

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

## **PLANNING & DEVELOPMENT COMMITTEE MEETING**

Minutes of the September 4, 2024, Meeting

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

### **MEMBERS PRESENT**

Dan Dunne, Small Cities Representative (Liberty Lake)  
– *Acting Chair*  
Rod Higgins, City of Spokane Valley  
*(alternate for Pam Haley)*  
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*

### **STAFF PRESENT**

Brandon Rapez-Betty, Chief Operations Officer  
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.

### **MEMBERS ABSENT**

Pam Haley, City of Spokane Valley – *Chair*

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

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

#### 2. **COMMITTEE CHAIR REPORT**

Mr. Dan Dunne, Acting Chair, had no updates for the Planning & Development Committee.

#### 3. **COMMITTEE ACTION**

##### A. **MINUTES OF THE JULY 10, 2024, COMMITTEE MEETING**

**Ms. Kitty Klitzke moved to approve the June 5, 2024, Planning & Development Committee meeting minutes. Mr. Rod Higgins seconded, and the motion was approved unanimously.**

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. CITY LINE BUS PROCUREMENT

Mr. Brandon Rapez-Betty presented. The City Line Bus Rapid Transit (BRT) project was completed under budget and will realize project savings. Staff are requesting approval to procure an additional City Line bus using available project funds to maintain reliable service delivery. Mr. Brandon Rapez-Betty reviewed background leading to this decision point.

*Council Member Zappone joined the meeting.*

Mr. Rapez-Betty presented the considerations for an additional City Line vehicle:

- Provides the opportunity to deploy an extra bus when needed, such as during extreme winter conditions, buses delayed due to emergency medical situations, buses in the shop for maintenance, etc.
- Eligible purchase within existing federal grant – FTA is encouraging STA to utilize grant funding for City Line expenses where appropriate.

Even with this additional bus purchase, the project is still expected to be \$10-\$14M under budget. STA Board Resolution 238-11 allocated a local share of savings to the Division Bus Rapid Transit (BRT) construction project.

Ms. Bowers inquired as to whether it would be beneficial to acquire two additional buses, and not just one, considering various factors, including the long lead time for delivery and the price increase. Mr. Rapez-Betty pointed out that having three spare buses with the proposed order, as opposed to the current two, puts STA in a comfortable position going forward. The maintenance team is very responsive to getting City Line vehicles back on the road. Council Member Klitzke opined that a second bus would aid in preempting further inflation. Mr. Rapez-Betty reiterated that from an operating and maintenance perspective, three spare buses is a robust number. There are operational technologies strategies at staff's disposal in the extraordinary scenario in which the sub-fleet, with a twelfth bus, would otherwise not be sufficient.

**Ms. Kitty Klitzke moved to recommend the Board of Directors approves, by motion, the purchase of an additional City Line bus, for an approximate amount of \$2,070,000, including after-market configurable components, plus applicable sales tax. Mr. Zack Zappone seconded, and the motion was approved unanimously.**

B. BOARD DISCUSSION AGENDA – *none*

5. REPORTS TO COMMITTEE

A. CONNECT SPOKANE COMPREHENSIVE PLAN: REVISED DRAFT

Mr. Otterstrom presented proposed revisions to the Connect Spokane update that was distributed at the July 10, 2024, Planning & Development Committee meeting. The revisions are informed by input gathered over the last two months through a community survey, and community partner listening sessions, and will be the subject of a public hearing on September

19, 2024. Staff developed a matrix itemizing the feedback from all engagement sources, and the methods considered in the policy refinement:

<https://www.spokanetransit.com/projects/comprehensive-plan/>

Next steps include a public hearing set for the next Board meeting on September 19, 2024; the final draft and recommendation will be proposed on October 2, 2024, and the Board will vote on the final draft October 17, 2024. Mr. Zappone inquired as to the populations which were surveyed both in person and through the circulated survey, noting that about 90% of respondents who voluntarily disclosed their race were white. Mr. Otterstrom noted the outreach to a variety of community-based organizations that work with minority populations, including listening sessions in August. Many expressed satisfaction with the level of outreach and also the proposed drafts that have been prepared.

B. FACILITIES MASTER PLAN UPDATE

Mr. Rapez-Betty provided an update on Phase 1 of the Facilities Master Plan (FMP) project. STA's FMP is a key document for planning and programming the support infrastructure for the region's public transportation system. The FMP Update project is a planning process to determine a location, or locations needed for additional facilities over time. The plan will outline near-term and future needs through 2050. Initial conceptual facility needs/considerations include: clean energy campus, training center, Boone South Garage maintenance bays renovation, Board meeting space, administrative space, and warehouse storage. Mr. Rapez-Betty described the guiding principles of the plan. Multiple strategies are being considered to meet upcoming needs, recognizing a single central campus will not provide sufficient capacity for the operational needs of the agency into the future. The plan will be in alignment with Connect 2035 and the Zero Emission Transition Plan recently approved by the Board. Next steps include finishing site analysis, performing preliminary site due diligence, finalization of the Phase I report, and obtaining guidance from the Board for Phase 2. The Phase 1 program schedule was reviewed. Mr. Dunne offered concluding remarks, noting the agency is poised to grow, and addressing current and future needs will require additional physical space.

