

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

PLANNING AND DEVELOPMENT COMMITTEE MEETING

Minutes of the December 1, 2021, Board Meeting
Via Video Conference

MEMBERS PRESENT

Al French, Spokane County – *Chair*
Candace Mumm, City of Spokane
Karen Stratton, City of Spokane
E. Susan Meyer, Chief Executive Officer
Ex Officio

MEMBERS ABSENT

Tim Hattenburg, City of Spokane Valley
Dan Sander, Small Cities Representative
(Millwood) *Ex Officio*
Mike Kennedy, 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 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.

2. **COMMITTEE CHAIR REPORT**

(No items being presented this month.)

3. **COMMITTEE ACTION**

A. **MINUTES OF THE NOVEMBER 3, 2021 COMMITTEE MEETING**

Ms. Karen Stratton moved to approve the November 3, 2021 Planning and Development Committee meeting minutes. Ms. Candace Mumm seconded, and the motion was approved unanimously.

B. **FINALIZE 2022 PLANNING AND DEVELOPMENT COMMITTEE WORK PROGRAM**

Mr. Karl Otterstrom presented. According to STA Board Resolution 681-11, adopted at the September 21, 2011, 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.

10:06 am – Chair Al French joined the meeting.

The proposed work program identifies recurring committee work and other committee activities that align with internal and external project calendars, and includes the four planning documents founded on the principles and policies of Connect Spokane that require annual updates: Transit Develop Plan (TDP), Service Improvement Program (SIP), Capital Improvement Program (CIP), Annual Action Plan/Budget. Other anticipated committee activities not included in the timeline: 2025-2035 Strategic Planning, and High Performance Transit (HPT) procurement activities. Mr. Otterstrom noted that schedules can change due to timing, or additional projects. Staff has proposed funding for a Real Estate Development Manager position in the budget. This employee would be involved in the acquisition of real estate for park & rides, the assessment of current STA assets to better utilize existing properties, and the participation of near-term investment opportunities in order to partner and proactively work with the various jurisdictions to deliver more transit-oriented development (TOD) around corridors and STA properties.

Chair Al French shared that several attended a TOD session at the recent APTA conference. Agencies were encouraged to see STA take more of a leadership role in transit-oriented development projects. Chair French and Ms. Mumm indicated their support for STA's proactive approach.

Chair French continued the facilitation of the committee meeting.

Ms. Candace Mumm moved to approve the 2022 Planning and Development Committee as presented and forward to the Board for information. Ms. Karen Stratton seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. SPRAGUE HIGH PERFORMANCE TRANSIT: CORRIDOR DEVELOPMENT PLAN APPROVAL

Mr. Karl Otterstrom presented. The Sprague High Performance Transit (HPT) Corridor Development Plan represents enhancements to the current Route 90 Sprague operating between the STA Plaza and the Valley Transit Center. The plan documents existing conditions, planning process and project goals; establishes alignment and station locations for Sprague Line; identifies other stop improvements and amenities; identifies corridor improvements (enhanced crosswalks, Transit Signal Priority (TSP), Business Access Transit (BAT) lanes, and Valley Transit Center improvements; sets forth implementation timeline; and documents public input on the plan. Board and community outreach and input included committee, board and council presentations; corridor-wide mailing; social media posts; stop notices and onboard announcements; project web page and online survey; Newspaper legal notice; and November 18 Public Hearing (no testimony received). The final draft is attached in the plan for consideration. Mr. Otterstrom reviewed the project schedule: full design begins in 2022, Phase II construction is anticipated to be completed in 2024.

Ms. Karen Stratton moved to recommend the Board of Directors approve the Sprague High Performance Transit Corridor Development Plan. The motion was seconded by Ms. Candace Mumm, and passed unanimously.

B. BOARD DISCUSSION AGENDA

1. FINAL PROPOSED 2022 OPERATING AND CAPITAL BUDGETS

Ms. Monique Liard reviewed updates to the Final Proposed 2022 Operating and Capital Budgets. A draft of the Board resolution to adopt the budget is included in the packet.

The 2022 Operating Expense Budget totals \$90,848,364; a 10.5% increase (\$8,618,673 over last year's budget of \$82,229,691). The Final Proposed Budget of \$326,489 is higher than the Proposed Budget reflecting updated labor costs, most recent fuel prices, and other net changes totaling under \$50,000.

The 2022 Operating Revenue Budget totals \$145,244,932; a 49.7% increase (\$48,250,177 over last year's budget of \$96,994,755). The Final Proposed Budget of \$1,826,364 is higher than the Proposed Budget reflecting additional Sales Tax partially offset by a reduction in Vanpool fare revenue.

