

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

## PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, October 5, 2022  
10:00 a.m. – 11:30 a.m.

Via Virtual Conference

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

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

**Audio Conference:** Call the number below and enter the access code.  
+1-408-418-9388 | Access code: 2482 260 3056 | Password: 2022

### AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
  - A. Minutes of the August 31, 2022, Committee Meeting -- *Corrections/Approval*
4. Committee Action *(10 minutes)*
  - A. Board Consent Agenda
    1. I-90 / Valley High Performance Transit Corridor Development Plan Approval *(Otterstrom)*
  - B. Board Discussion Agenda – *none*
5. Reports to Committee *(20 minutes)*
  - A. Draft 2023 Action Plan *(Otterstrom)*
  - B. Draft 2023 Operating and Capital Budgets *(Liard)*
  - C. Division Street Bus Rapid Transit: Fall 2022 Public Outreach *(Otterstrom)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information *(5 minutes)*
8. Review November 2, 2022, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, November 2, 2022, at 10:00 a.m. via Webex

*Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: [www.spokanetransit.com](http://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](http://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 & DEVELOPMENT COMMITTEE MEETING**

October 5, 2022

**AGENDA ITEM 2**: COMMITTEE CHAIR REPORT

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Al French, Chair, Planning & Development Committee

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**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 & DEVELOPMENT COMMITTEE MEETING**

October 5, 2022

**AGENDA ITEM 3A :** MINUTES OF THE AUGUST 31, 2022 (SEPTEMBER), COMMITTEE MEETING

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Vicki Clancy, Executive Assistant to the Chief Planning & Development Officer

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**SUMMARY:** Draft Minutes of the August 31, 2022, Planning & Development Committee meeting are attached for your information, corrections and/or approval.

**RECOMMENDATION TO COMMITTEE:** Corrections and/or approval.

**COMMITTEE ACTION:**

**RECOMMENDATION TO BOARD:**

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_ Chief Executive Officer \_\_\_\_\_ Legal Counsel \_\_\_\_\_

Spokane Transit Authority  
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Spokane, Washington 99201-2686  
(509) 325-6000

## **PLANNING & DEVELOPMENT COMMITTEE MEETING**

**DRAFT** 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.

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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 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

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

October 5, 2022

**AGENDA ITEM 4A1:** I-90 / VALLEY HIGH PERFORMANCE TRANSIT CORRIDOR DEVELOPMENT PLAN APPROVAL

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Chief Planning & Development Officer  
Hamid Hajjafari, Senior Transit Planner

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**SUMMARY:** Following a period of additional public outreach, STA staff and the consultant team led by KPFF consultant engineers have prepared a final draft of the Corridor Development Plan (CDP) for I-90 / Valley High Performance Transit (HPT). Staff will review the final draft plan and the Committee’s endorsement for Board approval.

**BACKGROUND:** As part of the STA Moving Forward plan, Spokane Transit is preparing to deliver new services and infrastructure to provide residents with expanded mobility choices. The I-90/Valley High Performance Transit project extends from Spokane to Spokane Valley and Liberty Lake with a planned pilot extension of service into Idaho subject to a cross-state partnership.

Based on the evaluation of various alternatives, public feedback, and robust technical analysis, STA drafted a Corridor Development Plan (CDP) and released it on the project webpage at [spokanetransit.com/i90](http://spokanetransit.com/i90) on May 31, 2022, for public review and comment. STA offered opportunities to provide input on the draft CDP, including a lunchtime virtual meeting on June 14, a public hearing before the STA Board of Directors meeting on June 16, and an online survey. Input received generally supported the plan and findings from earlier rounds of public input.

Through the course of the summer, STA updated the draft CDP to better communicate elements recommended for implementation distinct from elements that would support the long-term capacity and reliability of the corridor. This includes service and capital investments, both those elements specifically called out in *STA Moving Forward* and, importantly, elements that were identified through the corridor planning process and described below. Capital cost estimates, insofar as they are prepared, are indicated, along with corresponding values in the 2023-2028 Capital Improvement Program (CIP).

