

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

## PLANNING AND DEVELOPMENT COMMITTEE MEETING

Wednesday, September 1, 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: 146 129 8378

### **DRAFT AGENDA**

1. Call to Order and Roll Call
1. Committee Chair Report *(5 minutes)*
2. Committee Action *(5 minutes)*
  - A. Minutes of the June 30, 2021 (July) Committee Meeting -- *Corrections/Approval*
3. Committee Action
  - A. Board Consent Agenda *(10 minutes)*
    1. FTA Section 5310 Funding Awards Recommendation *(Otterstrom)*
  - B. Board Discussion Agenda  
*(No items being presented this month.)*
4. Reports to Committee *(25 minutes)*
  - A. Connect Spokane Major Update: Document Review *(Otterstrom)*
  - B. Sprague High Performance Transit Planning Update *(Otterstrom)*
5. CEO Report *(15 minutes)*
6. Committee Information
7. October 6, 2021 Committee Meeting Draft Agenda Review *(5 minutes)*
8. New Business *(5 minutes)*
9. Committee Members' Expressions *(5 minutes)*
10. Adjourn

Next Committee Meeting: Wednesday, October 6, 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](http://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.

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

September 1, 2021

**AGENDA ITEM 2**: COMMITTEE CHAIR REPORT

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Al French, Chair, Planning and Development Committee

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**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**

September 1, 2021

**AGENDA ITEM 3A** : MINUTES OF THE JUNE 30, 2021 (JULY) COMMITTEE MEETING

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:** Draft Minutes of the June 30, 2021 (July) 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  
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## PLANNING AND DEVELOPMENT COMMITTEE MEETING

**DRAFT** Minutes of the June 30, 2021 (July) 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  
E. Susan Meyer, Chief Executive Officer  
*Ex Officio*

### MEMBERS ABSENT

Kevin Freeman, Small Cities Representative  
(Millwood) *Ex Officio*  
Hugh Severs, Small Cities Representative  
(Liberty Lake) *Ex Officio*

### STAFF PRESENT

Karl Otterstrom, Director of Planning & Development  
Brandon Rapez-Betty, Director of Communications  
& Customer Service  
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

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

Per Chair Al French's request, STA CEO, E. Susan Meyer called the meeting to order at 10:00 a.m. Chief Executive Officer, E. Susan Meyer, conducted the roll call.

#### 2. COMMITTEE CHAIR REPORT

Chair Al French asked about air conditioning on STA buses. Ms. Meyer responded that all STA Coaches have air conditioning. Chair French pointed out that for the modest price of a bus ticket, a person can enjoy the air conditioning while riding the bus.

#### 3. COMMITTEE ACTION

##### A. MINUTES OF THE JUNE 2, 2021 COMMITTEE MEETING

**Ms. Karen Stratton moved to approve the June 2, 2021, Planning and Development Committee meeting minutes. Mr. Tim Hattenburg seconded, and the motion was approved unanimously.**

#### 4. COMMITTEE ACTION

##### A. BOARD CONSENT AGENDA

##### 1. 2022-2027 TRANSIT DEVELOPMENT PLAN: APPROVE BY RESOLUTION

Mr. Karl Otterstrom presented. Each year, STA is required by law to develop a Transit Development Plan (TDP) for a six-year planning horizon and submit it to the Washington State Department of Transportation (WSDOT). Mr. Otterstrom reviewed the major elements of the plan. The Planning and Development Committee have been engaged in developing the various elements of the draft plan since February of 2021. A public hearing was held at the Board meeting on June 17, 2021. The draft TDP 2022-2027 is available at:

[https://www.spokanetransit.com/files/content/draft\)tdp\)2022-2027.pdf](https://www.spokanetransit.com/files/content/draft)tdp)2022-2027.pdf)

**Mr. Hattenburg moved to recommend the Board adopt, by resolution, the 2022-2027 Transit Development Plan. Ms. Stratton seconded, and the motion was approved unanimously.**

Chair Al French commented that there will probably be 2-3 new companies located adjacent to the Amazon Fulfillment Center in the West Plains. It's estimated that this could create about 1,000 jobs. Chair French requested the bus capacity of the current service and whether adjustments may be in order in the future to accommodate this growth. Mr. Otterstrom responded that more capacity will be coming. Route 63 will serve Hayford Road as part of revisions planned for 2022 approved by the Board in May.

