

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

**PLANNING & DEVELOPMENT COMMITTEE**

Minutes of the July 11, 2013, Special Meeting  
Southside Conference Room

**MEMBERS PRESENT**

Shelly O'Quinn, Spokane County  
Richard Schoen, City of Millwood  
Amber Waldref, City of Spokane  
E. Susan Meyer, CEO, Ex-Officio

**STAFF PRESENT**

Steve Blaska, Director of Operations  
Steve Doolittle, Director of Human Resources  
Karl Otterstrom, Director of Planning  
Lynda Warren, Director of Finance & Information Services

**MEMBERS ABSENT**

Al French, Spokane County\*

**GUESTS**

\* Chair

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

Acting Chair Waldref called the meeting to order at 11:26 a.m. Introductions were made.

2. **PUBLIC EXPRESSIONS**

None.

3. **COMMITTEE CHAIR REPORT**

None

4. **COMMITTEE ACTION/DISCUSSION INFORMATION**

A. **MINUTES OF THE MAY 2 & JUNE 6, 2013 COMMITTEE MEETINGS**

Ms. O'Quinn moved to recommend approval of the May, 2013 & June 6, 2013 Committee meeting minutes. Mr. Schoen seconded and the motion passed unanimously.

B. **TRANSIT DEVELOPMENT PLAN (TDP) DRAFT FOR PUBLIC COMMENT**

The Transit Development Plan is an annual update required by the Washington State Department of Transportation. A public hearing to receive public testimony on the 2013 TDP was held at the June 20, 2013 Board meeting. No public testimony was received.

Mr. Otterstrom gave a summary of the changes made since the last draft was presented:

- **Draft CIP was revised to reflect anticipated CMAQ grant awards**
- **Asset Management Plan signed and updated to improve readability**
- **Financial projections have been updated to reflect the latest draft of the CIP**

Discussion ensued regarding CMAQ grant funding.

Ms. O'Quinn moved to recommend approval of the *2013 Transit Development Plan* and proposed forwarding to the Board consent agenda. Mr. Schoen seconded and the motion passed unanimously.

5. **CEO REPORT**

Ms. Meyer deferred the CEO report in the interest of time.

6. **COMMITTEE MEMBERS' EXPRESSIONS**

Ms. Meyer expressed appreciation for the Executive Team and support staff for their work on the budget. Ms. Waldref expressed appreciation for STA staff and their efforts to help create a vision around economic vitality in downtown and the region.

7. **REVIEW JULY 11, 2013 COMMITTEE MEETING AGENDA**

As presented.

8. **NEXT MEETING – THURSDAY, SEPTEMBER 5, 2013, 12:00 P.M., STA SOUTHSIDE  
CONFERENCE ROOM, 1230 W BOONE AVENUE**

9. **ADJOURN**

Acting Chair Waldref adjourned the meeting at 11:45 a.m.

Respectfully submitted,

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

Angela Stephens, Executive Assistant