

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

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, September 2, 2020, 10:00 a.m.

Via Video Conference

Committee Members: [Click here to join the meeting](#)

General Public: [Click here to view the meeting](#)

Audio Conference: Call the number below and enter the access code.
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AGENDA

Estimated meeting time: 90 minutes

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*5 minutes*)
 - A. Minutes of the July 1, 2020 Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda
(*No items being presented this month.*)
 - B. Board Discussion Agenda (*15 minutes*)
 1. Transit Development Plan: 2021-2026 -- (*Otterstrom/Liard/Tresidder*)
 - a. 2021-2026 Capital Improvement Program
 - b. 2021-2023 Service Improvement Program
5. Reports to Committee (*35 minutes*)
 - A. STA Moving Forward: 2020 Plan Amendments – (*Otterstrom/Tresidder*)
 - B. DivisionConnects Study Update – (*Otterstrom/Tresidder*)
 - C. I-90 / Valley High Performance Transit (HPT) Project Overview – (*Otterstrom*)
 - D. 2021-2023 Regional Mobility Grant Submission – (*Otterstrom/Williams*)
6. CEO Report (*10 minutes*)
7. Committee Information
(*No information included this month.*)
8. Review September 30, 2020 (**OCTOBER**) Committee Meeting Agenda
9. New Business (*10 minutes*)
10. Committee Members' Expressions (*10 minutes*)
11. Adjourn
12. Next Committee Meeting: Wednesday, September 30, 2020 (**OCTOBER**), 10:00 a.m., STA Southside Conference Room, 1230 West Boone Avenue, Spokane, Washington

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 2, 2020

AGENDA ITEM 2 : COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Chris Grover, Chair, Planning and Development Committee

SUMMARY: At this time, the Committee Chair will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: N/A

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 2, 2020

AGENDA ITEM 3A : MINUTES OF THE JULY 1, 2020 COMMITTEE MEETING

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Vicki Clancy, Executive Assistant, Planning and Development

SUMMARY: Draft Minutes of the July 1, 2020 Planning and Development Committee meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

COMMITTEE ACTION:

RECOMMENDATION TO THE BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

DRAFT Minutes of the July 1, 2020 Meeting, 10:00 a.m.,
Spokane Transit Southside Conference Room

MEMBERS PRESENT

Chris Grover, Small Cities Representative *
(*Cheney*)
Candace Mumm, City of Spokane
Pam Haley, City of Spokane Valley
Karen Stratton, City of Spokane
E. Susan Meyer, Chief Executive Officer
Ex-Officio

MEMBERS ABSENT

Kevin Freeman, Small Cities Representative
(*Millwood*) *Ex-Officio*

*Chair

STAFF PRESENT

Karl Otterstrom, Director of Planning &
Development
Steve Blaska, Interim Chief Operations
Officer Monique Liard, Chief Financial
Officer
Nancy Williams, Director of Human Resources
Emily Arneson, Ombudsman &
Accessibility Officer
Dana Infalt, Executive Assistant to the CEO & Clerk
of the Authority
Dan Wells, Deputy Director of Planning & Development
Sam Guzman, Executive Assistant, Operations

STAFF ABSENT

Brandon Ropez-Betty, Director of Communications &
Customer Service

GUEST

Katherine Miller, P.E., City of Spokane, Director,
Integrated Capital Management

PROVIDING LEGAL COUNSEL

Kendel Froese, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

Chair Chris Grover called the meeting to order at 10:00 a.m. Roll was called and introductions were made.

2. COMMITTEE CHAIR REPORT

3. COMMITTEE ACTION

A. MINUTES OF THE MARCH 4, 2020 COMMITTEE MEETING

Ms. Karen Stratton moved to recommend approval of the March 4, 2020 Planning and Development Committee meeting minutes. The motion was seconded by Ms. Pam Haley and passed unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. HIGH PERFORMANCE TRANSIT (HPT) AMENITY FABRICATION – AWARD OF CONTRACT

Mr. Karl Otterstrom presented. The purpose of this action is to award the multi-year contract for the fabrication of amenities for High Performance Transit (HPT) stations and stops, including the City Line. Distinct shelters and markers are the key elements for HPT, particularly for the City Line. In consultation with customers, community leaders and jurisdictional partners, STA developed a design for passenger shelters that communicates the higher level of service and frequency provided on the City Line and at other major stations on HPT lines. Because of the unique design, shelters are being procured separate from STA's standard shelter contract.

