

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, March 31, 2021 (April Meeting)

10:00 a.m. – 11:30 a.m.

Via Video Conference

Committee Members: [Click here to join the meeting](#)

General Public: [Click here to view the meeting](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: 187 509 5507

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (5 minutes)
3. Committee Action (10 minutes)
 - A. Minutes of the March 3, 2021 Committee Meeting -- *Corrections/Approval*
 - B. Passenger Information Digital Display Procurement – Scope of Work Approval (*Otterstrom/Hanson*)
4. Committee Action
 - A. Board Consent Agenda
(*No items being presented this month.*)
 - B. Board Discussion Agenda (5 minutes)
 1. Division BRT: Selection of Locally Preferred Alternative (*Otterstrom/Tresidder*)
5. Reports to Committee (40 minutes)
 - A. 2022-2027 Transit Development Plan: Planning Guidance (*Otterstrom/Liard*)
 - B. 2022-2027 Transit Development Plan: Review Preliminary Revenue and Expenditure Forecast Assumptions (*Otterstrom/Liard*)
 - C. FTA Section 5310 Funding Call for Projects Timeline (*Otterstrom/K.Williams*)
 - D. Connect Spokane: Timeline for Review of Plan Elements (*Otterstrom/Tresidder*)
 - E. US-195 / I-90 Study Update (*Otterstrom/Tresidder*)
6. CEO Report (15 minutes)
7. Committee Information
(*No items being presented this month.*)
8. May 5, 2021 Committee Meeting Agenda (5 minutes)
9. New Business (5 minutes)
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, May 5, 2021, 10:00 a.m. via Webex.

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

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

March 31, 2021

AGENDA ITEM 2: COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, Chair, Planning and 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 AND DEVELOPMENT COMMITTEE MEETING

March 31, 2021

AGENDA ITEM 3A : MINUTES OF THE MARCH 3, 2021 COMMITTEE MEETING

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Vicki Clancy, Executive Assistant, Planning and Development

SUMMARY: Draft Minutes of the March 3, 2021 Planning and Development Committee meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

COMMITTEE ACTION:

RECOMMENDATION TO THE 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 AND DEVELOPMENT COMMITTEE MEETING

DRAFT Minutes of the March 3, 2021 Meeting
Via Video Conference

MEMBERS PRESENT

Al French, Spokane County – *Chair*
Karen Stratton, City of Spokane
Kate Burke (Alternate for Candace Mumm), 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

Kendel Froese, McAloon Law PLLC

MEMBERS ABSENT

Candace Mumm, City of Spokane

1. CALL TO ORDER AND ROLL CALL

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

2. COMMITTEE CHAIR REPORT

None.

3. COMMITTEE ACTION

A. MINUTES OF THE FEBRUARY 3, 2021 COMMITTEE MEETING

Ms. Karen Stratton moved to approve the February 3, 2021, Planning and Development Committee meeting minutes. Chair French seconded, and the motion was approved unanimously.

B. CITY LINE: APPROVAL OF SCOPE OF WORK FOR WALL STREET, STATION 28 CONSTRUCTION

Mr. Karl Otterstrom presented. As part of the City Line project, STA has committed to reconstructing Wall Street between Riverside Avenue and Main Avenue as a segment of the City Line alignment that needs substantial upgrades to accommodate operations of the service. Station 28 at the SCC Transit Center will be the eastern terminus of the City Line and will also be constructed as part of this procurement. These two elements – Wall Street and Station 28 – were removed from the overall City Line design package because design decisions and scope relied on factors that were not yet determined in late 2019 when City Line Core Construction was put out to bid. The two elements will be combined into a single invitation for bid. Engineer's estimated cost is a total of \$1.1 million.

Chair French asked if the timeline could be accelerated to begin construction earlier this year so as to complete during this construction cycle. Mr. Otterstrom responded that this construction will be completed by September. At this time, necessary Avista work to replace vault lids must be completed prior to the STA construction, and prevents the project from beginning sooner than the current target date. Ms. Stratton asked if there would be conflicts with any downtown special events. Mr. Otterstrom responded that there should not. Hoopfest does not have any courts on this Wall Street section.

Ms. Stratton made a motion to approve the general scope of work and authorize staff to release an invitation for bid for the City Line Wall Street Reconstruction and Station 28 Construction Project. Mr. Tim Hattenburg seconded, and the motion was approved unanimously.

C. HIGH PERFORMANCE TRANSIT (HPT) AMENITIES INSTALLATION REVISED SCOPE OF WORK

Mr. Otterstrom presented. On November 3, 2020, the Planning and Development Committee approved the general scope of work (SOW) and authorized release of invitation for bids (IFB). In January 2021 staff revised the SOW to include the luminaire system, and a Performance Incentive to finish on time. Staff concluded these revisions were significant to require committee approval. Mr. Otterstrom reviewed the updated procurement schedule and budget.

Chair French asked about liquidated damages. Mr. Otterstrom responded that STA typically does have liquidated damages for each package.

Ms. Hattenburg made a motion to approve the revised general Scope of Work for HPT Amenities Installation, use of Performance Incentives, and authorize the release of an invitation for bid. Ms. Stratton seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

(No items being presented this month.)

