

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

## **PLANNING AND DEVELOPMENT COMMITTEE MEETING**

Minutes of the May 4, 2022, Board Meeting  
Via Video Conference

### **MEMBERS PRESENT**

Al French, Spokane County – *Chair*  
Karen Stratton, City of Spokane  
Tim Hattenburg, City of Spokane Valley  
Dan Dunne, Small Cities Representative  
(Liberty Lake), *Ex Officio*  
Dan Sander, Small Cities Representative  
(Millwood) *Ex Officio*  
E. Susan Meyer, Chief Executive Officer  
*Ex Officio*

### **STAFF PRESENT**

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

### **MEMBERS ABSENT**

Betsy Wilkerson, City of Spokane

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

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#### 1. CALL TO ORDER AND ROLL CALL

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

#### 2. COMMITTEE CHAIR REPORT

Chair French complimented E. Susan Meyer and the entire STA organization on another outstanding Bloomsday event.

#### 3. COMMITTEE ACTION

##### A. MINUTES OF THE APRIL 6, 2022, COMMITTEE MEETING

**Ms. Karen Stratton moved to approve the April 6, 2022, Planning and Development Committee meeting minutes. Mr. Tim Hattenburg seconded, and the motion was approved unanimously.**

#### 4. COMMITTEE ACTION

##### A. BOARD CONSENT AGENDA

##### 1. CONNECT SPOKANE PHASE I REVISIONS (RESOLUTION)

Mr. Karl 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. Revisions to *Connect Spokane* that are currently under consideration are Phase I of a two-step update with the second updates planned for after the completion of the first phase of strategic planning underway. Highlights of the draft changes in the Phase I updates were presented during the Committee's April meeting, with a public hearing held at the April 2022 Board meeting, and adoption proposed at the May 2022 Board meeting. Mr. Otterstrom reviewed the proposed updates and the

amendment timeline. The kick-off for Connect Spokane Phase II Revisions is estimated to take place in the fourth quarter of 2022.

**Mr. Tim Hattenburg moved to recommend the Board approve, by resolution, the proposed amendments to *Connect Spokane: A Comprehensive Plan for Public Transportation*. Mr. Dan Dunne seconded, and the motion was approved unanimously.**

*It was brought to the Committee's attention that a non-voting Board member had seconded the motions for 4A1. And 4A2. Mr. Tim Hattenburg moved to approve agenda item 4A1. as presented by staff. Ms. Karen Stratton seconded, and the motion was approved unanimously.*

2. SPRAGUE LINE DESIGN & ENGINEERING SERVICES WORK ORDER APPROVAL

Mr. Otterstrom presented. Staff is seeking Board authority to execute a work order for design and engineering of High Performance Transit (HPT) improvements along the Sprague Line. The work order scope includes: Project Management and Coordination-Stakeholder outreach support, Corridor Transit Operations Analysis, Design Services (Conceptual/Preliminary/Final), Review & Permitting, and Bid Support of two phases of implementation. The first phase of the Sprague Line implementation is anticipated to consist of improvements that are within the public right-of-way with expected construction in 2023. IBI Group is under contract to provide design and engineering services for the Sprague Line. The Sprague Line project currently has a Board-approved budget of \$6.5 million, with an additional \$1.2 million for amenities for a total project budget of \$7.7 million. Staff has determined there is sufficient budget for this work order and recommended approval.

