

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, August 31, 2022 (*September Meeting*)
10:00 a.m. – 11:30 a.m.

Via Virtual Conference

Committee Members: [Committee Members Join Here](#)

General Public: [Guests/Public Join Here](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: 2486 502 6817 | Password: 2022

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*5 minutes*)
 - A. Minutes of the July 6, 2022, Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda -- *none*
 - B. Board Discussion Agenda -- *none*
5. Reports to Committee (*45 minutes*)
 - A. Federal Transit Administration Section 5310 Call for Projects (*Otterstrom*)
 - B. Title VI Plan Update: Outreach Plan (*Otterstrom*)
 - C. *DivisionConnects* Phase 2: Vision and Implementation Strategy (*Otterstrom*)
6. CEO Report (*E. Susan Meyer*) (*10 minutes*)
7. Committee Information (*5 minutes*)
8. Review October 5, 2022, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions (*5 minutes*)
11. Adjourn

Next Committee Meeting: Wednesday, October 5, 2022, at 10:00 a.m. via Webex

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

August 31, 2022

AGENDA ITEM 2: COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Al French, Chair, Planning & Development Committee

SUMMARY: At this time, the Committee Chair will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: N/A

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

August 31, 2022

AGENDA ITEM 3A : MINUTES OF THE JULY 6, 2022, COMMITTEE MEETING

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Vicki Clancy, Executive Assistant to the Chief Planning and Development Officer

SUMMARY: Draft Minutes of the July 6, 2022, Planning & Development Committee meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

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PLANNING & DEVELOPMENT COMMITTEE MEETING

DRAFT Minutes of the July 6, 2022, Board Meeting
Via Video Conference

MEMBERS PRESENT

Karen Stratton, City of Spokane**
Tim Hattenburg, City of Spokane Valley
Betsy Wilkerson, City of Spokane
Dan Dunne, Small Cities Representative
(Liberty Lake), *Ex Officio*
Dan Sander, Small Cities Representative
(Millwood) *Ex Officio*
E. Susan Meyer, Chief Executive Officer
Ex Officio

STAFF PRESENT

Karl Otterstrom, Chief Planning and Development
Officer
Brandon Rapez-Betty, Chief Operations Officer /
Interim Chief Communications & Customer Service
Officer
Monique Liard, Chief Financial Officer
Nancy Williams, Chief Human Resources Officer
Vicki Clancy, Executive Assistant to the Chief
Planning and Development Officer

MEMBERS ABSENT

Al French, Spokane County – *Chair*

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

**Acting Chair

1. CALL TO ORDER AND ROLL CALL

Acting Chair Karen Stratton called the meeting to order at 10:00 a.m. and Mrs. Vicki Clancy conducted roll call.

2. COMMITTEE CHAIR REPORT

3. COMMITTEE ACTION

A. MINUTES OF THE JUNE 1, 2022, COMMITTEE MEETING

Mr. Tim Hattenburg moved to approve the June 1, 2022, Planning and Development Committee meeting minutes. Ms. Karen Stratton seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. 2023-2028 TRANSIT DEVELOPMENT PLAN: FINAL ADOPTION (RESOLUTION)

Mr. Karl Otterstrom presented. Each year, Spokane Transit is required by state law to develop a Transit Development Plan (TDP) for a six-year planning horizon and submit it to the Washington State Department of Transportation (WSDOT). The TDP is one of a series of planning documents that is built upon the goals, principles and policies contained within *Connect Spokane: A Comprehensive Plan for Public Transportation*. The Planning and Development Committee has been engaged in developing the various elements of the

draft plan since February of 2022. The Board of Directors held a public hearing on the draft TDP on June 16, 2022. There were no public comments provided at the public hearing.

The final draft TDP 2023-2028 includes minor edits (tracked in redline) and is available at: <https://www.spokanetransit.com/wp-content/uploads/2022/06/Draft-Transit-Development-Plan-2023-2028.pdf>. A draft of the Board resolution to adopt the plan is included in the packet.

Mr. Otterstrom reviewed minor edits made between the Preliminary Draft and Final draft after being recommended for adoption by resolution.

Mr. Tim Hattenburg moved to recommend the Board of Directors adopt, by resolution, the 2023-2028 Transit Development Plan. Ms. Stratton seconded, and the motion was approved unanimously.

