

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, September 4, 2024

10:00 a.m. – 11:30 a.m.

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

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
 - A. Minutes of the July 10, 2024, Committee Meeting – *Corrections/Approval*
4. Committee Action *(20 minutes)*
 - A. Board Consent Agenda
 1. City Line Bus Procurement *(Rapez-Betty/Otterstrom)*
 - B. Board Discussion Agenda - none
5. Report to Committee *(40 minutes)*
 - A. Connect 2035 Comprehensive Plan: Revised Draft *(Otterstrom)*
 - B. Facilities Master Plan Update *(Rapez-Betty)*
 - C. Division Street Bus Rapid Transit: Design and Public Outreach Update *(Otterstrom)*
 - D. 2024 Reconnecting Communities Grant Application Opportunity *(Otterstrom)*
 - E. Connect 2035 Strategic Plan: Workshop Preview – Initiative Packaging *(Otterstrom)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information
 - A. Federal Transit Administration Section 5310: Call for Projects Update *(Otterstrom)*
8. Review October 2, 2024, Committee Meeting Draft Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, October 2, 2024, at 10:00 a.m. in person.

Virtual Link:	Join here	
Password:	Members: 2024	Guests: Guest (48378)
Call-in Number:	1-408-418-9388	Event #: 2496 183 7774

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 (509) 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

September 4, 2024

AGENDA ITEM 2: COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Pam Haley, 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

September 4, 2024

AGENDA ITEM 3A : MINUTES OF THE JULY 10, 2024, COMMITTEE MEETING

REFERRAL COMMITTEE: n/a

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

SUMMARY: Draft Minutes of the July 10, 2024, 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 _____

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

DRAFT 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

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

September 4, 2024

AGENDA ITEM 4A1 : CITY LINE BUS PROCUREMENT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer
Karl Otterstrom, Chief Planning & Development Officer

SUMMARY: 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 enlarge the City Line sub-fleet to maintain reliable service delivery.

BACKGROUND: The City Line opened for service in July 2023 with six vehicles operating at maximum service levels, with 15-minute service for most periods of the day. With peak and mid-day service increased in the first half of 2024, nine vehicles operate during maximum service levels, consistent with planned service levels.

The City Line battery-electric bus (BEB) fleet is highly specific to the corridor, being the only sub-fleet in the Fixed Route fleet that meets City Line corridor’s specification for doors on both sides of the coach. With the experience gained in operating, charging, and maintaining this important sub-fleet, STA Maintenance staff have identified future challenges to service reliability unless the sub-fleet is enlarged from 11 to 12 total City Line BEBs. Future challenges could include an increase in service disruption due to vehicle maintenance activities. Additionally, an additional bus provides an opportunity to deploy an extra bus into service when extreme weather results in rapid depletion of stored energy on in-service coaches.

The recommendation to enlarge this sub-fleet would necessitate minor adjustments elsewhere in operations of the Fixed Route to maintain the entire Fixed Route fleet within the 20% spare ratio maximum.

To advance this recommendation, STA has reached out to New Flyer Industries, the manufacturer of City Line BEBs, and obtained a quote of \$2,041,843.31 for the purchase of one additional BEB for City Line. Consistent with STA’s standard bus procurement processes, vehicle maintenance staff have calculated an additional cost of \$27,412 for after-market configurable components to ensure consistency across the full sub-fleet. The estimated total purchase price is \$2,069,255.31, subject to Board approval. The existing contract for transit buses between the Washington State Department of Enterprise Services and New Flyer would be utilized for this order, with an expected delivery date in 2026. Notably, this amount is escalated over the unit price from the initial order of City Line BEBs in 2019 by approximately 56%, reflecting vehicle and component price inflation over the intervening five years, as well as a significant mid-year DES state contract adjustment of 11% in 2022 to maintain OEM participation in the Washington state market. The table below outlines the cost comparison between 2019 and 2024.