B. BOARD DISCUSSION AGENDA

1. CITY LINE: BROWNE'S ADDITION STATIONS CUSTOMIZED SHELTERS REQUEST

Mr. Otterstrom presented. Staff is seeking Board approval of a City Line Shelter customization request in accordance with *Connect Spokane* Policy S1 4.10. On February 18, 2021 Browne's Addition Neighborhood Council (BANC) requested an adaptation to the shelter roof, materials, and colors of shelters at three stations to reflect neighborhood character as conveyed in previous shelters. The overall Connect Spokane policy contemplates a reasonable neighborhood match at 20% design cost of net difference between the customized costs vs. planned, whichever is less. Total design costs equal \$68,365, BANC will pay 20% of this total (\$13,673) to STA within 90 days of installation (Summer 2022). STA will pay the rest. The final terms will be set forth in a formal agreement. Mr. Otterstrom reviewed the anticipated schedule.

The Browne's Additional Neighborhood Council Chair, Mr. Rick Biggerstraff, authorized Mr. David Williams to talk on his behalf to the Committee regarding this request. Mr. Williams verified that these agreements have been discussed with the Neighborhood Council members

and they are ready to commit to this arrangement through the design process. The Council requests that if additional neighborhood(s) utilize these designs, that they share in the design costs. The Neighborhood Council has on-hand funds for the \$13,673 contribution to the full cost of design.

Chair French stated for the record a slight modification to Mr. Otterstrom's description of the relationship between STA and the neighborhood. The neighborhood will have "engagement" in this project (not "oversight"). Mr. Otterstrom agreed.

Ms. Stratton recommended the Board approve a motion to authorize the commissioning and installation of customized shelters in Browne's Addition, pursuant to Connect Spokane Policy S1 4.10, with a maximum cost contribution of \$13,673 and authorize the CEO to execute any agreements necessary to ensure full payment of said shelters. Mr. Hattenburg seconded, and the motion was approved unanimously.

5. REPORTS TO COMMITTEE

A. DIVISIONCONNECTS: DRAFT RECOMMENDATION LOCALLY PREFERRED ALTERNATIVE

Mr. Otterstrom reviewed the project overview, draft alternatives for public input, public engagement summary, statistical survey results, recommendation components, station locations and lane configurations. The draft recommendation includes zero emission buses, dedicated bus lanes known as "business access and transit" (BAT) lanes through a majority of the corridor, bicycle and pedestrian improvements, high frequency service and strategies to improve service speed and reliability. The lane configuration of the alternative through the Division/Ruby couplet includes two general purpose lanes on each street, a BAT lane on each street and a protected bicycle facility on Ruby Street. Other pedestrian and streetscape improvements are possible given the recommended reconfiguration from the current four-lane configuration on each street in the couplet system. Public feedback on the draft recommendation will be sought through a public hearing on March 18. The final recommendation will be presented at the March 31 (April) committee meeting along with a corridor development plan for a recommendation and Board in April.

B. 2022-2027 TRANSIT DEVELOPMENT PLAN: DEVELOP MID-RANGE PLANNING GUIDANCE

Mr. Otterstrom presented. A step in the annual preparation of the agency's transit development plan, the Committee prepares and recommends to the Board of Directors guidance statements that help frame priorities to be included in the plan. Mr. Otterstrom reviewed guidance statements included in the 2021-2026 Transit Development Plan, along with guidance specific to the agency's response to the COVID-19 Global Pandemic. Staff will propose revisions to guidance informed by the latest financial information and assumptions for future service levels. Beginning in May, the Committee will review the draft sections of the plan, working toward Board approval in July.

C. DRAFT SRTC 2021-2022 UNIFIED PLANNING WORK PROGRAM (UPWP)

Mr. Otterstrom presented. The Unified Planning Work Program is completed in coordination with WSDOT and STA. Each cycle, STA submits a description of the planning activities it will engage in during the identified state fiscal years. This draft description of STA's ongoing and upcoming planning activities will be submitted to SRTC for inclusion in the UPWP.

D. I-90 / VALLEY CORRIDOR PLANNING UPDATE

Mr. Otterstrom presented. The I-90 / Valley Corridor is one of six High Performance Transit corridors slated for improvements in *STA Moving Forward*. The current concept for this project extends from downtown Spokane to Liberty Lake with potential future extension into Idaho. Planned improvements include capital and operating projects to be launched in 2025 including a new transit center, expanded commuter parking east of Sullivan Road, direct not-stop peak hour between Liberty Lake and Spokane, night and weekend service, extended service to Post Falls and Coeur d'Alene on a two-year pilot basis through a cross-state partnership. Mr. Otterstrom reviewed the project history, the planning phase of the corridor development plan, and public and stakeholder engagement. A Technical Advisory Committee (TAC) will be established. This corridor differs from others in that it is primarily the freeway itself (as opposed to arterials) and the jurisdictions that are served along that corridor. KPFF was secured as a project consultant in May 2020. STA submitted a Regional Mobility Grant request for \$7.5 million in September 2020. The corridor development plan is anticipated to be brought forward to the Board of Directors in the summer of 2022 for review and approval. Design and engineering is anticipated to take place during 2022-2024, construction and implementation is anticipated to take place during 2023-2025.

6. CEO REPORT

Ms. Meyer presented the CEO Report and reviewed the following government affairs:

- Legislative Bills – Updates on a Transportation Funding Package, HB1091-Governor's Clean Fuels bill, SB5126-Governor's Climate Change Package, Police Reform, HB1056 and HB1329-Public Meeting bills, and Vanpool bill.
- Federal Activities – Updates on the \$1.9 Trillion COVID Relief bill, earmarks (community project funding) requests, HR842 Protecting the Right to Organize (PRO) Act, Low-No Emission Grant Programs.

