

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

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, September 30, 2020, (OCTOBER) 10:00 a.m.

Via Video Conference

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

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

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: 146 614 5770

AGENDA

Estimated meeting time: 90 minutes

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*5 minutes*)
 - A. Minutes of the September 2, 2020 Committee Meeting -- *Corrections/Approval*
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 (*50 minutes*)
 - A. Draft 2021 Annual Strategic Plan – (*Meyer/Otterstrom*)
 - B. Draft 2021 Operating and Capital Budgets – (*Meyer/Liard*)
 - C. STA Moving Forward: 2020 Plan Amendments – (*Otterstrom/Tresidder*)
6. CEO Report (*10 minutes*)
7. Committee Information
 - A. *Connect Spokane* Update – (*Otterstrom/Tresidder*)
8. Review November 4, 2020 Committee Meeting Agenda
9. New Business (*10 minutes*)
10. Committee Members' Expressions (*10 minutes*)
11. Adjourn
12. Next Committee Meeting: Wednesday, November 4, 2020, 10:00 a.m., STA Southside Conference Room, 1230 West Boone Avenue, Spokane, Washington

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

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 30, 2020

AGENDA ITEM 2 : COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

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

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

RECOMMENDATION TO COMMITTEE: N/A

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 30, 2020

AGENDA ITEM 3A : MINUTES OF THE SEPTEMBER 2, 2020 COMMITTEE MEETING

REFERRAL COMMITTEE: N/A

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

SUMMARY: Draft Minutes of the September 2, 2020 Planning and Development Committee meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

COMMITTEE ACTION:

RECOMMENDATION TO THE BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

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

PLANNING AND DEVELOPMENT COMMITTEE MEETING

Draft Minutes of the September 2, 2020, Board Meeting
Via Video Conference

MEMBERS PRESENT

Chris Grover, Small Cities Representative
(Cheney) – *Chair*
Candace Mumm, City of Spokane
Pamela Haley, City of Spokane Valley

MEMBERS ABSENT

Kevin Freeman, Small Cities Representative
(Millwood) *Ex Officio*
Karen Stratton, City of Spokane

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
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
Steve Blaska, Interim Chief Operations Officer
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 Grover called the meeting to order at 10:00 a.m. and conducted roll call.

2. COMMITTEE CHAIR REPORT

Chair Grover praised and thanked STA staff for running the organization avoiding debt and without using reserves ; an impressive accomplishment. He thanked Mr. Steve Blaska for his hard work as STA's interim Chief Operations Officer during a difficult time, noting that Mr. Blaska will be missed. Chair Grover welcomed the new interim Chief Operations Officer, Mr. Fred Nelson.

3. COMMITTEE ACTION

A. Minutes of the July 1, 2020 Committee Meeting

Ms. Mumm moved to approve the July 1, 2020, Planning and Development Committee meeting minutes. Chair Grover 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. Transit Development Plan: 2021 – 2026 Plan

Mr. Karl Otterstrom presented. The Transit Development Plan (TDP) is a state-required plan that is prepared annually to convey how STA intends to implement public transportation service and related capital and operating projects over a six-year period. The preliminary draft was distributed on August 7, 2020. The draft Transit Development Plan: 2021-2026 can be found on the STA website.

Normally, staff would have brought forward drafts of the Service Improvement Program (SIP) and Capital Improvement Program (CIP) as separate agenda items before reviewing the complete draft TDP. However, given the time needed to revisit financial assumptions and guidance this summer, staff is bringing forward the full draft of the TDP, including the SIP and the CIP, for review at one time and recommendation for approval.

a. 2021-2026 Capital Improvement Program

This program is developed in accordance with *Connect Spokane* policy SI 5.0. The development of a six-year CIP provides a mid-term horizon for prioritizing resources, enhancing the transit system, and maintaining existing assets and resources in good repair. It also includes the program of projects for federal formula funds. The 2021-2026 CIP totals \$217,657,633.

b. 2021-2023 Service Improvement Program

This program is prepared annually to guide the delivery of fixed-route service changes and improvements during a three-year period within the TDP that immediately follows the year of approval. The 2021-2023 SIP identifies route changes that implement *STA Moving Forward*, further the vision of High Performance Transit (HPT), continue to implement *Connect Spokane* principles and address route performance issues. The SIP also includes a concept map for how the fixed route network could exist in 2023. Mr. Otterstrom emphasized the map is a concept that will be updated as planning and public input activities for May 2022 service revisions resume later this month.

