

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Minutes of the August 31, 2022 (September), Board Meeting
Via Video Conference

MEMBERS PRESENT

Al French, Spokane County – *Chair*
Karen Stratton, City of Spokane
Tim Hattenburg, City of Spokane Valley
Betsy Wilkerson, City of Spokane
E. Susan Meyer, Chief Executive Officer
Ex Officio

MEMBERS ABSENT

Dan Dunne, Small Cities Representative
(Liberty Lake), *Ex Officio*
Dan Sander, Small Cities Representative
(Millwood) *Ex Officio*

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**

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 Al French attended lunch at the Washington State Public Transportation Conference with the STA Executive Team and board members. Karl added that many sessions at the conference were presented by STA staff. Highlights included digital displays panel, Division BRT project, and High Performance Transit. There were a number of mobile workshops: City Line Tour and Maintenance Tour.

3. **COMMITTEE ACTION**

A. **MINUTES OF THE JULY 6, 2022, COMMITTEE MEETING**

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

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

A. FEDERAL TRANSIT ADMINISTRATION SECTION 5310 CALL FOR PROJECTS

Mr. Karl Otterstrom presented the scope and anticipated timeline for a call for projects that enhance mobility of seniors and individuals with disabilities. Subject to project evaluations, ranking and board recommendations, up to \$900,419 in federal funding could be awarded to meritorious projects to non-profit providers and transportation agencies. Additionally, the STA Board of Directors last year made \$190,000 available as partial match to federal funds.

Mr. Otterstrom provided an overview of the grant program and the evaluation criteria for prioritizing projects for board selection. Staff expect to present funding recommendations to the Committee in late November.

B. TITLE VI PLAN UPDATE: OUTREACH PLAN

Mr. Otterstrom presented. Public transit agencies are required by the Federal Transit Administration (FTA) to establish a Title VI Program and update that program every three years. Spokane Transit Authority's (STA) existing Title VI Program, last adopted in 2020, must be updated and approved by the Board of Directors by March 16, 2023, when the current program expires. Staff presented on the proposed outreach efforts.

Current program can be found at: <https://www.spokanetransit.com/projects/title-vi-non-discrimination-policy-and-plan/>

Outreach goals: promote inclusive public participation, involve and engage stakeholders, educate stakeholders and decision makers about STA's responsibilities under Title VI, inform members of the public, provide transparency. Key audience groups include transit riders, social/community stakeholders, vulnerable populations, and Community-at-large (Spokane/Spokane County). Mr. Otterstrom reviewed engagement methods, survey results, key upcoming activities, and Committee timeline.

C. DIVISIONCONNECTS PHASE 2: VISION AND IMPLEMENTATION STRATEGY

Mr. Otterstrom presented. *DivisionConnects* is a multi-jurisdictional study analyzing the Division Street Corridor. The study area consists of the Division Street transportation corridor between downtown Spokane and the northern connection to the North Spokane Corridor. Phase 1 of the study focused on selecting a preferred alternative for bus rapid transit (BRT). Recently concluded Phase 2 focused on supportive active transportation projects and land use. Mr. Otterstrom presented on the Phase 2 findings and next steps. All Phase 2 documents, including the *DivisionConnects Vision and Implementation Strategy*, the land use node information sheets, the land use visual sourcebook, the BRT case studies and policy review, and the active transportation strategies and project recommendations can be found under the "Learn More" tab on the project website: <https://www.srtc.org/division-street-corridor-study/>

6. CEO REPORT – None

Ms. E. Susan Meyer presented the CEO Report:

August 2022 Voter-Approved Sales Tax Revenue (June Sales) Update – Actual (\$10,291,837) compared to budget (\$9,850,096). Sales tax revenue is 4.1% YTD above budget (\$2.9M), 7.6% above June 2021 actuals (\$0.7M), and 7.3% YTD above 2021 actuals (\$4.9M).

STA/Spokane Public Schools Partnership – this week STA and SPS officially entered into a service agreement that will enable eligible high school students to ride transit with a new SPS Connect card (zero-fare) and allow SPS to fund added service in targeted locations to respond to anticipated demand. This new partnership will support transportation needs for hundreds of high school students in Spokane and foster a new generation of transit riders. Classes begin September 6. New educational materials will be available for families to understand how to use STA to get to school.

Washington State Public Transportation Conference – organized by the Washington State Transportation Association (WSTA). STA was the host agency. FTA Administrator, Nuria Fernandez, attended.

7. COMMITTEE INFORMATION - *None*
8. REVIEW OCTOBER 5, 2022, COMMITTEE MEETING AGENDA
9. NEW BUSINESS - *None*
10. COMMITTEE MEMBERS' EXPRESSIONS

Ms. Meyer shared that the September board meeting will be preceded by a Strategic Planning Workshop. Notices have been distributed.

11. ADJOURN

With no further business to come before the Committee, Chair French adjourned the meeting at 10:51 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, OCTOBER 5, 2022, at 10:00 a.m. VIA WEBEX.

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning & Development Department