

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Minutes of the July 10, 2024, Meeting

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
Lili Navarrete, City of Spokane
(alternate for Kitty Klitzke)
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
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.
Patrick Keefe, Etter, McMahon, Lamberson, Van Wert
& Oreskovich, P.C.

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.

Ms. Megan Clark introduced a co-worker, Mr. Patrick Keefe, to the committee. Mr. Keefe will be sitting in on the PMER meeting later today in Megan's place.

2. **COMMITTEE CHAIR REPORT**

Chair Haley had nothing to report at this time.

3. **COMMITTEE ACTION**

A. **MINUTES OF THE JUNE 5, 2024, COMMITTEE MEETING**

Mr. Zack Zappone moved to approve the June 5, 2024, Planning & Development Committee meeting minutes. Mr. Lili Navarrete seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. FEDERAL TRANSIT ADMINISTRATION 5310: CALL FOR PROJECTS AND LOCAL FUNDING MATCH APPROVAL

Mr. Otterstrom reviewed the scope and anticipated timeline for the Section 5310 Call for Projects. Staff is requesting Planning & Development Committee recommend Board approval of \$236,000 in STA local funding to support the subrecipients required local match amount. Subject to evaluation, ranking, and committee recommendation, up to \$909,340 in combined federal 5310 funding (\$673,340) and STA local Funding (\$236,000) is expected to be awarded to non-profit providers and transportation agencies for projects to enhance the mobility of seniors and individuals with disabilities within the Spokane urbanized area.

Section 5310 is a formula grant program apportioned to the Spokane urban area with STA as the designated recipient. Mr. Otterstrom provided an overview of project eligibility, distribution and local match requirements. He also noted that during the pandemic the federal government temporarily provided 100% federal match for the program. The local response to this was positive, with local non-profits starting new programs that had not previously existed, and more interest increased in the program overall. Mr. Otterstrom noted that the STA Board of Directors approved \$190,000 to be made available as part of the call for projects for each of the previous two years (2022 and 2023) to reduce the local match requirement of non-profit organizations. STA is proposing for the 2024 Call for Projects to include \$236,000 in STA local funds with the overall effect of applications being responsible for 15% of the project costs. Mr. Otterstrom reviewed the timeline for the 5310 Call for Projects with the Board action on allocation of funds taking place on July 25, 2024, and Board action on recommended project applications on November 21, 2024.

Mr. Zack Zappone moved to recommend the Board approve the allocation of \$236,000 in STA local funds to partially offset local match requirements for subrecipients in the 2024 Section 5310 Call for Projects. Mr. Dan Dunne seconded, and the motion was approved unanimously.

B. BOARD DISCUSSION AGENDA

1. 2025-2030 TRANSIT DEVELOPMENT PLAN: FINALIZE AND APPROVE (RESOLUTION)

Mr. Otterstrom presented the 2025-2030 Transit Development plan (TDP), the mid-range tactical planning framework which addresses requirements from SRTC, Connect Spokane, the state, and FTA. It is a six-year plan which serves as the agency's framework for future improvements. It reflects the latest expectations involving revenue and costs, service levels, and regional development. Mr. Otterstrom reviewed the timeline for the TDP. The deadline for submission to the Washington State Department of Transportation (WSDOT) is September 1, 2024.

STA sought out and received agency and jurisdictional comments, including from WSDOT Eastern Region and the Spokane Tribe of Indians. STA also received public comments during the open house on June 10 and at the public hearing held on June 20. Mr. Otterstrom reviewed how input was considered. Ultimately, the only change made to the final draft was to incorporate feedback from WSDOT on the opportunity to collaborate in regional transportation studies.

Discussion ensued on the relationship of the TDP with other plans currently in development or actively being updated.

Mr. Dan Dunne moved to recommend the Board of Directors adopt, by resolution, the 2025-2030 Transit Development plan. Mr. Zack Zappone seconded, and the motion was approved unanimously.

5. REPORTS TO COMMITTEE

A. CONNECT SPOKANE COMPREHENSIVE PLAN UPDATE: REVIEW DRAFT ELEMENTS

Mr. Otterstrom reviewed the background for Connect Spokane. State law requires transit authorities to develop a comprehensive plan. The last major update was adopted in 2017. Initiation of the current major update began in 2020, was rescheduled during the pandemic to be a two-phase update process, integrating with Connect 2035 strategic planning. May 2022 Phase 1 updates were adopted, and Phase 2 began in September 2023, focused on a subset of the elements with the plan.