On March 4, 2020, the Planning and Development Committee approved the revised Scope of Work (SOW) for HPT Amenities Fabrication pursuant to STA procurement policies and authorized staff to release a Request for Proposals (RFP). The scope of work for this procurement included the final engineering, fabrication, delivery and installation support for the HPT amenities, including the shelters, markers and light-poles for the City Line. The initial term of this contract is three (3) years with two additional one (1) year options. The final pricing will be negotiated with Future Systems to serve the best interests of STA.

The RFP was advertised and issued to forty-three (43) potential proposers on March 11, 2020. Four (4) amendments issued prior to the FRP submittal deadline on May 22, 2020. STA received one (1) responsive proposal from Future Systems Inc. who was subsequently deemed a responsible contractor.

An evaluation committee composed of STA Planning, Procurement and Facilities staff and an IBI Consultant reviewed the single proposal. Future Systems Inc. was determined to be a qualified service provider by the evaluation committee. Additionally, they were able to meet all the technical requirements per the RFP.

It is anticipated that STA will place future orders for amenities on future HPT lines such as the Cheney and Sprague lines and will request Board approval for such future orders through applicable amendment(s) to the contractual scope and price.

Ms. Stratton moved to recommend the STA Board of Directors authorize the CEO to negotiate and execute a contract with Future Systems Inc. for an initial term of three years, plus two optional one-year extensions, and a Scope of Work for Order 1 of the HPT Amenities Fabrication, at a price not to exceed \$8,679,473. The motion was seconded by Ms. Haley and passed unanimously.

2. FTA SECTION 5310 FUNDING AWARDS RECOMMENDATION

Mr. Otterstrom presented. Spokane Transit Authority (STA) is the designated recipient for federal funds apportioned to the Spokane urbanized area from the Enhanced Mobility of Seniors and Individuals with Disabilities program, also known as Section 5310. The goal of the Section 5310 program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation options available. This is traditionally achieved through grants to subrecipients that include non-profit organizations. As the designated recipient, STA is responsible for administering and managing Section 5310 funds apportioned to the Spokane Urbanized Area (UZA). There is currently \$521,614 available in Section 5310 funds. This amount is the total of the 2020 apportionment (\$410,414), the 2019 grant balance (\$100,000), and relinquished funds from a past grant award (\$11,200). A minimum of 55% of the 2020 apportionment must be spent on "Traditional" capital projects and the remaining 45% be spent on "Other" projects (operating and capital).

Mr. Otterstrom reviewed the Section 5310 grant outreach effort, the scoring of projects, and a summary of each project listed in the table. The table below summarizes the recommended projects and federal funding amounts. Funds were sufficient to satisfy all funding requests. Funds requested for Traditional projects totals \$266,363 or 64.9% of the 2020 apportionment, satisfying the statutory requirement for a minimum of 55% for the apportionment be awarded to Traditional projects. A small remainder of \$5,786 is recommended to be awarded to STA as a contingency.

Table 3: Section 5310 Recommended Project Funding

APPLICANT	PROJECT NAME	FUNDING CATEGORY	RECOMMENDED FEDERAL AWARD
Arc of Spokane	Inclusive Mobility	Other	\$85,251
SNAP (Operating)	Neighbors of the GO	Other	\$170,000
SNAP (Capital)	Resource Rides	Traditional	\$48,960
Southside Community Center	Van Replacement	Traditional	\$20,836
Special Mobility Services	Mobility Management	Traditional	\$190,691
Subtotal			
Spokane Transit	Complementary Paratransit Service (Contingency Award)	Traditional	\$5,876
Total			\$521,614

Project funding may vary due to vehicle pricing and project revisions. Staff is requesting the ability to modify the award amount based on applicable costs such as tax, licensing fees, changes in the vehicle purchase price and other costs related to the vehicle procurement if funds are available.

Ms. Candace Mumm moved to recommend the STA Board of Directors award Section 5310 funding as listed in Table 3 “Section 5310 Recommended Project Funding” and authorize the CEO to adjust project funding (if available) as necessary to account for vehicle pricing, project revisions and to ensure all costs are included for projects. The motion was seconded by Ms. Stratton and passed unanimously.

B. BOARD CONSENT AGENDA

(No items being presented this month).

