

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Minutes of the July 6, 2022, Board Meeting
Via Video Conference

MEMBERS PRESENT

Karen Stratton, City of Spokane**
Tim Hattenburg, City of Spokane Valley
Betsy Wilkerson, City of Spokane
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

MEMBERS ABSENT

Al French, Spokane County – *Chair*

**Acting Chair

STAFF PRESENT

Karl Otterstrom, Chief Planning and Development
Officer
Brandon Rapez-Betty, Chief Operations Officer /
Interim Chief 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

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

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

2. COMMITTEE CHAIR REPORT

3. COMMITTEE ACTION

A. MINUTES OF THE JUNE 1, 2022, COMMITTEE MEETING

Mr. Tim Hattenburg moved to approve the June 1, 2022, Planning and Development Committee meeting minutes. Ms. Karen Stratton seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. 2023-2028 TRANSIT DEVELOPMENT PLAN: FINAL ADOPTION (RESOLUTION)

Mr. Karl Otterstrom presented. Each year, Spokane Transit is required by state law to develop a Transit Development Plan (TDP) for a six-year planning horizon and submit it to the Washington State Department of Transportation (WSDOT). The TDP is one of a series of planning documents that is built upon the goals, principles and policies contained within *Connect Spokane: A Comprehensive Plan for Public Transportation*. The Planning and Development Committee has been engaged in developing the various elements of the

draft plan since February of 2022. The Board of Directors held a public hearing on the draft TDP on June 16, 2022. There were no public comments provided at the public hearing.

The final draft TDP 2023-2028 includes minor edits (tracked in redline) and is available at: <https://www.spokanetransit.com/wp-content/uploads/2022/06/Draft-Transit-Development-Plan-2023-2028.pdf>. A draft of the Board resolution to adopt the plan is included in the packet.

Mr. Otterstrom reviewed minor edits made between the Preliminary Draft and Final draft after being recommended for adoption by resolution.

Mr. Tim Hattenburg moved to recommend the Board of Directors adopt, by resolution, the 2023-2028 Transit Development Plan. Ms. Stratton seconded, and the motion was approved unanimously.

B. BOARD DISCUSSION AGENDA

(No items being presented this month.)

5. REPORTS TO COMMITTEE

A. CITY LINE UPDATE

The City Line is STA's first bus rapid transit project that is scheduled to begin revenue service on July 15, 2023. Mr. Otterstrom presented an update including construction, amenity installation, implementation, staffing and training, and overall project schedule. This project is currently 75% complete. The City Line will be integrated with the new fare collection system which is scheduled to launch this fall. STA is working with the City of Spokane to create Transit Signal Priority (TSP) at four intersections. A content management system (CMS) is in development by the STA Communications Department with custom content for the City Line. STA goal is to hire a total of 70 bus operators leading up to the launch of the City Line. A maintenance plan is in development.

Ms. Stratton offered the availability to set up presentations with neighborhood councils to help distribute City Line information/updates. Mr. Dan Sander appreciated the detailed presentation. Mr. Dan Dunne is impressed with the inclusion of bike lanes on segments of the corridor.

B. TITLE VI PLAN UPDATE

Mr. Otterstrom presented an overview of the Title VI Plan Update process to the Committee. Public transit agencies are required to establish a Title VI Program and update that program every three years. Spokane Transit's existing Title VI Program must be updated and approved by the Board of Directors by March 16, 2023, when the current program, last adopted in 2020, expires. STA's Title VI Program can be found at: <https://www.spokanetransit.com/projects/title-vi-non-discrimination-policy-and-plan/>

An on-board rider survey and provider survey are planned for Fall 2022. A public hearing is scheduled for the February Board meeting with an adoption recommendation at the March meeting.

6. CEO REPORT – *None*

Ms. E. Susan Meyer presented the CEO Report:

June 2022 Voter-Approved Sales Tax Revenue (April Sales) Update – Actual (\$9,233,669) compared to budget (\$9,363,081) creates an unfavorable variance of \$129,412 (-1.4%). 5.0% YTD above budget (\$2.6M), 1.6% above June 2021 actual (\$0.1M), and 8.2% YTD above 2021 actual (\$4.0M).

Annual Van Grant Program – the application period has opened. STA will have ten (10) vans that have reached their service life. The Board approved a grant ten or eleven years ago, that allows these vans to be provided to organizations serving individuals with disabilities, seniors, and/or low income. Vans are “as is” and in fair condition; awardees must have the resources to maintain the van. Currently, there are more applicants than vans available. A report will be provided to the Board in September. Ms. Meyer encouraged Committee members to share this opportunity with qualifying organizations.

Employee Recognition Event – Scheduled for July 17, 2022. This once annual event prior to the pandemic is an opportunity to recognize STA’s employees’ achievements in safety and years of service.

Legal Counsel Change – STA’s Legal Counsel, Laura McAloon, is returning to her home state of Nebraska. A transition plan is in progress. Invitations have been sent to encourage interest in this open opportunity. Due to limited time to procure new legal counsel, STA is seeking interim legal counsel with a maximum contract value of \$200,000 and no longer than two years. Ms. Meyer noted that Ms. McAloon is the only attorney in this area with in-depth transit legal experience.

Ms. Stratton thanked Ms. McAloon for everything she’s done for STA and for the community. Mr. Hattenburg has appreciated Ms. McAloon’s calm demeanor and expertise. Mr. Dunne appreciated her technical competence.

7. COMMITTEE INFORMATION - *None*

8. REVIEW AUGUST 31, 2022, COMMITTEE MEETING AGENDA

9. NEW BUSINESS - *None*

10. COMMITTEE MEMBERS’ EXPRESSIONS

11. ADJOURN

With no further business to come before the Committee, Acting-Chair Stratton adjourned the meeting at 11:15 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, AUGUST 31, 2022 (September Meeting), at 10:00 a.m. VIA WEBEX.

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning & Development Department