

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

## PLANNING AND DEVELOPMENT COMMITTEE MEETING

Wednesday, November 3, 2021

10:00 a.m. – 11:30 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.  
+1-408-418-9388 | Access code: 2489 219 6043

### AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
  - A. Minutes of the October 6, 2021 Committee Meeting -- *Corrections/Approval*
4. Committee Action
  - A. Board Consent Agenda *(10 minutes)*
    1. Draft 2022 Action Plan: Recommendation *(Meyer)*
  - B. Board Discussion Agenda  
*(No items being presented this month.)*
5. Reports to Committee *(40 minutes)*
  - A. Proposed 2022 Operating and Capital Budgets *(Liard)*  
*(Public Hearing at the November Board meeting)*
  - B. Sprague High Performance Transit: Draft Corridor Development Plan *(Otterstrom)*  
*(Public Hearing at the November Board meeting)*
  - C. Draft 2022 Planning and Development Committee Work Program *(Otterstrom)*
6. CEO Report *(15 minutes)*
7. Committee Information
  - A. Connect Spokane Update *(Otterstrom)*
8. December 1, 2021 Committee Meeting Draft Agenda Review *(5 minutes)*
9. New Business *(5 minutes)*
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, December 1, 2021, 10:00 a.m. via Webex.

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: [www.spokanetransit.com](http://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](http://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**

November 3, 2021

**AGENDA ITEM 2**: COMMITTEE CHAIR REPORT

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Al French, 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**

November 3, 2021

**AGENDA ITEM 3A** : MINUTES OF THE OCTOBER 6, 2021 COMMITTEE MEETING

**REFERRAL COMMITTEE:** N/A

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

---

**SUMMARY:** Draft Minutes of the October 6, 2021 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 AND DEVELOPMENT COMMITTEE MEETING

**DRAFT** Minutes of the October 6, 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  
Kendel Froese, McAloon Law PLLC

---

#### 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 SEPTEMBER 1, 2021 COMMITTEE MEETING

**Ms. Candace Mumm moved to approve the September 1, 2021, Planning and Development Committee meeting minutes. Mr. Tim Hattenburg seconded, and the motion was approved unanimously.**

#### 4. CITY LINE PROJECT UPDATE

Ms. E. Susan Meyer presented an updated on the City Line Project. The City Line is a six-mile, corridor-based Bus Rapid Transit (BRT) route. The City Line will provide more frequent, longer hours of services. Project budget totals \$92.2 million including: \$60.6M federal funds, \$17.2M state funds, and \$14.4M STA funds. This project was announced to be operational in May 2022, and will now launch in July of 2023 due to COVID related issues such as supply chain shortages which impacts the station shelters schedule, largely due to limited supply and extended lead times for rolled tube steel. Despite these setbacks, the project remains well within the \$92.2 million budget. The new launch date allows for completion of Riverside Avenue by the City of Spokane and some extended systems testing. Twenty-nine (29) of the 33 City Line stations include rolled tube steel totaling over 2,000 linear feet.

Staff have engaged an engineering company who is familiar with STA and the City Line project to review STA's preparation to launch the project. This company has recommended additional end-to-

end system testing, adding approximately four months to the schedule, in addition to 10-11 months related to the delay in the shelter fabrication. Changes to the schedule to account for these factors reflects a new launch date of July 2023 and a reduction of overall project risk. Charging infrastructure is in place and buses are already on campus. Ms. Meyer reviewed the project schedule. The shelter manufacturer, Future Systems, is creating a completed prototype scheduled to be approved by STA next month. Ms. Meyer reviewed the City Line Financial breakdown. Next steps include notifying project and community stakeholders, issue a press release to the media, communicate to FTA Region 10, and coordinating schedule updates with all internal and contract team members.

Cardinal Infrastructure has been STA's advisors from the beginning of the City Line. Ms. Sherry Little and Mr. Sev Miller both worked at the Federal Transit Administration before starting their own company. Together they have created a strong, knowledgeable team with great expertise and important information and relationships related to Federal Transit Administration funding. Ms. Meyer asked Ms. Little and Mr. Miller to attend today's committee meeting. Ms. Little shared her perspective on this project and Spokane compared to other projects nationwide. FTA is hearing about project complications across the country, with projects facing significant impacts to schedule and budget. One of the reasons STA is in such a good position is due to the diligence and willingness to share information with the region, its reputation as a good partner with FTA – which includes regular reviews (i.e., Triennial Review) and participation at workshops, and being very careful about the risk analysis. The City Line schedule change is not idea, but the outlook is much more than other projects facing similar challenges in the CIG pipeline right now. Ms. Little expressed the opinion that FTA has no concerns about STA's ability to deliver the project.