Mr. Otterstrom introduced the proposed policy for establishing a Rider Contribution to Cost of Service as part of the Fare Policy. A pro-ridership philosophy views revenue from fares as instrumental in funding more service, which can service more ridership needs than could otherwise be addressed.

Next steps toward finalizing updates to the plan include an online open house, and community survey in August. The document will be posted on the website with a revised draft in September. Mr. Zappone inquired as to the process of adopting the document. Discussion ensued. It was determined that the outreach timeline is sufficient relative to the proposed edits.

B. TRANSIT-ORIENTED DEVELOPMENT: PILOT PROJECT FRAMEWORK

Mr. Otterstrom presented a proposed framework for advancing Transit-Oriented Development (TOD) within STA's Public Transportation Benefit Area (PTBA). In December 2021, the STA Board adopted resolution 790-21 which included setting aside \$2M to advance up to two pilot TOD opportunities in connection to existing transit facilities. STA is now proposing creating a framework that is not only STA investing in TOD, but incentivizing STA partners in the cities and county to advance TOD development in the area. This is a more strategic approach and one that if it works successfully, could be enhanced and augmented as part of the Connect 2035 strategic plan through one of the initiatives.

One component of the proposed pilot project framework would utilize \$1M for local jurisdictions within the PTBA. STA would first develop a process to identify and rank locations around transit which have the greatest potential for TOD. Based on this evaluation, jurisdictions could apply for small-scale technical grants. Additionally, jurisdictions could seek station-area planning grants, the development of new sub-area plans for implementing TOD in concert with planned transit investments.

The second component of the framework would be focused on STA owned facilities such as park-and-ride lots that may be integrated into a TOD. Mr. Otterstrom provided an example of taking an existing site and adjoining surrounding properties and bringing TOD as a complement to a park-and-ride. Mr. Otterstrom reviewed the initial schedule for TOD Pilot Project funding. Board action is anticipated at future stages of the process.

C. CONNECT 2035 STRATEGIC PLAN UPDATE: INITIATIVE EVALUATION OVERVIEW

Mr. Otterstrom presented the action items that resulted from the fourth Board workshop for Connect 2035 Phase 2 which was held on June 5, 2024. This workshop created a list of candidate initiatives for future evaluation. The evaluation criteria were based on the outcomes which were introduced at the beginning of March. Each initiative will be evaluated and scored based on how well an initiative satisfies the outcomes associated with the goals of the plan, aggregated into an

overall impact score. Additionally, each initiative will have an estimated cost. This information will be highlighted in a series of videos and online information to be published near the end of the month. It will also inform the packaging effort, which will be brought forth in September based on these evaluations. These packages will be the basis for public outreach in September. Mr. Otterstrom provided the list of the four upcoming videos and gave a brief content description of each, as well as high-level overview of project milestones through the rest of the year.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

Sales Tax Update: June 2024 Voter-Approved Sales Tax Revenue (April 2024 Sales). Actual (\$9,518,036) compared to budget (\$9,336,760) for a 1.9% difference of \$181,276. Sales tax revenue is 1.8% YTD above budget (\$1.8M), 1.9% above June 2023 actual (\$0.2M) and 1.8% YTD above 2023 actual (\$1.0M).

2023 State Audit: This year was another clean audit; a significant accomplishment for the entire organization. There were no management letter or findings.

Unusually High Temperatures: Ms. Meyer reminded the committee members that during this time of year when temperatures are unbearably high, STA has empowered its coach operators to make fare exceptions for individuals getting on a bus or making an appointment on paratransit to get to a cooling station when temperatures exceed 95 degrees.

7. COMMITTEE INFORMATION – none

8. REVIEW September 4, 2024, COMMITTEE MEETING AGENDA

It was noted that that there is a Board workshop on September 4, 2024. The Committee reviewed the upcoming September 4, 2024, agenda.

9. NEW BUSINESS - none

10. COMMITTEE MEMBERS' EXPRESSIONS

11. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 11:30 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, September 4, 2024, at 10:00 a.m. in person at STA Northside Conference Room.

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning & Development Department