

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

PLANNING AND DEVELOPMENT COMMITTEE MEETING

Wednesday, March 2, 2022

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: 2480 065 4180 | Password: 2022

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
 - A. Minutes of the February 2, 2022, Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda *(20 minutes)*
 1. Division Bus Rapid Transit Work Order Approval *(Otterstrom)*
 - B. Board Discussion Agenda
(No items being presented this month.)
5. Reports to Committee *(20 minutes)*
 - A. 2022 Spokane Regional Transportation Council Call for Projects Grant Applications *(Otterstrom)*
 - B. 2023-2028 Transit Development Plan: Develop Mid-Range Planning Guidance *(Otterstrom)*
 - C. Human Services Transportation Plan *(Otterstrom)*
6. CEO Report *(15 minutes)*
7. Committee Information
8. April 6, 2022, Committee Meeting Draft Agenda Review *(5 minutes)*
9. New Business *(5 minutes)*
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, April 6, 2022, 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. 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

March 2, 2022

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

March 2, 2022

AGENDA ITEM 3A : MINUTES OF THE FEBRUARY 2, 2022, COMMITTEE MEETING

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Vicki Clancy, Executive Assistant to the Director of Planning and Development

SUMMARY: Draft Minutes of the February 2, 2022, 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 _____

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PLANNING AND DEVELOPMENT COMMITTEE MEETING

DRAFT Minutes of the February 2, 2022, Board Meeting
Via Video Conference

MEMBERS PRESENT

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

STAFF PRESENT

Karl Otterstrom, Director of Planning & Development
Brandon Ropez-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

MEMBERS ABSENT

Tim Hattenburg, City of Spokane Valley

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

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

2. COMMITTEE CHAIR REPORT

(No items being presented this month.)

3. COMMITTEE ACTION

A. MINUTES OF THE DECEMBER 1, 2021, COMMITTEE MEETING

Mr. Otterstrom noted a correction to the minutes related to how we characterize small cities and their respective roles on the board. The correction was displayed on a slide for all members to see.

Chair French noted the correction.

Ms. Karen Stratton moved to approve the December 1, 2021, Planning and Development Committee meeting minutes as corrected. Chair French seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

(No items being presented this month.)

B. BOARD DISCUSSION AGENDA

(No items being presented this month.)

5. REPORTS TO COMMITTEE

A. REVIEW 2022 PLANNING AND DEVELOPMENT COMMITTEE WORK PROGRAM

Mr. Karl Otterstrom presented. In December 2021, the Planning and Development Committee approved its work program for 2022. A copy of the work program is provided in the packet. Mr. Otterstrom reviewed the highlights of the work plan. Annual planning involves the Transit Development Plan and other planning efforts include: Division BRT, Connect Spokane, I-90/Valley HPT, City Line, HPT Procurement Activities (Cheney Line, Sprague Line), 2025-2035 Strategic Planning, State and Federal grant application, and transit-oriented development work program.

As was noted at the time, the work program was subject to change. Following the timeline is a brief list of other projects that the Committee may be directly involved in. Other projects or activities may emerge through the calendar year.

B. TRANSIT DEVELOPMENT PLAN 2023-2028 OVERVIEW

Mr. Otterstrom presented. The Transit Development Plan (TDP) is a requirement of state law, SRTC policy, *Connect Spokane* policy, and the Federal Transit Administration (FTA). STA is kicking off the development of this important plan. The Transit Development Plan (TDP) is expected to be adopted by the Board in July 2022 and will include the Capital Improvement Program and the Service Improvement Program. Per RCW 35.58.2795, the Transit Development Plan (TDP) needs to:

- Provide consistency with comprehensive plans of the jurisdictions we serve
- Document how STA intends to implement the state and local long-range plans for: public transportation, capital improvements, significant operating changes, and funding for program needs.
- Set forth regionally significant projects.

