

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

## **PLANNING & DEVELOPMENT COMMITTEE MEETING**

Minutes of the January 31, 2024, Meeting (*February Meeting*)

**STA Northside Conference Room**  
**Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA**  
*w/Virtual Public Viewing Option*

### **MEMBERS PRESENT**

Pam Haley, City of Spokane Valley – *Chair*  
Zack Zappone, City of Spokane  
Kitty Klitzke, City of Spokane  
Chris Grover, Small Cities Representative  
(Cheney), *Ex-Officio*  
Dan Sander, Small Cities Representative  
(Millwood) *Ex Officio*  
Rhonda Bowers, Labor Representative  
(*Non-voting*)  
E. Susan Meyer, Chief Executive Officer  
*Ex -Officio*

### **MEMBERS ABSENT**

Dan Dunne, Small Cities Representative  
(Liberty Lake)

### **STAFF PRESENT**

Karl Otterstrom, Chief Planning & Development  
Officer  
Monique Liard, Chief Financial Officer  
Nancy Williams, Chief Human Resources Officer  
Carly Cortright, Chief Communications & Customer  
Service Officer  
Vicki Clancy, Executive Assistant to the Chief  
Planning & Development Officer

### **PROVIDING LEGAL COUNSEL**

Megan Clark, Etter, McMahon, Lamberson, Van Wert  
& Oreskovich, P.C.

### **STAFF ABSENT**

Brandon Rapez-Betty, Chief Operations Officer

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#### 1. CALL TO ORDER AND ROLL CALL

Chair Pam Haley called the meeting to order at 10:00 a.m. and Ms. Vicki Clancy conducted roll call.

#### 2. COMMITTEE CHAIR REPORT

Chair Haley had nothing to report at this time.

#### 3. COMMITTEE ACTION

##### A. MINUTES OF THE DECEMBER 6, 2023, COMMITTEE MEETING

**Ms. Kitty Klitzke moved to approve the December 6, 2023, Planning & Development Committee meeting minutes. Chair Haley seconded, and the motion was approved unanimously.**

#### 4. COMMITTEE ACTION

##### A. BOARD CONSENT AGENDA

##### 1. FEDERAL TRANSIT ADMINISTRATION SECTION 5310: CALL FOR PROJECTS FUNDING RECOMMENDATION

Mr. Otterstrom reviewed the results and funding recommendations of the 2023 Federal Transit Administration (FTA) Section 5310 Call for Projects that was issued on October 20, 2023. This program is intended to support improving the mobility of seniors and individuals with disabilities and is primarily for local nonprofit organizations. The funds do not go directly

to the nonprofit organizations but to a designated recipient which then awards funding to local projects. STA is the designated recipient of FTA 5310 funding for the Spokane Urban Area. A minimum of 55% of Section 5310 grant awards must be spent on “Traditional” capital projects ( i.e., ADA vehicle purchases, mobility management programs, and contract human services transportation). If there are insufficient eligible projects, STA may recommend a portion of the total funds available be programmed back to STA for the purposes of contracting human services transportation to meet the statutory requirement. A maximum of 45% of STA’s annual appropriation can be allocated to “other” projects (i.e., transportation services and operating projects; mobility training). These projects must be targeted towards meeting the transportation needs of seniors and individuals with disabilities. Operating projects require a 50% minimum local match. The STA Board of Directors allocated \$190,000 in October 2023 to reduce the applicant’s local match contribution to as little as 10% of the total project cost.

STA issued the call through a two-step application process that concluded December 8, 2023 and received seven project applications for five different nonprofits. Two projects were “traditional” and four were “other”. All submitted projects were consistent with the Coordinated Public Transit-Human Services Transportation Plan for Spokane County and will be submitted to FTA in a program of projects for federal funding obligation. An evaluation committee comprised of staff from STA, Washington State Department of Transportation and Spokane Regional Transportation Council (SRTC) scored projects. Mr. Otterstrom reviewed the methodology for assigning federal and STA funds to each project, considering project scores, ranking, federal requirements and funding availability. The amount of funding recommended for award is \$615,296 in FTA Section funds and \$190,000 in STA local matching funds for a total award amount of \$805,296. Mr. Otterstrom presented the recommended award values by project.