THE FINANCIAL PROPOSED 2022 OPERATING AND CAPITAL BUDGETS

SOURCE OF FUNDS:		USE OF FUNDS:	
Revenues	\$ 145,244,932	Operating Expenses	\$ 90,848,364
Capital Grants	\$ 20,928,632	Capital Projects	\$ 67,690,286
From Cash Balance	\$ 989,513	Fleet Replacement Allocation	\$ 8,624,427
Total Source of Funds	\$ 167,163,077	Total Use of Funds	\$ 167,163,077

Chair French made the observation that STA may end up paying more in fuel than originally anticipated based upon fuel prices nationwide [due to the pandemic]; however, he believes STA can cover the unexpected increase within available resources.

Ms. Candace Mumm moved to recommend the Board of Directors adopt, by resolution, the Final Proposed 2022 Operating and Capital Budget. The motion was seconded by Ms. Karen Stratton, and passed unanimously.

5. REPORTS TO COMMITTEE

A. CONNECT SPOKANE UPDATE: DRAFT REVISIONS

Mr. Otterstrom presented. *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. The work program was again presented at the April 2021 Committee meeting, and an update on the process and intermediate results was presented at the September 2021 Committee meeting.

Mr. Otterstrom reviewed the Integrated Planning Horizon graph and proposed update phases. Phase II is to be informed by the Strategic Plan, and expected to begin in 2023. Several sections will be impacted: vision, diversity and equity, HPT Network map, public engagement, flexible services, paratransit, regional transportation and land use coordination, and other policies / elements that may be prompted by the strategic planning process.

Highlights of the draft change were presented during the committee meeting with redline versions available for review. Revised sections will be presented at the February committee meeting, and any additional feedback taken and incorporated. Engagement with the public and STA's jurisdictional partners will begin mid-February, with a public hearing scheduled for April 2022 Board meeting, with adoption proposed at the May 2022 board meeting.

B. I-90 / VALLEY HIGH PERFORMANCE TRANSIT: CORRIDOR PLANNING UPDATE

Mr. Otterstrom presented. Interstate 90 between downtown Spokane and Spokane Valley is one of the most congested corridors in eastern Washington. As part of the *STA Moving Forward* plan, this corridor is one of the six corridor investments. Spokane Transit is preparing to deliver new services and infrastructure to provide residents with expanded mobility choices. The I-90 / Valley High Performance Transit project extends from downtown Spokane to Liberty Lake with a night and weekend service and increased parking capacity for commuters choosing vanpool or bus to complete their commute. Funding for the corridor includes state and federal grants. Mr. Otterstrom reviewed the corridor map, development plan draft objectives, development planning process, and key data findings from existing conditions and forecasts. The rise in continued cross-state commuting to/from Idaho was discussed and the travel demand forecast reviewed.

Chair French commented that the Idaho Legislature has allocated \$80M to to expand I-90 from Coeur d'Alene to the State Line, and asked if there has been any conversation to compensate this investment in Washington. Mr. Otterstrom responded scope of work for the I-90 widening project in Kootenai County did not mention transit. STA has reached out to the Idaho Transportation Department (ITD) to request involvement in this project. STA will reach out again.

Ms. Susan Meyer added that the transit operator in Kootenai County has indicated to STA that multiple businesses in the county would like transit connectivity into Spokane. The conversation has long been that there would be transit connections in both Post Falls and Coeur d'Alene.

Mr. Otterstrom reported that as part of the study, a workshop was held with STA staff and the consulting team. Fourteen (14) total scenarios were created for an initial high-level scoring and screening. Mr. Otterstrom briefly reviewed five scenarios that are being evaluated in further detail to identify one or more preferred scenarios. A public input effort will begin in February 2022.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

November 2021 Voter-Approved Sales Tax Update – Revenue collected on September retail sales: 13.6% above November 2020 actual (\$1.1M), 17.9% YTD above 2020 actual (\$14.5M), and 34.0% YTD above budget (\$24.3M).

Board Member Rotation effective January 1, 2021 – Small Cities include Airway Heights, Liberty Lake, Medical Lake, Millwood, and Cheney. Each Small City has a position is on the Board for a period of two years. By rotation, each One Small City has a voting representative (e.g. 2021 is Airway Heights) during each two year term for two years.

7. COMMITTEE INFORMATION

(No items being presented this month.)

8. FEBRUARY 2, 2022, COMMITTEE MEETING DRAFT AGENDA REVIEW

9. NEW BUSINESS -- *None*

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

Chair French thanked Ms. Mumm for her years of service to STA and the City of Spokane; today is Ms. Mumm's last Planning and Development Committee meeting. Ms. Mumm responded that "it's been a great ride."

Ms. Meyer reminded the committee of the Board Workshop taking place in 15 minutes.

11. ADJOURN

With no further business to come before the Board, Chair French adjourned the meeting at 11:12 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, FEBRUARY 2, 2022, (No January Meeting) at 10:00 a.m. VIA WEBEX.

Respectively submitted,

Vicki Clancy

Vicki Clancy, Executive Assistant
Planning and Development Department