Mr. Otterstrom noted that the Spokane Regional Transportation Council (SRTC) prepares annually a Transportation Improvement Program (TIP). Any regionally significant projects or federally funded projects need to be in this TIP so that it can be rolled up into the statewide transportation improvement program (STIP). Only programs in the STIP can be funded; funding cannot be released by the federal government for federal grants until this occurs.

The first step in the development of the TDP is for the Board to set forth six-year planning guidance statements. The TDP project schedule proposes that the Planning and Development Committee will develop the Mid-Range Planning Guidance over the next two meetings. Beginning in May, the Committee will review the draft sections of the plan, working toward Board approval of the plan in July. Parallel to preparing the 2023-2028 TDP, STA will be engaged in preparing a ten-year strategic plan which will be completed later in 2022. Major strategies and guidance developed in this new strategic plan will inform the preparation of the 2024-2029 Transit Development Plan.

C. CONNECT SPOKANE: PHASE I DRAFT REVISIONS REVIEW

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, and is the foundation of our planning documents. The last major update was in 2017 with some minor updates in 2019. 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 status at the September 2021 Committee meeting.

Since the September Committee meeting, staff presented the idea to split the *Connect Spokane* update into two distinct phases. Phase I with elements that will inform the Strategic Planning efforts, and Phase II, containing elements that will be informed by the Strategic Planning efforts. *STA Moving Forward* will need a successor plan to inform STA's actions later this decade and into the next. Mr. Otterstrom reviewed highlights of the draft changes in the Phase I elements, including the Comprehensive & Strategic Initiatives Integrated Timelines. Next steps include a redline review and discussion at the next Planning and Development Committee meeting, public outreach to begin in March, and a Public Hearing at the April board meeting, with adoption proposed at the May 2022 board meeting.

Ms. Karen Stratton asked if there are plans to review STA's maintenance and administrative buildings since continued growth will necessitate more space. Mr. Otterstrom responded that the system infrastructure element update would prepare for this, and it is part of the strategic planning effort; it will help define the scale and scope of the changes required to accommodate growth. In the Capital Improvement Program there is an updated master plan for facilities – maintenance, operations, and administrative.

D. I-90/VALLEY HIGH PERFORMANCE TRANSIT CORRIDOR PLANNING:
ALTERNATIVES AND PUBLIC OUTREACH

Mr. Otterstrom presented. As a part of the STA Moving Forward plan, the I-90/Valley High Performance Transit (HPT) project extends from downtown Spokane to Liberty Lake with a planned pilot extension of service into Idaho subject to a cross-state partnership. This corridor is one of six corridor investments in *STA Moving Forward*. It will include increased 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 planning work in preparation of public outreach planned for in late February and March.

The preferred scenario I-90/Valley HPT corridor architecture envisions three primary trunk lines connecting greater Spokane Valley to Spokane and the region. Each trunk line includes components of regional point-to-point travel, and urban and arterial-oriented access. The integration of these components seeks to balance mobility and access. The corridor architecture supports a pilot extension to Post Falls and Coeur d'Alene, consistent with *STA Moving Forward*. The three trunk lines can generally be described as:

- Stateline to the north bank of downtown Spokane via Greenacres
- Liberty Lake to the West Plains Transit Center via Mirabeau, downtown Spokane, and Spokane Airport
- Greenacres to the University District via the Valley Transit Center

Mr. Otterstrom reviewed the corridor architecture as well as the basic differentiations provided in three preliminary alternatives for evaluation that will explore differing placements of new transit facilities and the intended changes to route configurations.

Ms. Betsy Wilkerson asked the duration of a bus trip from the Spokane Airport to Liberty Lake as an example to provide context as she imagines how the average bus rider makes their plans. Mr. Otterstrom responded that the bus service is not intended to be a non-stop express service from one end to another; it is most likely 45 minutes. The bus service is intended to serve a

variety of travel needs, such as those traveling to and from work, connecting Spokane Valley riders with job sites to the west, including the Amazon facility in West Plains as an example. Chair French added that the new facility being built next to this Amazon Fulfillment Center (adding 750 jobs) and the addition of the Douglas Legacy Industrial Park, should continue to increase the demand for bus use across the region and to the West Plains.