**Mr. Zack Zappone moved to recommend the Board of Directors approve, by motion, the Federal Transit Administration 5030 Funding Recommendations, as listed in Exhibit A “Funding Recommendations 2023 FTA 5310 Call for Projects” and authorize staff to make administrative adjustments to the final grant awards as necessary to address minor revisions to project costs, local match percentages and schedule. Ms. Kitty Klitzke seconded, and the motion was approved unanimously with Chair Haley recusing herself.**

B. BOARD DISCUSSION AGENDA – none

5. REPORTS TO COMMITTEE

A. 2024 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM: REVIEW

Mr. Otterstrom reviewed the work program background, and the annual planning calendar which identified the four planning documents founded on the principles and policies of *Connect Spokane* which require annual updates: the Transit Development Plan (TDP), the Service Improvement Program (SIP), the Capital Improvement Program (CIP), and the Annual Action Plan/Budget. The work program also identified other major planning efforts that will take place during 2024. Mr. Otterstrom reviewed the highlights of the Draft Committee Work Program which are considered recurring annual planning:

- The 2025-2030 Transit Development Plan - due to the state by September 1, 2024. Includes the 2025-2027 SIP, the 2025 to 2030 CIP, an updated financial forecast and assumptions through 2030, and an update to the Transit Asset Management Plan.
- The 2025 Action Plan, Operating and Capital Budgets.

Other planning activities included but were not limited to Connect 2035: Complete Phase 2; Division *Connect Spokane* Comprehensive Plan: Complete Phase 2 Update; and Division Street Bus Rapid Transit (BRT).

Mr. Zappone requested access to Board resolutions and was advised links to resolutions will be provided to Board members through SharePoint site in the future.

Mr. Zappone asked for clarification about the new Rules of Procedures and its relationship to the preparation and approval of the Committee work program. Ms. Megan Clark responded and clarified that the Committee can develop and approve its own work program, but items or topics that are substantively distinct from the work program, or are likely to require substantial effort not already endorsed by the Board, should generally be brought before the full Board prior to the Committee and staff advancing such an effort.

B. TRANSIT DEVELOPMENT PLAN 2025-2030 OVERVIEW

Mr. Otterstrom reviewed the 2025-2030 Transit Development Plan (TDP) which is expected to be adopted in July 2024. This state-required document will include the six-year Capital Improvement Program (CIP) and the three-year Service Improvement Program (SIP). The TDP describes how STA intends to meet state and local long-range priorities for public transportation, capital improvements, significant operating changes, and funding for program needs. The TDP sets forth regionally significant projects for inclusion in the Transportation Improvement Program (TIP) prepared by SRTC. Mr. Otterstrom reviewed the TDP project timeline from February 2024 to July 2024, which identifies interactions and actions by the Board and Committee over that timeframe.

Ms. Klitzke inquired about local agencies advertising the six-year plan on multiple websites to boost outreach; joint public workshops to get more participation from the community. There are other agencies updating their comprehensive plans this year; it could be beneficial to combine some of these items to bolster participation. Mr. Otterstrom noted that this would be beneficial and that there is a desire to do something along these lines in the future.

Mr. Otterstrom reviewed the next steps. In March, staff will seek committee input on mid-range tactical framework and the approach to stakeholder outreach.

C. CONNECT SPOKANE COMPREHENSIVE PLAN UPDATE: REVIEW DRAFT ELEMENTS

Mr. Otterstrom presented proposed draft language for the new *Transit Equity and Inclusion* element of STA's Comprehensive Plan, informed by discussion and input at the November 2023 Planning & Development Committee, an overview of the *Revenues and Fares* Element, and introduced a draft work program for exploring new policy alternatives.