**Mr. Hattenburg moved to recommend the Board of Directors authorize the CEO negotiate and execute a work order with IBI Group for Sprague High Performance Transit design under existing contract #17-STA-574 for an amount not to exceed \$1,199,908, and to provide for 5% contingency for unforeseen additional requirements or services. Mr. Dan Dunne seconded, and the motion was approved unanimously.**

*It was brought to the Committee's attention that a non-voting Board member had seconded the motions for 4A1. And 4A2. Mr. Tim Hattenburg moved to approve agenda item 4A2. as presented by staff. Ms. Karen Stratton seconded, and the motion was approved unanimously.*

3. CITY OF SPOKANE RIVERSIDE AVENUE COOPERATIVE IMPROVEMENT PROJECT: BUDGET ADJUSTMENT AND PROJECT ORDER AUTHORIZATION

Mr. Otterstrom presented. The City of Spokane is preparing for construction on Riverside Avenue, including two eastbound High Performance Transit (HPT) stations incorporated into the design of the street improvement project through cooperative agreement previously authorized by the Board. To proceed with construction, Board approval is needed to a) adjust the project budget to reflect bid results, and b) authorize the CEO to execute the construction project order because it will now exceed \$1 million. The construction costs, plus construction management, contingency and other supporting expenses are estimated to be \$1,066,750. When accounting for design-related expenses, the additional budget requested for transit improvement totals \$530,000.

**Mr. Tim Hattenburg moved to recommend the Board approve authorization for the CEO to execute a project order for the Eastbound Bus Stop and Intersection Improvements – Riverside Avenue, with the City of Spokane for construction in the amount of \$1,066,750.**

**Further recommend the Board approve by motion, an increase in the amount of \$530,000, for a revised total of \$1,130,000 for the overall budget of CIP #805, Eastbound Riverside Avenue High Performance Transit Improvements. Ms. Stratton seconded, and the motion was approved unanimously.**

B. BOARD DISCUSSION AGENDA

*(No items being presented this month.)*

5. REPORTS TO COMMITTEE

A. 2023-2028 TRANSIT DEVELOPMENT PLAN: IDENTIFY MAJOR ACTIVITIES

Mr. Otterstrom presented. As part of the annual preparation of the agency's transit development plan, the Committee reviews the planned major activities for the agency for inclusion in the 2023-2028 Transit Development Plan (TDP). This plan is expected to be adopted in July 2022 and will include the Capital Improvement Program and the Service Improvement Program. Mr. Otterstrom reviewed the new major activities occurring in the draft that did not appear in last year's TDP. The major activities list will remain in draft form as it is incorporated into a complete draft of the 2023-2028 TDP in June for broader public input. A full list of the major activities for 2023-2028 were included as an attachment.

B. 2023-2028 TRANSIT DEVELOPMENT PLAN: SERVICE IMPROVEMENT PROGRAM

Mr. Otterstrom presented. The Service Improvement Program (SIP) is another element of the TDP, and is updated annually as described in the *Connect Spokane* policies MI 3.3.3 and MI 3.4. The SIP summarizes recent requests for new service, and identifies service concepts for a 3-year period which includes service improvements associated with *STA Moving Forward* projects as well as Near Term Investments identified by the Board in December 2021. Mr. Otterstrom reviewed a geographic map of the "Recent Requests for New Service. The requests are varied, extending as far as Rathdrum, Idaho; Nine Mile Falls, Marshall, the existing Amazon site, and the new one in northwest Spokane Valley. Mr. Otterstrom reviewed the most significant changes which are planned to take place with the start of the City Line in 2023 and were approved by the Board in 2021. Additional changes will take place in 2024 and 2025. Next steps include the incorporation of the draft Service Improvement Program into the draft TDP for review and comment next month.

C. 2023-2028 TRANSIT DEVELOPMENT PLAN: 2023-2028 CAPITAL IMPROVEMENT PROGRAM

Ms. Monique Liard presented an overview of the proposed programs and projects to be included in the draft Transit Development Plan: 2023-2028. Like the SIP, the Capital Improvement Program (CIP) is reviewed annually and is a major element of the TDP. 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. Total CIP is \$388.5 million for this six-year period. The CIP aggregates projects that have common objectives or are otherwise interconnected into programs. The capital programs are organized into five distinct program categories: vehicles, facilities (maintenance & administration), facilities (passenger & operational), technology, and High Performance Transit implementation.