7. COMMITTEE INFORMATION

A. CONNECT SPOKANE UPDATE

8. MARCH 31, 2021 (APRIL) COMMITTEE MEETING AGENDA

9. NEW BUSINESS -- *None*.

10. COMMITTEE MEMBER'S EXPRESSIONS -- *None*.

11. ADJOURNED

With no further business to come before the Board, Chair French adjourned the meeting at 11:26 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, MARCH 31, 2021 (*April Meeting*) at 10:00 a.m. VIA WEBEX.

Respectively submitted,

Vicki Clancy

Vicki Clancy, Executive Assistant
Planning and Development Department

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

March 31, 2021

AGENDA ITEM **3B** : PASSENGER INFORMATION DIGITAL DISPLAY PROCUREMENT
– SCOPE OF WORK APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Nick Hanson, Capital Projects Manager

SUMMARY: Passenger information digital displays are planned at many locations throughout the system, including at City Line stations. In accordance with the Board’s procurement policy, staff is seeking the Committee’s approval of a scope of work for the procurement of digital displays.

BACKGROUND: Digital passenger information is a component of the enhanced station amenities envisioned for the City Line and other corridors in the High Performance Transit (HPT) network. Additionally, the agency has prioritized this mode of dynamic communication via the CIP process at strategic locations throughout the system to improve upon existing real-time information sign infrastructure and give the Communications and Customer Service Department more options to interact with and provide multiple types of content to customers in locations such as the Plaza and new and existing transit facilities.

To support this commitment, staff intend to issue a request for proposals (RFP) for the procurement of a minimum three-year contract for the provision of passenger information digital displays for installation at HPT stations on new light poles and the HPT Markers, replacement of existing LED Trapeze next bus arrival signs at transit facilities and installation on the City Line Vehicles. These displays will be supported by the ongoing Content Management System (CMS) project for which the award of contract was approved by the Board on July 16, 2020.

Because the cumulative cost of displays is expected to exceed \$1 million, the scope of work is required to be approved by the Committee. The scope of work includes the provision of approximately 200 passenger information digital displays for outdoor and on-vehicle conditions with associated mounts and mounting hardware. The RFP will include detailed technical requirements for each display type and typical installation locations. The approximate anticipated quantities by year are shown in the table below.

| Year | Quantity |
|--------------|------------|
| 2021 | 147 |
| 2022 | 10 |
| 2023 | 43 |
| Total | 200 |

The proposals will be evaluated using the following criteria:

| Criteria | Possible Points |
|------------------------------------|-----------------|
| Price Proposal | 40 |
| Product Quality | 30 |
| Warranty | 15 |
| RFP Compliance/Quality of Proposal | 15 |
| Total Possible | 100 |

The anticipated procurement schedule is as follows:

| Milestone | Date |
|--|-------------|
| Advertisement | April 2021 |
| Proposals Due | May 2021 |
| Evaluation | May 2021 |
| Board Approval of Recommendation | June 2021 |
| Contract Execution/Place City Line Order | July 2021 |

The total contract cost is estimated at approximately \$1.4 million. All displays for the City Line will be funded by the City Line project (CIP #347). All non-City Line displays will be purchased as part of the Communications Technology Upgrades program in the approved 2021-2026 Capital Improvement Program (CIP). The “Digital Monitors for Customer Information” project (CIP #796) within the program has an approved project budget of \$1,022,520.

RECOMMENDATION TO COMMITTEE: Approve the general Scope of Work and authorize staff to release an RFP for the Passenger Digital Display Procurement.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

Passenger Information Digital Display Procurement

General Scope of Work

To support an ongoing System improvement plan, STA plans to install digital displays for customer information throughout its system of bus stops and High Performance Transit facilities over the next three (3) to five (5) years. Customer information will include bus departure and arrival times, service alerts, announcements, dynamic media, social media, etc. These displays will be a combination of new installations and replacements of existing signs.

The scope of this project is the provision of approximately 200 digital displays and compatible mounts for both outdoor and on-vehicle applications. The anticipated phasing is shown below in Table 1. Final quantities are subject to change at the pricing provided, at STA's sole discretion. Approximate anticipated quantities by year are provided below.

| Year | Quantity |
|--------------|------------|
| 2021 | 170 |
| 2022 | 10 |
| 2023 | 43 |
| Total | 200 |

General Requirements

The basis of design is the Peerless-AV Xtreme High Bright Outdoor Display LCD monitor. **The brand name is used to convey the standard of quality, design, and performance we expect in a digital display and not intended to restrict competition among manufacturers.** Any product selected shall adhere to the Federal Transit Administration's Buy America requirements and Federal Terms and Conditions, as applicable.

These displays will be installed in a variety of conditions and locations. As such, the Proposer is asked to provide a solution of the following scenarios:

1. Wall mounted – outdoor, portrait and landscape.
 - (a) Wall mounting includes mounting the LCD monitor to a totem also referred to as an HPT Marker (see mounting examples below).
2. Wall mounted – indoor, portrait or landscape.
 - (a) These will be on-vehicle monitors mounted to the bulkhead or hung from the ceiling.
3. Pole mounted – outdoor, portrait and landscape.

Details and/or photos for each of these scenarios are included in the detailed SOW. The design of the structural systems that will support these displays and mounts is **not** part of this scope.