*10:10 a.m. -- Ms. Candace Mumm joined the meeting.*

B. BOARD DISCUSSION AGENDA

*(No items being presented this month.)*

5. REPORTS TO COMMITTEE

A. 2021 FTA SECTION 5310 FUNDING UPDATE

The scoring criteria included in the application materials was carried over from 2020 Call for Projects and did not adequately evaluate the project's merit. As a result, the 2021 Call for Projects was re-issued on June 25, 2021 and a new informational meeting will take place July 1. All project applicants have been notified and project applications are due July 15, 2021. Applications will be presented for funding recommendations at the September Planning and Development Committee meeting. Application to FTA is scheduled for November 2021.

B. SPRAGUE HIGH PERFORMANCE TRANSIT: PLANNING UPDATE

Mr. Otterstrom presented. Route 90 Sprague consistently meets STA's standards for Ridership, Equivalent Energy Consumption, and Fares (even during 2020). Annual boardings in 2020 totaled 590,490. This project currently has an approved budget of \$6.55 million. Mr. Otterstrom reviewed the project timeline. Staff plan to prepare a Corridor Development Plan for public input and board approval by the end of 2021. Design activities for remaining improvements in the corridor will begin in 2022, with construction planned to begin in 2023 with substantial completion in 2024. Much of the design will require coordination with municipalities, adjacent property owners and utilities.

STA has contributed \$693,000 towards Sprague Avenue rebuild projects to jump-start High Performance Transit (HPT) improvements. Mr. Otterstrom reviewed the 2021 Planning Phase Activities. Another Committee update will be provided in September prior to public outreach on preliminary corridor analysis and project scope.

Mr. Hattenburg thanked Karl and STA for everything they do to partner with Spokane Valley and work to accommodate their growth. Spokane Valley has received very positive feedback from the community regarding STA service in the valley.

6. CEO REPORT

Ms. Meyer presented the CEO Report:

- Free Rides to Cooling Centers – Yesterday, STA launched free STA bus rides to cooling centers in concert with Avista. The rides are on paratransit and can be reserved at (509) 328-1552. This free service is not restricted by paratransit eligibility. Mr. Brandon Rapez-Betty and Avista’s Latisha Hill quickly put this program together. These trips are available through Friday while the temperatures are over 100°. Cooling centers are listed on the Spokane Regional Health District (SRHD) website.
- STA Plaza is Open and Air Conditioned – STA has provided additional seating in the Plaza for the public during these unusually high temperatures in Spokane. The Plaza is significantly cooler than the STA air-conditioned buses as the bus doors open a lot.
- Free Rides to Vaccines – STA is still providing free rides to vaccination centers until July 5 for those needing their first or second vaccines. After July 5, STA will provide free rides to 2<sup>nd</sup> vaccine shots for those who received their first Covid-19 vaccine shot via this service.
- Low And No Emission Grant Award – STA received this \$6.3M grant from the FTA. These funds (along with STA’s local match) will purchase ten (10) battery electric buses to replace diesel buses when the current buses have aged out. These buses will occupy half of the rest of the battery electric bus capacity of the Boone Northwest Garage.
- June 2021 Voter-Approved Sales Tax Update – Revenue collected on April retail sales: 47.5% above June 2020 actual (\$2.9M), 21.1% YTD above 2020 actual (\$8.6M), and 39.4% YTD above budget (\$13.9M).
- Washington Economy to Open Up – Governor Inslee announced last night that the economy will open up – all industry sectors previously covered by guidance in Healthy Washington Roadmap to Recovery (the Safe Start Reopening Plan) – may return to usual operation and capacity with some exceptions. The Department of Labor and Industries stated that public transit employees on trains, planes and buses are still required to wear masks through September 13, or sooner if the mandate is lifted. STA’s Director of Human Resources and Labor Relations, Ms. Nancy Williams, will send out a communication to STA employees later today. The only change appears to be that masks are no longer required outside.

7. COMMITTEE INFORMATION

*(No items being presented this month.)*

8. SEPTEMBER 1, 2021 COMMITTEE MEETING DRAFT AGENDA REVIEW

9. NEW BUSINESS -- *None*

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

Chair French reminded the Committee that there is no Planning and Development Committee meeting in August.