	2019	2024
Base Bus Price	\$1,261,683.46	\$2,041,843.31
After-Market Configurable Components	\$63,650.00	\$27,412.00
Total Bus Price	\$1,325,333.46	\$2,069,255.31
% Increase	--	~56%

Funding for this proposed BEB purchase would be derived from capital funds committed to the City Line project, including the FTA Small Starts grant award January 2020 and matching local funds committed by STA Resolution No. 19-774. STA has discussed the proposed purchase with FTA Region 10, who have expressed their view that the purchase is consistent with the scope of the City Line project and will provide grant-related support for this procurement. Additionally, as staff reported in July 2023, the City Line BRT project was delivered under budget, with a range of estimated project savings between \$10-14 million. The local share of the savings, in accordance with Board Resolution No. 23-811, will be allocated to Division Street BRT construction. At the final closeout of the Small Starts grant, the federal share of the project savings will be “de-obligated” and no longer associated with City Line or STA, and consequently available for other federal priorities.

While some minor activities continue, nearly all significant contracts for construction, materials and services are complete and closed out. The net effect of these close-out activities is a sharper image of anticipated project savings. Even after accounting for the additional BEB procurement and associated support parts accessories, staff are projecting the savings on the project remain in the range of \$10-14 million total.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors approve, by motion, the purchase of an additional City Line bus, for an approximate amount of \$2,070,000 plus applicable sales tax, including after-market configurable components.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

September 4, 2024

AGENDA ITEM 5A : CONNECT SPOKANE COMPREHENSIVE PLAN: REVISED DRAFT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Brian Jennings, Deputy Director for Community Development

SUMMARY: Staff will present 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.

BACKGROUND: Connect Spokane is STA's comprehensive plan and sets forth a planning vision and policy framework to help guide decisions made by the Board of Directors, staff, and partnering agencies for at least the next 30 years. The existing plan, content related to the plan update, and the revised draft plan elements will be available in advance of the meeting (no later than close of business September 3) at this web link:

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

The Connect Spokane Phase 2 Update was initiated in July 2023, consistent with the Planning & Development Committee's 2023 Work Program. A more detailed scope of work for the plan update was presented in September 2023 and identified several elements requiring a more substantial review and possible update.

The elements of Connect Spokane that were addressed in this update are:

- High Performance Transit (HPT)
- Fixed Route
- Paratransit
- Flexible Services
- Communications and Public Input
- Revenues and Fares
- Regional Transportation and Land Use
- Sustainability
- Transit Equity and Inclusion

Since the July P&D Committee meeting, staff delivered a survey to community-based organizations and business partners, as well as to the community at large, to gather broad feedback on the proposed policy language. The survey closes on August 30.

In reviewing all the comments and feedback provided (from survey and meetings), staff have included an errata table that includes submitted comments and the action taken. Action taken includes (a) inclusion into draft, (b) exclusion from current draft, and reasoning (e.g. already addressed elsewhere, not appropriate document, not consistent with best practices, etc.) or (c) not recommended/requires additional discussion at Board-level. Staff have developed a matrix to be posted at the link above, itemizing the feedback from all sources received and how the feedback was considered in the policy refinement.

Future actions include the following:

Date	Action / Activity	Audience
September 4, 2024	Revised Draft for review	Planning & Development Committee
September 19, 2024	Public Hearing	Board of Directors and general community
October 2, 2024	Final Draft and recommendation to Board for adoption	Planning & Development Committee
October 17, 2024	Adoption	Board of Directors

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

September 4, 2024

AGENDA ITEM **5B** : FACILITIES MASTER PLAN UPDATE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Brandon Ropez-Betty, Chief Operations Officer
Jessica Kelch, Senior Project Manager

SUMMARY: Staff will provide an update on Phase I of the Facilities Master Plan Update, which was last reported to the Board of Directors on April 18, 2024.

BACKGROUND: STA's Facilities Master Plan (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 for needed facilities over time. The plan will outline near-term and future needs through 2050.