Technical Requirements

The vendor will provide Liquid Crystal Display (LCD) displays that meet specific technical requirements included in the detailed Scope of Work and that are compatible with the Media Players as provided by the Content Management System (CMS) project. The scope includes the provision of all mounts, associated cabling, and installation hardware. Warranties for the different components shall be required as shown below. Installation is not included in the scope.

| Product | Warranty Period |
|-----------------------|-----------------|
| Outdoor mounts | 5 years |
| Displays | 2 years |
| Electronic components | 1 year |

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

March 31, 2021

AGENDA ITEM **4B1** : DIVISION BRT: SELECTION OF LOCALLY PREFERRED ALTERNATIVE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Mike Tresidder, Associate Transit Planner

SUMMARY: Phase I of the DivisionConnects sought to inform decisions related to the configuration of bus rapid transit (BRT) on Division Street. The culmination of this phase of study was the preparation of draft recommendation for a preferred BRT alternative in the busy corridor. During the committee meeting, staff will review the Division Street corridor development plan and proposed locally preferred alternative in order to obtain the Committee’s endorsement for approval and adoption by the STA Board of Directors.

BACKGROUND: Spokane Transit has been collaborating with our local and regional partners, including Spokane Regional Transportation Council (SRTC), the City of Spokane, Spokane County, and Washington State Department of Transportation (WSDOT) on a transportation and land use study of the Division Street corridor known as “DivisionConnects.” Through the evaluation process guided by a steering committee that includes members of the boards for STA and SRTC, a draft recommendation was formulated for a locally preferred alternative for BRT in the Division Street Corridor. The draft recommendation was presented to the Planning and Development Committee on March 3, 2021 and was subject to a public hearing before the STA Board of Directors on March 18, 2021. While no members of the public testified at the hearing, public input received to date has been generally supportive of the project in favorable toward the elements that are now combined in a proposed locally preferred alternative.

The locally preferred alternative (LPA) for fixed guideway Division bus rapid transit (BRT) has several elements, which are as follows:

| Element | Description |
|-------------------------|--|
| Mode | Fixed guideway bus rapid transit (BRT) using zero-emission 60’ buses |
| Service Level | Weekdays: 10-minute frequency or better Nights & Weekends: 15-minute frequency during most hours of the span |
| Northern Termini | Short-term: current Route 25 to Hastings Park & Ride Long-term: To new transit center at Farwell and US2 |
| Southern Termini | Spokane Central Business District near the STA Plaza |
| Alignment (Exhibit A.1) | Downtown: to be refined in Preliminary Engineering Couplet: right-side Ruby Street and Division Street Mainline: Division Street North of “Y”: short- and long-term phased approach |
| Station Locations | Major intersections and destinations (see Exhibit A.2). All stations will meet ADA accessibility requirements |
| System Operations | Operating techniques for speed and reliability, such as Transit Signal Priority (TSP), all-door boarding and near-level platforms |

| Element | Description |
|-----------------------------|--|
| Lane Configuration | Side-running, dedicated Business Access and Transit (BAT) lanes for a majority of the alignment, primarily between North River Drive and the “Y” |
| Other Multimodal Treatments | Protected bicycle facilities along Ruby Street with pedestrian, ADA and bicycle improvements throughout the corridor. |

The LPA as defined is expected to qualify as a “fixed guideway BRT” under current federal law and FTA policy guidance. The current definition of fixed guideway BRT includes the following elements according to the Final Interim Policy Guidance for the FTA Capital Investment Grant Program, dated June 2016:

1. Over 50 percent of the route must operate in a separated right-of-way dedicated for transit use during peak periods. Other traffic can make turning movements through the separated right-of-way.
2. The route must have defined stations that are accessible for persons with disabilities, offer shelter from the weather, and provide information on schedules and routes.
3. The route must provide faster passenger travel times through congested intersections by using active signal priority in separated guideway, and either queue-jump lanes or active signal priority in non-separated guideway,
4. The route must provide short headway, bidirectional service for at least a fourteen-hour span of service on weekdays and a ten-hour span of service on weekends. Short headway service on weekdays consists of either (a) fifteen-minute maximum headways throughout the day, or (b) ten-minute maximum headways during peak periods and twenty-minute maximum headways at all other times. Short headway service on weekends consists of thirty-minute maximum headways for at least ten hours a day.
5. The provider must apply a separate and consistent brand identity to stations and vehicles.

As part of the documentation for the evaluation and planning process, the LPA and anticipated next steps, the project team is preparing a corridor development plan. Subject to approval of the LPA, the draft corridor development plan will be submitted to the Committee in May for review and recommendation for approval.

The LPA represents an important milestone in the planning of BRT on Division Street. While it is anticipated to be refined through the preliminary engineering phase of the project, staff request the Planning and Development Committee recommend adoption of the LPA by resolution.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve a motion to adopt by resolution the Division BRT Locally Preferred Alternative (LPA).

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

RESOLUTION NO. _____

A RESOLUTION FOR THE PURPOSE OF ADOPTING A LOCALLY PREFERRED ALTERNATIVE FOR HIGH PERFORMANCE TRANSIT ALONG DIVISION STREET IN SPOKANE.

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

WHEREAS, the Spokane Transit Authority (STA) is a municipal corporation operating and existing under and pursuant to the Constitution and Laws of the State of Washington, including RCW Title 36, Chapter 57A, Public Transportation Benefit Area; and,

WHEREAS, STA adopted *Connect Spokane, A Comprehensive Plan for Public Transportation* in July of 2010; and,

WHEREAS, *Connect Spokane* identifies the Division Street corridor as a future High Performance Transit (HPT) corridor; and

WHEREAS, the implementation strategies in *Connect Spokane* for Division HPT include increased service frequency, "electric BRT-style" vehicles, transit-only lanes, constructing a Farwell Park & Ride, constructing HPT stations and stop amenities; and

WHEREAS, STA engaged stakeholders, as well as the general public in planning an implementation strategy for *Connect Spokane*, culminating in "*STA Moving Forward: A Plan for More and Better Transit Services*," which was adopted by Resolution 727-14, and amended it by Resolution 744-16 and Resolution 781-20; and,

