

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

PLANNING AND DEVELOPMENT COMMITTEE MEETING

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

MEMBERS PRESENT

Chris French, Spokane County – *Chair*
Candace Mumm, City of Spokane
Karen Stratton, City of Spokane
Tim Hattenburg, City of Spokane Valley
Dan Sanders, Small Cities Representative
(Millwood) *Ex Officio*
Mike Kennedy, Small Cities Representative
(Liberty Lake) *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
Monique Liard, Chief Financial Officer
Nancy Williams, Director of Human Resources &
Labor Relations
Vicki Clancy, Executive Assistant to the Director of
Planning and Development

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

Ms. Candace Mumm called the meeting to order at 10:00 a.m. and Ms. Vicki Clancy conducted roll call. Chair Al French joined shortly after due to technical difficulties.

2. COMMITTEE CHAIR REPORT

(No items being presented this month.)

3. COMMITTEE ACTION

A. MINUTES OF THE OCTOBER 6, 2021 COMMITTEE MEETING

Mr. Tim Hattenburg moved to approve the October 6, 2021 Planning and Development Committee meeting minutes. Ms. Karen Stratton seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. DRAFT 2022 ACTION PLAN: RECOMMENDATION

Mr. Karl Otterstrom presented. Each year staff drafts an annual strategic plan which is now being called an Action Plan. Mr. Otterstrom noted that the year 2022 is a milestone for STA: 100 Years of United Transit. In May 1922, a ballot measure was passed to approve city charter revisions to allow for a consolidated transit system. The new company name was announced shortly after approval: Spokane United Railways. The STA legacy is a system that has been built upon

collaboration, community, and a united effort to provide public transit to the region. The proposed goal is to implement *STA Moving Forward* and exemplify resiliency and excellence. Action areas are as follows:

- Design and Deliver Core Infrastructure and Services
- Advance and implement High Performance Transit
- Improve the Customer Experience
- Look to the Future

The draft 2022 Action Plan was provided to the Board of Directors for review at the October 21, 2021 board meeting. A final draft is attached for committee recommendation for approval by the Board of Directors.

Mr. Tim Hattenburg moved to recommend approval by the Board of the draft 2022 Action Plan as presented. The motion was seconded by Ms. Karen Stratton and passed unanimously.

B. BOARD DISCUSSION AGENDA

(No items being presented this month.)

5. REPORTS TO COMMITTEE

A. PROPOSED 2022 OPERATING AND CAPITAL BUDGETS

Ms. Monique Liard presented an informational video presentation regarding the proposed 2022 Operating and Capital Budgets.

The narrated public presentation will be available on the Spokane Transit website for the public to preview prior to the November board meeting. A public hearing will be held at the November 18, 2021 Board of Directors meeting at 1:30 p.m. via Webex.

Chair Al French joined the meeting. Ms. Candace Mumm handed the gavel back to Chair French.

Ms. Karen Stratton stated she enjoyed the presentation. Ms. Liard thanked Brandon Rapez-Betty, Director of Communications and Information Services, and his team for creating the video. Mr. Tim Hattenburg thanked the committee for the great presentation. Chair French enjoyed the presentation as well.

B. SPRAGUE HIGH PERFORMANCE TRANSIT: DRAFT CORRIDOR DEVELOPMENT PLAN

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 High Performance Transit (HPT) Line represents enhancements to the current Route 90

Sprague operating between downtown Spokane and the Valley Transit Center. The project timeline envisions all improvements being completed by 2024.

Mr. Otterstrom reviewed the Sprague line, previous Board/Committee Review, the Current Project Budget, Public Outreach, the Project Website, and Survey Feedback. Shelters ranked as the highest priority passenger amenity investment. Mr. Otterstrom reviewed the Proposed Bus Stop Revisions and Improvements. Other Proposed Improvements include:

- Additional crosswalks at key locations
- Analysis and coordination towards Transit Signal Priority (TSP) implementation at key intersections to be determined during design
- Evaluate feasibility of incorporating Business Access Transit (BAT) Lanes
- Future Route Electrification
- Improved bus access and HPT amenities, integrated development at Valley Transit Center.

Next Steps: The public has been invited to review through Notice of Public Hearing published on October 31. A Public Hearing will be held during the November 18 Board meeting to receive comments and draft plan. Public comments will be incorporated into final plan with request for adoption at December Board meeting.

