

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

## PLANNING AND DEVELOPMENT COMMITTEE MEETING

Minutes of the February 3, 2021, Board Meeting  
Via Video Conference

### MEMBERS PRESENT

Al French, Spokane County – *Chair*  
Candace Mumm, City of Spokane  
Karen Stratton, City of Spokane  
Tim Hattenburg, City of Spokane Valley  
Hugh Severs, Small Cities Representative  
(Liberty Lake) *Ex Officio*  
Kevin Freeman, Small Cities Representative  
(Millwood) *Ex Officio*  
E. Susan Meyer, Chief Executive Officer  
*Ex Officio*

### STAFF PRESENT

Karl Otterstrom, Director of Planning & Development  
Brandon Ropez-Betty, Director of Communications  
& Customer Service  
Fred Nelson, Chief Operations Officer  
Monique Liard, Chief Financial Officer  
Nancy Williams, Director of Human Resources &  
Labor Relations  
Vicki Clancy, Executive Assistant to Director of  
Planning and Development

### PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

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

Chair Chris Grover called the meeting to order at 10:00 a.m. and conducted roll call.

#### 2. COMMITTEE CHAIR REPORT

None.

#### 3. COMMITTEE ACTION

##### A. MINUTES OF THE DECEMBER 2, 2020 COMMITTEE MEETING

**Ms. Karen Stratton moved to approve the December 2, 2020, Planning and Development Committee meeting minutes. Mr. Tim Hattenburg seconded, and the motion was approved unanimously.**

#### 4. COMMITTEE ACTION

##### A. BOARD CONSENT AGENDA

*(No items being presented this month.)*

##### B. BOARD DISCUSSION AGENDA

*(No items being presented this month.)*

#### 5. REPORTS TO COMMITTEE

##### A. REVIEW 2021 PLANNING AND DEVELOPMENT WORK PROGRAM

Mr. Otterstrom presented this scope of work for the upcoming year, 2021. The program was approved December 2020 and includes the Annual Planning Calendar which includes the four planning documents founded on the principles and policies of *Connect Spokane* that require annual updates: the Transit Development Plan, the Service Improvement Program, the Capital Improvement Program, and the Annual Strategic Plan/Budget. It also identifies other major planning efforts that will take place during 2021: City Line, Division BRT, Connect Spokane, and I-90/Valley HPT. Connect Spokane will come forward to the committee in the next month.

Ms. Candace Mumm requested that a bullet be added to “other major planning efforts” titled City Line Node Planning Support.

**Ms. Mumm moved to approve the work program including adding City Line Node Plan and Support. Ms. Karen Stratton seconded, and the motion was approved unanimously.**

**B. TRANSIT DEVELOPMENT PLAN 2022-2027 OVERVIEW**

Mr. Otterstrom presented. The Transit Development Plan (TDP) is a requirement of state law, SRTC policy, *Connect Spokane* policy, and the Federal Transit Administration (FTA). The first step in the development of the TDP is for the Board to set forth six-year planning guidance statements. The TDP project schedule proposes that the Planning and Development Committee develop the Mid-Range Planning Guidance over the next two meetings. Beginning in May, the Committee will review the draft sections of the plan, working toward Board approval of the plan in July. Mr. Otterstrom reviewed the TDP project timeline. Staff will facilitate a discussion on mid-range planning guidance at the March Planning and Development Committee meeting.

Chair French asked if there was anything on STA’s wish list that could be accelerated to take advantage of the potential relief package/transportation infrastructure package that STA may receive. If there is, how do we mold that into our transit development plan in a timely fashion. One idea could be, electrification of the entire fleet? Or other opportunities. Ms. E. Susan Meyer responded that Division Bus Rapid Transit (BRT) could be the next Small Starts project under the Capital Investments Grant program.

Chair French asked, in regards to Division BRT, how much work can STA do before the North Spokane Corridor is completed? Mr. Otterstrom responded that there are a lot of steps to get there. The sooner a funding plan can be developed, the better; secured funding can streamline the project schedule. Ms. Mumm asked if STA needs to shore up support with SRTC. Chair French has already met with Kevin Wallace. What other groups (i.e., landowners) need to be brought to the table? Chair French offered to reach out to the key landowner on Division, and Amazon.

**C. DIVISIONCONNECTS: DRAFT ALTERNATIVES FOR PUBLIC INPUT**

Mr. Otterstrom presented. The DivisionConnects Study is a multi-jurisdictional study with two phases: 1) Transportation – Multimodal, Connectivity and 2) Land Use. The purpose of the study is to analyze the future of Division Street and transformative elements that could occur as a result of the planned system investments, namely implementation of bus rapid transit and the effect of a fully completed North Spokane Corridor. The study will review possible land use and transportation scenarios for Division Street, evaluate their performance, and ultimately make recommendations for improvements. Mr. Otterstrom presented a brief overview of the November 2020 Steering Committee meeting when the team was tasked with conducting additional analysis on four scenarios identified by the members: Center-running Bus Rapid Transit (BRT), Side-running A, Side-running B, and Side-running C. Mr. Otterstrom reviewed current public engagement activities. The Steering Committee is scheduled to meet February 24 and will hear public feedback to inform a recommendation for a locally preferred alternative. The recommendation is expected to be considered by the Planning and Development Committee in March followed by a public hearing and action of the full board. Mr. Otterstrom reviewed the public outreach timeline and upcoming actions.