Next steps include a technical advisory committee (TAC) meeting on February 15, presentations to city councils and other agency boards and commissions, a virtual open house on March 2, followed by an online survey, with additional outreach to inform project stakeholders.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

January 2022 Voter-Approved Sales Tax Update – Revenue collected on November retail sales: 20.4% above January 2021 actual (\$1.5M), 20.4% YTD above 2021 actual (\$1.5M), and 16.8% YTD above budget (\$1.3M).

Unaudited Financial Statements Report – Staff closed the books on 2021 and will present a report at the March 2 meeting, followed by a report at the March board meeting.

Board Workshop – A Board Workshop regarding strategic planning to take place March 17, 2022, from 11:30 a.m. – 1:15 p.m. This workshop would immediately precede the board meeting. Details to follow.

Governor Inslee Electrification Meeting – Governor Inslee recently convened a roundtable meeting with elected officials and ten transit general managers (CEOs) from across the state to discuss electrification of local government fleets, including transit vehicles. Spokane City Council President Beggs participated in the discussion and mentioned the effort to electrify police cars and other vehicles in the City's fleets. Ms. Meyer communicated the Board's commitment to electrification and shared that STA will have 40 electric vehicles by the end of 2024; the maximum amount the Boone NW Garage will hold for charging. It was a good opportunity to highlight the good work that STA and the Board has completed. Governor Inslee expressed excitement about STA's progress.

Revenue Transportation Package – Conversations continue in the House and the Senate about a potential transportation revenue package; there will not be a gas tax, thus revenues would come from other sources and not require bonding. Staff has communicated the importance of the Division Bus Rapid Transit project. State funding for it would leverage federal funding in the same kind of grant program that STA has for the City Line.

Return to Full Bus Service – On Monday, February 7, STA plans to return to full bus service. Service had been reduced by about 10% due to numerous coach operator absences during the past two weeks. The Covid peak appears to have passed.

7. COMMITTEE INFORMATION

Chair French shared that Punxytony Phil saw his shadow this morning – predicting six more weeks of winter to endure.

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

9. NEW BUSINESS -- *None*

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

11. ADJOURN

With no further business to come before the Board, Chair French adjourned the meeting at 11:03 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, MARCH 2, 2022, at 10:00 a.m. VIA WEBEX.

Respectively submitted,

A handwritten signature in cursive script that reads "Vicki Clancy".

Vicki Clancy, Executive Assistant
Planning and Development Department

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

March 2, 2022

AGENDA ITEM 4A1: DIVISION BUS RAPID TRANSIT WORK ORDER APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Hamid Hajjafari, Senior Transit Planner

SUMMARY: The Division Bus Rapid Transit (BRT) project is envisioned to be the second BRT line in the region. Staff is seeking Board authority for the Chief Executive Officer (CEO) to execute the first work order in the preliminary engineering, design, and environmental scoping phase of Division Bus Rapid Transit (BRT) to support initiation of design efforts under the existing, Board-approved, design and engineering services contract (#2021-10610).

BACKGROUND: Spokane Transit envisions BRT extending from downtown Spokane along the Division Street corridor for approximately nine miles to the Mead area. The future BRT corridor will include approximately 28 substantial stations, business access and transit (BAT) lanes for most of the corridor, the reconfiguration of the Division/Ruby couplet, and other related multimodal investments to improve mobility in the corridor. Funding for the Division BRT project is expected to include federal funding through the Capital Investment Grant (CIG) program.