Chair Al French thanked Ms. Little for sharing with the Committee. (For the record, Pam Haley, joined the meeting.) Ms. Candace Mumm asked if this delay would affect the request for the Division project. Ms. Little responded that there is an analysis done by the FTA at the conclusion of the grant process once the project is delivered (put in revenue operation service). She is not aware of any example within the past 20 years, where a project that had been previously delivered by a transit agency and was delayed, impacted the potential investment on a second project. The City Line delays aren't significant, and we have the ability to make up the difference in the Federal funding, that STA should be well positioned if it is decided to go for a second full funding grant agreement for that project.

Chair French added that due to COVID, and the supply chain problems across the globe, it is not surprising that STA is being impacted by supply chain problems. It was really a matter of "when" and "how much". We've "adjusted our sails" and still moving forward. Kudos to Ms. Meyer, Mr. Otterstrom and the entire Team. Ms. Little added that the Biden White House has appointed John Porcari, previous deputy transportation secretary in a previous administration, to a senior position within US DOT to review transportation related delay and how COVID has impacted the supply chain.

## 5. COMMITTEE ACTION

### A. BOARD CONSENT AGENDA

#### 1. DIVISION BUS RAPID TRANSIT: DESIGN AND ENGINEERING SERVICES AWARD OF CONTRACT

- A. Mr. Karl Otterstrom presented. The Division Street Bus Rapid Transit (BRT) project is envisioned to be the second BRT line in the region, and will extend from downtown Spokane along the Division Street corridor and Newport Highway for approximately nine miles to the Mead area. STA *Moving Forward* plan called for further study of full high performance transit (HPT) investments on Division Street. In conjunction with *DivisionConnects* corridor study, STA Board of Directors have adopted a locally preferred alternative to implement bus rapid transit in the corridor. Mr. Otterstrom

reviewed the major phases of the project, the procurement timeline, the proposed evaluation and scoring, and budget and cost estimates.

On June 2, 2021, the Planning and Development Committee approved the Scope of Work for the Division BRT Design and Engineering services and authorized staff to issue a Request for Qualifications (RFQ). A pre-proposal meeting was held on June 17, 2021, and three proposals were received and deemed responsive on July 23. After careful consideration of all submissions, consultant interviews, and evaluation criteria, the evaluation committee determined Parametrix to be the most qualified firm to provide Division BRT Design and Engineering Services.

Total value of the design and engineering services contract is estimated between \$16 and \$20 million and does not include all professional services in the conceptual contracting plan. Work will only be authorized as approved funding allows.

**Ms. Candace Mumm moved to recommend the Board authorize contract negotiations between STA and Parametrix for design and engineering services for the Division BRT project consistent with the scope of work as issued on June 6, 2021; and, authorize the CEO to execute said contract if the terms are deemed to be fair, reasonable, and in the best interest of STA. Furthermore, if said terms cannot be agreed to, recommend the CEO be authorized to proceed with said negotiations and contract execution with HDR. Mr. Hattenburg seconded, and the motion was approved unanimously.**

2. PASSENGER INFORMATION DIGITAL DISPLAYS: AWARD OF CONTRACT

Mr. Karl Otterstrom presented. To support an ongoing system improvement plan, STA plans to install digital displays for customer information throughout its system of bus stops and high performance transit facilities over the next three (3) to five (5) years. Customer information will include: bus departure/arrival times, service alerts, service and community announcements, dynamic content and social media. The scope of the project is the provision of approximately 200 digital displays and compatible mounts for outdoor applications. Mr. Otterstrom reviewed project background, evaluation criteria and results. Three (3) proposals were received and deemed responsive to the RFP from responsible contractors. After careful consideration by the evaluation team, Daktronics was selected as the recommended vendor to provide Passenger Information Digital Displays for an estimate contract value of \$1.6 million.

**Mr. Tim Hattenburg moved to recommend the Board of Directors authorize contract negotiations between STA and Daktronics for maximum 5-year term for the provision of Passenger Information Digital Displays at an estimated contract value of \$1.6 million, and authorize the CEO to execute said contract if the terms are deemed to be fair and reasonable and in the best interest of STA. Ms. Karen Stratton seconded, and the motion was approved unanimously.**

3. HIGH PERFORMANCE TRANSIT: AMENITIES FABRICATION CONTRACT AMENDMENT

Mr. Karl Otterstrom presented. Staff is seeking approval of an amendment for the High Performance Transit (HPT) Shelter and Amenities Fabrication contract with Future Systems US, Inc (FSI) to accommodate necessary unit cost increases. The original 3-year contract (with two 1-year options) was executed on November 2, 2020 for City Line type shelters,

HPT markers, pedestrian light poles. These increases, reviewed and determined justified by staff, are due to 1) pricing increases to raw materials largely resulting from COVID-related supply chain challenges and supply/demand volatility, and 2) necessary revisions to the design that was included in the original RFP which called for additional material for production. Per tonnage price of steel has increased by about \$1,478.00 from a price of \$600 at the time of bid.