5. REPORTS TO COMMITTEE

A. CONNECT SPOKANE UPDATE

Mr. Otterstrom presented. *Connect Spokane* is STA’s Comprehensive Plan that sets forth a vision and policy framework for at least the next 30 years to guide decisions made by the Board of Directors, staff and partnering agencies. The last major update was completed in 2017 and an update for the plan is due to begin no later than 2020.

The Board, on the recommendation of the Planning and Development Committee, approved the scope of work at the March meetings. This completed Task 1. Mr. Otterstrom reviewed the work program assumptions, the plan update timeline, and current update tasks. One of the key changes being proposed is

how the plan strategies will migrate out of *Connect Spokane* to be inserted in a multi-year strategic plan identifying major strategies and objectives within a specific time horizon, typically 10 to 15 years from initial adoption. STA Moving Forward is considered the existing multi-year strategic plan.

Task 2 is the “*Connect Spokane* Document Review” and is currently in process. Mr. Otterstrom reviewed the memo which provided a brief highlight of the proposed edits for each section.

Next Steps include:

- Continue coordination with SRTC scope/schedule for MTP Update
- Conduct additional internal review and outreach to identify areas of need with regards to potential new sections
- Begin development of new/updated policies, possibly including infrastructure, regional connectivity, partnerships, frequency/span, and funding.

6. CEO REPORT

- Sales tax received in June – This is on April retail sales. Sales tax received was 13.7% below budget, almost \$1M below budget. Expected sales tax was \$7M, and \$6M was received.
- Resumed fare collection on all modes – Today, July 1, 2020, STA has resumed fare collection on all modes: buses, paratransit vans, and with vanpool groups. Boarding is taking place at the front door on the buses.
- Masks – An update was provided on the use of masks by coach and van operators, as well as face coverings by customers.

Ms. Mumm asked for the total fares collected through May. Ms. Monique Liard responded that fares collected through May equaled \$2.7M, while the budgeted amount expected to collect was \$5.1M. Fare collection was suspended at the end of March due to COVID-19 and is the primary driver of the change.

7. COMMITTEE INFORMATION

(No information included this month.)

8. REVIEW SEPTEMBER 2, 2020 COMMITTEE MEETING AGENDA

9. NEW BUSINESS

10. COMMITTEE MEMBERS' EXPRESSIONS

Ms. Mumm thanked STA for being a leader in protecting employees by providing masks. STA identified this early on for employee protection. STA's early response hopefully gave the employees and public reassurance in how STA modified and continued to modify for the safety of the community. Ms. Mumm also provided a footnote to her earlier fare collection question. As difficult as it was from a financial perspective to suspend the fares and to figure out what do to moving forward, Ms. Mumm feels the community really benefitted from this action, and helped with the reassurance that people could get to work on time and safely.

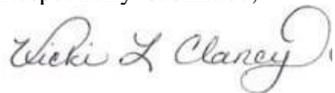
Ms. Haley congratulated Councilwoman Candace Mumm who was recently elected Secretary of the Association of Washington Cities (AWC). Chair Grover also congratulated Ms. Mumm.

11. ADJOURN

Chair Grover adjourned the meeting at 10:53 a.m.

12. NEXT COMMITTEE MEETING: WEDNESDAY, SEPTEMBER 2, 2020 at 10:00 a.m., (NO AUGUST MEETING), (STA SOUTHSIDE CONFERENCE ROOM, 1230 W. BOONE AVENUE, SPOKANE, WA)

Respectfully submitted,

A handwritten signature in cursive script that reads "Victoria L. Clancy".

Victoria L. Clancy, Executive Assistant

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 2, 2020

AGENDA ITEM 4B1 : DRAFT TRANSIT DEVELOPMENT PLAN: 2021-2026

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Mike Tresidder, Associate Transit Planner

SUMMARY: The Transit Development Plan (TDP) is a state-required plan that is prepared annually to convey how STA intends to implement public transportation service and related capital and operating projects over a six-year period. The Transit Development Plan: 2021-2026 is in final draft form. During the committee meeting, staff will review with committee members the main contents of the plan, the process by which it was prepared, and seek a recommendation from the Committee for board approval of the plan, subject to the satisfactory completion of the public comment period and upcoming hearing on September 17.