Ms. Mumm asked if feedback included requests for cell phone charging capabilities, and/or water. Mr. Otterstrom responded that none were received. This ability to charge a phone is available at the Plaza where layovers are longer; it is hoped the people aren't waiting at the bus stop long enough to charge their phone.

C. DRAFT 2022 PLANNING AND DEVELOPMENT COMMITTEE WORK PROGRAM

Mr. Otterstrom presented. According to STA Board Resolution 681-11, adopted at the September 21, 2021 STA Board meeting, the Planning and Development Committee is accountable for designing and coordinating the Board's participation in STA strategic and operational planning, including annual budget preparation, in this capacity. The draft program includes the Annual Planning Calendar which identifies four planning documents: Transit Development Plan, Service Improvement Program, Capital Improvement Program, and Annual Action Plan/Budget. The list below will be integrated in the monthly work program for the final draft work program that will be presented for committee approval in December:

- Division BRT: Preliminary Engineering & Environmental Scoping
- Connect Spokane: Complete Major Update
- I-90 / Valley HPT: Corridor Plan Development, Preliminary Engineering and Property Acquisition
- HPT Procurement Activities: Cheney Line, Sprague Line
- City Line: Implementation Activities
- 2025-2035 Strategic Planning

Next steps include:

- Outline draft timeline of committee activities for other planning project
- Finalize and approve in December

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

October 2021 Voter-Approved Sales Tax Update – Revenue collected on August retail sales: 17.3% above October 2020 actual (\$1.4M), 18.4% YTD above 2020 actual (\$13.4M), and 34.6% YTD above budget (\$22.2M).

Battery Electric Buses – Two battery electric, 40' New Flyer buses are in service; one is providing revenue service on Route 4 (Monroe-Regal) and one is driving and providing training to our bus operators. These are the blue buses that charge at the Monroe Station Park & Ride.

Paratransit Ridership – Paratransit ridership is continuing to increase: today, there was 1,140 reservations; in the first months of the pandemic we were down to 300. In a normal, pre-pandemic level ridership was 1,300 – 1,500 rides per day.

Paratransit Operators Class – STA is welcoming a new paratransit operator class to join our current operators. STA is predicting on-time performance of about 90% today, with a goal of 93%. STA is still providing rides for the program titled Rides for Seniors which was introduced during the pandemic.

City Line Revenue Service Date – STA is working with the FTA in Region 10 to provide the information that FTA requested of STA including the costs associated with the delay in the service start date. While there is no impact on the budget, though STA expects to decrease the uncommitted amount of the \$92.2M budget. STA expects that our request for the FTA approval will be received within the next week or two.

APTA Conference & Expo – STA staff will meet with FTA at the APTA Conference to provide an update on the City Line schedule and Division BRT. Ms. Meyer is participating as a representative of one of five transit agencies that are the focus of a study commissioned by the American Public Transportation Association about transit post-pandemic landscape. The Urban Institute completed a study, TCRP about the pandemic and the impact on transit. There's a press conference next Tuesday to release the results of the report. This report will be shared at the November or December Board meeting.

Spokesman-Review Article – Ms. Meyer *Spokesman-Review* noted Mr. Brandon Ropez-Betty and Mr. Otterstrom were recently interviewed for a story on the City Line schedule that is expected to be published in the near future.

Strategic Planning Consultant Search – STA has received two responsive proposals. The evaluation team meets on November 19 to interview the two firms. Mayor Grover and Ms. Sherry Little from Cardinal are joining staff on the evaluation committee. A recommendation for award of contract will be brought to the Board in December.

STA Is Hiring – STA has many open positions. Interested individuals are encouraged to apply at spokanetransit.com.

Prototype Shelter – The shelter prototype for the City Line stations is in route for delivery of the Moran Station Park & Ride, the test site for the installation of the shelter.

7. COMMITTEE INFORMATION

A. CONNECT SPOKANE UPDATE

Information in the packet; no presentation.

8. DECEMBER 3, 2021, COMMITTEE MEETING DRAFT AGENDA REVIEW

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 10:55 a.m.

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

Respectively submitted,

Vicki Clancy

Vicki Clancy, Executive Assistant
Planning and Development Department