Mr. Kevin Freeman asked if supplies had to be “Buy America.” Mr. Otterstrom confirmed that FTA requires manufactured goods, including steel components in the shelter, to meet Buy America requirements.

Upon request by STA, FSI conducted an analysis; the results, combined with the necessary revisions to fabrication processes and materials, yield a total estimated increase in cost for City Line shelters and amenities of \$1.13 million and \$270,000 for amenities to be installed in other facilities and lines for an aggregate total of \$1.4 million, excluding applicable sales tax. Because the amendment is based on estimated price increases as of September 13, 2021, the amendment will include a clause stipulating the establishment of a final pricing adjustment which is based on the actual market prices of raw materials at the time of order placement.

**Mr. Tim Hattenburg moved to recommend the Board of Directors authorize the CEO to negotiate and execute a contract amendment with Future Systems US, Inc. to adjust the unit prices of the shelter and amenities to accommodate material price escalations and design-driven material quantity adjustments for an amount not to exceed \$1.4 million. Ms. Candace Mumm seconded, and the motion was approved unanimously.**

B. BOARD DISCUSSION AGENDA

*(No items being presented this month.)*

6. REPORTS TO COMMITTEE

A. DRAFT 2022 ACTION PLAN

Mr. Otterstrom reviewed the annual strategic plan, which is now called the draft 2022 Action Plan. A full draft of the plan will be available to share prior to the October Board meeting. This action plan has four major actions; deliver core infrastructure and services, advance high performance transit, improve the customer experience, and look to the future. The deliverables include the following: Fare Collection System, Battery Electric Technology, May 2022 Fixed Route Service Revisions, and Near-term Investment Opportunities (*subject to Board approval, December 2021*).

B. DRAFT 2022 OPERATING AND CAPITAL BUDGETS

Ms. Monique Liard presented the Draft 2022 Operating and Capital Budgets. As in past years, staff prepares the draft budget in line with the STA Vision and Mission statements, the organizational priorities, and with board guidance.

Operating Budget – The draft budgets assume \$143,418,568 in operating revenues, an increase of \$46,423.813 (+47.9%) compared to the 2021 adopted budget of \$96,9994.775. The increase is driven primarily by the recovery to a more normal sales tax level (not COVID constrained), and federal stimulus packages (one time funding) that STA is receiving through the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and the American Rescue Plan.

The draft budget proposes \$90,521,875 in operating expenditures, an increase of \$8,292,184 (+10.1%) compared to the 2021 adopted budget. The increase is driven by increases in labor/benefits (higher staffing/medical/dental/retirement), services (consulting/temporary help/etc.), contracted transportation (paratransit), materials (maintenance supplies/furniture/vehicle repairs), and insurance/utilities/other (property and liability insurance/trainings/meetings).

Ms. Liard reviewed the Service Hour Plan, operating expense changes in 2022, and the operating budget assumptions.

Capital Budget - This year staff worked to assess impacts of cost changes or schedule delays related to the pandemic cost/supply chain issues. Staff are proposing a \$2.2M increase in capital from the Capital Improvement Plan (CIP) the Board approved with the Transit Development Plan (TDP). Approximately half of that is related to cost/supply increases and schedule changes. Staff is also adding two new projects: more substantial, safety-based driver shields in our coaches, and an upgrade to our fixed route bus routers for improved communication with our computer aided dispatch and automated vehicle location. Total draft Capital Budget is \$67,690,286. Funding sources include federal (\$19,855,432/29.3% of the total), state (\$1,073,200/1.6% of the total), and local (\$46,761,654 / 69.1% of the total) which includes \$9,051,977 from the Fleet Replacement Fund. Total 2022 Capital/Fleet Replacement Contribution Budget is \$76,314,713.

Ms. Liard reviewed the budget comparison 2021 to 2022 and the 2022 cash and reserve analysis. 2022 estimated end of year cash balance after reserves is \$121,143,183 exclusive of the Board designated reserves which total approximately \$24.4M and the Fleet Replacement Fund which is at \$12.9M. Total cash is approximately \$161M which is used to fund the 2022–2027 Capital Improvement Plan. Those requirements for 2023-2027 are estimated to be approximately \$113.8M. This cash is needed to cover all of our future strategic projects as well for 2025-2035 once identified.

