

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

## **PLANNING & DEVELOPMENT COMMITTEE MEETING**

Minutes of the May 1, 2024, 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*  
Dan Dunne, Small Cities Representative  
(Liberty Lake)  
Rhonda Bowers, Labor Representative  
(*Non-voting*)  
E. Susan Meyer, Chief Executive Officer  
*Ex -Officio*

### **STAFF PRESENT**

Karl Otterstrom, Chief Planning & Development  
Officer  
Brandon Rapez-Betty, Chief Operations 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.

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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 MARCH 27, 2024 (APRIL), COMMITTEE MEETING

**Ms. Kitty Klitzke moved to approve the March 27, 2024 (April), Planning & Development Committee meeting minutes. Chair Haley seconded, and the motion was approved unanimously.**

#### 4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA – *none*

B. BOARD DISCUSSION AGENDA – *none*

#### 5. REPORTS TO COMMITTEE

##### A. CONNECT SPOKANE COMPREHENSIVE PLAN UPDATE: REVENUES AND FARES ELEMENT

Mr. Otterstrom reviewed draft revisions to the Revenues & Fares Element, as well as the draft of the new Transit Equity and Inclusion Element for review and comment. STA's goal is for the fare

revenue structure to appropriately balance fares paid by riders with local, voter-approved sales taxes, grants, and other revenue to provide high-quality service. Mr. Otterstrom reviewed existing policies proposed to be removed, 1.3 Advertising (no longer offered) and 2.5 Low Income Fares. Staff are proposing three new elements: 2.5 Business and Institutional Fare Programs, 2.6 Eligibility-based Fare Programs, and 2.7 Community Access Programs. Mr. Otterstrom reviewed other minor changes. Discussion ensued.

Mr. Otterstrom provided the proposed content for the draft Transit Equity and Inclusion Element, which includes moving Title VI policies to the main body of the comprehensive plan, reflecting STA's commitment to serving all residents, and recognition and acknowledgement of the Washington State Healthy Environment for All (HEAL) Act. Mr. Otterstrom reviewed the proposed introduction to the Transit Equity and Inclusion element. Mr. Otterstrom described the goals and principles for this element. Mr. Otterstrom gave a brief description of the draft policies. Mr. Otterstrom concluded his report by going over the next steps for bringing forward other draft changes. Mr. Zack Zappone inquired about public input on draft changes. Mr. Otterstrom offered to include a report on planned outreach in an upcoming committee meeting.

B. STA MOVING FORWARD: PROJECT DELIVERY AMENDMENT

Mr. Otterstrom provided a brief background on the 10-year strategic plan *STA Moving Forward* and the impetus for the Project Delivery Amendment. Mr. Otterstrom reviewed the adjustments proposed as part of the amendment. This includes changing the completion year to 2017 for the project, "Direct, non-stop peak hour service between Liberty Lake and Spokane" since the project was first implemented in 2017 and additional service is no longer warranted. It also includes adjusting the project descriptions for two other projects: 1) delivering the preliminary design and right-of-way acquisition for Appleway Station Park & Ride, and 2) addition of evening and weekend service on Route 45 Perry District. Mr. Otterstrom reviewed the Draft Appendix D, which is proposed to be added to *STA Moving Forward* through amendment. Next steps include a public hearing at the May Board meeting.

C. CONNECT 2035 STRATEGIC PLAN UPDATE: PROPOSED OUTCOMES

Mr. Otterstrom reviewed the goals of *Connect 2035*, the next 10-year strategic plan, which were identified during Phase 1 of the strategic planning effort. *Connect 2035* initiatives will represent the programs, projects, and supporting investments that are needed to deliver on the strategic goals. Mr. Otterstrom provided the framework for *Connect 2035's* Initiatives and Investments. It is important to recognize that the current rate of local, voter-approved sales tax of 8/10 of one percent is required to operate and maintain all investments delivered as part of *STA Moving Forward*. Effectively, these investments are assumed to be baseline requirements of *Connect 2035*. The planning effort identifies several upcoming projects as core investments. This includes Division Street Bus Rapid Transit (BRT), zero-emission fleet transition, and implementing a facilities master plan. There are opportunities for enhancements, both one-time and ongoing, that could be identified and included in the final *Connect 2035* plan. Any ongoing enhancements that are beyond current resources would need to be understood as only feasible with additional funding. STA is in an ongoing input gathering process, seeking public input through rider forums and open houses, holding listening sessions with the STA Board of Directors, conducting STA employee outreach, and utilizing technical analysis to evaluate enhancement initiatives. Mr. Otterstrom provided a list of potential initiative categories. After the list of initiatives has been compiled, the evaluation process will begin. Evaluation will ensure that proposed investments chosen and included support the strategic framework. The evaluation will identify the initiatives that deliver the most impact, offer

the highest return on investment, and further the strategic goals to the greatest extent. Mr. Otterstrom described the evaluation process and timeline; the full list of initiatives will be brought to the Board at the June 5 workshop.