**I-90/Valley High Performance Transit – Core Recommendations**

Description	Capital Cost Estimate	Notes
<b>Revise Route 74 Mirabeau/Liberty Lake to HPT Route 7</b> as the primary HPT corridor, extending from the West Plains and Spokane Airport to Spokane Valley and Liberty Lake, operating seven days a week for improved regional mobility.	TBD	Cost estimates for bus stop improvements along arterial segments of the corridor will be developed through a CDP supplemental planning effort in 2023.

Description	Capital Cost Estimate	Notes
Make modifications to the existing <b>Mirabeau Point Park and Ride to upgrade it to a transit center</b> , increasing its capacity for bus staging and customer parking, and providing enhanced passenger amenities.	\$6 million (\$8.5 million in 2023-2028 CIP)	\$2.48M Savings will be transferred the Appleway Station as part of the next update Capital Improvement Program.
Construct a <b>new Appleway Station Park and Ride</b> north of Appleway Avenue to deliver on commitments in STA Moving Forward and position the transit network to support continued population and ridership growth.	\$17 million (\$5.5 million in 2023-2028 CIP)	Original cost estimate is from 2013 study (no inflation) and based on a different site. An additional \$9 million in local funds are required for this project, after accounting for savings in the Mirabeau Transit Center project above. An additional \$6 million is estimated for expanding to 300 car stalls and added elements including exclusive transit off-ramp (eastbound). Subject to grant opportunities
Revise and expand express service between <b>Spokane and Liberty Lake</b> , by increasing peak service to every 15 minutes and connecting to the future Appleway Station Park and Ride, as well as extending access to the North Bank of downtown Spokane.	N/A	Capital costs for stop improvements are captured in other projects.
Subject to additional grant funding, <b>construct Argonne Station Park and Ride</b> along Route 7 to increase access and system effectiveness.	\$13 million (\$11 million in 2023-2028 CIP)	CIP estimate preceded conceptual design. \$10 million Washington State Regional Mobility Grant request is pending.
Implement a <b>route between Mirabeau Transit Center and Coeur d'Alene</b> to provide popular new connections on a two-year pilot basis, and in partnership with Kootenai County.	N/A	
Partner with the Washington State Department of Transportation (WSDOT) to <b>seek priority pathways for transit</b> and advance the long-range vision presented in this plan.	TBD	Cost estimates are beyond the scope of the CDP and may be explored in future strategic planning and collaboration with WSDOT.
<b>Total Estimated Capital Costs</b>	<b>\$36 million (\$25.05 million in 2023-2028 CIP)</b>	



As noted in the table above, the costs for the I-90/Valley HPT corridor investments are greater than original cost estimates and higher than the most recent capital improvement program, most notably the Appleway Station Park and Ride, superseding estimates that were developed in 2013 but at a different location in Liberty Lake, and in 2013 dollars. The analysis demonstrates a strong ridership benefit to the investments and STA's commitment to improving transit service in the greater Spokane Valley. Subject to the approval of the CDP, staff will return with updates to costs to be incorporated in the 2024-2029 Capital Improvement Program to fully program funding for each project. Additionally, STA will seek other funding opportunities to augment over \$8 million in grants already secured for projects within the corridor.

The final draft Corridor Development Plan can be found at [spokanetransit.com/i90](https://spokanetransit.com/i90). Approval of the Corridor Development Plan establishes the basis for budgeted design, property acquisition, and construction activities, as well as updates to the Capital Improvement Program in the future to reflect the latest cost estimates. These investments, identified in the plan's core recommendations, are enhanced with concepts and a preferred architecture that could be expanded upon in the future. These additional elements beyond the core recommendations should be considered, in aggregate, a helpful blueprint to consult, rather than specific investment recommendations for implementation.

**RECOMMENDATION TO COMMITTEE:** Recommend the Board of Directors approve the I-90/Valley High Performance Transit Corridor Development Plan.