This draft budget will be reviewed at the October Board meeting. Citizen and employee outreach will take place in November. A public hearing will be held at the November 18 Board meeting along with the adoption of the 2022 Action Plan. A recommendation of the 2022 final budgets will be presented at the December 1 Planning and Development Committee. Board adoption of the 2022 Final Proposed Budget-operating and Capital will take place at the December 16 Board meeting.

7. CEO REPORT

Ms. E. Susan Meyer deferred her CEO Report to the regular Board meeting since we're running a little long on time.

8. COMMITTEE INFORMATION

*(No items being presented this month.)*

9. NOVEMBER 3, 2021 COMMITTEE MEETING DRAFT AGENDA REVIEW

10. NEW BUSINESS -- *None*

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



12. ADJOURN

With no further business to come before the Board, Chair French adjourned the meeting at 11:25 a.m.

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

Respectfully submitted,

*Vicki Clancy*

Vicki Clancy, Executive Assistant  
Planning and Development Department

**SPOKANE TRANSIT AUTHORITY**

**PLANNING AND DEVELOPMENT COMMITTEE MEETING**

November 3, 2021

**AGENDA ITEM 4A1 : DRAFT 2022 ACTION PLAN: RECOMMENDATION**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Karl Otterstrom, Director of Planning and Development

---

**SUMMARY:** According to STA Board Resolution 681-11, the Planning and Development Committee is accountable for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning. This includes an annual action plan that is operationalized by the annual operating and capital budgets.

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.

**RECOMMENDATION TO COMMITTEE:** Recommend Board approval of the 2022 Action Plan as presented.

# 2022 Action Plan

Final Draft October 22, 2021

## INTRODUCTION

The 2022 Action Plan outlines key activities in what will be the sixth year of delivering the commitments in the *STA Moving Forward* plan and voter approval of its funding. It will also mark the centennial anniversary of a voter-approved unified transit system that became Spokane United Railways, a predecessor to Spokane Transit. The name “Spokane United Railways” was more than symbolic gesture; it was the melding of disparate operations, fare policies and route schedules to achieve a coherent, more functional and convenient system for tens of thousands of daily commuters. Arguably it also impressed in the collective mind of the community the essential nature of transit in the healthy function of a city.

Since the onset of the COVID-19 global pandemic in March 2020, the essential nature of transit service has once again been emphasized. Similarly, the historic unification of transit came during a time of much disruption to the transit industry, including inflation and increased car ownership, not unlike the present day.

Our hope is that 2022 will be a year of recovery from the pandemic and its impacts on public health, the economy, employment and transit ridership. We will track external indicators and emphasize to riders and the community that transit is still a safe way to travel. In spite of the uncertainty created by COVID-19, we will strive to exemplify resiliency and excellence. Our focus will continue to be on making transit an even easier, more convenient option for travelers, which will support economic growth and address the associated traffic challenges of a strong region.

The COVID-19 Global Pandemic has resulted in supply-chain disruptions that have severely impacted project delivery, particularly for the City Line, which now will go into service in July 2023. Despite this setback, 2022 will be an important year for key improvements and important planning activities, both for the delivery of projects in the *STA Moving Forward* plan and also opportunities beyond that plan.

## VISION

Spokane Transit aspires to be a source of pride for the region.

## MISSION

We are dedicated to providing safe, accessible, convenient, and efficient public transportation services to the Spokane region’s neighborhoods, business and activity centers.

We are leaders in transportation and a valued partner in the community’s social fabric, economic infrastructure and quality of life.

As described later in this plan, there are four core actions STA will pursue in 2022 to support ridership recovery and plan implementation:

1. Design and deliver core infrastructure
2. Advance and implement High Performance Transit (HPT)
3. Improve the customer experience
4. Look to the future.

### PLAN BASIS

The 2022 Action Plan provides a focused view of the specific activities Spokane Transit will take in the coming year to further and deliver on its strategy. The strategy elements represent the agency’s highest priorities, and are guided by its vision and mission statements, as well as publicly vetted and Board-approved plans including STA’s comprehensive plan, *Connect Spokane*, the six-year *Transit Development Plan* (TDP), and the 10-year plan, *STA Moving Forward*.

### PLAN CONTEXT

STA provides the region with a high level of service relative to the region’s population and density, undergirding everything we do. With the COVID-19 global pandemic in its second year, we have learned to be more agile and flexible. It is in this context we outline actions and deliverables for the coming year to address regional transportation needs and growth and provide quality service that can be a source of pride for the region.