B. BOARD DISCUSSION AGENDA

(No items being presented this month.)

5. REPORTS TO COMMITTEE

A. CITY LINE UPDATE

The City Line is STA's first bus rapid transit project that is scheduled to begin revenue service on July 15, 2023. Mr. Otterstrom presented an update including construction, amenity installation, implementation, staffing and training, and overall project schedule. This project is currently 75% complete. The City Line will be integrated with the new fare collection system which is scheduled to launch this fall. STA is working with the City of Spokane to create Transit Signal Priority (TSP) at four intersections. A content management system (CMS) is in development by the STA Communications Department with custom content for the City Line. STA goal is to hire a total of 70 bus operators leading up to the launch of the City Line. A maintenance plan is in development.

Ms. Stratton offered the availability to set up presentations with neighborhood councils to help distribute City Line information/updates. Mr. Dan Sander appreciated the detailed presentation. Mr. Dan Dunne is impressed with the inclusion of bike lanes on segments of the corridor.

B. TITLE VI PLAN UPDATE

Mr. Otterstrom presented an overview of the Title VI Plan Update process to the Committee. Public transit agencies are required to establish a Title VI Program and update that program every three years. Spokane Transit's existing Title VI Program must be updated and approved by the Board of Directors by March 16, 2023, when the current program, last adopted in 2020, expires. STA's Title VI Program can be found at:

<https://www.spokanetransit.com/projects/title-vi-non-discrimination-policy-and-plan/>

An on-board rider survey and provider survey are planned for Fall 2022. A public hearing is scheduled for the February Board meeting with an adoption recommendation at the March meeting.

6. CEO REPORT – *None*

Ms. E. Susan Meyer presented the CEO Report:

June 2022 Voter-Approved Sales Tax Revenue (April Sales) Update – Actual (\$9,233,669) compared to budget (\$9,363,081) creates an unfavorable variance of \$129,412 (-1.4%). 5.0% YTD above budget (\$2.6M), 1.6% above June 2021 actual (\$0.1M), and 8.2% YTD above 2021 actual (\$4.0M).

Annual Van Grant Program – the application period has opened. STA will have ten (10) vans that have reached their service life. The Board approved a grant ten or eleven years ago, that allows these vans to be provided to organizations serving individuals with disabilities, seniors, and/or low income. Vans are “as is” and in fair condition; awardees must have the resources to maintain the van. Currently, there are more applicants than vans available. A report will be provided to the Board in September. Ms. Meyer encouraged Committee members to share this opportunity with qualifying organizations.

Employee Recognition Event – Scheduled for July 17, 2022. This once annual event prior to the pandemic is an opportunity to recognize STA’s employees’ achievements in safety and years of service.

Legal Counsel Change – STA’s Legal Counsel, Laura McAloon, is returning to her home state of Nebraska. A transition plan is in progress. Invitations have been sent to encourage interest in this open opportunity. Due to limited time to procure new legal counsel, STA is seeking interim legal counsel with a maximum contract value of \$200,000 and no longer than two years. Ms. Meyer noted that Ms. McAloon is the only attorney in this area with in-depth transit legal experience.

Ms. Stratton thanked Ms. McAloon for everything she’s done for STA and for the community. Mr. Hattenburg has appreciated Ms. McAloon’s calm demeanor and expertise. Mr. Dunne appreciated her technical competence.

7. COMMITTEE INFORMATION - *None*

8. REVIEW AUGUST 31, 2022, COMMITTEE MEETING AGENDA

9. NEW BUSINESS - *None*

10. COMMITTEE MEMBERS’ EXPRESSIONS

11. ADJOURN

With no further business to come before the Committee, Acting-Chair Stratton adjourned the meeting at 11:15 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, AUGUST 31, 2022 (September Meeting), at 10:00 a.m. VIA WEBEX.

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning & Development Department

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

August 31, 2022

AGENDA ITEM 5A: FEDERAL TRANSIT ADMINISTRATION SECTION 5310 CALL FOR PROJECTS
TIMELINE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Matt Kenney, Principal Transit Planner
Madeline Arredondo, Assistant Transit Planner

SUMMARY: Staff will review the scope and anticipated timeline for a call for projects that enhance mobility of seniors and individuals with disabilities. Subject to project evaluation, ranking and board recommendations, up to \$900,419 in federal funding could be awarded to meritorious projects to non-profit providers and transportation agencies.