The draft Transit Development Plan: 2021-2026 can be found here:
https://www.spokanetransit.com/files/content/draft_tdp_2021-2026.pdf

BACKGROUND:

At Spokane Transit, work on the Transit Development Plan begins in early January each year, and 2020 was no exception. The calendar for the committee and Board discussions, presentations, and adoption were set, and discussions about the Board guidance for the TDP: 2021-2026 had begun. Then COVID-19 swept the world, and everything changed. As an agency, STA paused the development of the TDP so the agency and the board of directors could revisit base assumptions and re-develop the Service Improvement Program (SIP) and Capital Improvement Program (CIP) to address changed conditions.

As such, our normal points with the Planning and Development Committee were interrupted. Normally, staff would have brought forward the SIP and CIP as separate agenda items at an earlier meeting, and then brought forward the full TDP for review. Given the time needed to revisit both of those programs, staff is bringing forward the full draft of the TDP, including the SIP and CIP, for review at one time for review and a recommendation for approval.

Service Improvement Program (SIP)

The Service Improvement Program (SIP) is prepared each year to guide the delivery of fixed-route service changes and improvements during a three-year period within the TDP that immediately follows the year of approval. This year's plan covers the period from 2021 through 2023. The SIP is developed in close coordination with the agency's financial projections. The SIP is updated annually as described in *Connect Spokane* policies MI 3.3.3 and MI 3.4.

Capital Improvement Program (CIP)

The Capital Improvement Program is developed in accordance with *Connect Spokane* policy SI 5.0. The development of a six-year CIP provides a mid-term horizon for prioritizing resources, enhancing the transit system, and maintaining existing assets and resources in good repair. It also includes the program of projects for federal formula funds. The CIP, in companionship with the Service Improvement Program, connects the TDP to the long-range vision, goals and policies of the Comprehensive Plan to the near-term strategies outlined in the Annual Strategic Plan. The CIP includes adjustments in project timing made to mitigate the revenue impacts of the COVID-19 Pandemic.

Remaining TDP Elements

The sections of the TDP have remained consistent in format from 2019, with the exception of moving the 2020 Annual Strategic Plan from integrated within the document (previously Section 3) to Appendix A to make the document more readable and digestible. This includes the financial projections, which, based on the assumptions and revisions that the board approved in July 2020, indicate the agency has the financial capacity to deliver its transit development plan. Similarly, the latest version of the Transit Asset Management Plan is incorporated as an appendix to the TDP.

RECOMMENDATION TO COMMITTEE: Subject to satisfactory completion of the public comment period and public hearing, recommend approval of the Transit Development Plan: 2021-2026 as presented.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 2, 2020

AGENDA ITEM 5A : STA MOVING FORWARD: 2020 PLAN AMENDMENTS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Mike Tresidder, Associate Transit Planner

SUMMARY: Staff will provide an overview of the general scope and timeline for proposed amendments to the *STA Moving Forward* plan to reflect timeline adjustments and other revisions to align the ten-year strategic plan with current expectations and assumptions

BACKGROUND:

The COVID-19 Pandemic has significantly disrupted social activity, transit ridership and the region’s economic expectations. In response, STA is adjusting the timeline for planned service growth and new capital projects that are identified in the *STA Moving Forward* plan. These adjustments are reflected in the Service Improvement Program and Capital Improvement Program that are incorporated into the draft Transit Development Plan: 2021-2026. The sales tax proposition approved by voters in November 2016 authorized a graduated increase in sales tax to fund more and better bus service. Board resolution 742-16 that submitted the proposition to voters predicated the investments on the STA Moving Forward plan. STA Moving Forward included a list of projects for implementation and a “targeted year for project completion” for each project (the original plan called these years “concept”). Page 12 of the plan stated “For the purposes of creating this plan, the projects contained herein have been conceptually placed on a conservative timeline for implementation. Should more funding become available, projects may advance more quickly than originally envisioned and conversely, a project could be delayed due to an unexpected drop in revenue.”

Staff have discussed the sequence of this event relative to the preparation and adoption of the draft Transit Development Plan. This plan can be updated independent to amendments to *STA Moving Forward*. That is to say, the amendment process to *STA Moving Forward* is intended to reflect changed conditions rather than define those conditions and requirements.