Ridership projections for 2022 are necessary for budgeting purposes notwithstanding the uncertainty surrounding such figures.

1. **Fixed-Route Bus** – STA’s goal is to begin to recover fixed-route bus ridership. The budget assumes 6.3 million rides. It appears likely that ridership recovery will be prolonged.
2. **Paratransit** – STA projects 277,000 passengers on the service, a decline from pre-pandemic levels.
3. **Vanpool** – STA’s goal is to stabilize Vanpool ridership at 136,000 rides in 2022. Vanpool ridership is expected to continue to be sensitive to shifts in telecommute policies.

### PLAN FUNDING

Operating and capital funding for new investments, as well as maintaining the already robust regional system, is provided by three major sources: fares paid by passengers, federal and state grants, including continued use of recovery and rescue plan funds, and local, voter-approved sales tax.

## PRIORITIES

Ensure Safety

Earn and Retain  
the Community’s Trust

Provide Outstanding  
Customer Service

Enable  
Organizational Success

Exemplify  
Financial Stewardship

## NATIONAL & REGIONAL CHALLENGES

The actions in the 2022 plan originate from a variety of documents approved by STA's Board of Directors, composed of elected officials appointed by their jurisdictions in the Public Transportation Benefit Area and a non-voting representative of labor. Those plans provide conceptual and specific solutions that aim to address the following challenges at the local and national levels:

- ☞ Uncertain economic outcomes arising from the prolonged COVID-19 pandemic, related to labor availability and supply chain constraints impacting timing and cost of goods.
- ☞ Major shifts in travel patterns intertwined with temporary changes will result in an uncertain picture of the future transportation system.
- ☞ Significant regional growth in Spokane County will continue to strain the region's transportation infrastructure.

## GOAL & STRATEGIES

**It is Spokane Transit's goal in 2022 to further the implementation *STA Moving Forward* and exemplify resiliency and excellence.** In addition to its ongoing operations performance measures, STA will track outcomes against the following four strategies and associated objectives.

### Action 1: Deliver Core Infrastructure & Services

STA will continue to design and deliver infrastructure that ensures a state of good repair and improve public transportation service for the community as set forth in the agency's transit development plan and the approved operating and capital budgets. In 2022 STA will make progress on three major initiatives that, in each case, have a significant influence on the quality and demand for public transportation in the future and align with the agency's mission, vision and priorities.

- ☞ **Fare Collection System** Spokane Transit will implement a modernized fare collection system that empowers riders to manage their fares online and to use contactless fare payment tools like mobile devices or STA's new smartcard. This important technology improvement stems from customer feedback to make the fare payment process easier, more convenient and more accessible and has the benefit of faster boarding times as more customers can by-pass the farebox. Revisions to STA's fare policy is expected to be finalized in early 2022 to support the rollout of new smart cards and payment options. All major hardware and software features will be in place and functional by late 2022. STA will evaluate the scope and timing of other capabilities, such as all-door boarding.
- ☞ **Battery Electric Technology** – STA's battery electric bus (BEB) fleet is now comprised of 14 coaches, including 10 City Line vehicles, with an additional 16 currently fully funded in the Capital Improvement Program. Ten of these additional coaches are funded through a Low or No Emissions Vehicle ("Low-No") Grant submitted in partnership with Proterra, a US BEB manufacturer. Beginning with their initial placement in revenue service in late 2021, STA will evaluate the

performance of the first four BEBs, two each from two different manufacturers, to determine the preference for future orders, especially six more buses that will enable the Route 4 Monroe-Regal to operate 100% electrically. STA will also begin work on additional charging infrastructure to support overnight charge of the additional buses awarded in the Low-No grant with funding support from the region's Electrification of the Transportation System (ETS) grant, awarded in late 2020. The STA Board of Directors may fund up to ten more BEBs that can be accommodated in the Boone Northwest Garage and placed into revenue service by 2024. STA expects to reassess the state of technology as early as 2023 to determine if there are expanded opportunities for funding to increase the adoption of zero emission vehicles.

