

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

## PLANNING AND DEVELOPMENT COMMITTEE MEETING

Minutes of the September 1, 2021 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

Laura McAloon, McAloon Law PLLC

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

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

#### 2. COMMITTEE CHAIR REPORT

*(No items being presented this month.)*

#### 3. COMMITTEE ACTION

##### A. MINUTES OF THE JUNE 30, 2021 (JULY) COMMITTEE MEETING

**Mr. Tim Hattenburg moved to approve the June 30, 2021, Planning and Development Committee meeting minutes. Chair Al French seconded, and the motion was approved unanimously.**

#### 4. COMMITTEE ACTION

##### A. BOARD CONSENT AGENDA

##### 1. FTA SECTION 5310 FUNDING AWARDS RECOMMENDATION

Mr. Karl Otterstrom reviewed the results of the FTA Section 5310 call for projects, including applications received, evaluation scores, and recommendations for awarding up to \$693,500 in federal and STA funds, subject to Board approval, that supports mobility of seniors and individuals with disabilities. Mr. Otterstrom reviewed the details of the re-issued Call for Projects. Spokane Transit Authority is a designated recipient for these apportionments, and all projects awarded must align with the program's objectives and are consistent with the regional Coordinated Public Transit – Human Services Transportation Plan.

This year is unique in that there is almost twice as much money as usual, and there were more funding requests than dollars available in the past. Because there was no local match required this year, the funds were more enticing to more local agencies to meet needs. Mr. Otterstrom reviewed the funding breakdown, and the 2021 Call for Projects Timeline.

Funding recommendations included awards to Special Mobility Services (Spokane Shopper and Mobility Training), Cancer Can't, COAST Transportation, City of Spokane Valley, SNAP, Volunteers of America, Southside Senior Community Center (Maintenance, and Senior and Disability Transportation). All applicants have been notified and are welcome to attend the Board meeting if they desire.

**Mr. Hattenburg moved to recommend the Board award Section 5310 funding and up to \$24,672 in STA local funds as listed in 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 projects costs and schedule. Ms. Candace Mumm seconded, and the motion was approved unanimously.**

B. BOARD DISCUSSION AGENDA

*(No items being presented this month.)*

5. REPORTS TO COMMITTEE

A. CONNECT SPOKANE MAJOR UPDATE: DOCUMENT REVIEW

Mr. Otterstrom presented. *Connect Spokane* is STA's 30-year comprehensive plan that sets forth a vision and policy framework to help guide decisions made by the Board of Directors, staff, and partnering agencies. This required update allows the agency to formally recognize placement of a multi-year strategic plan (the STA Moving Forward Plan), and provides opportunity to review and refresh the entire document. Mr. Otterstrom reviewed the work program assumptions. Originally adopted in 2010, the last major update took place in 2017, and the last minor update in 2019.

The Connect Spokane Work Program includes the following:

- Task 1: Develop Work Program
- Task 2: Connect Spokane Review
- Task 3: Plan Organizational Framework
- Task 4: Policy and Vision Development
- Task 5: Draft Amendments
- Task 6: Peer / Public Review and Revision
- Task 7: Adoption

Current work is focused on work program tasks 2, 3, 4 and 5. The following chapters are under review: fixed-route service, high performance transit, system infrastructure, and sustainability. The 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. The Board will be an integral part of this process.

Ms. Mumm suggested breaking out “sustainability” from “reducing environmental impacts” due to the state's request for electrification. Mr. Otterstrom agreed to take this into account but stated

this may be a better fit in the strategic plan where expectations are more specific during a 10-year period. Chair French suggested that the diversity criteria be considered in balance with sustainability to ensure services to all sectors within the Public Transportation Benefit Area (PTBA) boundary. Mr. Otterstrom agreed the inclusion, equity and diversity are key elements of how people are addressed in our community. As part of the overall plan update, staff does intend to review the opportunity to include a new element specific to diversity, equity, and inclusion. Currently, STA has Title VI policies as an annex to the plan which will be brought more fully into the plan.

