



# Central City Line

## Steering Committee Meeting #15

Tuesday, February 12, 2019 | 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
<b>Welcome, Introductions, and Agenda Review</b>	Chair
<b>Public Expressions</b>	Chair
<b>Administrative Tasks</b> <ul style="list-style-type: none"><li>Approval of July 17, 2018 Meeting Minutes</li></ul>	Chair
<b>Federal Process Update</b> <ul style="list-style-type: none"><li>Funding Status</li><li>Project Management Oversight Consultant (PMOC) Process</li></ul>	Karl Otterstrom, STA Dan Wells, STA
<b>Engineering Design Update</b> <ul style="list-style-type: none"><li>Project Design Update</li><li>Spokane ARTS Coordination</li><li>Outreach Update/Upcoming Outreach</li></ul>	Karl Otterstrom, STA Dan Wells, STA
<b>Construction Coordination/Phasing</b> <ul style="list-style-type: none"><li>Open discussion; construction &amp; phasing</li></ul>	Karl Otterstrom, STA Dan Wells, STA
<b>Next Meeting – TBD (Fall 2019; Prior to Construction)</b>	Karl Otterstrom, STA

**Documents/Files Distributed**

Date	Method	File/Document Name
2/5/19	Email	CCL - SC Mtg15 Packet.pdf

**CENTRAL CITY LINE STEERING COMMITTEE**  
**MEETING**

**DRAFT** Minutes of July 17, 2018 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  
Drew Repp, Greater Spokane Inc.  
Jon Schad, Washington State University  
Harlan Shellabarger, West Representative  
Jim Simon, Gonzaga University  
Frank Tombari, East/Valley Representative  
Amber Waldref, Logan Neighborhood Council

**STAFF PRESENT**

Karl Otterstrom, Director of Planning & Development  
(Secretary)  
Dan Wells, Deputy Director of Capital Development  
Don Skillingsstad, Capital Projects Manager

**CONSULTANTS/GUESTS**

Mark Brower, Jacobs  
Chris Batten  
Tom Clemson

**MEMBERS ABSENT**

Cheryl Kilday, Visit Spokane  
Kathy Fritchie, Browne's Addn. Neighborhood  
Gordon Hester, Downtown Business Rep.  
Gary Pollard, Riverside Neighborhood Council  
Mark Richard, Downtown Spokane Partnership  
Scott Simmons, City of Spokane  
Steve Trabun, Avista Corporation

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

Mr. Karl Otterstrom called the meeting to order at 1:08 p.m. Mr. Otterstrom welcomed the group to the meeting and called for attendee introductions. Mr. Otterstrom welcomed Ms. Stephanie Curran as the new representative for Spokane Public Facilities Dist., Mr. Drew Repp as the new delegate for Greater Spokane Inc., Ms. Lori Kinnear as the new representative for the Spokane City Council who is also on the STA Board of Directors, and Ms. Amber Waldref in her new role as the assigned representative for the Logan Neighborhood Council.

**2. ELECTION OF A COMMITTEE CHAIR/VICE CHAIR**

Mr. Otterstrom opened up the floor to nominations for the Committee Chair and Vice Chair. **Ms. Gardner moved to recommend Ms. Waldref be elected Chair of the Central City Line Steering Committee. Mr. John Lemus seconded the motion and it passed unanimously.** Mr. Otterstrom turned

the meeting over to the newly elected Chair Amber Waldref. Chair Waldref would have been happy if someone else wanted to serve in this capacity; at the same time she is more than happy to serve as she is passionate about this project. **Chair Waldref opened the floor to nominations of the Committee Vice Chair. Mr. Lemus moved to recommend Ms. Gardner be elected Vice Chair. Mr. Harlan Shellabarger seconded the motion and it passed unanimously.**

### **3. PUBLIC EXPRESSION**

Mr. Chris Batten with RenCorp Realty addressed the Committee regarding his displeasure with the proposed bus station location at Stevens and Riverside (Numerica station). As property owners with numerous properties along Riverside, RenCorp Realty has been involved in the process but feel as though their views have been disregarded in that process as property owners. RenCorp Realty objected to this station from the beginning. RenCorp subsequently proposed the center isle stations which was unilaterally dismissed by Bloomsday, HoopFest and the Torchlight Parade. And now most recently, RenCorp is left with an option which reduces parking spots so they are very disappointed. Mr. Batten attended in order to express displeasure and state that there were other opportunities in which the station could have been placed in a different location where it would have absolutely no disruption to business activity or property values.