Mr. Otterstrom and Ms. Monique Liard reviewed the financial projections associated with the TDP. Through adjustments to project timing, funding assumptions and service levels, the TDP accomplishes the service growth and project delivery planned in *STA Moving Forward* without the use of debt or use of board-designated reserves.

Ms. Candace Mumm asked if there are additional projects STA staff would like to include in the CIP if funding allowed. Ms. Susan Meyer responded that STA would have liked to have funded more electric buses. Mr. Blaska added that STA is fully funded for Monroe-Regal and the City Line; however, there are an additional six buses in the program that would be added to the fleet after successfully implementing the first buses. Ms. Mumm emphasized the importance of having “shovel ready ideas” in case opportunities pop up.

Chair Grover moved to approve that subject to satisfactory completion of the public comment period and public hearing, the committee recommend approval of the Transit Development Plan: 2021-2026 as presented. Ms. Pam Haley seconded, and the motion was approved unanimously.

10:15 a.m. - Brandon Ropez-Betty joined the meeting.

5. REPORTS TO COMMITTEE

A. STA MOVING FORWARD: 2020 PLAN AMENDMENTS

Mr. Otterstrom presented. Staff provided an overview of the general scope and timeline for proposed amendments to the *STA Moving Forward* plan to reflect timeline adjustments and other revisions to align the ten-year strategic plan with current expectations and assumptions.

The COVID-19 Pandemic has significantly disrupted social activity, transit ridership and the region's economic expectations. In response, STA is proposing to adjust the timeline for planned service growth and new capital projects that are identified in the *STA Moving Forward* plan. These adjustments are reflected in the Service Improvement Program and Capital Improvement Program that are incorporated into the draft Transit Development Plan: 2021-2026. The amendment process to STA Moving Forward is intended to reflect changed conditions rather than define those conditions and requirements.

Mr. Otterstrom reviewed proposed project revisions, timelines, public input and board adoption of the amendments. Even with all proposed revisions to the project delivery timeline, all *STA Moving Forward* projects would be completed within a ten-year period since voters approved funding for the plan in November 2016.

B. DIVISIONCONNECTS STUDY UPDATE

Mr. Otterstrom presented an update on the DivisionConnects Study. In partnership with Spokane Regional Transportation Council (SRTC), City of Spokane, Spokane County and WSDOT, the study explores opportunities and challenges for the implementation of High Performance Transit (HPT) by STA and other multi-modal and land use changes along the Division Street corridor. Through previous planning efforts including the board adopted *Connect Spokane*, the planned transit mode for the corridor is bus rapid transit (BRT). Division HPT will operate using a rubber-tired bus to provide maximum design and operational flexibility within the corridor.

A study steering committee comprised of elected officials and agency leaders was assembled at the end of March 2020 and is being engaged to provide feedback and direction. The project website, www.divisionconnects.org, is being used to convey project information and reports as the study progresses. Mr. Otterstrom reviewed the activities and tasks that the consultant team has been busy working on: developing draft transit design and multimodal frameworks, assessing opportunities for off-corridor active transportation, traffic modeling, identifying a universe of BRT options, and assessing right-of-way opportunities. Later this fall the study will evaluate alternatives for implementing BRT in the corridor to arrive with a preferred alternative for action by the STA Board of Directors and the SRTC Board of Directors.

C. I-90 / VALLEY HIGH PERFORMANCE TRANSIT (HPT) PROJECT OVERVIEW

Mr. Otterstrom presented. STA has launched conceptual planning for the I-90 / Valley corridor to identify long term needs, opportunities, and implementation strategies for High Performance Transit (HPT). This planning process is expected to be completed in the second half of 2021. Mr. Otterstrom reviewed the project background/history, the planned investments, and the corridor budget, and the project timeline.