The anticipated timeline for the preparation, review, public input and board adoption of the amendments are as follows:

Month	Activities
September 2020	<ul style="list-style-type: none">• Introduce scope of amendments to STA Moving Forward as a discussion item with the Planning and Development Committee (Sept. 2 meeting)• Review scope of amendments to STA Moving Forward with the Board (Sept. 17 meeting)• Conduct public outreach on proposed amendments (Sept. 18-Oct. 20)• Introduce full redline of amendments to STA Moving Forward for review by Planning and Development Committee (Sept. 30 meeting)
Month	Activities
October 2020	<ul style="list-style-type: none">• Board holds public hearing on the proposed amendments (Oct. 22 meeting)

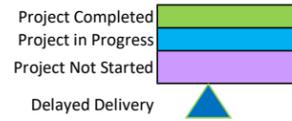
November 2020

- Present final amendments to the Planning and Development Committee for recommendation to full board, along with draft resolution (Nov. 4 meeting)
- STA Board of Directors adopt by resolution the plan amendments (Nov. 19 meeting)

The attached timeline depicts the projects of *STA Moving Forward* and indicates projects that are complete, in process or future, and identifies proposed adjustments to title and project titles as part of the proposed amendment.

RECOMMENDATION TO COMMITTEE: For Information Only.

STA Moving Forward with Proposed Project and Timeline Adjustments



STAMF Project	Regional Scope					2017 - 2019	2020	2021	2022	2023	2024	2025	2026
	Downtown	North Spokane	South Spokane	Greater Spokane Valley	West Plains								
Extend Saturday night service past 11 pm	X	X	X	X	X	■							
Better weekend service on Wellesley Avenue in North Spokane		X				■							
Add weekday service on Indiana Avenue between Spokane Valley Mall and Greenacres (Phase 1)				X		■							
Additional weekend trips and buses to Airway Heights (Phase 1)					X	■							
New Sunday service on North Nevada		X				■							
Improve reliability for bus service on Division and Sprague	X	X		X		■							
Add sidewalks and shelters along North Division (Phase 1)	X	X				■	■						
Introduce more mid-day weekday trips along I-90 between Spokane and Liberty Lake (Phase 1)				X		■							
Nights and weekend service on Indiana Avenue between Spokane Valley Mall and Greenacres (Phase 2)				X		■							
New night and weekend service to Indian Trail		X				■							
Expand and upgrade maintenance facilities to meet existing and projected growth requirements	X	X	X	X	X	■							
Construct West Plains Transit Center with Park & Ride at exit 272 on I-90 (Phase 1)					X	■							
Construct Moran Station Park & Ride			X			■							
Implement initial HPT: Monroe-Regal Line improvements with more sheltered stops	X	X	X			■							
Create new south commuter express from Moran Station Park & Ride			X			■							
Plan and construct Spokane Community College Transit Center at SCC	X	X	X	X		■							
Construct West Plains Transit Center interchange improvements (Phase 2)					X		■						
Direct service between Airway Heights and Medical Lake via WPTC					X	■							
Add larger buses to North Division routes (Phase 2)	X	X				■							
Add and improve service in West Central Spokane		X				■							
Improve West Plains Rural Highway Stops					X		■					▲	
Implement HPT: Cheney Line service	X				X		■	■		▲			
Additional weekday trips and buses to Airway Heights (Phase 2)					X		■	■				▲	
Improved routes/frequency to Hillyard		X					■	■		▲			
Direct service between Logan and Lincoln Heights neighborhoods	X	X	X				■	■				▲	
Construct a new Mirabeau Transit Center (HPT: I-90/Valley component)				X			■	■	■			▲	
Central City Line (CL) opens and Plaza bus operations are streamlined	X	X	X			■	■	■	■				
Relocate and expand the Liberty Lake Park & Ride. Expand commuter parking capacity east of Sullivan Road (Barker to Stateline) (HPT: I-90/Valley component)				X			■	■	■			▲	
Provide improved amenities and infrastructure for HPT: Sprague Line service	X		X	X		■	■	■	■			▲	
Direct, non-stop peak hour service between Liberty Lake and Spokane (HPT: I-90/Valley component)	X			X		■	■	■	■			▲	
Introduce more nights and weekend service along I-90 between Spokane and Liberty Lake (Phase 2)(HPT: I-90/Valley component)	X			X					■	■		▲	
Create an extension of HPT: I-90/Valley to Post Falls (ID) and Coeur d'Alene (ID) on a pilot basis	X			X					■	■			▲

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 2, 2020

AGENDA ITEM 5B : DIVISIONCONNECTS STUDY UPDATE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Mike Tresidder, Associate Transit Planner

SUMMARY: The Division Street Corridor Study is focusing on Division Street opportunities and challenges that come with the completion of the North Spokane Corridor and the implementation of High-Performance Transit (HPT) by STA. Through previous planning efforts including the board adopted *Connect Spokane*, the planned mode for the corridor is bus rapid transit.

