

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

PLANNING AND DEVELOPMENT COMMITTEE MEETING

Minutes of the March 31, 2021 (April) Meeting
Via Video Conference

MEMBERS PRESENT

Al French, Spokane County – *Chair*
Karen Stratton, City of Spokane
Kate Burke (Alternate for Candace Mumm), City of Spokane
Tim Hattenburg, City of Spokane Valley
Kevin Freeman, Small Cities Representative (Millwood) *Ex Officio*
E. Susan Meyer, Chief Executive Officer *Ex Officio*

MEMBERS ABSENT

Candace Mumm, City of Spokane
Hugh Severs, Small Cities Representative (Liberty Lake) *Ex Officio*

STAFF PRESENT

Karl Otterstrom, Director of Planning & Development
Brandon Ropez-Betty, Director of Communications & Customer Service
Fred Nelson, Chief Operations Officer
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

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**

None.

3. **COMMITTEE ACTION**

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

Ms. Karen Stratton moved to approve the March 3, 2021, Planning and Development Committee meeting minutes. Mr. Tim Hattenburg seconded, and the motion was approved unanimously.

B. **PASSENGER INFORMATION DIGITAL DISPLAY PROCUREMENT – SCOPE OF WORK APPROVAL**

Mr. Karl Otterstrom presented. Digital passenger information is a component of the enhanced station amenities for City Line and other High Performance Transit (HPT) Corridors. Customer information will include bus departure and arrival times, service alerts announcements, dynamic media, social media, etc. This scope of work is a 3-year contract for the provision of displays, associated mounts and mounting hardware for HPT stations, other transit facilities, replacement of existing Trapeze LED sign at transit facilities, and on board City Line vehicles. There are 200 signs anticipated with 147 of them delivered in 2021, 10 delivered in 2022 and 43 delivered in 2023. Estimated contract value is \$1.4 million. City Line displays will be funded by the City Line project budget (CIP 347). Non-City Line displays will be funded via the Digital Monitors

for Customer Information Project (CIP 796). Mr. Otterstrom reviewed the evaluation criteria, and the anticipated procurement timeline.

Ms. Karen Stratton made a motion to approve the general scope of work and authorize staff to release a Request for Proposals (RFP) for the Passenger Digital Display Procurement. Mr. Tim Hattenburg seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

(No items being presented this month.)

B. BOARD DISCUSSION AGENDA

1. DIVISION BRT: SELECTION OF LOCALLY PREFERRED ALTERNATIVE

Mr. Otterstrom presented. A locally preferred alternative is an essential step toward planning and implementation of a major transit capital investment. The Division Street HPT has been in several planning documents for a while and has been identified in Connect Spokane and in *STA Moving Forward*. Staff is wrapping up Phase 1 of the DivisionConnects Study which explored the implementation of bus rapid transit (BRT) and the implications of North Spokane Corridor (NSC). Spokane Regional Transit Council (SRTC) will be launching Phase II of this study which will focus primarily on land use and the connectivity of all modes. Mr. Otterstrom reviewed the DivisionConnects evaluation process, and the elements of the recommended locally preferred alternative. More than half of the corridor operates in lanes that are dedicated for transit, including Business Access and Transit (BAT) lanes which allow for turning lanes for other vehicles. Other multimodal treatments include protected bicycle facilities along Ruby Street with pedestrian access, ADA, and bicycle improvements throughout the corridor. Mr. Otterstrom also reviewed alignment, station locations, and lane configurations. The Side Running-C Alternative will now be referred to as the Locally Preferred Alternative (LPA). This LPA qualifies as a Small Starts Fixed-Guideway BRT Project. The overall cost estimate is approximately \$120-\$150M project. Federal, State and Local funds will help fund this project. Staff will return to this committee in May to approve a corridor development plan. A final resolution will be in the upcoming Board meeting packet.

Ms. Candace Mumm recommended the Board approve a motion to adopt by resolution the Division BRT Locally Preferred Alternative (LPA). Ms. Karen Stratton seconded, and the motion was approved unanimously.

5. REPORTS TO COMMITTEE

A. 2022-2027 TRANSIT DEVELOPMENT PLAN: PLANNING GUIDANCE

Mr. Otterstrom presented. Mr. Otterstrom reviewed the overall timeline for the Transit Development Plan (TDP). The 2022-2027 TDP is expected to be adopted in July 2021 and will include the Capital Improvement Program and the Service Improvement Program. Mr. Otterstrom reviewed several regional and national trends and circumstances that prompt a careful review of the guidance: impacts of COVID-19 pandemic on ridership, accelerated regional growth, national and state efforts to address climate change, efforts to improve equity in transportation, completion of *STA Moving Forward* implementation, and availability of additional federal funds to address service operations and capital requirements. Mr. Otterstrom reviewed the proposed integration of planning activities, and next steps. The draft TDP is expected in June and will include proposed guiding principles based on Committee input.

B. 2022-2027 TRANSIT DEVELOPMENT PLAN: REVIEW PRELIMINARY REVENUE AND EXPENDITURE FORECAST ASSUMPTIONS

Ms. Monique Liard presented. Ms. Liard reviewed the monitoring indicators: national economic climate, regional economic climate, funding climate, regional housing, health climate, vaccination progress, local funding, and ridership. In general, most of the indicators remain favorable. Ms. Liard reviewed sales tax revenue, fare revenue, other revenue, high-level expenditure assumptions, and next steps. Staff will return to next month’s committee meeting with a proposed Service Implementation Plan, and the Capital Improvement Program that will be incorporated into a financial forecast for the draft TDP.