Mr. Batten introduced Mr. Tom Clemson, owner of the Cutter Building. Mr. Clemson shared his concerns of potentially losing loading zone area, parking, and store front visibility. As property owners, Mr. Batten and Mr. Clemson want their tenants to do well and allow our tenants to put “their best foot forward.” They believe that moving the bus stop location further down the street, perhaps in front of a parking area, could be a better option.

Mr. Batten added that a more appropriate location for the bus station would have been in front of the parking lot at the US Bank building as it would not disrupt any businesses there.

Chair Waldref reminded the Committee that Riverside stations are on the agenda later on and invited Ms. Gardner to continue with her question. Ms. Gardner asked if alternate options can be considered or is the project beyond that point. Is there still a last change opportunity as Mr. Batten has attended the last several meetings to express his displeasure. Chair Waldref asked Mr. Otterstrom for clarification regarding the Riverside station agenda item. Mr. Otterstrom responded that it is a brief update on Riverside locations and at this point in the design process, most of the STA design is with the City of Spokane because they are installing CCL stations and often redesigning entire streets. In fact, in today’s paper there was an article regarding this matter. The design process is still in flux based on the City’s process. Chair Waldref summarized that overall the City of Spokane is looking at all of Riverside. Ms. Kinnear added that there is a parking study that will be completed by mid-December. She stated that if parking is lost, the City loses revenue. Therefore, the goal would be to replace any parking spots that are lost. Mr. Frank Tombari questioned how parking spots would be “made up” when a business loses spots in front of a business. Mr. Kinnear responded that the parking study will indicate the best place for additional parking downtown.

Mr. Batten revisited Ms. Gardner's question: "Has the [Numerica] bus station location definitively been made – is there still time?" Initially, when this site location came up, the discussion was that it would promote development. Moving this bus stop to a surface parking lot area would do just that; not in front of historic buildings.

Mr. Otterstrom responded that the environmental documentation submitted to the FTA, our federal funding partners, after reviewing options / other placements and even considered the center of the street, determined that there was not a better location in part because of connectivity to service on Main Avenue. These are important stops for connectivity to retail centers. If there was a change at this point it would add additional cost and delay in order to revise this documentation.

Chair Waldref commented that the vision is that by placing stops in key locations for pedestrian activity that this will enhance the value of your building. Mr. Batten responded that he has said this before, that he sees this as a continuation of the Plaza and that the same problems we have at the Plaza will be brought to our buildings where the stations are located, and it will be a detriment. Chair Waldref thanked Mr. Batten and Mr. Clemson for attending the meeting and is glad that they have a follow-up meeting scheduled with Mr. Don Skillingstad. Chair Waldref shared that the committee would learn more about Riverside later in today's meeting.

#### **4. ADMINISTRATIVE TASKS**

Chair Waldref presented the November 2017 and December 2017 meeting minutes for approval. **Mr. Lemus motioned to approve the November 8, 2017 and December 7, 2017 Central City Line Steering Committee meeting minutes. The motion was seconded by Ms. Gardner and passed unanimously.**

#### **5. FEDERAL FUNDING UPDATE**

Mr. Otterstrom reported that despite various challenges and threats to federal funding related to transportation, the fiscal year 2018 budget which is the current year that ends September 30<sup>th</sup> includes just over \$400 million in funding for Small Starts projects around the country. It also included a strongly written statement that the administration should continue to progress with the projects and get them into implementation. In addition, while the current administration recommended no funding for Small Starts, both the Senate and House versions of FY 2019 transportation bills include in excess of \$500 million for Small Starts. Both last fiscal year and this current fiscal year have set a record for funding and bipartisan support. At that same time, there is strong encouragement for agencies to not submit too many projects; to ensure a good, solid local match is present for projects. Last week, STA Planning & Development visited Region X Office of the FTA in Seattle, Washington. It was a productive meeting. STA has found that when face-to-face visits take place, often times, expedited progress takes place that would normally have taken weeks and months to accomplish.