A High Performance Transit (HPT) corridor provides higher frequency, enhanced, and easy-to-use service with improved passenger amenities. Division Street has historically been one of the top performing lines in the STA system, and providing more frequent and faster service along a vital regional corridor that is anticipated to transform considerably over the next decade will provide important access to jobs and housing. Division HPT will operate using a rubber-tired bus to provide maximum design and operational flexibility within the corridor.

A steering committee comprised of elected officials and administrators was assembled at the end of March and is being engaged to provide feedback and direction. The steering committee meetings to date, and scheduled:

- Meeting #1 – May 22, 2020
- Meeting #2 – July 22, 2020
- Meeting #3 (scheduled) – October 1, 2020

The website (DivisionConnects.org) launched Monday April 6th. The “State of the Corridor” report was posted in April 2020. The first of four project questionnaires recently closed with nearly 500 responses from community members. Highlights will be included in the presentation. A more robust engagement initiative will soon kick off with the second project questionnaire going up on the website in early September. Additional engagement activities include stakeholder interviews and neighborhood updates at neighborhood meetings. Two virtual public open houses are planned for later this Fall.

Technically, the consultant team has been busy working on the following tasks:

- Developing draft Transit Design Framework – A framework developed for decision-making and alternatives criteria based on STA and stakeholder priorities that align with FTA Small Starts program criteria.
- Developing draft Multimodal Framework – This framework complements the Transit Design Framework and will help prioritize multimodal and active transportation needs in and near the Division corridor.
- Assessing opportunities for off-corridor active transportation – Given the competing needs of the corridor itself, opportunities for active transportation off of Division Street are being identified.
- Identifying potential terminal points – The Division corridor has been divided into six distinct segments, and how Division BRT serves North Spokane and the downtown community are key questions.
- Traffic modeling – Currently underway, this analysis will provide input into the potential opportunities for reassigning right-of-way along Division.

- Identifying a universe of BRT options – while the BRT options will be refined once the traffic modeling is complete, the consultant team has taken a first look at different BRT configurations along the corridor
- Assessing right-of-way opportunities – The right-of-way varies along the corridor, depending on whether one is looking at the Ruby and Division Street couplet, or north of Euclid to the Hwy 395/US 2 split.

The presentation will touch on all elements identified in the cover sheet.

RECOMMENDATION TO COMMITTEE: For Information Only.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 2, 2020

AGENDA ITEM **5C** : I-90 / VALLEY HIGH PERFORMANCE TRANSIT (HPT) CORRIDOR
PLANNING OVERVIEW

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development

SUMMARY: STA has launched conceptual planning for the I-90/Valley corridor to identify long term needs, opportunities, and implementation strategies for high performance transit (HPT). This planning process is expected to be completed in the second half of 2021. It will refine past planning work and assumptions as it relates to type, size and location of new facilities. The planning also better defines the service plan for the corridor and how it might evolve beyond the planning horizon of the *STA Moving Forward* plan.

Staff will present and overview of the planning effort and current outreach that is underway.

RECOMMENDATION TO COMMITTEE: For Information Only.

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 2, 2020

AGENDA ITEM 5D : 2021-2023 REGIONAL MOBILITY GRANT SUBMISSION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Kristine Williams, Principal Transit Planner

SUMMARY: The Regional Mobility Grant (RMG) Program supports local efforts to improve connectivity between counties and regional population centers and reduce transportation delay. The Washington State Department of Transportation (WSDOT) released the 2021-2023 RMG application on June 23, 2020. Applications are due on or before September 11, 2020. A minimum 20% match is required for each project submitted for consideration. Following the review of an independent evaluation panel, WSDOT plans to forward a prioritized list of projects to the Legislature and the governor in early February 2021 for consideration by the Legislature in the 2021-2023 transportation budget.