The biggest driver in the change from last year's CIP is the Division Bus Rapid Transit (BRT) project. Ms. Liard reviewed the background of this CIP project focus. The Division BRT will be a nine-mile long, fixed guideway transit line from downtown Spokane to Mead following Division Street and Newport Highway. Fixed Guideway is an FTA term that applies to projects with all or part of the alignment dedicated to transit. In the case of Division BRT, the Business Access and Transit (BAT lanes)

qualify as Fixed Guideway. This project will include a major rebuild of the Division/Ruby couplet to improve transit and non-motorized accessibility. There will be approximately twenty-eight (28) stations. Ms. Liard reviewed estimated projected costs, total \$194 million in year-of-expenditure dollars, and anticipated funding sources.

D. I-90 VALLEY HIGH PERFORMANCE TRANSIT: PUBLIC OUTREACH SUMMARY AND EVALUATION RESULTS

Mr. Otterstrom presented. The I-90/Valley High Performance Transit (HPT) is one of six HPT corridors slated for improvements in *STA Moving Forward (STAMF)*. STA recently conducted public outreach to garner input on potential alternatives and a preferred architecture for High Performance Transit in the I-90/Valley Corridor. Mr. Otterstrom shared key takeaways from this outreach, along with preliminary findings from an evaluation process in conjunction with the planning process. Mr. Otterstrom reviewed the project planning timeline, and the preferred scenario for HPT Architecture. The preferred architecture scenario depicts multiple routes working together to make up the corridor providing access and frequency, and all-day service from Spokane to Liberty Lake with a planned pilot extension of service into Idaho subject to a cross-state partnership, and as far west as West Plains Transit Center and the airport.

Public outreach has been conducted for the past several months. Staff has presented to elected officials in February and March, including County Commissioners and all city councils in the corridor within Spokane County; convened an online public open house on March 2; presented to Valley Kiwanis on March 29; received over 450 responses to an online survey soliciting input on the corridor and priorities for the plan; promoted online open house and online survey through social and printed media. The primary findings of alternatives evaluation demonstrate a strong ridership response based on service and infrastructure investments in the corridor. Next steps include presenting a draft Corridor Development Plan to the committee in June.

Mr. Tim Hattenburg was pleased to see Sprague and Argonne identified as a top preferred interchange for new park-and-ride locations.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

April 2022 Voter-Approved Sales Tax Update – Sales Tax Revenue (February Sales).

Budget: \$7,321,892 / Actual: \$7,938,326. 8.7% YTD above budget (\$2.8M). 11.7% above April 2021 actual (\$0.8M). 12.0% YTD above 2021 actual (\$3.7M).

Bloomsday 2022 – STA served about 7,000 riders during Bloomsday 2022. Forty-six (46) STA bus operators were dedicated to shuttle service that started at 6:20 a.m. This was in addition to the regular seventy-five (75) bus operators that were working regular service. Kudos to Mr. Brandon Rapez-Betty and his team for a job well done at his first Bloomsday as the Chief Operations Officer.

Board Workshop – A Strategic Planning Project Board Workshop will take place on Thursday, May 19 from 11:30 a.m. – 1:15 p.m. before the Board meeting that same day. This will be an in-person meeting with a virtual option. Lunch will be provided.

7. COMMITTEE INFORMATION – *No action or discussion*

A. UNIFIED PLANNING WORK PROGRAM UPDATE

8. REVIEW JUNE 1, 2022, COMMITTEE MEETING AGENDA

9. NEW BUSINESS - *None*
10. COMMITTEE MEMBERS' EXPRESSIONS -- *None*
11. ADJOURN

With no further business to come before the Board, Chair French adjourned the meeting at 11:06 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, JUNE 1, 2022, at 10:00 a.m. VIA WEBEX.

Respectfully submitted,

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

Vicki Clancy, Executive Assistant  
Planning and Development Department