WHEREAS, *STA Moving Forward* included studying "how full High Performance Transit would be implemented on Division" as a complement to near-term service and facility investments in the corridor to improve existing service; and,

WHEREAS, consistent with *STA Moving Forward* and *Connect Spokane*, STA and Spokane Regional Transportation Council (SRTC) initiated a transportation and land use study of the Division Street Corridor in December of 2019 to include evaluating alternative configurations and alignments for bus rapid transit (BRT) among other land use and transportation considerations; and,

WHEREAS, nine preliminary scenarios were considered by the Steering Committee and subsequently narrowed down to four alignments for public review; and

WHEREAS, STA and SRTC conducted robust public engagement from Spring 2020 through Winter 2021, with several online opportunities provided to the community, six Steering Committee meetings comprised of local elected officials and local administrators, stakeholder meetings with private landowners along the corridor, and a statistically significant survey for Phase I of the study and found general support for BRT configured with a fixed-guideway, side-running Business Access and Transit lane alternative; and

WHEREAS, after opportunity for public review and comment, and a public hearing before the STA Board of Directors on March 18, 2021; and

WHEREAS, the Locally Preferred Alternative is consistent with the policies of *Connect Spokane*, STA’s comprehensive plan for public transportation; and,

WHEREAS, STA anticipates basing upcoming preliminary design and engineering activity related to Division BRT predicated on the LPA in order to prepare the project to seek entry in the Federal Transit Administration’s Small Starts Program; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of STA as follows:

Section 1. The STA Board of Directors hereby adopts the Locally Preferred Alternative (LPA) of fixed-guideway bus rapid transit (BRT) on Division Street with the preliminary alignment and station locations as shown in Exhibit A, and with the following elements:

| Provision | Element | Description |
|-----------|-----------------------------|--|
| A | Mode | Fixed guideway bus rapid transit (BRT) using zero-emission 60’ buses |
| B | Service Level | Weekdays: 10-minute frequency or better Nights & Weekends: 15-minute frequency during most hours of the span |
| C | Northern Termini | Short-term: current Route 25 to Hastings Park & Ride Long-term: To new transit center at Farwell and US2 |
| D | Southern Termini | Spokane Central Business District near the STA Plaza |
| E | Alignment (Exhibit A.1) | Downtown: to be refined in Preliminary Engineering Couplet: right-side Ruby Street and Division Street Mainline: Division Street North of “Y”: short- and long-term phased approach |
| F | Station Locations | Major intersections and destinations (see Exhibit A.2). All stations will meet ADA accessibility requirements |
| G | System Operations | Operating techniques for speed and reliability, such as Transit Signal Priority (TSP), all-door boarding and near-level platforms |
| H | Lane Configuration | Side-running, dedicated Business Access and Transit (BAT) lanes for a majority of the alignment, primarily between North River Drive and the “Y” |
| I | Other Multimodal Treatments | Protected bicycle facilities along Ruby Street with pedestrian, ADA and bicycle improvements throughout the corridor. |

Section 2. The STA Board of Directors recognizes that there will be additional refinements to the LPA, particularly to quantity and locations of stations, as further studies and public consultation occur, and those refinements will be recognized through additional resolutions as necessary.

Section 3. Staff is directed to forward the Locally Preferred Alternative to Spokane Regional Transportation Council for consideration and adoption into the Metropolitan Transportation Plan.

ADOPTED by STA at a regular meeting thereof held on the 15th day of April 2021.

ATTEST:

SPOKANE TRANSIT AUTHORITY

Dana Infalt
Clerk of the Authority

Pam Haley
STA Board Chair

Approved as to form:

Laura McAloon
Legal Counsel

DRAFT

EXHIBIT A.1: Division BRT Alignment

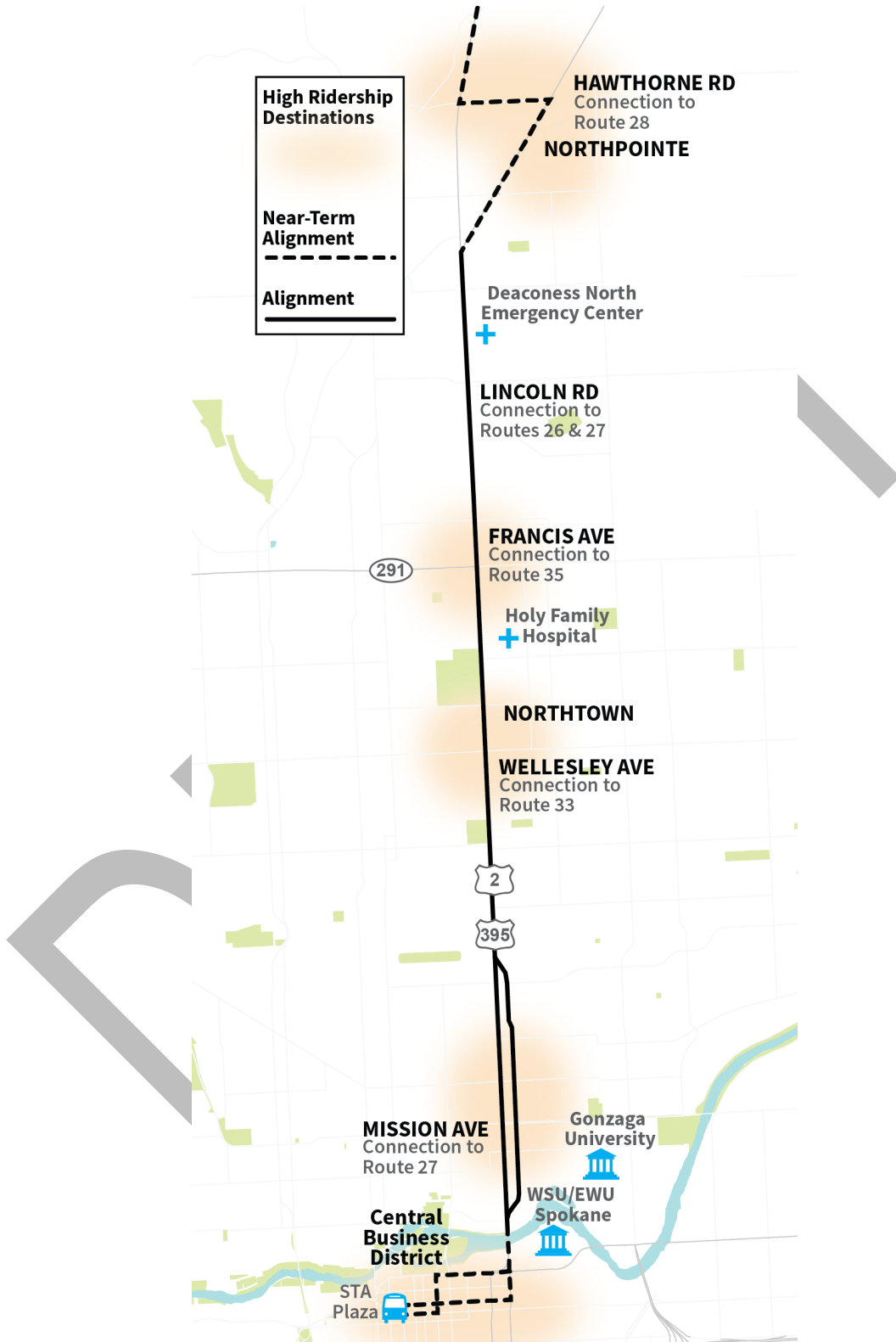


EXHIBIT A.2: Division BRT Station Locations



SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

March 31, 2021

AGENDA ITEM 5A : 2022-2027 TRANSIT DEVELOPMENT PLAN: PLANNING GUIDANCE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Monique Liard, Chief Financial Officer
Karl Otterstrom, Director of Planning and Development

SUMMARY: Each year, the Planning & Development Committee prepares and recommends to the Board of Directors guidance statements that help frame priorities to be included in the annual preparation of the agency's Transit Development Plan. The Committee members reviewed existing guidance statements at the March 3, 2021 Committee meeting and have an opportunity to consider revisions for the 2022-2027 Transit Development Plan (TDP).

BACKGROUND: According to STA Board Resolution 681-11, the Planning and Development Committee is responsible for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning. The agency's primary mid-range planning document is the Transit Development Plan. The 2021-2026 TDP may be viewed on STA's website at:

<https://spokanetransit.com/projects-plans/transit-development-plan>.

The 2022-2027 TDP is expected to be adopted in July 2021 and will include the Capital Improvement Program and the Service Improvement Program.

There are a number of regional and national trends and circumstances that prompt a careful review of guidance in the Transit Development Plan. These include:

- Sustained ridership losses stemming from the COVID-19 Global Pandemic. Concerted efforts were made to discourage people from using public transit in an effort to slow the spread of the virus. As activity realigns to pre-pandemic levels, the risk is that people adapt to commuting habits, including remote work, that exclude consideration of public transportation as an option.
- An acceleration of regional growth with added pressures on housing supply and affordability. This may displace current riders from areas with plentiful and effective service, and in turn prompt new land use growth in areas that are underserved or difficult to serve effectively with public transit.
- Concerted efforts at the national and state levels to accelerate efforts to address climate change through reduced emissions, particularly of motor vehicles.
- Increased urgency in addressing economic and racial disparities and increased efforts to deploy public transportation in support of equity.
- The culmination of core strategies and investments of *STA Moving Forward* and STA's current capital improvement program, including the launch of the City Line and the adoption of a new fare collection system. These investments have the opportunity to better position public transportation regionally in addressing many of the challenges and opportunities we face in the coming decades. They may also create a stimulus effect in supporting local development with accessible and frequent service.

- The availability of additional federal grant funding to transit agencies on a national level. This has created an opportunity for STA to consider expanded investment strategies to deliver on the continued strong operational network serving the PTBA combined with enhanced capital programs to support the trends noted above.

Staff will seek Committee input in formulating a framework for board guidance to address near-term actions and planning guidance for the Transit Development, as well as influence the scope of updates to *Connect Spokane*.

RECOMMENDATION TO COMMITTEE: For discussion.

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

March 31, 2021

AGENDA ITEM 5B : 2022-2027 TRANSIT DEVELOPMENT PLAN: REVIEW
PRELIMINARY REVENUE AND EXPENDITURE FORECAST
ASSUMPTIONS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Monique Liard, Chief Financial Officer
Karl Otterstrom, Director of Planning and Development

SUMMARY: As part of the preparation of the 2022-2027 Transit Development Plan (TDP), STA is required to incorporate financial projections for this 6-year period. The initial step in this preparation is to seek affirmation by the Committee of the financial assumptions used in deriving the 2022-2027 forecast.