Initial conceptual facility needs/considerations include:

- Clean Energy Campus – Future zero-emission fleet facility – dual propulsion infrastructure
- Training Center – Modernized agency training facility with on-site vehicle course and maintenance training infrastructure
- Boone South Garage Maintenance Bays Renovation
- Public Meeting space – dedicated space for Board of Directors meetings
- Administrative space – additional space for current and future administrative functions
- Warehouse storage space – additional storage for materials, equipment, and Facility & Grounds operations

As part of Phase I of the FMP Update project, STA and its consultant team have been working through the Visioning, Programming, Inventory and Analysis elements of the project over the last several months. Throughout the process, the following guiding principles have been identified:

- ***Support the Mission:*** the master plan will support STA's Mission and Goals established by Connect 2035 for operations and employees.
- ***Effectiveness:*** solutions will prioritize effectiveness to drive efficiency.
- ***Adaptability:*** the master plan must have the ability to flex to accommodate ever-changing technologies, fuel types, operational needs, and various revenue scenarios.
- ***Organizational Synergy:*** new spaces will facilitate opportunities for internal and external collaboration and agency innovation while celebrating STA's past, present and future.
- ***Stewardship:*** the plan will balance the leveraging of existing assets when feasible, while optimizing new development opportunities when it is most beneficial. The plan will prioritize high-performing, sustainable design and have positive impacts on the public and the Spokane County Public Transportation Benefit Area.

The project team continues to work through the Visioning, Programming, Inventory and Analysis elements of this master plan update. The process, informed by the STA Board-approved Zero Emissions Fleet Transition Plan and Connect 2035, have identified initial conceptual needs (owned, leased,

procured, or constructed), as well as strategic timing and phasing for this project. Various illustrations and scenarios are being drafted for these considerations.

The team will continue to work through Site Analysis and will enter initial Site Due Diligence in the coming months. The project will continue to take shape as staff works toward plan finalization in early to mid-2025, with further board direction sought throughout the process. Phase II is scheduled to begin upon the finalization of Phase I in Q2 2025 and will include planning, environmental, design and engineering activities for site-specific improvements. Board approval will be sought at that time.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

September 4, 2024

AGENDA ITEM 5C : DIVISION STREET BUS RAPID TRANSIT: DESIGN AND PUBLIC OUTREACH UPDATE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Dan Wells, Deputy Director for Capital Development

SUMMARY: Division Street Bus Rapid Transit (BRT) is currently in the project development phase. The purpose of this report will be to highlight current activities for this important regional project.

BACKGROUND: Division Street Bus Rapid Transit (BRT) is envisioned to be the second BRT line in the Spokane region, extending from downtown Spokane along the Division Street Corridor for approximately ten miles to the Mead area. The project is identified in the region's Metropolitan Transportation Plan and has garnered state legislative support as a complementary investment to the North Spokane Corridor.

On September 19, 2023, the Federal Transit Administration (FTA) approved STA's request to enter the Project Development phase of the Capital Investment Grant (CIG) program. On October 19, 2023, the Board approved a work order with Parametrix, Inc., to advance the project to the 30% design milestone, along with other necessary Project Development activities. Staff will provide an update on current activities and progress during the Committee meeting.

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 4, 2024

AGENDA ITEM 5D : 2024 RECONNECTING COMMUNITIES GRANT OPPORTUNITY

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Madeline Arredondo, Associate Transit Planner

SUMMARY: The U.S. Department of Transportation recently released a notice of funding opportunity for the Reconnecting Communities and Neighborhoods (RCN) grant program to fund capital construction, community planning or regional partnership projects. As described below, staff are preparing and submitting a grant application under this program to advance Division Street Bus Rapid Transit (BRT).