- ☞ **May 2022 Fixed Route Service Revisions** – A key deliverable of the *STA Moving Forward* plan in 2022 is improved service to northeast Spokane. Through extensive public input, STA developed a service plan for these improvements, originally envisioned to be in place at the time of the City Line launch. With the City Line launch date extended to July 2023, STA has identified a path to deploy most of these improvements in May 2022. New and revised services to launch in 2022 will improve access to high schools and middle schools in north Spokane and Spokane Valley. These include a new east-west route in north Spokane, extending of service northward in the area of Francis Avenue and Crestline Street, and revising service in Liberty Lake to serve the new Ridgeline High School.
- ☞ **Near Term Investment Opportunities** – STA's financial position, borne from careful management, regional economic growth and federal support, has introduced an opportunity to consider additional investments in service, capital improvements and other investments that support longer term strategies. This may include opportunities to add targeted improvements to improve job access and equitable access to the fixed route network. These near-term investments will be evaluated and selected by the STA Board of Directors in late 2021 and could be deployed during 2022.

## Action 2: Advance and Implement High Performance Transit (HPT)

Since 2010, STA's central vision for its fixed route network has included a series of connected corridors with frequent, easy to use service with enhanced amenities. Six corridors in that network are included in the *STA Moving Forward* plan with varying levels of improvements planned. The following summary outlines the current status and planned actions on these lines during 2022.

- ☞ **City Line** – The planned 5.8-mile corridor-based Bus Rapid Transit route from Browne's Addition to Spokane Community College by way of downtown and the University District, including Gonzaga University, is in construction, with the installation of station amenities slated through much of 2022. In response to supply chain and other impacts, many of which are associated with the COVID-19 global pandemic, a new launch date of July 2023 is now expected for the project.
- ☞ **Cheney Line** – The Cheney Line will extend across a regional corridor to connect Cheney and the West Plains to Spokane. The service architecture was instituted in September 2021 and the

construction of Four Lakes and Eagle stations are projected to be complete by end of 2021. Other improvements in the corridor will be in design and move toward construction in the second half of 2022. Capital investments on the Cheney Line will conclude in 2023 with additional station and stop improvements and the deployment of double-decker buses

- ☞ **Monroe-Regal Line** – Route 4 launched in September 2019 and has become STA’s busiest bus route. Additional elements are planned for 2022, including station and access improvements at South Hill Park and Ride, wayfinding markers and real time signs at stations in the corridor.
- ☞ **Sprague Line** – In 2021, STA successfully received a state regional mobility grant to advance the Sprague Line. During 2022, STA expects to complete design of the Sprague Line improvements in preparation for construction in 2023 and 2024. This work is predicated on past improvements made in partnership with the City of Spokane and the Sprague Line corridor development plan that is expected to be completed in late 2021. As much as possible, STA will continue to partner with the cities of Spokane and Spokane Valley on locations that can be integrated into other road improvements.
- ☞ **I-90/Valley Corridor** – Interstate 90 represents a major east-west axis for regional trip-making. In 2021, STA was a state regional mobility grant recipient to aid in the implementation of this corridor. STA will be completing the corridor plan for the I-90/Valley corridor in 2022 that will establish the location and scale of transit improvements to improve capacity, accessibility and service quality in this corridor. .
- ☞ **Division BRT** – Division Bus Rapid Transit has transitioned from a long-term planning concept to an active project in 2021 with the adoption of a locally preferred alternative (LPA) identifying battery electric buses operating primarily in business access and transit (BAT) lanes from downtown Spokane to the Mead area and along Division Street and Newport Highway. During 2022 we expect to advance preliminary engineering and establish the window of time in 2023 in which we will formally submit the project to the FTA Small Starts program for entry into Project Development.

### Action 3: Improve the Customer Experience

- ☞ **Focus Communication Efforts** – STA will focus its efforts on assuring riders and the community that it is safe to ride transit. Emphasizing vehicle and facility cleaning, air circulation and filtering, and compliance with state and federal health requirements should communicate confidence in STA’s diligence to keeping a healthy environment for employees and customers.
- ☞ **Deliver New Customer Information Systems** – In addition to the Fare Collection project that will enable customers to manage their fares online, STA will coordinate the introduction of other digital communication functions to provide customers with important information where it is most convenient for them – on their mobile or desktop devices. A redeveloped website, designed for transit customers’ convenience, will launch in 2021. It will provide easy access to trip planning, real-time information, improved schedules and detour notifications, as well as fare management and mobile ticketing.
- ☞ **Implement New Digital Signage** – STA began to transition away from displaying important customer information at high ridership locations on printed temporary signage in 2021. In 2022

digital signs will be installed at more locations to display more timely and relevant information for customers. Real-time schedule information, system alerts, emergency notifications, rider tips and other helpful messages will be delivered to digital screens throughout the transit network via a newly acquired content management software service. This system will lay the foundation for on-board digital signage on City Line buses when that service begins in 2023.