STA intends to submit grant applications for the I-90/Valley High Performance Transit (HPT) Infrastructure in the amount of \$7.5 million and a second application for Sprague Line HPT Improvements in the amount of \$2.9 million and will span two biennial budgets. Both investments are identified and committed to in the *STA Moving Forward* plan. Because of the financial impacts of the COVID-19 Pandemic, there is an increased requirement for grant funding for these projects.

Project costs are estimates and may be revised as details are fully defined. Similarly, the RMG request may be adjusted in the final application.

Project	Total Estimated Cost	RMG Request	Source(s) of Match
I-90/Valley HPT Infrastructure	\$15,162,500	\$7,500,000	\$240,000 Federal \$7,422,500 Local (<i>STA Moving Forward</i>)
Sprague Line HPT Improvements	\$6,556,000	\$2,900,000	\$3,656,000 Local (<i>STA Moving Forward</i>)

I-90/Valley HPT Infrastructure - Spokane Transit will construct new and improved transit infrastructure along the Interstate 90 corridor through Greater Spokane Valley to support efficient mobility and provide elements of high-performance transit to attract more riders and reduce vehicle miles traveled. The scope of work will include the design, engineering, permitting, right-of-way acquisition, construction and commissioning of core program elements, including a new transit center and increased park and ride capacity. It may also include other stop/stations improvements in the corridor and signal or roadway improvements to reduce transit travel times. The core program infrastructure will go to construction as early as 2023 and be completed by 2025. New service is also programmed for the corridor as part of *STA Moving Forward*. This includes both peak and off-peak enhancements in the core program area between Spokane and Liberty Lake, as well as a two-year pilot service extension to Coeur d'Alene that is dependent on collaboration with partners in Kootenai County.

STA has launched conceptual planning for the overall corridor to identify long term needs, opportunities, and implementation strategies. This planning process is expected to be completed in the second half of 2021. It will refine past planning work and assumptions as it relates to type, size, and location of new facilities. The planning also better defines the service plan for the corridor and how it might evolve beyond the planning horizon of the *STA Moving Forward* plan.

Sprague Line HPT Improvements – The Sprague Line will extend between downtown Spokane and the Valley Transit Center along Sprague Avenue and Appleway along the existing Route 90 Sprague. In partnership with the City of Spokane, Spokane Transit has already implemented some high-performance transit improvements on Route 90 in the Sprague Union District and the south University District. STA’s investment in these improvements were funded as part of *STA Moving Forward*. The scope of work that will be implemented as part of the grant-funded project includes the upgrade of ten or more bus stops to stations, enhancing approximately 20 other bus stops, transit signal priority at key locations, ADA and street improvements, and right-of-way acquisition (if necessary).

Because the grants are for projects that are within the approved 2020-2025 Capital Improvement Program, there is no need for additional board action.

RECOMMENDATION TO COMMITTEE: For Information Only.

**SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING**

September 2, 2020

AGENDA ITEM 6 : CEO REPORT - INFORMATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY: At this time, the CEO will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 2, 2020

AGENDA ITEM 8 : REVIEW SEPTEMBER 30, 2020 (OCTOBER) DRAFT COMMITTEE MEETING AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development

SUMMARY: At this time, members of the Planning and Development Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the September 30, 2020 (October) Committee meeting. Proposed agenda items include:

- Minutes of the September 2, 2020 Committee meeting – *Corrections/Approval*
- Draft 2021 Annual Strategic Plan – *Report*
- Draft 2021 Operating and Capital Budgets – *Report*
- STA Moving Forward: 2020 Plan Amendments (*Public Hearing at October Board meeting*) -- *Report*
- City Line Update -- *Report*
- *Connect Spokane* Draft Revisions – *Report*

RECOMMENDATION TO COMMITTEE: Review and discuss.

COMMITTEE ACTION:

RECOMMENDATION TO THE BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 2, 2020

AGENDA ITEM 9: NEW BUSINESS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY: At this time, the Committee will have the opportunity to initiate discussion regarding new business relating to Planning and Development.

RECOMMENDATION TO COMMITTEE: N/A

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 2, 2020

AGENDA ITEM 10 : COMMITTEE MEMBER'S EXPRESSIONS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY: At this time, members of the Planning and Development Committee will have an opportunity to express comments or opinions.

RECOMMENDATION TO COMMITTEE: N/A