

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

PLANNING AND DEVELOPMENT COMMITTEE MEETING

Minutes of the March 2, 2022, Board Meeting
Via Video Conference

MEMBERS PRESENT

Karen Stratton, City of Spokane – *Acting Chair*
Betsy Wilkerson, City of Spokane
Tim Hattenburg, City of Spokane Valley
Dan Sander, Small Cities Representative
(Millwood) *Ex Officio*
E. Susan Meyer, Chief Executive Officer
Ex Officio

MEMBERS ABSENT

Al French, Spokane County – *Chair*
Dan Dunne, Small Cities Representative
(Liberty Lake), *Ex Officio*

STAFF PRESENT

Karl Otterstrom, Director of Planning & Development
Brandon Ropez-Betty, Chief Operations Officer /
Interim 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 & Development

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

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

2. COMMITTEE CHAIR REPORT

(No items being presented this month.)

3. COMMITTEE ACTION

A. MINUTES OF THE FEBRUARY 2, 2022, COMMITTEE MEETING

Mr. Tim Hattenburg moved to approve the February 2, 2022, Planning and Development Committee meeting minutes. Ms. Betsy Wilkerson seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. DIVISION BUS RAPID TRANSIT WORK ORDER APPROVAL

Mr. Karl Otterstrom presented. The Division Bus Rapid Transit (BRT) project is envisioned to be the second BRT line in the region. It extends from downtown Spokane along the Division Street corridor for approximately nine miles to the Mead area and includes 28 substantial stations. It will operate in Business Access & Transit (BAT) lanes for most of the corridor. There has been \$50 million identified in *Move Ahead Washington* for this project. STA is following requirements in order that this project becomes a candidate for a Small Starts project under the Federal Transit Administration (FTA) Capital Investment Grant (CIG) program. Mr. Otterstrom reviewed the Design and Engineering Services Contract timeline, the work order scope of work for the initiation of preliminary engineering phase, and budget

and expenditures. This work order is within budget. The proposed \$1.18 million not-to-exceed value has been determined to be fair and reasonable. Following a competitive procurement process, the STA Board of Directors authorized an award of contract to Parametrix, Inc. on October 21, 2021. Project staff have worked with Parametrix, Inc. to prepare a first work order for the initiation of the preliminary engineering, design, and environmental scoping phase.

Ms. Betsy Wilkerson moved to approve the recommendation to the Board of Directors to authorize the CEO negotiate and execute a work order for the Division BRT initiation of preliminary engineering, design, and environmental phase with Parametrix, Inc. under existing contract #2021-10610 for an amount not to exceed \$1.18 million, and to provide for 10% contingency for unforeseen additional requirements or services. Mr. Tim Hattenburg seconded, and the motion was approved unanimously.

B. BOARD DISCUSSION AGENDA

(No items being presented this month.)

5. REPORTS TO COMMITTEE

A. 2022 SPOKANE REGIONAL TRANSPORTATION COUNCIL CALL FOR PROJECTS GRANT APPLICATIONS

Mr. Otterstrom presented. The Spokane Regional Transportation Council (SRTC) released the 2024-2026 SRTC Call for Projects on February 2, 2022. Grant funds available total approximately \$43 million over three years and include multiple federal grant programs. STA has been awarded funds in the past for a variety of projects including City Line Project Development, Computer-Aided Dispatching and Automatic Vehicle Location (CAD/AVL), Battery electric buses, bus stop improvements and Division BRT planning. STA anticipated applications include I-90 Valley High Performance Transit (HPT) Park and Ride – Construction, Division BRT – project development phase, Wellesley HPT – preliminary engineering, and the Sunset Boulevard HPT – preliminary engineering. Grant applications do not require additional board approval.

Ms. Wilkerson asked for more details regarding the Wellesley HPT scope of work. Mr. Otterstrom explained that this corridor spans along Wellesley from Market Street to Driscoll and extends to the Spokane Falls Station, and then to Spokane Community College Transit Center driving north on Market and Greene Street. He noted the end points could shift through the public process.

Application materials are due April 4, 2022. Project selection is anticipated in July 2022.