Mr. Tim Hattenburg thanked Mr. Otterstrom, Jason Lien, and STA staff for the strategic planning and work for this project within less than a year. It is very impressive and will benefit the

community. Mike Tresidder, the Steering Committee, Ms. Meyer have been instrumental in this project.

Chair French noted that Spokane County had been removed as a stakeholder from Division Connects, Stage 2. Mr. Otterstrom stated that this typo will be corrected.

D. DOWNTOWN SPOKANE PLAN DEVELOPMENT UPDATE

Mr. Otterstrom presented. Beginning in late 2019, the City of Spokane partnered with Downtown Spokane Partnership (DSP) to update the downtown plan, Fast Forward Spokane, which will guide downtown development over the next 10 years. Mr. Otterstrom reviewed the downtown planning area, the timeline and next steps. The planning effort was disrupted by COVID-19, but continues to move forward. Mr. Otterstrom highlighted several goals included in the draft plan: Connected and Walkable; A Great Place to Live, Work and Play; and A Well-Organized Downtown. Next Steps include a tentative Public Meeting (#3) in February 2021, a review by Plan Commission Transportation Subcommittee (PCTS) meeting, a City Council study session, a Plan Commission workshop and hearing, and City Council adoption tentatively set for Spring 2021.

6. CEO REPORT

Ms. Meyer presented the CEO Report:

\$26 Billion Transportation Revenue Package – Representative Fey’s transportation revenue package is in the legislature; the framework indicates funding of \$26 billion over 16 years with no debt. There is 18 cents of gas tax that would go to maintenance and preservation, with a carbon fee of \$15 per ton increasing over the next few years. There is no list yet for the projects that will be included.

Forward Washington Transportation Revenue Package – Senator Hobbs has introduced his transportation revenue package called, “Forward Washington.” \$18 billion, with .06 cents of gas tax, and two carbon pricing options. There is some debt on the gas tax. The Division Bus BRT is the only transit project on the list for \$25 million. STA thanks Senator Billig for his advocacy to ensure the project is included.

Regional Mobility Grant – WSDOT recommended to the legislature two of the projects that STA submitted for the competitive Regional Mobility Grant: The I-90 High Performance Transit (HPT) for \$7.5 million, and Sprague HPT for \$2 million. WSDOT is carrying forward STA’s Cheney Line project into the next biennium with a \$5.5 million grant. The Liberty Lake shuttle is on the list of projects to be carried into the next biennium for \$67,560.

Federal Mask Mandate – The Centers of Disease Control and Prevention and the Transportation Security Administration (TSA) implemented a Security Directive requiring masks to be worn. It is hoped that compliance will be achieved through cooperation. Washington State already requires masks on public transportation; this requirement now carries the additional weight of the federal requirement. STA signage will be changed accordingly.

Vaccines – STA has encouraged employees to educate themselves in order to make informed decisions regarding vaccination. Ms. Nancy Williams, Director of Human Resources and Labor Relations, worked with the health district to place a few of the Paratransit Operators in unfilled spots at the Spokane arena. STA Paratransit and Coach Operators will become part of the next group eligible to receive vaccinations. STA introduced an incentive of two hours of pay (per each of the two doses) to employees that receive the vaccine. Evidence must be presented in order to access this incentive. Kudos to Ms. Williams and her work with the health district.

Ms. Mumm complimented Ms. Meyer on the vaccination incentive. Ms. Meyer responded to Ms. Mumm’s question that Federal Relief Funding can be used for this. Chair French and Mr. Hattenburg may consider using this incentive as well.

7. COMMITTEE INFORMATION  
(No information included this month.)
8. MARCH 3, 2021, COMMITTEE MEETING AGENDA
9. NEW BUSINESS -- None.

Ms. Meyer presented the following item that was omitted from the CEO Report:

January 2021 Voter-Approved Sales Tax Update – Revenue collected on November retail sales: 2.0% above January 2020 actual (\$0.1M), 2.0% YTD above 2020 actual (\$0.1M), and 18.4% YTD above budget (\$1.2M).

10. COMMITTEE MEMBER'S EXPRESSIONS -- None.
11. ADJOURNED  
With no further business to come before the Board, Chair French adjourned the meeting at 11:31 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, MARCH 3, 2021, at 10:00 a.m. VIA WEBEX.

Respectively submitted,

*Vicki Clancy*

Vicki Clancy, Executive Assistant  
Planning and Development Department