**SPOKANE TRANSIT AUTHORITY**

**PLANNING & DEVELOPMENT COMMITTEE MEETING**

October 5, 2022

**AGENDA ITEM 5A :** DRAFT 2023 ACTION PLAN

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** E. Susan Meyer, Chief Executive Officer  
Karl Otterstrom, Chief Planning & Development Officer

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**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 action plan that is operationalized by the annual operating and capital budgets.

The draft 2023 Action Plan is attached and will be reviewed at the Committee meeting. With committee input and review it will be finalized for action by the November committee and board meetings prior to the adoption of the 2023 operating and capital budgets.

**RECOMMENDATION TO COMMITTEE:** Receive report.

# 2023 ACTION PLAN

Draft 9/30/2022

## Introduction

The 2023 Action Plan links STA's vision, mission and priorities to actions and activities we will undertake in 2023, bound together by a definition of organizational success. It reflects the ongoing implementation of the *STA Moving Forward* plan, in what will be its seventh year of realization.

As described later in this plan, there are four core actions STA will pursue in 2023:

1. Design and deliver core infrastructure
2. Advance and implement High Performance Transit (HPT)
3. Improve the customer experience
4. Look to the future.

## Plan Context

STA has made great strides in 2022 in its recovery from the COVID-19 global pandemic. Ridership is up and on track to meet or exceed targets for 2022. Progress on key projects have continued, including the launch of our new fare collection system and the STA Connect card. Among other important projects, the STA Board of Directors and staff have been developing the first phase of a new strategic plan to guide the agency and its partners in improving mobility through 2035. Feedback and information gathered through the strategic planning process has reinforced the relevance of public transportation to the future of our region as well as influencing actions taken during 2023 and identified below.

## Planning Framework

The actions in the 2023 plan originate from a variety of documents approved by STA's Board of Directors, composed of elected officials appointed by their jurisdictions in the Public Transportation Benefit Area (PTBA) and a non-voting representative of labor. These documents include STA's comprehensive plan, [Connect Spokane](#), the six-year [2023-2028 Transit Development Plan](#) (TDP), and the 10-year strategic plan, [STA Moving Forward](#).

### VISION

Spokane Transit aspires to be a source of pride for the region.

### MISSION

We provide safe, inclusive, convenient, and efficient public transportation services to Spokane area communities.

We are leaders in transportation and a valued partner in the community's social fabric, economic infrastructure and quality of life.

## Ridership Targets

STA provides the region with a high level of service relative to the region’s population and density. Despite the extensive impacts of the COVID-19 global pandemic on transit nationally, STA has proven it can attract customers to return to transit or take up traveling by transit the first time.

Ridership targets are necessary for budgeting purposes and help measure progress in delivery service throughout the year.

1. **Fixed-Route Bus** – STA’s goal is to continue to grow ridership after the historic drop in ridership in spring 2020. The budget assumes 7.6 million rides, a 21% increase over our 2022 target.
2. **Paratransit** – STA projects 366,000 passengers on the service in 2023, a 32% increase over our 2022 target.
3. **Vanpool** – STA’s goal is to increase Vanpool ridership at 120,000 rides in 2023, a 36% increase over our 2022 target. Vanpool ridership is expected to continue to be sensitive to shifts in telecommute policies.

## Funding

Operating and capital funding for new investments, as well as maintaining the already robust regional system, is provided by three major sources: fares paid by passengers, federal and state grants, including continued use of one-time recovery and rescue plan funds, and local, voter-approved sales tax.

## Challenges & Opportunities

We live in interesting times, accentuated by economic and geopolitical uncertainty. A growing region along with increasing traffic congestion emphasizes the criticality of our endeavors. Work from home practices for many sectors of the economy have permanently changed. Labor shortages, inflation and other economic volatility will influence our activities in 2023 in ways we cannot fully anticipate. As we consider the definition of success and the actions and activities we hope to undertake in 2023, we are reminded much is outside of our control and we must remain prepared to respond to changing expectations.