Chair French reminded the Committee to “stay tuned” for the 11:30 a.m. STA Board Strategic Planning Workshop following today’s Planning and Development Committee meeting.

11. ADJOURN

With no further business to come before the Board, Chair French adjourned the meeting at 10:34 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, SEPTEMBER 1, 2021, 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**

September 1, 2021

**AGENDA ITEM 4A1 : FTA SECTION 5310 FUNDING AWARDS RECOMMENDATION**

**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 results of the FTA Section 5310 call for projects, including applications received, evaluation scores, and recommendations for awarding up to \$683,500 in federal and STA funds to projects that are available for such projects, subject to Board approval, that supports mobility of seniors and individuals with disabilities. Spokane Transit Authority is a designated recipient for these annual FTA apportionments, and awards funding to local non-profit and public agencies that provide these transportation services through a competitive selection process.

**BACKGROUND:** Spokane Transit is the designated recipient for FTA Section 5310 funds apportioned to the Spokane Urbanized Area. The Section 5310 program’s aim is to improve mobility for seniors and individuals with disabilities by increasing or expanding transportation options where public transportation is unavailable, insufficient, or not appropriate. As the designated recipient, STA is responsible to award the funds to projects that align with the program’s objectives and are consistent with the regional Coordinated Public Transit - Human Services Transportation Plan.

**Original Call for Projects**

On April 2, 2021, STA posted the FY2021 Section 5310 Call for Projects. A total of \$683,500 in Section 5310 and local (STA) funds was made available to eligible non-profit and local government transportation providers as noted in Table 1 (below).

**Table 1: 2021 Section 5310 Call for Projects Funding Breakdown**

Funding Source	Federal Amount	STA (Local) Match Contribution	Description
FY 2021 Apportionment (100% Federal – 55% Traditional Project Allocation Required)	\$419,427	\$0	Current federal funding allocation
CRRSAA Apportionment (100% Federal)	\$71,213	\$0	Coronavirus Response and Relief Supplemental Appropriations Act allocation
ARPA Apportionment (100% Federal)	\$71,214	\$0	American Rescue Plan Act allocation
FY19 & FY18 Returned Funds	\$96,974	\$24,672	Subrecipient relinquished federal award, local match requirement applies
Total	\$658,828	\$24,672	Federal awards and STA local match contribution
<b>Total Funding Available</b>	<b>\$683,500</b>		



On May 3, 2021, STA received eight applications from five different agencies. After the applications were reviewed and ranked by the scoring committee (comprised of STA employees and a representative from the SRTC), it was determined that the scoring criteria included in the application materials did not adequately evaluate each project's overall benefit to the target population(s).

### **Re-issued Call for Projects**

Following an update to the Planning and Development Committee on June 30, 2021, the 2021 Call for Projects was re-issued on June 25, 2021, with revised scoring criteria. The updated scoring criteria totals 100 points, with proposed service improvements, and performance measures receiving the most weight. Planning staff also added two additional sections; application completeness and financials and removed the supplemental information section. These revisions to the scoring criteria were intended to better evaluate the project's merit and direct benefit to seniors and individuals with disabilities. Additionally, STA notified applicants that STA retained the discretion to award an amount less than requested, reciting a provision common to discretionary funding opportunities made available by FTA. On July 15, 2021, STA received nine applications from seven different agencies (including all prior applicants) as summarized in Exhibit A. A brief description of each of the projects can be found in Exhibit B to this report.

### **Scoring Results and Funding Recommendations**

The scoring committee's 2021 5310 Call for Projects Traditional and Other project funding recommendations are listed in Exhibit A.

Federal law requires at least 55% of the FY2021 apportionment (\$230,685 of \$419,427) be awarded to "Traditional" capital projects. Since both traditional applications needed to receive an allocation to meet this requirement, the scoring committee recommended funding the VOA project fully (since the vehicle purchase is not scalable) and allocated the remaining amount to the City of Spokane Valley's ADA Pedestrian Hybrid Beacon Signal project. It is worth noting that despite there being \$61,315 less in funding recommended for the City of Spokane Valley's project than requested, the project would still award the largest single grant of those considered in the evaluation process.

