

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Minutes of the November 2, 2022, Meeting
Via Video Conference

MEMBERS PRESENT

Karen Stratton*, City of Spokane
Tim Hattenburg, City of Spokane Valley
E. Susan Meyer, Chief Executive Officer
Ex Officio

MEMBERS ABSENT

Al French, Spokane County – *Chair*
Dan Dunne, Small Cities Representative
(Liberty Lake), *Ex Officio*
Dan Sander, Small Cities Representative
(Millwood) *Ex Officio*
Betsy Wilkerson, City of Spokane

**Acting Chair*

STAFF PRESENT

Karl Otterstrom, Chief Planning & Development
Officer
Brandon Rapez-Betty, Chief Operations Officer
Monique Liard, Chief Financial Officer
Nancy Williams, Chief Human Resources Officer
Carly Cortright, Chief Communications & Customer
Service Officer
Vicki Clancy, Executive Assistant to the Chief
Planning & Development Officer

PROVIDING LEGAL COUNSEL

Megan Clark, Etter, McMahon, Lamberson, Van Wert
& Oreskovich, P.C.

1. CALL TO ORDER AND ROLL CALL

Acting Chair Karen Stratton 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 OCTOBER 5, 2022, COMMITTEE MEETING

Mr. Tim Hattenburg moved to approve the October 5, 2022, Planning & Development Committee meeting minutes. Acting Chair Karen Stratton seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. 2023 ACTION PLAN APPROVAL

Mr. Karl Otterstrom presented. According to STA Board Resolution 681-11, the Planning & 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.

Mr. Tim Hattenburg moved to recommend the Board of Directors approve, by resolution, the 2023 Action Plan. Acting Chair Stratton seconded, and the motion was approved unanimously.

B. BOARD DISCUSSION AGENDA

(No items being presented this month.)

5. REPORTS TO COMMITTEE

A. PROPOSED DRAFT 2023 OPERATING AND CAPITAL BUDGETS

Ms. Liard was scheduled to present.

Due to Webex video technical difficulties, the budget presentation was delayed. The Planning & Development Committee continued with the rest of the Reports to Committee, the CEO Report, and then tried to view the presentation again. Technical difficulties continued.

Ms. Liard recommended that the Planning & Development Executive Assistant email the video link to Acting Chair Stratton and Mr. Hattenburg to view at their convenience.

B. DRAFT 2023 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM

Mr. Otterstrom presented. According to STA Board Resolution 681-11, adopted at the September 21, 2011, STA Board meeting, the Planning & Development Committee is accountable for designing and coordinating the Board's participation in STA strategic and operational planning, including annual budget preparation, and the annual planning calendar.

Late each year, the Planning & Development Committee prepares a work program to outline activities it expects to undertake the following year. Mr. Otterstrom reviewed the first draft of the work program for committee discussion.

The draft work program is focused primarily on the annual planning calendar and includes several additional projects and planning efforts during 2023: Division Street Bus Rapid Transit (BRT); Connect Spokane: Complete Phase II Update; City Line: Implementation Activities; 2025-2035 Strategic Planning Phase II; Facilities Master Plan; Five Mile Mobility Hub Study.

A final draft work program will be presented at the next committee meeting for review and approval.

C. FIVE MILE MOBILITY HUB STUDY OVERVIEW

Mr. Otterstrom presented an overview of the upcoming Five Mile Mobility Hub Study, a grant-funded study centered on STA's existing Five Mile Park and Ride. This important transit facility historically and frequently exceeds capacity with commuters occasionally parking in nearby commercial parking lots due to the lack of parking spaces. Conceptually, a "mobility hub" is a transit facility that provides for a variety of other multimodal services, such as bikeshare, ride-hailing and micro-mobility options that support first/last mile transportation as well as longer commutes. STA successfully secured a \$200,000 grant through the Spokane Regional Transportation Council (SRTC) to undertake this study, matched by \$50,000 in local funds. This study will research Five Mile Park and Ride capacity, provide viable alternatives, evaluate mobility hub connections, develop mobility hub selection criteria, and review the current configuration for bus operation. This study will also help develop a framework for selecting and prioritizing similar investments. STA expects to begin the study in earnest in the first quarter of 2023 following a consultant procurement process.

D. SOUTH LOGAN TRANSIT ORIENTED DEVELOPMENT PLAN UPDATE

The City of Spokane was awarded \$250,000 in Transit-Oriented Development and Implementation (TODI) grant funds from the Washington State Department of Commerce in late 2021. The City has begun the subarea planning process, which will include a planned action environmental impact statement (EIS) to facilitate transit-oriented development along with City Line path through the Logan neighborhood. The project will focus around three City Line stations: McCarthy Athletic Center, Desmet Avenue, and Columbus Street. The outcome, based on community vision, will provide a plan that includes a coordinated framework and development approach for the South Logan area. The project began in the summer of 2022, with final adoption by the City Council anticipated for the summer of 2023. Mr. Otterstrom presented an update on the planning process.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

October 2022 Voter-Approved Sales Tax Revenue (August Sales) Update – Actual (\$10,033,352) compared to budget (\$8,317,585) for a 20.6% favorable variance (\$1,715,767). Sales tax revenue is 6.6% YTD above budget (\$5.8M), 9.1% above August 2021 actuals (\$0.8M), and 7.4% YTD above 2021 actuals (\$6.4M).

Connect Card: Free Rides in November – STA is offering unlimited free rides all November on Fixed Route and Paratransit for passengers with a Connect Card or a Connect Account. Connect Cards are available at the Customer Service Counter at the STA Plaza or can be ordered online through www.spokanetransit.com/connect. Connect app is available through Google Play and the App Store. 19,925 Connect Cards and accounts have been created by riders to date.

7. COMMITTEE INFORMATION - None

8. REVIEW NOVEMBER 30, 2022 (December), COMMITTEE MEETING AGENDA

9. NEW BUSINESS - None

10. COMMITTEE MEMBERS' EXPRESSIONS - None

11. ADJOURN

With no further business to come before the Committee, Acting Chair Stratton adjourned the meeting.

NEXT COMMITTEE MEETING: WEDNESDAY, NOVEMBER 30, 2022 (DECEMBER), at 10:00 a.m. VIA WEBEX.

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning & Development Department