Mr. Otterstrom reported that the Department of Archaeology and Historic Preservation has concurred with determination there is no adverse impact on historic properties along the Central City Line. That

determination is made through the NEPA process. FTA indicated additional guidance is forthcoming in advance of deadlines associated with FY 2020 reports and budget recommendations. STA is still seeking funding in FY 2019 but every year until the project is complete FTA reports on the status of the project.

Mr. Otterstrom emphasized the most significant milestones in terms of NEPA:

- Completion of third-party agreements including the City of Spokane, Avista, Gonzaga University, Community Colleges of Spokane, etc.
- Constructability and risk reviews – the FTA regulates this very formal process to define the contingency that will be built into the project.

Mr. Batten asked for more explanation of the NEPA process. Mr. Otterstrom explained that the National Environmental Policy Act (NEPA) is administered by the Environmental Protection Agency (EPA). Each federal agency is required to follow NEPA. Regarding CCL, STA has communicated with all of the Tribes of interest, the Parks department, etc. FTA Region X makes the environmental determination and informs headquarters. Mr. Batten asked about the process for appealing the NEPA determination. Mr. Skillingstad responded that appeals should be made to FTA. It is his understanding that the appeal process can take place after a “concurrence”, but did not know the time period. Mr. Batten asked if the determination would have to include the parking study. Mr. Skillingstad responded that it does. He further reported that STA initially submitted the environmental documentation in October 2017 and there were questions from FTA about parking impacts. STA conducted and submitted a parking utilization study to FTA in May 2017. FTA has been reviewing that study and returned comments regarding the Centennial Trail, but the FTA did not have questions or issues related to parking impacts. FTA did have some questions which STA will address in the next week or two and then submit that information with hopes of receiving a determination at that point. Mr. Otterstrom added that STA is also subject to SEPA, the State Environmental Policy Act. Generally, NEPA is much more rigorous than SEPA. SEPA is a local agency decision and has a separate appeal window; STA is the administrator for SEPA so appeals would be made to STA.

Mr. Drew Repp asked what the FTA Risk Assessment involves. Mr. Otterstrom responded that it can include everything: scope, schedule, budget, the length of time for the project, the impact of a new administration could have on the project, etc. Mr. Dan Wells added that the FTA recommends the first item to list is the FTA because the amount of time it takes for them to review a project can vary from a few weeks to a few months. Every single risk is monitored through the entire project to calculate contingency; the FTA will review the STA project, strip out all of the allocated contingency and then all of the un-allocated contingency, and then apply contingency based on every single line item in the risk register. The last risk assessment that Mr. Wells participated in at King County Metro had 762 items that had to be tracked throughout the entire project. It is quite an undertaking and a big part of what the Project Management Oversight Contractor (PMOC) will review when they arrive at STA. The PMOC is an independent consultant hired and funded by the FTA to conduct the STA Risk Review and Readiness Review. STA is expecting the PMOC this fall.

## **6. ENGINEERING DESIGN UPDATE**

Mr. Mark Brower provided an update on the engineering design of stations. When the Committee met last November, there were a number of outstanding station design issues. The two stations in Browne’s Addition on Pacific were subject to neighborhood and property owner discussion to ensure the stations would not block driveways or travel paths, to double check turning paths, etc. Currently, working with WSU on the stations at Spokane Falls Blvd. near the new pedestrian bridge. The design was well a long and then WSU shared that they have some different ideas now on their master plan with respect to the parking lot which is next to the pedestrian bridge. WSU wants to close the parking lot entrance

which opens up some new options to be considered: perhaps an enhanced crossing, etc. Mr. Jon Schad added that it appears to be better aligned to move people into the core of the campus. In addition, WSU would like to move the parking entrance to Sherman Avenue to align with the campus vision of moving high volume traffic to the edge of campus and slow traffic on Spokane Falls Blvd. to make it more pedestrian friendly. Mr. Brower added that currently the side stations are favored in this area.