#### B. SPRAGUE HIGH PERFORMANCE TRANSIT: PLANNING UPDATE

Mr. Otterstrom reviewed the notable elements of the proposed Sprague High Performance Transit (HPT) Line, an integral component of the *STA Moving Forward* plan. The Sprague HPT Line represents enhancements to the current 90 Sprague route operating between downtown Spokane and the Valley Transit Center, and provides connection to several other STA routes, and other transportation services (i.e., Greyhound, Amtrak). This line is one of the highest ridership routes in the STA system with 866,634 annual boardings in 2019 and 590,490 in 2020. The project has an approved budget of \$6.55 million which includes a Regional Mobility Grant was awarded earlier this year. Mr. Otterstrom reviewed the work to-date, the preliminary corridor analysis, and stop typology. Proposed bus stop revisions and improvements were reviewed.

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Based on existing and proposed shelter installations, seventy-three percent (73%) of passenger boardings could occur at a sheltered stop or station (2020 data) in the future. Additional improvements for consideration are 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). Staff seeks to gain public feedback on the draft corridor proposal for inclusion in the Corridor Development Plan. 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.

#### 6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

- August 2021 Voter-Approved Sales Tax Update – Revenue collected on June retail sales: 11.0% above August 2020 actual (\$1.0M), 19.3% YTD above 2020 actual (\$11.0M), and 36.8% YTD above budget (\$18.3M).
- Spokane County Fair Shuttle – September 10 – 19, 2021. STA partnered with Spokane County Fair and Spokane Community College to provide big savings to fairgoers riding STA. All Route

- 342 Fair Shuttle riders who show an STA Day Pass at the fair admission gate will receive \$7.00 off adult tickets and \$4 off senior/children's tickets (regularly \$13/adult and \$10/seniors and children).
- APTA Study: Understanding Post Pandemic Travel – APTA has chosen STA as one of the five agencies (LA Metro, Denver RTD, Pittsburgh, Richmond, VA, and Spokane). This study is being conducted by the Urban Institute and the Center for Neighborhood Technology. It will be released in November at the APTA conference.
- STA has job openings – Please direct those interested in applying to [spokanetransit.com](http://spokanetransit.com). Current openings include paratransit operators, coach operators, mechanics, vehicle cleaners, Chief Operations Officer, facilities, and grounds, etc.
- Washington State Transportation Commission – Spokane Meeting: Virtual on September 21 & 22, 2021. Ms. Meyer will give an update. Larry Krauter will speak. Lois Bollenback (New Executive Director of SRTC) and Mike Gribner (WSDOT) will be involved.
- Shuttle Park Program – Ms. Meyer and staff met with Spokane Public Schools and Public Facilities District to discuss how to continue the shuttle park program (which has a park and ride lot at the Arena) when construction begins on the new stadium. The program goal is to give people who work downtown a place to park so that customers have places to park downtown.
- Strategic Planning Board Workshop - 11:30 a.m. – 1:30 a.m. today. Today's agenda includes two items: consideration of near-term investment opportunities, and the review of the scope to seek a consultant to help support the Board's strategic planning.

7. COMMITTEE INFORMATION

*(No items being presented this month.)*

8. OCTOBER 6, 2021 COMMITTEE MEETING DRAFT AGENDA REVIEW

Chair French experienced technical difficulties and the committee was unable to hear him; Ms. Candace Mumm stepped in. Karl Otterstrom reviewed the draft agenda.

9. NEW BUSINESS -- *None*

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

11. ADJOURN

With no further business to come before the Board, Chair French adjourned the meeting at 11:15 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, OCTOBER 6, 2021, at 10:00 a.m. VIA WEBEX.

Respectfully submitted,

*Vicki Clancy*

Vicki Clancy, Executive Assistant

Planning and Development Department