BACKGROUND: Spokane Transit Authority (STA) is a designated recipient of apportionment funds from the Federal Transit Administration (FTA) for the Enhanced Mobility of Seniors and Individuals with Disabilities Program, also known as Section 5310. The primary goal of Section 5310 is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding transportation options when public transportation is unavailable, insufficient, or inappropriate in meeting these needs. Spokane Transit is responsible for administering, contracting, and providing oversight of non-profit organizations selected through the annual Section 5310 Call for Projects.

A minimum of 55%, or \$495,230, of the Section 5310 annual apportionment must be spent on 'Traditional' capital projects. These are projects that are carried out by private, nonprofit organizations, or local government authorities approved by the state of Washington to provide human services transportation. Traditional capital projects may include Human Services Transportation Plan (HSTP) projects including the purchase of ADA vehicles, contracted mobility management coordination and transportation services, ADA construction projects, and complimentary Paratransit services. These Traditional projects need to meet the special needs of seniors and individuals with disabilities. Depending on the types of projects proposed, and application scoring outcomes, STA may recommend that up to 55% of the total funds available be programmed to STA for the purposes of contracting for human services transportation, an eligible Traditional project, meeting the statutory requirement and ensuring all funds can be obligated to support human services transportation projects in the region.

The remaining 45% of the annual apportionment is categorized as 'Other' and are operating projects which provide alternatives to public transportation, improve access to fixed-route services, or exceed the requirements of Paratransit services. Eligible projects include transportation programs operated by eligible nonprofit organizations serving seniors and individuals with disabilities.

There is currently \$602,811 in FY22 Section 5310 annual apportionment available for funding projects. Additionally, there is \$297,608 in FY21 funds available. These latter funds were not programmed in the previous call for projects due to the lack of qualified Traditional projects, as communicated to the Board in April 2022.

On December 16, 2021, the STA Board of Directors also approved \$190,000 in a near-term investment for the 2022 Section 5310 Call for Projects to increase investment in public transportation. STA will provide a local match contribution for this near-term investment which will reduce the monetary responsibility of subrecipient agencies to just 10% for all projects.

In order to ensure that STA meets the 55% minimum requirement of funds to be spent on Traditional projects for FY2021 as well as FY2022, staff may recommend to the Board that projects be awarded up to \$495,230 as needed to ensure that the 55% requirement is achieved.

Funding Source	Amount Available
FY22 Apportionment	\$602,811
FY21 Unprogrammed Funds	\$297,608
Federal Funding Subtotal	\$900,419
STA Near Term Investment (Local Match Contribution)	\$190,000
Total Funding Available	\$1,090,419

The table below outlines the anticipated timeline for this call and selection of projects.

Date	Action
September 12, 2022	Issue Call for Projects (Posted on STA and SRTC websites, published in paper, direct emails to eligible applicants)
September 26, 2022	Informational meeting for interested applicants
October 11, 2022	Project Applications Due
November 30, 2022	Present to Planning and Development Committee for Board recommendation of prioritized list for funding.
December 15, 2022	STA Board acts on recommended project applications.
2023	FTA approval and funds obligated

Staff will provide an overview of the grant program and the evaluation criteria for prioritizing projects for board selection.

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

August 31, 2022

AGENDA ITEM 5B : TITLE VI PROGRAM UPDATE: OUTREACH PLAN

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Mike Tresidder, Associate Transit Planner

SUMMARY: Public transit agencies are required by the Federal Transit Administration (FTA) to establish a Title VI Program and update that program every three years. Spokane Transit Authority's (STA) existing Title VI Program, last adopted in 2020, must be updated and approved by the Board of Directors by March 16, 2023, when the current program expires. Staff will present on the proposed public outreach efforts.