Mr. Brower reported that in order to further the design of the Mission Avenue stations, Jacobs and STA have been working with property owners. It's been a fairly intensive two-and-a-half month weekly design process with the City of Spokane where each station has been analyzed carefully – turning movements, site design, etc. Ms. Gardner asked if there will be ample line-of-sight for turning out of her drive way and driving east. Mr. Brower offered to provide her some exhibits and work with her. Mr. Wells added that STA/Jacobs worked with the City of Spokane to conduct line of site evaluations for every drive way, street and alley. Station amenities were checked for line of site.

Mr. Brower reviewed Riverside station designs based on public input for preferred solutions in terms of lane configuration, bike lanes, parking, etc. It has been vetted by the city and the public. The cross section will move from a four lane roadway with parking on both sides to a three lane roadway with turn pockets for left turns and provides bicycle lanes that will be behind the stations. Island stations will be off-set with the curb face by the width of the bike lane.

Ms. Gardner asked if Mr. Batten and Mr. Clemson were part of the public process for the Riverside Avenue Stations. Mr. Otterstrom responded that STA held a station location open house last fall; post cards were mailed to every address within a ¼ mile of the CCL and property owners adjacent to stations. Mr. Batten attended several of steering committee meetings and STA had individual meetings with Mr. Batten. As the City started the Riverside design, they held an open house followed by an online survey tool to provide additional opportunity for feedback. Mr. Otterstrom shared that it wasn't that they weren't part of the process, it was that they felt that they hadn't been heard in terms of the outcomes.

Chair Waldref asked if slight changes are allowed to station location when environmental documents have already been submitted. Mr. Otterstrom responded that at the December steering committee a list was provided that still needed refinement, the changes shared today have been made over the last few months and have been documented within our environmental processes and are within the tolerance level of 10-20 feet one direction or the other and generally on the same block. Mr. Skillingstad added that one of the first tasks to complete in an environmental process is to define "areas of potential effects"; to draw a line around all of the properties that might be impacted by the project. When the APE map is developed, the station locations are defined and the properties adjacent to them, and then submitted for approval to the FTA, the state Archeological and Preservation office, and the Tribes. Then the formal environmental process can begin. Moving a station 5-15 feet one direction or the other may still be within the tolerance level of the APE, however, if a station location is moved from the west side of the block to the east side of the block, it is not within the boundary that has already received FTA approval and the FTA review and approval process would need to be restarted to include the new adjacent properties within the environmental documentation which means STA would need to redo the Archeological and Historical review, the noise review, Section 4F and many other items. Mr. Otterstrom added that several stations have been adjusted during this process but at this point it time it would add additional time which cannot be afforded.

Mr. Kevin Brockbank asked what the role of the CCL Steering Committee is in terms of responding to public input regarding this matter. Mr. Otterstrom responded that the committee charter was created by a joint resolution of the City Council and the STA Board to provide policy level advice to those two bodies. As far as stations, there was an affirmation but there was not a formal action per se. There is feedback and there is discretion within that feedback. Chair Waldref added that as of the end of last

year, Mr. Brower listed the stations needing more review. There was not a quorum, but in general the committee supported the locations. Mr. Lars Gilberts asked why the Numerica station was not moved to the parking lot. Mr. Otterstrom responded that he did not have his notes and messages with him from the meetings and communication he has shared with Mr. Batten regarding the US Bank assessment, however, a part of reason is that the parking lot is located on the wrong side of the street; buses would be making left hand turns at that location. It is important to find the right balance between stops distance and convenient connectivity amongst routes for pedestrians. As CCL is implemented and buses run every 10-15 minutes, riders will not be waiting as long at bus stops. Something to remember is that the Plaza will be the most active transfer connection amongst the stops; even the busiest of stops.