The scoring committee recommended awarding the balance remaining (\$452,815, including \$24,672 in STA local funds) to 'Other' projects based on the total average score listed in Table 2 (above). Projects that were not considered scalable were fully funded and scalable projects were adjusted (using the rank order listed in Table 2 above) until all funding was assigned to a recommended project.

Two project applications were not recommended for funding (Southside Senior Community Center – Maintenance and Southside Senior Community Center - Senior and Disability Transportation) based on insufficient funding availability and a substantial scoring gap between the next-ranked project.

Staff are requesting Board approval of the funding recommendations, with the ability to make administrative modifications to the award amounts based on actual project cost (as project costs may vary due to vehicle pricing changes and unanticipated project delays or revisions). Staff are also requesting approval to apply any remaining project funds to existing projects, as allowed under FTA regulations.

**RECOMMENDATION TO COMMITTEE:** Recommend the Board award Section 5310 funding and up to \$24,672 in STA local funds as listed in ~~Table 3 “2021 Section 5310 Funding Recommendations”~~ Exhibit A “Funding Recommendations 2021 FTA 5310 Call for Projects” and authorize staff to make administrative modifications to final grant awards as necessary to address project costs and schedule.

**Exhibit A: Funding Recommendations**  
**2021 FTA 5310 Call for Projects**

Rank	Total Average Score	Applicant	Project Name <i>(*Scalable Project)</i>	Funding Category	Total Funding Requested	Total Project Cost	Recommended Funding Award
1	81	Special Mobility Services	Spokane Shopper*	Other	\$77,584	\$77,584	\$77,584
2	79	Special Mobility Services	Mobility Training for Individuals with Disabilities*	Other	\$135,305	\$135,305	\$135,305
3	77	Cancer Can't	Transportation Support for Cancer Patients	Other	\$38,584	\$213,884	\$38,584
4	72	COAST Transportation	Demand Response Transportation	Other	\$95,000	\$95,000	\$95,000
5	69	City of Spokane Valley	ADA Pedestrian Hybrid Beacon Signal*	Traditional	\$225,000	\$469,000	\$163,685
6	68	SNAP	Neighbors on the GO*	Other	\$133,309	\$386,633	\$106,342
7	62	Volunteers of America (VOA)	ADA Vehicle Purchase	Traditional	\$67,000	\$67,000	\$67,000**
8	42	Southside Senior Community Center	Maintenance	Other	\$6,795	\$6,795	\$0
9	41	Southside Senior Community Center	Senior and Disability Transportation	Other	\$65,308	\$65,308	\$0
<b>Total</b>					<b>\$843,885</b>	<b>\$1,516,509</b>	<b>\$683,500</b>

*\*\*If approved, STA local match contribution will be applied to the Volunteers of America Vehicle Purchase project.*

**Exhibit B: Project Descriptions**  
**2021 FTA 5310 Call for Projects**

**Special Mobility Services – Spokane Shopper**

The Spokane Shopper project will serve seniors and individuals with disabilities who require additional assistance transporting packages to and from grocery stores and pharmacies than what is traditionally provided by public transportation.

**Special Mobility Services – Mobility Training for Individuals with Disabilities**

The Mobility Training for People with Mental Disabilities and Illnesses project will provide wrap-around supportive services and transportation to individuals with cognitive disabilities to increase their access to community resources and needed services.

**Cancer Can't– Transportation Support for Cancer Patients**

The Transportation Support Program for Cancer Patients project will provide transportation for cancer patients by providing pre-scheduled and same-day services for oncology care appointments.

**COAST Transportation – Demand Response Transportation**

The COAST Demand Response Transportation project will provide transportation services for seniors and individuals with disabilities living in or near rural communities south of Spokane who cannot otherwise access public transit.

**City of Spokane Valley – ADA Pedestrian Hybrid Beacon Signal (Sprague Ave.)**

The ADA Pedestrian Hybrid Beacon Signal project will construct a signal improvement for improved safety and mobility of pedestrians (including non-motorized seniors and individuals with disabilities) using the transportation network.

**Spokane Neighborhood Action Partners (SNAP) – Neighbors on the GO**

The Neighbors on the GO project will provide enhanced transportation services to seniors and individuals with disabilities who are experiencing transportation access barriers to medical appointments, food networks, and other community services.

**Volunteers of America Spokane – ADA Vehicle Purchase**

The VOA ADA Vehicle Purchase project will provide fully accessible transportation for seniors and individuals with disabilities that occupy affordable housing projects that are not connected to the public transportation network.