Following a competitive procurement process, the STA Board of Directors authorized award of contract to Parametrix, Inc. on October 21, 2021. Following contract negotiations, the CEO executed the contract on December 14, 2021. Project staff have worked with the Parametrix, Inc. to prepare a first work order for the initiation of the preliminary engineering, design, and environmental scoping phase. For purposes of this project, this phase encompasses all activities since the award of contract and until such time the project is approved to enter Project Development by the Federal Transit Administration (FTA).

The work order will comprise the project setup for Division BRT along with specific planning elements that will progress conceptual design towards the key milestone of Project Development submittal for the FTA Small Starts program. This initial work order is scheduled to cover approximately eight (8) months from Notice to Proceed (NTP). It is expected to be followed by one to two other work orders within the preliminary engineering phase to complete all work necessary for a successful request to enter project development, anticipated in 2023.

Tasks within this work order will include the following:

- Project Management – Includes regular project team meetings, the preparation of a quality management plan, regular project communications, and scoping for future deliverables and work orders.
- Planning and Feasibility Activities – Includes refinement analysis for the northern terminus and downtown routing, activities to support alignment with FTA guidelines and requirements, agency coordination including project chartering with partner agencies, and risk management.
- Preliminary Design and Engineering – Develop preliminary “Basis of Design” documentation, establish primary project survey benchmarks, identify preliminary property needs, assess existing utilities.

- Outreach and Engagement – Develop a public engagement plan for the preliminary engineering, design, and environmental scoping phase, coordinate with stakeholders and build database for public and stakeholder engagement throughout the life of the project.

As a work order within an established architectural and engineering services contract, the value is predicated on the actual hourly rates, overhead and negotiated profit, in addition to appropriate travel expenses. Based on the level of effort estimated for this effort, the work order is proposed to have a not-to-exceed value of approximately \$1,180,000. A cost analysis was performed by comparing the level of effort value to an independently-prepared cost estimate. Based on the analysis, staff concluded the cost proposal was fair and reasonable. Staff recommend a 10% contingency be assigned for unanticipated scope adjustments that may arise in the course of this first phase of effort.

The preliminary engineering, design and environmental scoping phase of Division BRT currently has a \$2 million budget within STA's Capital Improvement Program. The work order for the initiation of this phase, along with allocated staff expenses and miscellaneous expenses (e.g., public notices, reproduction costs) envisioned in this first stage of work is within budget. As noted above, there will be additional work orders to advance the work toward Project Development. Based on trends with other recent FTA CIG projects, we expect additional budget may be needed to complete the preliminary engineering phase. Work performed in this first work order will help gauge the scale and scope of future requirements.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors authorize the CEO negotiate and execute a work order for the Division BRT initiation of preliminary engineering, design and environmental phase with Parametrix, Inc. under existing contract #2021-10610 for an amount not to exceed \$1.18 million, and to provide for 10% contingency for unforeseen additional requirements or services.

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

March 2, 2022

AGENDA ITEM 5A : 2022 SPOKANE REGIONAL TRANSPORTATION COUNCIL CALL FOR PROJECTS GRANT APPLICATIONS

REFERRAL COMMITTEE: N/A

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

SUMMARY: On February 2, 2022, the Spokane Regional Transportation Council (SRTC) released the 2024-2026 SRTC Call for Projects. The final amount of funds available is subject to change but the initial estimates released indicate that the agency anticipates awarding approximately \$43 million from five funding sources to eligible projects in July 2022. Spokane Transit intends to seek funding under this grant call as discussed further below.

BACKGROUND: As a public transportation agency, STA is eligible to receive certain surface transportation funds distributed by SRTC. STA has received funds from the Surface Transportation Block Grant (STBG) and Congestion Mitigation and Air Quality (CMAQ) programs in past award cycles. Funds have been used to support City Line project development, fund bus replacements including battery electric buses, deploy new technologies including computer-aided dispatching and automatic vehicle location (CAD/AVL), improve bus stops on Division Street and North Monroe Street, and conduct planning studies to support major projects such as Division Bus Rapid Transit (BRT). STA has also partnered in grant requests made by other jurisdictions, including Moran Prairie Park and Ride study conducted by Spokane County that was instrumental in the planning for Moran Station Park and Ride. The last consolidated call for projects by SRTC was in 2018.