BACKGROUND: The U.S. Department of Transportation’s new Reconnecting Communities and Neighborhoods (RCN) grant program includes \$457 million for construction projects to remove, retrofit, mitigate, or to replace an existing eligible facility with a new facility that reconnects communities. The grant aims to improve access to daily needs such as jobs, education, healthcare, food, nature, and recreation, and foster equitable development and restoration. Disadvantaged communities are prioritized for funding under this program, with matching requirements waived for projects that primarily serve disadvantaged communities. The grant application is due September 30, 2024.

Division Street Bus Rapid Transit (BRT) is envisioned to be the second BRT line in the Spokane region, STA is pursuing the project to improve accessibility and mobility and to support economic and social vitality of the corridor. This effort is rooted in multiple planning efforts, including a multi-agency planning effort called *DivisionConnects*. Community partners recognize the opportunity that BRT affords to reconnect communities along Division Street, especially in conjunction with the completion of the North Spokane Corridor, which will shift regional freight traffic away from this important urban arterial.

Staff anticipate requesting up to \$50 million in this grant program, approximately one half of the total federal funds sought after to fully fund the project. Since Division Street BRT is already included in the adopted 2025-2030 Capital Improvement Program, no further board action is needed to pursue this grant. Should STA be successful in securing grant funds through this program, a future application for funding from the Federal Transit Administration (FTA) Capital Investment Grant (CIG) program may be reduced in size, thus increasing the likelihood of success.

Staff will provide more background on the grant opportunity and process during the Committee meeting.

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

September 4, 2024

AGENDA ITEM 5E : CONNECT 2035 STRATEGIC PLAN: WORKSHOP PREVIEW – INITIATIVE PACKAGING

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Brian Jennings, Deputy Director for Community Development

SUMMARY: 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 will review recent and upcoming activities associated with Phase 2 of *Connect 2035* Strategic Plan. In addition, staff will review the Board Workshop scheduled for 11:30 am on September 4, 2024, following the Committee meeting.

BACKGROUND: Spokane Transit's *Connect 2035 Strategic Plan* is envisioned to be the agency's strategic roadmap for bus, Paratransit, and Rideshare and will guide priorities, investments and activities through 2035. Information about the plan is posted on the plan website:

<https://staconnect2035.com/>

On August 2, 2024, CEO E. Susan Meyer sent an email with background and links to a video series and associated material on the initiative evaluation process for review by Board members in August. The goal of this evaluation step is to take the list of candidate initiatives reviewed at the June 5 workshop and assess impacts and costs across a range of key outcomes in advance of the September 4 workshop. The result is a list of initiatives scored across outcome categories and plotted based on impact/cost. Staff were available in August to meet with Board members to review results and answer questions if desired.

The results of the analysis detailed in the video series lead into the September 4, 2024, Workshop. The objectives for this workshop are:

- Recap past board efforts on Connect 2035
- Gather direction on alternative packages and key initiatives to be included in final package
- Clearly lay out next steps in process for working toward a preferred package and final plan, including community engagement and Board action on the final ten-year strategic plan in December 2024

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

September 4, 2024

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

September 4, 2024

AGENDA ITEM 7A: FEDERAL TRANSIT ADMINISTRATION SECTION 5310: CALL FOR PROJECTS UPDATE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Tara Limon, Principal Planner, Planning & Grants

SUMMARY: The Federal Transit Administration’s (FTA) Section 5310 program’s goal is to enhance the mobility of seniors and individuals with disabilities. The 2024 Section 5310 Call for Projects is currently underway, with preliminary proposals submitted to STA on August 26, 2024. The following report summarizes the status of the application process.

BACKGROUND: The FTA Section 5310 program provides annual formula funding to Spokane Transit Authority (STA), who is a designated recipient of these funds, to assist eligible organizations in providing transportation services for seniors and individuals with disabilities who have special transportation needs. STA is responsible for administering, contracting, and providing oversight of projects selected through the annual Section 5310 Call for Projects.

On July 25, 2024, the STA Board of Directors approved a local contribution of \$236,000 for the 2024 Section 5310 Call for Projects to partially offset local match requirements for subrecipients. On August 5, 2024, STA issued a Section 5310 Call for Projects with a total of \$909,340 in federal and STA local funds.