The goal of the *Transit Equity and Inclusion* element is to work toward a system that ensures inclusive and equitable access to STA programs, services, and transit system. Mr. Otterstrom reviewed the background of the *Revenue and Fares* element, which was last updated in 2022. Mr. Otterstrom briefly reviewed the existing policies and proposed that future analysis and discussion will focus on two policies in particular, "Determination of Fixed-Route Fares" and "Low-income Fares." Staff intend to bring information back to the Committee in March and April 2024 to support this effort. In addition to further work on the *Revenue and Fares* element, staff will provide an updated redline draft of the *Transit Equity and Inclusion* element later this spring.

Mr. Zappone requested viewing a few plans from other organizations in the future and would like to see language involving "belonging". Ms. Meyer encouraged Mr. Zappone to bring noteworthy examples that are of interest as well.

D. CONNECT 2035 STRATEGIC PLAN UPDATE

Mr. Otterstrom presented the Connect 2035 Phase 2 Project Schedule and the Board Workshop Draft Agenda. There are three major objectives of the upcoming February 15 Board Workshop:

- Revisit the Fixed Route network assessment, and review themes and concepts for planned and potential improvements and changes;
- Seek concurrence on the framework for developing potential Connect 2035 initiatives for evaluation; and,
- Review the proposed initiative evaluation process and gather input on key outcomes used to score initiatives.

*Chair Pam Haley left the meeting; Mayor Chris Grover became acting chair for the remainder of the meeting.*

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

Ms. Meyer welcomed the new 2024 Planning and Development Committee members.

City Line Increased Frequency: The City Line has increased to 7.5-minute frequencies as of Monday, January 22, 2024. She commented that in a meeting with Senator Billig he stated that one of his assistants who works in Spokane is very excited about the increased frequency. In May the City Line weekday midday schedule will go from buses every 15 minutes to every 10 minutes.

Board Appointed Legislative Task Force: Depending on availability, this group will likely begin meeting Friday, February 2, or early the following week. Mayor Grover has been appointed by the Small Cities, Paul Dillon by the City of Spokane, Commissioner Kerns by Spokane County, Rhonda Bowers is automatically appointed as the Labor Representative, and City of Spokane Valley has not yet appointed their representative. Of note in the upcoming legislative session is Initiative 2117 which would repeal the Climate Commitment Act (CCA) if approved by voters in November 2024.

January 2024 Voter-Approved Sales Tax Revenue (November 2023 Sales) Update: Actual (\$9,541,665) compared to budget (\$8,976,504) for a 6.3% difference of \$565,161. Sales tax revenue is 6.3% YTD above budget (\$0.6M), 6.3% above January 2023 actual (\$0.6M) and 6.3% YTD above 2023 actual (\$0.6M).

7. COMMITTEE INFORMATION – none

8. REVIEW MARCH 6, 2024, COMMITTEE MEETING AGENDA

9. NEW BUSINESS - none

10. COMMITTEE MEMBERS' EXPRESSIONS

Rhonda Bowers expressed her excitement to be on the Planning & Development Committee.

Mayor Grover commented that as the governing body of STA, the Board's role is focused on the high-level policies, saying he appreciates the discussion and believes that the next meeting surrounding fares and revenues will make for some very targeted discussion. He emphasized that the CEO runs the agency, and the Board is the governing body. The high-level policy focus of the Board will allow staff to take care of the operative and administrative details more effectively.

11. ADJOURN

With no further business to come before the Committee, Mr. Grover adjourned the meeting at 11:34 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, March 6, 2024, at 10:00 a.m. in person at STA Northside Conference Room

Respectfully submitted,

A handwritten signature in cursive script that reads "Vicki Clancy".

Vicki Clancy, Executive Assistant  
Planning & Development Department