#### Action 4: Look to the Future

- ☞ **Complete a major update to *Connect Spokane*** – STA’s comprehensive plan, *Connect Spokane*, has been instrumental in a visionary, policy-grounded framework for planning decisions. A major update is underway and will improve plan usability, refine policy outcomes and provide a framework for preparing a new (roadmap??) as we anticipate the completion of *STA Moving Forward* investments in 2025 and continued regional growth and change.
- ☞ **Embark on strategic planning journey** – The STA Board of Directors has charted a course to refresh its vision for the future, extending the horizon for strategic investments and actions through 2035. The first phase of this planning effort will set the direction of the agency. It is expected to be completed in the second half of 2022 and transition to a second phase in which investment opportunities are defined and selected. Key areas to explore in the planning process include the course toward a zero-emission fleet, understand ridership dynamics of the future, expand STA’s efforts in diversity, equity and inclusion, assess required facilities to address planned and projected service growth, new service and growth opportunities and other means to improve the role STA plays and the value STA provides to the region.
- ☞ **Recruit talent** – STA continues to operate in a growth phase to fully deliver *STA Moving Forward*. Continue to pursue excellence in recruiting and retaining new talent to fill a variety of roles.

## CONCLUSION

On May 2, 1922, voters in the City of Spokane overwhelmingly endorsed the future of transit despite the challenges. Similar to a hundred years ago, we look forward to the future, united in our commitment to serve the region now and in the future. We remain dedicated to strong collaborative partnerships with the cities and Spokane County, whose residents we are privileged to serve. The strategies outlined in this document reflect our ongoing commitment to bringing the *STA Moving Forward* vision to life.



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

November 3, 2021

**AGENDA ITEM 5A**: PROPOSED 2022 OPERATING AND CAPITAL BUDGETS

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** E. Susan Meyer, Chief Executive Officer  
Monique Liard, Chief Financial Officer

---

**SUMMARY:** Staff will present an informational video regarding the proposed 2022 Operating and Capital Budgets.

A public hearing on the proposed 2022 Operating and Capital Budgets will be held at the November 18, 2021, Board of Directors meeting at 1:30 p.m. via Webex.

**RECOMMENDATION TO COMMITTEE:** Information only.

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

November 3, 2021

**AGENDA ITEM 5B** : SPRAGUE HIGH PERFORMANCE TRANSIT: DRAFT CORRIDOR DEVELOPMENT PLAN

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Karl Otterstrom, Director of Planning & Development  
Ryan Brodwater, Capital Projects Manager

---

**SUMMARY:** 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 90 Sprague route operating between downtown Spokane and the Valley Transit Center. The project timeline envisions all improvements being completed no later than 2024.

Staff presented a Sprague Line planning update at the June 2021 Planning and Development Committee meeting, and then followed up with an overview of planned improvements and public outreach at the September 2021 Planning and Development Committee meeting.

Proposed improvements were posted for public review and comment from October 1 to October 31 on STA's website. This project page was advertised through corridor mailers, stop notices, social media, newsletters, and onboard announcements. Staff also presented project details to the Riverside Neighborhood Council and the City of Spokane Valley City Council.

Feedback from the survey has been reviewed and incorporated into the draft Corridor Development Plan, which is available for committee review. This draft plan will be posted on STA's project website for review at [www.spokanetransit.com/spragueline](http://www.spokanetransit.com/spragueline) on or before November 2, with a public hearing to coincide with the November Board meeting.

**RECOMMENDATION TO COMMITTEE:** Information only.

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

November 3, 2021

**AGENDA ITEM 5C** : DRAFT 2022 PLANNING AND DEVELOPMENT COMMITTEE  
WORK PROGRAM

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Karl Otterstrom, Director of Planning and Development

---

**SUMMARY:** 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, in this capacity:

Reaching agreement with the Chief Executive Officer on the detailed design of the STA planning and budget development cycle—with special attention to the Board's role in planning—and on the annual planning calendar, and ensuring that the Board participates fully and proactively in the planning process, *Connect Spokane: A Comprehensive Plan for Public Transportation* identifies four planning documents: the Transit Development Plan, Service Implementation Plan, Capital Improvement Program and Annual Strategic Plan/Budget, that need to be updated annually. These plans are founded on the principles and policies of *Connect Spokane*.