C. DIVISION STREET BUS RAPID TRANSIT: DESIGN AND PUBLIC OUTREACH UPDATE

Mr. Otterstrom presented. Division Street Bus Rapid Transit (BRT) is currently in the project development phase, which is a formal step in the process under the Capital Investment Grant Program with the Federal Transit Administration (FTA.) Staff are working towards 30% design completion by spring 2025. A project of this scale takes both internal effort, which is significant, as well as an effort with STA's partners, which includes City of Spokane, Spokane County, Spokane Regional Transportation Council (SRTC), Washington State Department of Transportation (WSDOT), and a variety of local utility companies and agencies. Mr. Otterstrom described the process of planning, designing, and engineering behind the project and recent and upcoming milestones related to these processes. Outreach includes a second round of letters sent out to station-adjacent landowners/business owners and taxpayers. More outreach activities are planned for the fall, and outreach materials (print and digital) are continuing to be developed. One goal of the outreach is to develop active transportation (i.e., bicycle and pedestrian) improvements on Ruby Street. Such improvements are eligible for FTA funding, but Mr. Otterstrom noted the benefits of such an improvement inure mostly to the broader community, including the City of Spokane. It will be key for the City of Spokane to weigh in on, and support the design for, active transportation improvements. Mr. Dunne commented that this is an opportunity to collaborate between the

agency and the City of Spokane. Mr. Otterstrom reviewed the project schedule, which targets 2030 for revenue service launch, in coordination with the completion of the North Spokane Corridor.

D. 2024 RECONNECTING COMMUNITIES GRANT APPLICATION OPPORTUNITY

Mr. Otterstrom presented. This is a grant opportunity which could benefit the Division Bus Rapid Transit project. Mr. Otterstrom provided a brief background for the Reconnecting Communities Grant (RCP); the application is due September 30, 2024. The project submitted last year under the Reconnecting Communities Program (RCP) was Liberty Edgecliff Improvements Accessibility, which was not ultimately selected for federal funding. The call last year offered a 100% match, this year's call did not. Due to local dollars not being provided by the city, the match was limited this year therefore STA will be going forward not with last year's submission, but with Division BRT as STA has both state and local matches. The current RCP grant opportunity will support STA's efforts to overcome existing transportation barriers, seeking to improve accessibility and mobility, and support the economic and social vitality of the Division Street corridor. STA will request up to \$50M in this grant program. The project is in the Board approved Capital Improvement Program (CIP), so the grant does not require further authorization from the Board to submit the application. If successful, this will reduce how much FTA funding STA will request in the future, helping STA's requests to be more competitive and keep the project momentum moving in the right direction.

E. CONNECT 2035 STRATEGIC PLAN: WORKSHOP PREVIEW – INITIATIVE PACKAGING

Mr. Otterstrom presented. The Planning & Development Committee has a key role in navigating the development of STA's next ten-year strategic plan, known as *Connect 2035*. Staff and the Board are in the process of evaluating and packaging initiatives for the final plan. Mr. Otterstrom provided the agenda and objectives for the Board Workshop to be held immediately following the Committee meeting. Next steps for the strategic plan include an October 30, 2024, workshop; a public hearing at the November 21, 2024, Board meeting; and Board adoption on December 2019, 2024. Next steps for the strategic plan include an October 30, 2024, workshop; a public hearing at the November 21, 2024, Board meeting; and Board adoption on December 2019, 2024.

6. CEO REPORT

In the interest of time Ms. E. Susan Meyer deferred her report.

7. COMMITTEE INFORMATION

A. FEDERAL TRANSIT ADMINISTRATION SECTION 5310: CALL FOR PROJECTS UPDATE

No presentation. Information item.

8. REVIEW OCTOBER 2, 2024, COMMITTEE MEETING AGENDA

9. NEW BUSINESS - none

10. COMMITTEE MEMBERS' EXPRESSIONS

Mr. Dunne is expressed support for the Facility Master Plan, the growth of the agency, the need to consider physical property and a support network; he looks forward to hearing more in the future.

11. ADJOURN

With no further business to come before the Committee, Acting Chair Dunne adjourned the meeting at 11:27 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, October 2, 2024, at 10:00 a.m. in person at STA Northside Conference Room.

Respectfully submitted,

A handwritten signature in black ink that reads "Vicki Clancy". The signature is written in a cursive, flowing style.

Vicki Clancy, Executive Assistant  
Planning & Development Department