D. 2025-2030 TRANSIT DEVELOPMENT PLAN: PROPOSED 2025-2027 SERVICE IMPROVEMENTS

Mr. Otterstrom, in the interest of time, provided a high-level overview of the ongoing development of the 2025-2030 Transit Development Plan (TDP). Mr. Otterstrom introduced the Service Improvement Program (SIP), which is a three-year road map for service changes that is included in the TDP. It helps provide a common understanding of upcoming changes to service. Mr. Otterstrom described the three main themes for each year of the SIP, 2025 will focus on the West Plains, and investments on High Performance Transit (HPT) routes; 2026 will focus on minor adjustments and a potential pilot of expansion into north Idaho; and 2027 will focus on Spokane Valley and Argonne Station Park & Ride implementation. Mr. Otterstrom provided a map of service requests; these were received during 2023 and such feedback informs regular system performance reviews and long-range planning. The next steps are to incorporate the draft SIP into the Draft 2025-2030 TDP for review and comment. Ms. Klitzke inquired about a possibility of expanding the Public Transportation Benefit Area (PTBA). Annexation of other areas into the PTBA is possible, there are multiple steps to this process that the Board would have to take.

E. 2025-2030 TRANSIT DEVELOPMENT PLAN: REVIEW PRELIMINARY CAPITAL IMPROVEMENT PROGRAM

In the interest of time, Ms. Liard recommended that this topic be moved to the June meeting and be presented with the full draft of the TDP.

F. 2025-2030 TRANSIT DEVELOPMENT PLAN: REVIEW FINANCIAL FORECAST

In the interest of time, Ms. Liard recommended that this this topic be moved to the June meeting and be presented with the full draft of the TDP.

G. TRANSIT ORIENTED DEVELOPMENT: PILOT PROJECT FUNDING

In the interest of time, Mr. Otterstrom recommended that this item be deferred to next month.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

Sales Tax Update: April 2024 Voter-Approved Sales Tax Revenue (February 2024 Sales). Actual (\$8,280,274) compared to budget (\$7,893,772) for a 4.9% difference of \$386,502. Sales tax revenue is 4.9% YTD above budget (\$0.8M), 4.9% above April 2023 actual (\$0.4M) and 2.3% YTD above 2023 actual (\$0.8M).

Bloomsday 2024: Ms. Meyer stated that the organization is prepared to do what it has always done, which is to make Bloomsday bus service a success. She reviewed the schedule for shuttle service. Given the Board's recent approval of fare free on weekends in May and June 2024, no money will be collected and those who have purchased passes in advance will be refunded.

APTA Mobility Conference: Ms. Meyer and Mr. Otterstrom attended the American Public Transportation Association (APTA) Mobility conference in Portland, Oregon, along with Mayor Grover and Council Member Speirs. During the conference, the group from STA met with Ms. Sherry Little and Mr. Mike Piper from Cardinal Infrastructure and the Federal Transit Administration (FTA),

including its executive director and Region 10 administrator. FTA leadership is pleased with STA's delivery of City Line and supportive of ongoing efforts in preparing Division Street Bus Rapid Transit (BRT) for a future request for Capital Investment Grant (CIG) funding. Mayor Grover said STA was very well received, that FTA is impressed by how well STA had done in keeping City Line under budget, which sends a very positive message.

Zero-Emission Fleet Transition Plan Workshop: This will take place on Friday and breakfast will be provided. The consultant from Center for Transportation and the Environment (CTE) and Mr. Ropez-Betty will be leading the presentation and discussion about the evaluations of the battery electric buses and hydrogen fuel buses.

7. COMMITTEE INFORMATION – *none*
8. REVIEW June 5, 2024, COMMITTEE MEETING AGENDA
9. NEW BUSINESS - *none*
10. COMMITTEE MEMBERS' EXPRESSIONS

Related to the comprehensive plan, Mayor Grover opined that, while it is good to look at other plans prepared by other agencies, with the expertise of those in the room, we can develop a comprehensive plan that other agencies are going to want to see. Regarding expanding the PTBA, he reminded the Board that we still have underserved areas within the PTBA that should be focused on and Chair Haley added that she agreed. There is a reason STA was one of two agencies she is aware of that completed huge projects under budget, which is impressive.

11. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 11:31 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, June 5, 2024, at 10:00 a.m. in person at STA Northside Conference Room.

Respectfully submitted,



Vicki Clancy, Executive Assistant  
Planning & Development Department