**Southside Senior Community Center – Maintenance**

The Southside Senior Community Center Maintenance project will repair sidewalks and curbs in the parking lot of a community center which serves seniors and individuals with disabilities.

**Southside Senior Community Center- Senior and Disability Transportation**

The Senior and Disability Transportation project will provide transportation services for seniors and individuals with disabilities attending the Southside Senior Community Center.

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

September 1, 2021

**AGENDA ITEM 5A** : CONNECT SPOKANE MAJOR UPDATE: DOCUMENT REVIEW

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:** *Connect Spokane* is STA's Comprehensive Plan that sets forth a 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. Work that initially began in 2020 was put on pause due to the pandemic until February 2021, when the work program was again presented at the April 2021 Committee meeting.

Following the April Planning & Development Committee meeting, staff began analyzing and developing proposed edits for *Connect Spokane*. Staff have separated the document into smaller sections, forming six internal working groups to review specific sections. Five internal group meetings have occurred, with the sixth group meeting scheduled. Early internal working group meetings have been modified slightly to address one document section at a time, rather than multiple sections as originally proposed. This has altered the targeted timeline for some sections but is not expected to impact the overall schedule. The work program tasks are identified below:

- Task 1: Adopt Work Program and Outreach Program
- Task 2: *Connect Spokane* Document Review
- Task 3: Plan Organizational Framework - Improve the readability of the document and clarify its relationship to other STA guiding documents
- Task 4: Policy and Vision Development - Developing new and updated policies, as well as an overarching Vision, that will see STA through the next 30 years of growth in the region
- Task 5: Draft amendments
- Task 6: Peer/Public Review and Revision
- Task 7: Adopt amendments

Current work is focused on Tasks 3, 4 and 5. These tasks will continue through Fall 2021 and will include outreach (Task 6) to STA's jurisdictional partners, STA's customers, and the general public with an estimated completion date of early 2022.

Staff will provide an update on the process, intermediate results, and timeline for further sections to be brought forward to the Committee for feedback and input.

**RECOMMENDATION TO COMMITTEE:** Information only.

# SPOKANE TRANSIT AUTHORITY

## PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 1, 2021

AGENDA ITEM **5B** : SPRAGUE HIGH PERFORMANCE TRANSIT PLANNING UPDATE

REFERRAL COMMITTEE: Planning and Development

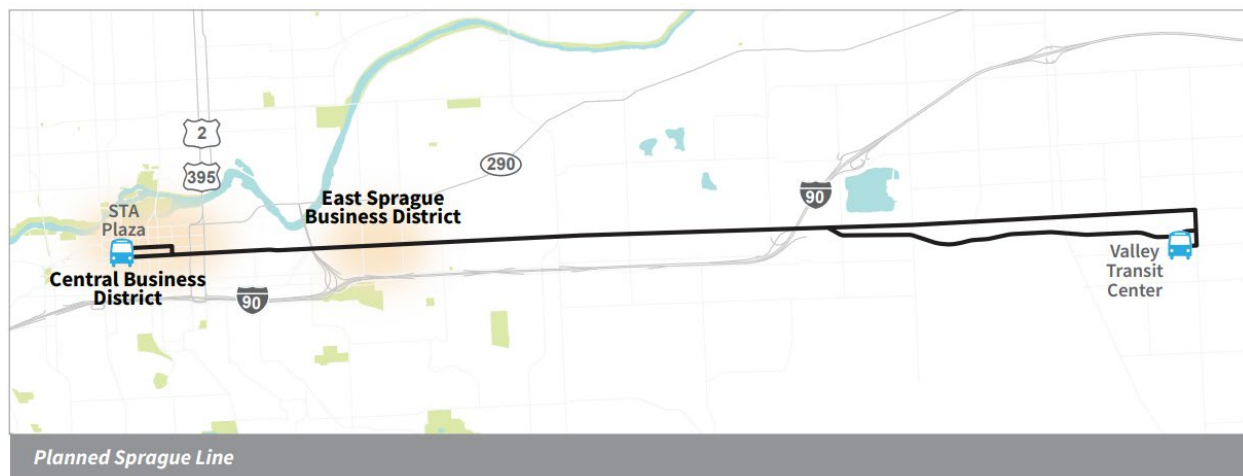
SUBMITTED BY: Karl Otterstrom, Director of Planning and Development  
Ryan Brodwater, Capital Projects Manager

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**SUMMARY:** This report provides an overview of planning and development activities for the Sprague High Performance Transit (HPT) Line, an integral component of the *STA Moving Forward* plan. Staff will present on notable elements of the proposed project and planned stakeholder and public outreach activities.