BACKGROUND: According to Section 601 of Title VI of the Civil Rights Act of 1964:

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

To ensure compliance with the requirements of Title VI, STA is required to adopt a Title VI Program. STA's Title VI Program is required to include the following:

- Basic Title VI Program details (notice, complaint, subrecipient compliance, etc.)
- A public participation plan that includes an outreach plan to engage minority and limited English proficiency (LEP) populations*
- Demographic analysis of the service area
- Collection and reporting on survey data regarding demographics and travel patterns*
- Inclusion of any evaluations of service and fare equity changes
- System-wide service standards and system-wide service policies

Outreach and engagement with the community are necessary to fulfill several requirements of the Title VI program, noted with an asterisk above. Staff will present on planned public outreach efforts.

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

August 31, 2022

AGENDA ITEM 5C : *DIVISIONCONNECTS* PHASE 2: VISION AND IMPLEMENTATION STRATEGY

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Mike Tresidder, Associate Transit Planner

SUMMARY: *DivisionConnects* is a multi-jurisdictional study analyzing the Division Street Corridor. The study area consists of the Division Street transportation corridor between downtown Spokane and the northern connection to the North Spokane Corridor. Phase 1 of the study focused on selecting a preferred alternative for bus rapid transit (BRT). Recently concluded Phase 2 focused on supportive active transportation projects and land use. Staff will present on the Phase 2 findings and next steps.

BACKGROUND: *DivisionConnects* is a coordinated planning effort with Spokane Regional Transportation Council (SRTC) to engage the community and analyze opportunities in the Division Street Corridor from a multimodal transportation and overall transportation system perspective. Project partners include Washington State Department of Transportation (WSDOT), City of Spokane, and Spokane County. The first phase of the study concluded in Spring 2021 with identification of a locally preferred alternative (LPA) for BRT and other corridor improvements. Final reporting for recently concluded Phase 2 is contained in the *DivisionConnects Vision and Implementation Strategy* document. Key Phase 2 content includes preliminary design information for active transportation projects, profiles of land use opportunity near BRT station locations, and travel demand modeling analyses based on modified land use scenarios along Division Street. The study steering committee met on June 21, 2022, to review the final materials and formally conclude the *DivisionConnects* project work.

All Phase 2 documents, including the *DivisionConnects Vision and Implementation Strategy*, the land use node information sheets, the land use visual sourcebook, the BRT case studies and policy review, and the active transportation strategies and project recommendations can be found under the “Learn More” tab on the project website: <https://www.srtc.org/division-street-corridor-study/>

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

August 31, 2022

AGENDA ITEM 6: CEO REPORT - INFORMATION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: At this time, the CEO will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: For discussion.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

August 31, 2022

AGENDA ITEM 8: OCTOBER 5, 2022, COMMITTEE MEETING DRAFT AGENDA REVIEW

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer

SUMMARY: At this time, members of the Planning and Development Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the meeting of October 5, 2022.

RECOMMENDATION TO COMMITTEE: For discussion.

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PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, October 5, 2022
10:00 a.m. – 11:30 a.m.

Via Virtual Conference

Committee Members: [Insert Link here](#)

General Public: [Insert Link here](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: **xx** | Password: 2022

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (5 minutes)
3. Committee Action (5 minutes)
 - A. Minutes of the August 31, 2022, (September) Committee Meeting -- Corrections/Approval
4. Committee Action (20 minutes)
 - A. Board Consent Agenda
 1. Division Bus Rapid Transit Steering Committee Charter Approval (Otterstrom)
 2. I-90 / Valley High Performance Transit Corridor Development Plan Approval (Otterstrom)
 - B. Board Discussion Agenda – none
5. Reports to Committee (20 minutes)
 - A. Draft 2023 Action Plan (Otterstrom)
 - B. Draft 2023 Operating and Capital Budgets (Liard)
6. CEO Report (E. Susan Meyer) (10 minutes)
7. Committee Information (5 minutes)
8. Review November 2, 2022, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, November 2, 2022, at 10:00 a.m. via Webex

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SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

August 31, 2022

AGENDA ITEM 9: NEW BUSINESS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: n/a

SUMMARY: At this time, the Committee will have the opportunity to initiate discussion regarding new business relating to Planning & Development.

RECOMMENDATION TO COMMITTEE: For Discussion.

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

August 31, 2022

AGENDA ITEM 10 : COMMITTEE MEMBER'S EXPRESSIONS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: n/a

SUMMARY: At this time, members of the Planning & Development Committee will have an opportunity to express comments or opinions.

RECOMMENDATION TO COMMITTEE: n/a