Ms. Stephanie Curran asked what the expected demographic of the ridership would be. Mr. Otterstrom responded that ridership models typically define travel patterns, not ridership demographics. Today over half of all STA bus trips are associated with going to or from work or school. It would be expected that this would be the continued demographic.

Chair Waldref added that several years ago STA conducted a detailed analysis and provided the community with multiple streets to choose from; after much discussion, the majority felt strongly that one way Riverside and one way Main would provide economic opportunity on both of those streets so stations do need to be aligned. There are often unique engineering challenges with each station location. One location could not be selected because of the parking garage ramp.

Chair Waldref asked about the City's Riverside project, if the station locations have been chosen. Wells responded that STA is taking the station designs to about 40%. The design cannot move beyond that without input from the City's process. STA is hoping to partner with the City to finish the design and then determine which percentage STA builds, or the City builds or the organizations build together. Mr. Wells explained that the Riverside corridor location is the only place that STA cannot use information from their survey to take the project to 100% completion.

Mr. Frank Tombari asked if he is correct to assume that the three lane roadway change has been vetted with the Riverside businesses. Mr. Otterstrom responded that this has been done. There is an article in the Spokesman Review explaining the process that the City has installed to notify the public, property owners and businesses to ensure they are involved every step of the way during a project. Discussion ensued.

Ms. Kinnear shared that additional concerns about parking can be submitted to the consulting firm that was hired by the City of Spokane. This firm is actively seeking feedback.

Mr. Lemmus asked about the signalization project on Greene. Mr. Otterstrom responded that 80% of the funding for this project is provided by STA. STA worked with Community Colleges of Spokane. Ms. Gardner added that the neighborhood donated traffic calming dollars to this light as well.

Mr. Brower reviewed the following roadway and pedestrian improvements:

- Maple Street (Pacific Avenue to 1<sup>st</sup> Avenue)
- Wall Street (Riverside Avenue to Main Avenue)
- Cincinnati Street (Spokane Falls Boulevard to Mission Avenue)

## **7. KIT OF PARTS/STATION AMENITIES**

Mr. Wells provided a Kit of Parts update. STA is approaching 60% design and working toward having a bid package this fall and a manufacturer next summer. The stations will be able to start small and easily grow when needed. In the interest of time, Mr. Wells is willing to meet with anyone and answer their questions after the meeting. Mr. Otterstrom added that one of the reasons STA is working diligently to have a bid package this fall and a manufacture next summer is that these stations will be installed on the Monroe-Regal corridor as early as next year as part of the High Performance Transit (HPT) investment at key locations. It will have the same look and feel as the Central City Line. .

Mr. Wells reported that STA continues to conduct neighborhood outreach regarding station identification. Spokane Arts will lead this process for STA.

Mr. Tombari shared that after seeing what the City is proposing for Riverside, he has safety concerns regarding turning from Stevens onto Riverside. Today was the first he time he learned of the three lane change. Chair Waldref asked for further discussion regarding Hamilton. Mr. Wells shared that he will coordinate that meeting in August.

**8. NEXT MEETING - (TBD)**

The next meeting will be in fall 2018. The focus will be constructability and readiness review; how STA plans to construct CCL – the phases of the project. STA will provide options for the committee to provide feedback. In the spring, the focus will be on construction outreach. Chair Waldref requested that all the necessary attendees be at the table.

**9. ADJOURN**

Chair Waldref adjourned the meeting at 2:00 p.m.