**BACKGROUND:** For over a century, Sprague Avenue has been an important transit corridor for the Spokane region. As part of the *STA Moving Forward* plan, Spokane Transit is investing in its reliability, quality, and accessibility to better serve existing riders, improve connectivity and support urban growth plans of the cities of Spokane and Spokane Valley.

The Sprague HPT Line represents enhancements to the current 90 Sprague route operating between downtown Spokane and the Valley Transit Center (see map below). The project has an approved budget of \$6.55 million. Recently, STA was awarded the first biennium's appropriation of a \$2.9 million Washington State Regional Mobility Grant. In addition to these approved funds, there is an additional \$1.2 million in local funds pending as part of the 2022-2027 CIP budget for corridor-wide HPT branding and wayfinding, previously not included in the scope. IBI Group is under contract with STA to provide planning support, engineering, and construction management for this project.



In concert with previous and ongoing City of Spokane Sprague Avenue Rebuild projects, STA staff have worked closely with the city, impacted businesses, the East Sprague Business Association, and the East Central Neighborhood Council to provide early transit improvements to this corridor. This includes stop and station improvements, built by the City of Spokane on behalf of STA, between Division Street and Altamont Street in the East Central Neighborhood.

Staff are planning to begin stakeholder outreach as a step in preparing a Corridor Development Plan for public input and board approval by the end of 2021. Staff continue to evaluate potential improvements to include HPT stations, ADA upgrades and other enhancements to bus stops, and may also include sidewalks/pedestrian crossings, Business Access and Transit (BAT) lanes, and Transit Signal Priority (TSP). Subject to public input and board approval of a corridor development plan, design activities for remaining improvements in the corridor will begin in 2022, with construction planned to begin in 2023 followed by substantial completion in 2024.

**RECOMMENDATION TO COMMITTEE:** Information only.

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

September 1, 2021

**AGENDA ITEM 6 : CEO REPORT - INFORMATION**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** N/A

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**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**

September 1, 2021

**AGENDA ITEM 8** : OCTOBER 6, 2021 COMMITTEE MEETING DRAFT AGENDA  
REVIEW

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Karl Otterstrom, Director of Planning and Development

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**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 October 6, 2021.

**RECOMMENDATION TO COMMITTEE:** For discussion.

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## PLANNING AND DEVELOPMENT COMMITTEE MEETING

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10:00 a.m. – 11:30 a.m.

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3. Committee Action *(5 minutes)*
  - A. Minutes of the September 1, 2021 Committee Meeting -- *Corrections/Approval*
4. Committee Action
  - A. Board Consent Agenda *(15 minutes)*
    1. Division BRT: Design and Engineering Services Award of Contract *(Otterstrom)*
    2. Passenger Information Digital Displays Award of Contract *(Otterstrom)*
    3. **High Performance Transit Amenities Fabrication – Contract Amendment** *(Otterstrom)*
  - B. Board Discussion Agenda  
*(No items being presented this month.)*
5. Reports to Committee *(35 minutes)*
  - A. Draft 2022 Annual Action Plan *(Meyer/Otterstrom)*
  - B. Draft 2022 Operating and Capital Budgets *(Liard)*
  - C. Connect Spokane Update *(Otterstrom)*
  - D. I-90 / Valley High Performance Transit Corridor Planning Update *(Otterstrom)*
6. CEO Report *(15 minutes)*
7. Committee Information
8. November 3, 2021 Committee Meeting Draft Agenda Review *(5 minutes)*
9. New Business *(5 minutes)*
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

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

September 1, 2021

**AGENDA ITEM 9: NEW BUSINESS**

**REFERRAL COMMITTEE: N/A**

**SUBMITTED BY: N/A**

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**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**

September 1, 2021

**AGENDA ITEM 10 : COMMITTEE MEMBER'S EXPRESSIONS**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** N/A

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**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