee may also establish subcommittees as it determines appropriate.

Section No. 7: Public Records

The records of the Steering Committee are public records and subject to disclosure pursuant to Ch. 42.56 RCW the Public Records Act.

Section No. 8: Duration and Termination

The Steering Committee shall be disbanded and its functions and operations shall automatically terminate at such time the Central City Line begins offering services to customers. The City or STA may terminate its participation in the Steering Committee at any time by providing thirty (30) days advance written notice to the other party. Upon the issuance of such notice of termination, the Steering Committee will wind down its functions and operations and shall disband within sixty (60) days of the date of the notice.

Adopted by the Spokane Transit Board of Directors and the City of Spokane City Council on the date and year opposite their signature blocks.

Dated: October 19, 2015

CITY OF SPOKANE:

By: David A. Curran

Title: Mayor

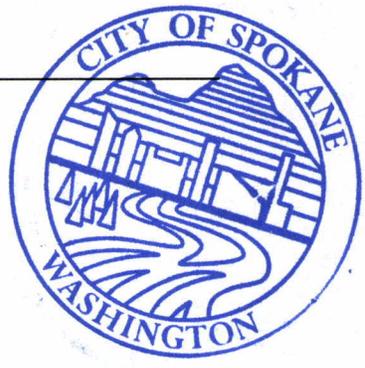
Attest:

Gene Ziegler
City Clerk

Approved as to form:

Pat Debra
Assistant City Attorney

Dated: _____



SPOKANE TRANSIT AUTHORITY

Tom Trulove
Tom Trulove
Chair of the Board

Attest:

Jan Watson
Jan Watson
Clerk of the Authority

Approved as to form:

James H. Hildebrand
Legal Counsel for Spokane Transit Authority