The draft work program on the following page is focused primarily on the annual planning calendar. In addition to the annual and recurring planning activities of the Committee, there are a number of projects and planning efforts that the Committee will engage in during 2023. 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

**DRAFT 2022 Planning and Development Committee Work Program**

<b>MONTH</b>	<b>ANNUAL PLANNING CALENDAR</b>
<b>December 2021</b>	Approval of Work Program
<i>January 2022</i>	<i>No Committee Meetings in January</i>
<b>February 2022</b>	Review Committee Work Program Transit Development Plan (TDP) 2023-2028: Overview
<b>March 2022</b>	TDP 2023-2028: Develop mid-range planning guidance. Present and discuss draft submittal for the SRTC 2021/2022 Unified Planning Work Program (UPWP)
<b>April 2022</b>	TDP 2023-2028 <ul style="list-style-type: none"> <li>• Finalize mid-range planning guidance</li> <li>• Review preliminary revenue and expenditure forecast assumptions</li> <li>• Identify major activities</li> </ul>
<b>May 2022</b>	TDP 2023-2028 <ul style="list-style-type: none"> <li>• Proposed 2023-2025 Service Improvements</li> <li>• Preliminary Capital Improvement Program (2023-2028)</li> <li>• Review Financial Forecasts</li> </ul> FTA Section 5310: Call for projects
<b>June 2022</b>	TDP 2023-2028: Complete draft plan Public hearing conducted on draft TDP
<b>July 2022</b>	TDP 2023-2028: Finalize and approve 2023 Action Plan/Budget guidance workshop (full Board) FTA Section 5310: recommend funding awards
<i>August 2022</i>	<i>No Board/Committee Meetings in August</i>
<b>September 2022</b>	Review draft 2023 Action Plan
<b>October 2022</b>	Adoption of 2023 Action Plan Draft 2023 operating and capital budgets submitted to Committee and Board
<b>November 2022</b>	Prepare 2023 Committee work program Public hearing on proposed 2023 operating and capital budgets
<b>December 2022</b>	Finalize and approve 2023 operating and capital budgets Finalize 2023 Committee work program

**RECOMMENDATION TO COMMITTEE:** Information only.

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

November 3, 2021

**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**

November 3, 2021

**AGENDA ITEM 7A** : CONNECT SPOKANE UPDATE

**REFERRAL COMMITTEE:** N/A

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

---

**SUMMARY:** *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, when the work program was again presented at the April 2021 Committee meeting, followed by an update on the process and intermediate results at the September 2021 Committee meeting.

The *Connect Spokane* sections discussed at the September 2021 meeting were:

- Fixed Route
- High Performance Transit
- System Infrastructure
- Sustainability

Having completed additional internal working group meetings, intermediate results are being brought forward for discussion for the following sections:

- Communications & Public Input
- Paratransit
- Flexible Services
- Monitoring & Improvement
- Regional Transportation & Land Use
- Annex 1
- Annex 2

Current work is focused on the plan's framework, policy and vision development, and draft amendments. In the previous update to the Committee, staff indicated a "redline" draft updates would be ready for review in November. They are now expected to be presented to the Committee in December. Outreach to STA's jurisdictional partners, STA's customers, and the general public will take place in early 2022 with an estimated completion timeframe within the first half of 2022.

**RECOMMENDATION TO COMMITTEE:** Information only.

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

November 3, 2021

**AGENDA ITEM 8** : DECEMBER 1, 2021 COMMITTEE MEETING DRAFT AGENDA  
REVIEW

**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 meeting of December 1, 2021.

**RECOMMENDATION TO COMMITTEE:** For discussion.

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

## PLANNING AND DEVELOPMENT COMMITTEE MEETING

Wednesday, December 1, 2021

10:00 a.m. – 11:30 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.  
+1-408-418-9388 | Access code: XXX XXX XXXX

### DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(15 minutes)*
  - A. Minutes of the November 3, 2021 Committee Meeting -- *Corrections/Approval*
  - B. Finalize 2022 Planning and Development Committee Work Program *(Otterstrom)*
4. Committee Action
  - A. Board Consent Agenda *(10 minutes)*
    1. Sprague High Performance Transit: Corridor Development Plan Approval *(Otterstrom)*
  - B. Board Discussion Agenda *(15 minutes)*
    1. Final Proposed 2022 Operating and Capital Budgets *(Liard)*  
*(Adoption at December Board meeting)*
5. Reports to Committee *(15 minutes)*
  - A. Connect Spokane Update: Draft Revisions *(Otterstrom)*
  - B. I-90 / Valley High Performance Transit: Corridor Planning Update *(Otterstrom)*
6. CEO Report *(15 minutes)*
7. Committee Information
8. February 2, 2021 Committee Meeting Draft Agenda Review *(5 minutes)*
9. New Business *(5 minutes)*
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, February 2, 2022, **(No January Meeting)** 10:00 a.m. via Webex.

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: [www.spokanetransit.com](http://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](http://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**

November 3, 2021

**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**

November 3, 2021

**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