B. 2023-2028 TRANSIT DEVELOPMENT PLAN: DEVELOP MID-RANGE PLANNING GUIDANCE

Mr. Otterstrom presented. The Transit Development Plan (TDP) is in the center of the Hierarchy of STA Plans. Mr. Otterstrom reviewed the sections of the plan, and the existing guidance statements. The Committee was offered an opportunity to consider revisions to 2023-2028 mid-range planning guidance statements. The TDP project schedule proposes that the Planning and Development Committee develop the mid-range planning guidance over the next two meetings. Beginning in May, the Committee will review other draft sections of the plan, working toward board approval of the plan in July. Mr. Otterstrom discussed potential revisions and additions and will craft some language accordingly for the Committee's review next month. Mr. Otterstrom reviewed the TDP Project Timeline. Next steps include continued discussion on the mid-range guidance and major activities for the TDP.

C. HUMAN SERVICES TRANSPORTATION PLAN

Mr. Otterstrom presented. The Spokane County Coordinated Public Transit – Human Services Transportation Plan (CPT – HSTP, or HSTP) identifies strategies and objectives to enhance transportation access, minimize duplication of services, and implement the most cost-effective transportation services with available resources throughout Spokane County. The HSTP focuses on populations with special transportation needs including low-income, seniors, and individuals with disabilities. The HSTP is a required plan to be eligible for federal and state funding programs, such as the Washington State Department of Transportation (WSDOT) Consolidated Grant Program, and necessary for STA to award and distribute funds out of the Section 5310 program. STA is an essential partner in preparing and delivering the plan. The Spokane County HSTP was last updated in November 2018 and is required to be updated every four years. SRTC has created a project page to access plan update information which can be found at <https://www.srtc.org/human-services-transportation-plan/>. SRTC began conducting community outreach in February 2022. STA will gather final feedback from the committee in October. Final draft plan and SRTC Board approval are scheduled to take place in November 2022.

Mr. Dan Dunne asked if the 2020 Census provided data to consider when planning transportation. Mr. Otterstrom responded that a key part of this exercise is to review the most recent data. The Census Bureau also provides additional data resources.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

State Legislative Session – The session ends on March 10, 2022.

Move Ahead Washington provides a number of resources for the \$16 billion-over-16 years. The House passed both the funding package and the spending package for this 16-year plan. The Chair removed the \$.06/gallon fuel export tax and replaced it with an annual \$100 million transfer from the public works trust fund.

Senator King introduced a competing \$23 billion package. Funding came from the Climate Commitment Act, a one-time transfer from the state operating fund, and federal funding for transportation.

Governor Inslee's Visit – Governor Inslee visited STA on Friday, February 18 to see STA's Boone Northwest Garage where battery electric buses are charging, and to see the electric buses, including the City Line buses. Governor Inslee spoke and took a bus ride on a City Line bus.

STA Director Title Changes – Ms. Meyer is changing the job titles of two of STA's directors to a "Chief" position in recognition that they all have organization wide responsibility. Ms. Nancy Williams' title is now Chief People Officer and Mr. Karl Otterstrom will now be Chief Planning and Development Officer.

I-90 / Valley HPT Project Presentations – Ms. Meyer and Mr. Otterstrom have made presentations to the cities of Liberty Lake, Spokane Valley, and to the Spokane (?) City Council in their Public Infrastructure, Environment and Sustainability (PIES) Committee, and to the County Commissioners, to ensure that the elected officials in the jurisdictions affected by this project have the appropriate information. Ms. Meyer and Mr. Otterstrom welcome presentation requests regarding the details of this robust project.

February 2022 Voter-Approved Sales Tax Update – Revenue collected on December retail sales: 11.4% above February 2021 actual (\$1.0M), 15.5% YTD above 2021 actual (\$2.5M), and 12.2% YTD above budget (\$2.0M).

Mask Mandate – STA is required under the Transportation Security Administration (TSA) to wear masks on buses, trains, planes, and stations through March 18. The Washington Governor’s Mask Mandate ends on March 11.

7. COMMITTEE INFORMATION --None

8. APRIL 6, 2022, COMMITTEE MEETING DRAFT AGENDA REVIEW

9. NEW BUSINESS

St. Patrick’s Day Parade – Ms. Wilkerson noted the St. Patrick’s Day Parade is back and scheduled for Saturday, March 12, 2022, in downtown Spokane.

10. COMMITTEE MEMBER’S EXPRESSIONS -- None

11. ADJOURN

With no further business to come before the Board, Chair French adjourned the meeting at 11:07 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, APRIL 6, 2022, at 10:00 a.m. VIA WEBEX.

Respectively submitted,



Vicki Clancy, Executive Assistant
Planning and Development Department