STA has identified four candidate projects to compete in the call for projects:

Project	Description	Estimated Grant Request	Notes
I-90/Valley HPT Park and Ride - Construction	Partial funding of construction of expanded park and ride capacity in the I-90/Valley corridor	\$1.2 million	Federal funding support is assumed in <i>STA Moving Forward</i> for this project and is included in the adopted 2022-2027 Capital Improvement Program
Division BRT - Project Development Phase	Partial funding of the Project Development phase	\$1 million	The project is included in the adopted 2022-2027 Capital Improvement Program
Wellesley HPT – Preliminary Engineering	Conduct planning and preliminary engineering and design for station	\$400,000	The corridor is identified in <i>Connect Spokane</i> and <i>Horizon 2045</i>

Project	Description	Estimated Grant Request	Notes
	and stop enhancement in this corridor		
Sunset Boulevard HPT – Preliminary Engineering	Conduct planning and preliminary engineering and design for station and stop enhancement in this corridor	\$600,000	The corridor is identified in <i>Connect Spokane</i> and <i>Horizon 2045</i>

Grant applications in excess of \$1 million must be included in the adopted Capital Improvement Program (CIP) or otherwise approved by the Board of Directors. Potential requests identified above are less than \$1 million or are included in the adopted CIP. If STA were successful in being awarded all four potential requests, it would equal less than 8% of all available funding.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

March 2, 2022

AGENDA ITEM 5B : 2023-2028 TRANSIT DEVELOPMENT PLAN: DEVELOP MID-RANGE PLANNING GUIDANCE

REFERRAL COMMITTEE: N/A

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

SUMMARY: A step in the annual preparation of the agency's transit development plan, the Committee prepares and recommends to the Board of Directors guidance statements that help frame priorities to be included in the plan. The Committee will be offered an opportunity during the meeting to review existing guidance statements and consider revisions for the 2023-2028 Transit Development Plan (TDP).

BACKGROUND: 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. The agency's primary mid-range planning document is the Transit Development Plan. The 2022-2027 TDP may be viewed on STA's website at:

<https://spokanetransit.com/projects-plans/transit-development-plan>.

The 2023-2028 TDP is expected to be adopted in July 2022 and will include the Capital Improvement Program and the Service Improvement Program.

The first step in the development of the TDP is for the Board to set forth six-year planning guidance statements. The planning guidance statements set forth in the 2022-2027 TDP are below.

Board Guidance from the 2022-2027 TDP

- **Foster and Sustain Quality.** Continue initiatives and projects that improve the quality and usefulness of STA's services, facilities, information, and customer service. Affordable public transportation adds value to the community and improves the quality of life in the region and the efficiency of the region's road system through congestion relief. Employ new technologies and industry trends that advance these ends.
- **Maintain a State of Good Repair.** Continue vehicle replacement and facility maintenance/improvement programs in order to avoid the problematic consequences of deferred action.
- **Recover and Expand Ridership.** Identify and leverage the factors that drive ridership, especially as the economy and travel patterns transition out of the COVID-19 pandemic. Continue to foster ridership markets in line with the principles of *Connect Spokane* and in conjunction with the launch of the City Line BRT project and other improvements as part of *STA Moving Forward*. Work and school trips make up the majority of trips taken on STA services. Continue to foster these foundational markets while expanding the usefulness of service for other travel purposes.
- **Proactively Partner in the Community.** Coordinate with jurisdictions and other agencies to implement community planning and economic development strategies and pursue the agency's sustainability goals. Be a leader in implementing the regional transportation visions.

- Advance and Adapt the System Growth Strategy.** Grow the transit system consistent with community growth and resources, recognizing there are underserved areas of the PTBA. Respond to changing demographic and behavioral trends in population and job densities. Ensure that maintenance and operations facilities are sized to accommodate cost-effective growth plans. Continue to maximize outside funding sources, providing opportunities for increased strategic investments for system growth.