Respectfully Submitted,

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Karl Otterstrom, Director of Planning and Development  
Steering Committee Secretary

## Steering Committee Update – February 12, 2019

### NEPA Environmental Documentation

On November 27, STA submitted a revised draft Cultural Resources Report and NEPA Documented Categorical Exclusion (DCE) package to FTA Region 10. The updated package included responses to comments provided by FTA and DAHP on the draft submittal in May 2018, responses to comments from the Spokane Tribe on the Historic and Cultural Resources Technical Report related to monitoring during construction, a Pavement Conditions Memorandum detailing how pavement in the project corridor will likely not be impacted because of the project, planned roadway improvements by the City of Spokane, and existing conditions; and development of Section 4(f) materials related to the Centennial Trail.

FTA has since requested additional information related to the Mission & Perry station because the proposed station location will shift the newly completed Centennial Trail north approximately 5-6 feet. Information regarding the change in trail location will be presented at the upcoming open house.

### Station Design Outreach

Staff continues to meet with a number of property owners at or near proposed stations. This includes owners near the stations at 4<sup>th</sup> & Cannon, Mission & Napa, Mission & Perry, Riverside & Stevens, Main & Bernard and Main & Division. Additionally, staff held an open house in November 2018 to communicate additionally with the property owners along Main Avenue. Finally, staff continue to meet regularly with neighborhood groups to provide updates.

On February 5, 2019, an online open house will go live on [spokanetransit.com](http://spokanetransit.com). The online open house will run until March 5, 2019. The purpose of the online open house is to gather input on construction related impacts by the project. The latest designs and renderings of the station locations will be provided to the public for feedback. The online open house is scheduled to end on March 5.

On February 19, 2019, an in-person open house will be held at the STA Plaza. The purpose of the open house will be similar to the online open house.

### 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.

STA continues 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 Winter 2019.

### **Engineering Design and Project Readiness**

STA is currently reviewing the 60% design plans for CCL stations, pedestrian and roadway improvements, and will be conducting constructability reviews, both internally and with the City of Spokane to determine how the project will be contracted and constructed. A federal Small Starts funding agreement is expected to be completed in late 2019, allowing for construction to begin in early 2020 with service starting in 2021.

***Engineering Design – Transit Signal Priority*** - The team developed a report which provides an analysis of Transit Signal Priority (TSP) application at six intersections on the CCL alignment, all along Mission Avenue: Cincinnati Street, Hamilton Street, Perry Street, Napa Street, Greene Street, and the Spokane Community College access. Additionally, this report provides background information on the different types of TSP and corresponding system and equipment upgrades needed for each type of TSP system.

The analysis resulted in two system recommendations, one for a near-term solution and one for a long-term solution system wide.

The near-term CCL solution recommendation is to provide a Continuous TSP system with an on-board GPS based priority request system. Hardware equipment needed for the near-term solution includes a GPS control unit to be installed on all CCL buses, and installation of GPS intersection radio units, detectors, phase selectors, and auxiliary components to the local intersection traffic cabinet.

To this end we have added a signal at Mission and Cincinnati to give transit a protected westbound left turn with signal transit priority. It will also add a pedestrian crossing. STA received the approved signal permit form City of Spokane November 20, 2018.

***Fire Department Coordination*** - With the center stations there has been a concern from the fire department on access at these locations. We worked with the fire department to get the dimensions of their largest vehicle and the ladder truck currently in use. We created a vehicle in AutoTurn to develop turning templates for these vehicles. We have run the templates and adjusted stations as much as possible. We are working with the city to determine in any additional adjustments are needed.

**Project Schedule**

Receive Comments from STA	February 13
Submit 90% PS&E package	June 12
Receive STA and City Comments	July 10
Submit Final PS&E for Approval	August 14
PS&E Approved by STA	August 23
Bid Advertised	August 25
Bid Opening	September 27
Board Award of Contract	November 21
Construction Notice to Proceed	December 12

**Kit of Parts Update**

STA’s consultants completed 60% design of the HPT Kit of Parts and Procurement Package in early January. Additionally, STA staff secured STA Board approval of the scope of work and permission to issue a request for proposal for the procurement of a fabricator who will be tasked with completion of the design drawings, fabrication, delivery and installation of the HPT Kit of Parts. STA plans to issue the RFP in the 1<sup>st</sup> quarter 2019.