STA has contracted with KPFF to provide corridor planning, design, right-of-way acquisition and construction engineering services. KPFF has begun the corridor planning phase of work with an initial feasibility study timed to inform STA's application for funding through the WSDOT Regional Mobility Grant program. Next steps include an online open house and survey, completing the grant application, preparing/implementing a detailed work plan, forming a technical advisory work group, and holding a kickoff meeting.

D. 2021-2023 REGIONAL MOBILITY GRANT SUBMISSION

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

STA intends to submit grant applications for the I-90/Valley High Performance Transit (HPT) Infrastructure in the amount of \$7.5 million and a second application for Sprague Line HPT Improvements in the amount of \$2.9 million and will span two biennial budgets. Both investments are identified and committed to in the *STA Moving Forward* plan. Because of the financial impacts of the COVID-19 Pandemic, there is an increased requirement for grant funding for these projects. These grants are for projects that are within the approved 2020-2025 Capital Improvement Program; there is no need for additional board approval.

6. CEO REPORT

Ms. Meyer presented the CEO Report:

Sales Tax/Ridership – Sales Tax Revenue for August collected on June retail sales is 4.5% above budget while ridership has decreased in July: -48% - Fixed Route, -66.0% - Paratransit, and -46.7% --Vanpool.

Battery Electric Bus (BEB) Charging Infrastructure – Ms. Meyer approved the Notice of Intent to Award Contract to Proterra. The charging infrastructure will be in three locations: Moran Station for Monroe-Regal Line, SCC Transit Center, and Boone Northwest Garage. The chargers are interchangeable between bus manufacturers. The first City Line bus arrives in December.

FAST Act Reauthorization – The FAST Act is a funding and authorization bill for federal surface transportation spending. It was passed by Congress and signed by the President in December 2015, and expires this month. Congress is expected to extend the legislation by Continuing Resolution (CR) through a relief package or by or a standalone bill.

7. COMMITTEE INFORMATION

(No information included this month.)

8. REVIEW SEPTEMBER 30, 2020, (OCTOBER) COMMITTEE MEETING AGENDA

9. NEW BUSINESS -- *None*

10. COMMITTEE MEMBER'S EXPRESSIONS

Ms. Candace Mumm complimented the committee on the hard work exercised during this difficult time. She said, "It is appreciated."

11. ADJOURNED

With no further business to come before the Board, Chair Grover adjourned the meeting at 11:32 a.m.

NEXT COMMITTEE MEETING: Wednesday, November 4, 2020, 10:00 a.m., STA Southside Conference Room, 1230 West Boone, Spokane, Washington

Respectively submitted,

Vicki Clancy

Vicki Clancy, Executive Assistant
Planning and Development Department

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 30, 2020

AGENDA ITEM 5A : DRAFT 2021 ANNUAL STRATEGIC PLAN

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer
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 strategic plan that is operationalized by the annual operating and capital budgets.

A draft of the 2021 Annual Strategic Plan will be reviewed at the Committee meeting. With committee input and review it will be finalized for action by the committee and board prior to the adoption of the 2021 operating and capital budgets.

RECOMMENDATION TO COMMITTEE: For Information Only.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 30, 2020

AGENDA ITEM 5B : DRAFT 2021 OPERATING AND CAPITAL BUDGETS

REFERRAL COMMITTEE: N/A

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

SUMMARY: The 2021 Draft Operating and Capital Budgets will be presented.

RECOMMENDATION TO COMMITTEE: For Information Only.

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 30, 2020

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

REFERRAL COMMITTEE: N/A

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

SUMMARY: The COVID-19 Pandemic has significantly disrupted social activity, transit ridership and the region's economic expectations. In many ways, the extent and duration of these disruptions are unknown and unpredictable. In response, STA is adjusting the timeline for planned service growth and new capital projects that are identified in the *STA Moving Forward* plan. These adjustments are reflected in the recently adopted Transit Development Plan: 2021-2026.