C. FTA SECTION 5310 FUNDING CALL FOR PROJECTS TIMELINE

Mr. Otterstrom presented. Federal Section 5310 funds are intended to help enhance the mobility for seniors and persons with disabilities by expanding transportation options where public transportation is unavailable, insufficient, or inappropriate. Both ‘Traditional’ and ‘Other’ projects are eligible to receive 5310 funding, with a minimum of 55% of funds allocated to Traditional projects. The Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funding is not subject to the 55% Traditional project requirement. There is approximately \$658,614 in FTA Section 5310 funds available for funding projects as outlined in the chart below:

YEAR	FUNDING SOURCE	FEDERAL MATCH PERCENT	AMOUNT AVAILABLE	STA LOCAL MATCH CONTRIBUTION
2021	FY21 Apportionment	100%	\$419,427	\$0
2021	CRRSAA	100%	\$71,213	\$0
2021	America Rescue Plan (ARPA)	100%	\$71,214*	\$0
2019 & 2018	Returned Funds	50% or 80%	\$96,974	\$24,672*
Total			\$658,828	\$24,872
Total Funding Available			\$683,500	

**Update to reflect 3/29/21 ARPA Apportionment Notice. Local match adjusted accordingly.*

STA acts as a “mini-FTA” with the non-profits, auditing them for compliance with Federal contracting provisions, and accounting requirements. The Call for Projects will take place April 2, 2021. The STA Board will approve the P&D Committee recommendation project list on July 15, 2021.

D. CONNECT SPOKANE: TIMELINE FOR REVIEW OF PLAN ELEMENTS

Mr. Otterstrom presented the updated Connect Spokane process and timeline for the review and update of the plan elements. Connect Spokane is STA’s 30-year comprehensive plan which was

originally adopted in 2010. The last major update was in 2017, with a minor update in 2019. STA is updating this document in accordance with MI 3.1 comprehensive plan requirements (every three years). This gives staff an opportunity to formally recognize placement of a multi-year strategic plan. STA Moving Forward will need a successor plan to inform our actions later this decade and into the next. Mr. Otterstrom reviewed the proposed planning framework. The Annual Plan will be renamed the Annual Action Plan. The new formal strategic plan will be a group of short- to mid-term strategies and objectives for a fixed target year 10-15 years away, built on vision and policies of Connect Spokane, and predicated on funding availability (both approved and proposed). Mr. Otterstrom reviewed work program assumptions, and the outreach program. Next Steps include working with the Executive Team to establish participants in work groups, holding kick-off meetings with work groups (by early April), hosting longer (1-2 hour) section working group meetings during April – September, and engaging the P&D Committee in the process, reviewing proposed revisions to principles and policies.

E. US-195 / I-90 STUDY UPDATE

Mr. Otterstrom presented. This study kicked off in late 2019 with a Study Advisory Team meeting. Members represent SRTC, WSDOT, City of Spokane, Spokane County, and Spokane Transit. The major deliverables have been: existing conditions report, Market analysis and development forecast, first draft project packages, and two public draft project packages (Enhanced Expressway and Enhanced Expressway with local connections). Mr. Otterstrom reviewed the study timeline, project goals, project study area, draft strategies, and the draft project packages. Packages have been approved by SRTC Board for community release. Public engagement is scheduled for April and May. A final package with more robust cost estimates will be developed after public engagement.

6. CEO REPORT

Ms. Meyer presented the CEO Report:

- Legislative Update – Infrastructure Bill (the American Jobs Plan) – estimated at \$2 trillion, transit funding transit double; Washington State Legislature – 26 days left till the end of the session, budgets include funding for special needs transportation; HB1564 - hopeful that the Division BRT project funding is included.
- March 2021 Voter-Approved Sales Tax Update – Revenue collected on January retail sales: 8.7% above March 2020 actual (\$0.6M), 4.8% YTD above 2020 actual (\$1.1M), and 21.3% YTD above budget (\$4.1M).
- City Line Bus Reveal – The new City Line bus is here. 60’, 5 door, battery electric bus built by New Flyer. This is the City Line vehicle that will begin service in May of 2022, and the first of ten buses that will be housed and maintained at Boone NW Garage.
- STA’s 40th Anniversary – Staff painted a current bus to match the vintage Livery bus.
- STA Week of Gratitude – STA planned a Week of Gratitude for STA’s employees. Daily thankful messages, a special pin, boxed lunches, and other special tokens of gratitude were given to full-time employees. Kudos to Mr. Brandon Rapez-Betty and the Communications team for a job well done.
- Transit Driver Appreciation Day – occurred during the Week of Gratitude. “Transit Driver Appreciation Day – Thank you” was painted on the STA skywalk and several downtown Spokane skywalks.

7. COMMITTEE INFORMATION

(No items being presented this month.)

8. JUNE 2, 2021 COMMITTEE MEETING AGENDA

9. NEW BUSINESS -- *None*.

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

11. ADJOURNED

With no further business to come before the Board, Chair French adjourned the meeting at 11:17 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, JUNE 2, 2021 at 10:00 a.m. VIA WEBEX.

Respectively submitted,



Vicki Clancy, Executive Assistant
Planning and Development Department