Staff is recommending that the financial assumptions resume a more linear trajectory in line with those reviewed and approved by the Board in 2019, as follows:

Revenue

- Sales Tax will reflect a 3% trend reset to begin with 2020 actuals. This will account for the recently favorable sales tax history since the last reset in 2014 where sales tax revenues have exceeded the last trend by 5.8% on average.
- There are no future planned fare changes during the 2022-2027 TDP period.
- FTA Section 5307 Urbanized Formula funds, federal funding that is used primarily for preventive maintenance and is the third largest source of operating revenue, will grow at a 1% rate through the remainder of the planning horizon.

Expenditures

- The annual budget provides the baseline for operating expenses.
- Moving Forward service changes are incorporated into the budget and the forecast based on their year of introduction.
- Operating expenses grow at 3% beginning in 2022, accounting for additional costs from Moving Forward service changes, and continue at the same 3% rate through 2027.
- The Capital Improvement Program is fully funded through the TDP period.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

March 31, 2021

**AGENDA ITEM 5C : FTA SECTION 5310 FUNDING CALL FOR PROJECTS
TIMELINE**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Kristine Williams, Principal Transit Planner
Madeline Arredondo, Assistant Transit Planner

SUMMARY: Staff will review the scope and anticipated timeline for a call for projects that enhance mobility of seniors and individuals with disabilities, Subject to project evaluation, ranking and board recommendations, up to \$683,500 could be awarded to meritorious projects to non-profit providers and transportation agencies.

BACKGROUND: Spokane Transit Authority (STA) is a designated FTA recipient of federal apportionment funds for the Enhanced Mobility of Seniors and Individuals with Disabilities Program, known as Section 5310. The primary goal of the 5310 program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding transportation options when public transportation is unavailable, insufficient, or inappropriate to meeting these needs. As the designated recipient, STA is responsible for contracting with and providing oversight of non-profit organizations selected through the annual Section 5310 Call for Projects.

Typically, a minimum of 55% of the Section 5310 annual apportionment must be spent on ‘Traditional’ capital projects. Traditional capital projects may include the purchase of ADA vehicles, mobility management coordination and transportation services, ADA construction projects, and complimentary paratransit services. Other eligible projects include transportation programs operated by eligible nonprofit organizations serving seniors and individuals with disabilities. There is no minimum allocation for these projects.

The Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) – which was signed into law on December 27, 2020 – provides transit agencies the option to award CRRSAA funds (and any funds not previously obligated under prior grant award) to either Traditional or Other projects using 100% federal share. This option is also extended to the FY21 apportionment and funds awarded to transit agencies under the America Rescue Plan Act (ARPA). The CRRSAA funding is not subject to the 55% Traditional project requirement.

There is currently approximately \$658,614 in FTA Section 5310 funds available for funding projects. Approximately \$97,000 of this amount is federal funding from FY 2018 and FY 2019 that is associated with previously awarded projects that have been returned for redistribution and as such, do not qualify under the provision enabling 100% federal match. STA proposes to contribute the local share required (\$24,866) for these funds to simplify and consolidate the selection process and expedite the closeout of these older grant awards as well fulfill the congressional intent to provide extend relief to non-profit

providers and other transportation agencies. This small local contribution would be derived from the favorable variances of actual 2020 operating revenues and expenses over budget.

| Funding Source | Amount Available | STA Local Match Contribution |
|--|-------------------------|-------------------------------------|
| FY21 Apportionment 100% Federal | \$419,427 | \$0 |
| CRRSAA 100% Federal | \$71,213 | \$0 |
| FY19 & FY18 Returned Funds | \$96,974 | \$24,886 |
| America Rescue Plan (Estimate) 100% Federal | ≈ \$71,000 | \$0 |
| Total | \$658,614 | \$24,886 |
| Total Funding Available | \$683,500 | |

The table below outlines the expected timeline for this call and selection for projects.

| Date | Action |
|----------------|---|
| April 2, 2021 | Issue Call for Projects (Posted on STA and SRTC websites, published in paper, direct mailings to eligible applicants) |
| May 3, 2021 | Project Applications Due |
| June 2, 2021 | Present to Planning and Development Committee for Board recommendation of prioritized list for funding. |
| July 15, 2021 | STA Board acts on recommended project applications. |
| September 2021 | Application to FTA |
| December 2021 | FTA approval and funds obligated |

Staff will provide an overview of the grant program and the evaluation criteria for prioritizing projects for board selection.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

March 31, 2021

AGENDA ITEM 5D : CONNECT SPOKANE: TIMELINE FOR REVIEW OF PLAN ELEMENTS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Mike Tresidder, Associate Transit Planner

SUMMARY: The Connect Spokane Update is in progress, and staff will be presenting on the updated process and timeline for the review and update of the Plan elements, seeking concurrence from the Committee members on the proposed approach.

BACKGROUND: *Connect Spokane* is STA's Comprehensive Plan that sets forth a vision and policy framework for at least the next 30 years to guide decisions made by the Board of Directors, staff and partnering agencies. *Connect Spokane Monitoring and Improvement Policy 3.1* states,

STA shall update Connect Spokane routinely. Spokane Transit will review and update as appropriate the Comprehensive Plan for Public Transportation beginning no later than three years following the last major adoption and/or revision. Significant public outreach shall be required as part of the update process, consistent with the policies of the Communications and Public Input Element.

The last major update was completed in 2017. A minor amendment to the plan was adopted in May 2019.

The Planning and Development Committee and the Board reviewed the scope of work at the March 2020 meeting as part of Task 1.

Task 2 was the "*Connect Spokane* Document Review" that was presented at the July 2020 Planning and Development Committee meeting, where a short memo provided brief highlights of the proposed initial edits for each section that will be completed in Task 5.