STA Moving Forward included a list of projects for implementation and a "targeted year for project completion" for each project. Page 12 of the plan stated "For the purposes of creating this plan, the projects contained herein have been conceptually placed on a conservative timeline for implementation. Should more funding become available, projects may advance more quickly than originally envisioned and conversely, a project could be delayed due to an unexpected drop in revenue." While the original plan couldn't have predicted our current circumstances, it recognized that adjustments to the plan were inevitable.

During the September 30 committee meeting, staff will present proposed revisions to the plan, including a new foreword summarizing the changes affecting plan delivery and outcomes, and a new appendix that identifies adjustments in project timing.

One of the original projects of the *STA Moving Forward* plan that has a proposed adjustment in timing is a pilot project to extend service along I-90 to Post Falls and Coeur d'Alene. The pilot project has been timed to be the last project in the plan's implementation timeline. Concerns and questions about the pilot project were raised at the September 17, 2020 Board Meeting and will be addressed further during the presentation.

For reference, the current version of the plan may be found online here:

https://s3.us-west-2.amazonaws.com/stamovingforward/documents/STAMF-Plan_June-2016_Final.pdf?mtime=20160720122727

A public hearing is scheduled for October 15, 2020. The committee is scheduled to make a recommendation to the board on November 4, 2020.

RECOMMENDATION TO COMMITTEE: Review and Discussion.

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

September 30, 2020

AGENDA ITEM 6 : CEO REPORT - INFORMATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

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

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 30, 2020

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 for at least the next 30 years to guide decisions made by the Board of Directors, staff and partnering agencies. *Connect Spokane Monitoring and Improvement Policy 3.1* states,

STA shall update Connect Spokane routinely. Spokane Transit will review and update as appropriate the Comprehensive Plan for Public Transportation beginning no later than three years following the last major adoption and/or revision. Significant public outreach shall be required as part of the update process, consistent with the policies of the Communications and Public Input Element.

The last major update was completed in 2017. A minor amendment to the plan was made in May 2019.

The Board, on the recommendation of the Planning and Development Committee, approved the scope of work at the March meeting. This completed Task 1.

Task 2 was the “*Connect Spokane Document Review*” and recently wrapped up, with a presentation at the July Planning & Development Committee meeting, where a short memo provided brief highlights of the proposed edits for each section that will be completed in Task 5.

Tasks 3 and 4, currently underway, lay out the primary objectives for undertaking this Plan Update at this time:

- (a) Increasing the readability of the document and clarifying its relationship to other STA guiding documents (Task 3); and
- (b) Developing updated policies that will see STA through the next 20 years of growth in the region (Task 4)

These tasks will continue into the Spring of 2021 and include outreach to STA’s jurisdictional partners as well as to STA’s customers and the general public.

RECOMMENDATION TO COMMITTEE: For Information Only.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 30, 2020

AGENDA ITEM 8 : REVIEW NOVEMBER 4, 2020 DRAFT COMMITTEE MEETING
AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development

SUMMARY: At this time, members of the Planning and Development Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the November 4, 2020 Committee meeting. Proposed agenda items include:

- Minutes of the September 30, 2020 Committee meeting – *Corrections/Approval*
- Recommended Draft 2021 Annual Strategic Plan -- *Board Consent*
- STA Moving Forward: 2020 Plan Amendments (*by Resolution*) -- *Board Consent*
- City of Spokane Riverside Project Order Agreement -- *Board Action*
- High Performance Transit (HPT) Amenities Installation Scope of Work -- *Committee Action*
- Proposed 2021 Operating and Capital Budgets -- *Report*
- Draft 2021 Planning and Development Committee Work Program -- *Report*
- DivisionConnects Study: Bus Rapid Transit (BRT) Alternatives -- *Report*

RECOMMENDATION TO COMMITTEE: Review and discuss.

COMMITTEE ACTION:

RECOMMENDATION TO THE BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 30, 2020

AGENDA ITEM 9: NEW BUSINESS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

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

RECOMMENDATION TO COMMITTEE: N/A

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 30, 2020

AGENDA ITEM 10 : COMMITTEE MEMBER'S EXPRESSIONS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

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

RECOMMENDATION TO COMMITTEE: N/A