The table below describes the funding available in this Call for Projects.

Section 5310 Funding Summary 2024 Call for Projects	
Funding Source	Amount Available
FY 2024 Apportionment (Federal Match)	\$673,340
STA Local Match Contribution (Board approved 7/25/2024)	\$236,000
Total Funding Available	\$909,240

After the Call for Projects was released, an informational meeting was held by STA staff on August 12, 2024, for interested agencies to receive program information, review application requirements, and to ask questions. Three (3) interested agencies participated in the Microsoft Teams meeting. STA also offered office hours every Wednesday from 9:00 a.m. to 10:30 a.m. to answer questions and provide technical assistance with application materials until the Final Project Application due date September 23, 2024.

On August 26, 2024, STA received five (5) preliminary proposals from four (4) different agencies. The preliminary proposals are currently being reviewed for eligibility by STA Planning and Grants staff for the

following criteria: eligibility, risk, and proposed fulfilment of one or more goals/strategies of the Spokane County Coordinated Public Transit – Human Services Transportation Plan.

Evaluation of Final Project Applications will be conducted by an ad hoc committee comprised of STA staff, a Spokane Regional Transportation Council (SRTC) representative, and a Washington State Department of Transportation (WSDOT) representative. Draft funding recommendations will be presented at the November 6, 2024, Planning & Development Committee meeting, followed by Board action on November 21, 2024.

The table below outlines the timeline for this call and selection of projects. The items in bold represent actions that involve providing information to the STA Board of Directors or this committee.

Date	Activity
July 10, 2024	Planning and Development Committee recommendation on allocation of local STA matching funds
July 25, 2024	Board action on allocation of local STA matching funds
August 5, 2024	Issue Call for Projects (Posted on STA and SRTC websites, published in paper, direct emails to eligible applicants)
August 12, 2024	Informational meeting for interested applicants
August 26, 2024	Preliminary proposals due
September 4, 2024	Update Planning and Development Committee on preliminary proposals
September 23, 2024	Final project applications due
September – October 2024	Evaluation and ranking of projects
November 6, 2024	Planning and Development Committee recommends project awards
November 21, 2024	STA Board action on recommended project award
December 2024	Submission of Program of Projects to FTA
2025	FTA approval and funds obligated
2025	Finalize and execute subrecipient agreements

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

September 4, 2024

AGENDA ITEM 8: OCTOBER 2, 2024, COMMITTEE MEETING DRAFT AGENDA REVIEW

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer

SUMMARY: At this time, members of the Planning & Development Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the meeting of October 2, 2024.

RECOMMENDATION TO COMMITTEE: For discussion.

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, October 2, 2024

10:00 a.m. – 11:30 a.m.

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

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (5 minutes)
3. Committee Action (5 minutes)
 - A. Minutes of the September 4, 2024, Committee Meeting – *Corrections/Approval*
4. Committee Action (20 minutes)
 - A. Board Consent Agenda
 1. Connect Spokane Comprehensive Plan: Adoption of Plan Updates (Resolution) (*Otterstrom*)
5. Report to Committee (40 minutes)
 - A. Connect 2035 Strategic Plan Update (*Otterstrom*)
 - B. 2025 Action Plan: Review Draft Proposal (*Otterstrom*)
 - C. 2025 Capital & Operating Budgets: Review Draft Proposal (*Johnston/Meyer*)
6. CEO Report (*E. Susan Meyer*) (15 minutes)
7. Committee Information
8. Review November 6, 2024, Committee Meeting Draft Agenda
9. New Business
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, November 6, 2024, at 10:00 a.m. in person.

Virtual Link:	Join here		
Password:	Members: 2024		Guests: Guest
Call-in Number:	1-408-418-9388		Event #: XXXX XXX XXXX

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 (509) 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

September 4, 2024

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

September 4, 2024

AGENDA ITEM 10 : COMMITTEE MEMBERS' 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