Tasks 3 and 4 were put on hold while the agency worked through our response to the pandemic but are now active again as the Plan update moves forward. These two tasks lay out the primary objectives for undertaking this Plan Update at this time:

1. Increasing the readability of the document and clarifying its relationship to other STA guiding documents (Task 3); and
2. Developing updated policies that will see STA through the next 20 years of growth in the region (Task 4)

These tasks will continue through the Fall of 2021 and include outreach to STA's jurisdictional partners as well as to STA's customers and the general public.

PLANNED APPROACH & TIMELINE:

To better utilize STA staff and Committee time through 2021, planning staff is planning to divide *Connect Spokane* into sections to be analyzed and edited by smaller internal working groups and then updated by planning staff. This process will begin this spring and continue through the remainder of 2021. Staff will return to this committee as early as May with regular updates on the internal working group outcomes, thereby allowing a deeper dive into the critical updates of *Connect Spokane*.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

March 31, 2021

AGENDA ITEM **5E** : US 195 / I-90 STUDY UPDATE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Mike Tresidder, Associate Transit Planner

SUMMARY: The SRTC-led US 195 / Interstate 90 Study is exploring alternatives for improving transportation safety, mobility, and access in the study area. The study team will be sharing two draft project packages with the public for review and input. The project packages were developed by the consultants and reviewed by the Study Advisory Team, of which STA is a member. Staff will review the project packages with the Committee and highlight the potential transit impacts with committee members.

BACKGROUND: The study kicked off in late 2019 with a Study Advisory Team meeting. Advisory Team members represent SRTC, WSDOT, the City of Spokane, Spokane County, and Spokane Transit. Since that time, the major deliverables have been:

- Existing Conditions Report
- Market Analysis & Development Forecast
- First Draft Project Packages
- Public Draft Project Packages
 - #1 Enhanced Expressway
 - #2 Enhanced Expressway with local connections

The draft project packages were approved for release to the community by the SRTC Board at their March 2021 meeting and will be presented to the public and key stakeholders for review and input. A final list of recommended strategies as well as a phased implementation plan will be included in the Study's Final Report. The Study is scheduled to be complete later this year.

The public draft of project packages identifies projects as (a) core projects, (b) near-term investments, and (c) supporting investments. Both packages include several transit and transit supportive projects. As supporting investments, they are not included package cost estimates. Land use patterns that are predominantly low density generally are difficult to support with fixed route service. However, there are transit-supportive elements in the core projects, as well as near-term investments, that improve road network connectivity, improving the likely success of transit service in the future. Sorted by package, transit and transit-supportive projects include:

Package #1

- Yokes Park & Ride (supporting investment)
- Meadow Lane Park & Ride (supporting investment)
- Inland Empire Way Connection (core project)
- W. Qualchan Drive Bicycle & Pedestrian Connection (supporting investment)

Package #2

- Yokes Park & Ride (supporting investment)
- Meadow Lane Park & Ride (supporting investment)
- Northbound Cheney-Spokane Road On-ramp Modification (core project)
- W. Qualchan Drive Bicycle & Pedestrian Connection (supporting investment)

RECOMMENDATION TO COMMITTEE: Information only.

**SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING**

March 31, 2021

AGENDA ITEM 6 : CEO REPORT - INFORMATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY: At this time, the CEO will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

March 31, 2021

AGENDA ITEM 8: MAY 5, 2021 DRAFT COMMITTEE MEETING AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development

SUMMARY: At this time, members of the Planning and Development Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the meeting of May 5, 2021.

RECOMMENDATION TO COMMITTEE: For discussion.

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, May 5, 2021

10:00 a.m. – 11:30 a.m.

Via Video Conference

Committee Members: [Click here to join the meeting](#)

General Public: [Click here to view the meeting](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: XXX XXX XXXX

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (5 minutes)
3. Committee Action (10 minutes)
 - A. Minutes of the March 31, 2021 Committee Meeting -- *Corrections/Approval*
 - B. Division BRT: Design and Engineering Services Scope of Work Approval – *Otterstrom/Hajjafari*
4. Committee Action
 - A. Board Consent Agenda (25 minutes)
 1. Award of Contract for High Performance Transit (HPT) Amenities Installation (*Otterstrom/Hanson*)
 2. 2022-2027 Transit Development Plan: Planning Guidance (*Otterstrom/Tresidder*)
 3. City Line: Award of Contract for Wall Street Reconstruction, and Station 28 (*Otterstrom/Bielaski*)
 - B. Board Discussion Agenda
(No items being presented this month.)
5. Reports to Committee (25 minutes)
 - A. 2022-2027 Transit Development Plan: Major Activities (2022-2027) (*Otterstrom/Tresidder*)
 - B. 2022-2027 Transit Development Plan: 2022-2027 Capital Improvement Program (*Otterstrom/Liard*)
 - C. 2022-2027 Transit Development Plan: Proposed 2022-2024 Service Improvements (*Otterstrom/Weinand/Kenney*)
 - D. Connect Spokane Major Update: Document Review (*Otterstrom/Tresidder*)
6. CEO Report (10 minutes)
7. Committee Information
(No items being presented this month.)
8. June 2, 2021 Committee Meeting Agenda (5 minutes)
9. New Business (5 minutes)
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, June 2, 2021, 10:00 a.m. via Webex.

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

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

March 31, 2021

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 and Development.

RECOMMENDATION TO COMMITTEE: N/A

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

March 31, 2021

AGENDA ITEM 10 : COMMITTEE MEMBER'S EXPRESSIONS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY: At this time, members of the Planning and Development Committee will have an opportunity to express comments or opinions.

RECOMMENDATION TO COMMITTEE: N/A