The TDP project schedule proposes that the Planning and Development Committee develop the Mid-Range Planning Guidance over the next two meetings. At the April committee meeting, staff will propose revisions to guidance informed by the latest financial information and assumptions for future service levels. Staff will suggest the board consider adding guidance that addresses the needs of disadvantaged communities. Beginning in May, the Committee will review the draft sections of the plan, working toward board approval of the plan in July, consistent with the schedule shown below.

February	March	April
Overview of the TDP process and requirements	Preparing Mid-range Planning Guidance; first review of major activities	Final Recommendation on Mid-Range Planning Guidance, first look at revenue/expenditure forecast assumptions
May	June	July
Review proposed Service Improvement Program, Capital Improvement Program, financial forecasts	Draft TDP presented. Public hearing scheduled	P&D Committee recommendation to the Board on Final Plan

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

March 2, 2022

AGENDA ITEM 5C: HUMAN SERVICES TRANSPORTATION PLAN

REFERRAL COMMITTEE: N/A

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

SUMMARY: The Spokane County Coordinated Public Transit – Human Services Transportation Plan (CPT – HSTP, or HSTP) identifies strategies and objectives to enhance transportation access, minimize duplication of services, and implement the most cost-effective transportation services with available resources throughout Spokane County. STA is an essential partner in preparing and delivering the plan. The following provides an overview of the plan update that is currently underway.

BACKGROUND: The Spokane County HSTP was last updated in November 2018. The plan is a required element for federal and state funding programs to demonstrate that appropriate coordination has occurred in developing regional programs that enhance transportation access, minimize duplication of services, and implement the most cost-effective transportation services with available resources. The HSTP identifies human services transportation strategies and projects for funding from various federal, state and local programs. Projects funded through STA’s Formula Program for Elderly Individuals and Individuals with Disabilities (Section 5310) are required to be derived from a locally developed HSTP.

During 2022, the Spokane Regional Transportation Council (SRTC) and Spokane Transit Authority will be working together to update the HSTP. SRTC has begun conducting outreach in the community beginning in February 2022 to identify service gaps and public transportation needs in the Spokane County planning area. The draft HSTP will be completed in August 2022 for SRTC Board adoption in November 2022. SRTC staff presented to the Citizen Advisory Committee on February 9, 2022, to provide an overview of the planning process.

RECOMMENDATION TO COMMITTEE: Information only.

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

March 2, 2022

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

March 2, 2022

AGENDA ITEM 8: APRIL 6, 2022, 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 April 6, 2022.

RECOMMENDATION TO COMMITTEE: For discussion.

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1230 West Boone Avenue
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PLANNING AND DEVELOPMENT COMMITTEE MEETING

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DRAFT AGENDA

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 - A. Board Consent Agenda *(5 minutes)*
(No items being presented this month.)
 - B. Board Discussion Agenda
(No items being presented this month.)
5. Reports to Committee *(50 minutes)*
 - A. 2023-2028 Transit Development Plan: Planning Guidance *(Otterstrom)*
 - B. 2023-2028 Transit Development Plan: Review Preliminary Revenue and Expenditure Forecast Assumptions *(Liard)*
 - C. 2023-2028 Transit Development Plan: Identify Major Activities *(Otterstrom)*
 - D. Connect Spokane: Phase I Draft Revision for Public Comment *(Otterstrom)*
 - E. FTA Section 5310 Funding Call for Projects Timeline *(Otterstrom)*
6. CEO Report *(10 minutes)*
7. Committee Information
8. May 4, 2022, Committee Meeting Draft Agenda Review *(5 minutes)*
9. New Business *(5 minutes)*
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, May 4, 2022, 10:00 a.m. via Webex.

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SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

March 2, 2022

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

March 2, 2022

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