## Defining Success

***For Spokane Transit in 2023, success will be defined by the launch of the City Line in July, growing ridership and community support for transit’s continued investment in the region.***

Our focus will continue to be on making transit an even easier, more convenient option for travelers, which will support economic growth and address the associated traffic challenges of a strong region. Central to this focus is the launch of the City Line, STA’s first bus rapid transit (BRT) project, in July of 2023.

The following actions and activities further define what success looks like for us and the community we serve.

## PRIORITIES

Ensure Safety

Earn and Retain  
the Community’s Trust

Provide Outstanding  
Customer Service

Enable  
Organizational Success

Exemplify  
Financial Stewardship

## 2023 Actions and Activities

### Action 1: Deliver Core Infrastructure & Service

STA will continue to design and deliver infrastructure that ensures a state of good repair and improve public transportation service for the community as set forth in the agency's transit development plan and the approved operating and capital budgets. STA's ability to deliver this infrastructure and service is dependent on maintaining and growing a qualified workforce, from capital planning managers to coach operators.

- ☞ **Battery electric technology** – STA's battery electric bus (BEB) fleet is now comprised of 14 coaches, including 10 City Line vehicles, with an additional 26 currently on order for delivery in 2023. STA will complete build-out of charging infrastructure in the Boone Northwest Garage to support this fleet. In conjunction with facilities master planning, STA will complete a fleet transition plan to identify the steps and requirements in transitioning more of the fleet away from carbon-based fuels.
- ☞ **New and improved service and passenger and operational facilities** – In addition to launching the City Line, service improvements include more frequency on northeast Spokane (Route 27), the East Central neighborhood (Route 94) and new service connecting the Minnehaha neighborhood with developed areas north of Millwood. Additional ADA-accessible bus stops, bus layovers and other operators' support facilities will be designed and constructed to support these service improvements. STA also will improve service to the North Bank entertainment (Route 11) and athletic venues and improve job access on the West Plains.
- ☞ **Expansion and Retention of Qualified Workforce** – Labor shortages are impacting all facets of our community and STA has not been immune to changing workforce dynamics. Our ability to continue our improvement and expansion efforts are dependent on our ability to attract and retain qualified employees who are invested in our success. STA will focus its efforts for 2023 on staff retention and recruiting.

### Action 2: Advance and Implement High Performance Transit (HPT)

Since 2010, STA's central vision for its fixed route network has included a series of connected corridors with frequent, easy to use service with enhanced amenities. Six corridors in that network are included in the *STA Moving Forward* plan with varying levels of improvements planned. The following summary outlines the current status and planned activities on these lines during 2023.

- ☞ **City Line** – The construction of the 5.8-mile corridor-based Bus Rapid Transit project is nearing completion. Systems testing and training of operations and maintenance staff will comprise most of our efforts on the project in early 2023. The launch of the City Line on July 15, 2023, will be a momentous milestone for STA and the region. We expect to engage with our customers and partners in recognizing and celebrating the City Line. STA will continue to partner with the City of Spokane in its efforts to implement transit-oriented development (TOD) along the City Line.
- ☞ **Cheney Line** – The Cheney Line extends across a regional corridor to connect Cheney and the West Plains to Spokane. The service architecture (routes 6 and 66) was instituted in September 2021 and several station improvements are already in place including Eagle Station next to the Eastern Washington University Cheney Campus. Capital investments on the Cheney Line will conclude in 2023. Supply chain challenges have delayed delivery of new double decker buses for the route until 2025.
- ☞ **Monroe-Regal Line** – Route 4 launched in September 2019. Infrastructure improvements to provide operational capacity at South Hill Park and Ride and remaining stop elements are expected to be completed in 2023.

- ☞ **Sprague Line** – STA expects to complete a first phase of station and stop improvements in 2023. STA will continue to partner with the cities of Spokane and Spokane Valley on locations that can be integrated into other road improvements to the greatest extent possible. In 2021, funding was set aside to support HPT along the West Broadway route, a logical westward extension of the Sprague Line. STA expects to undertake corridor development planning for this segment prior to beginning design work in 2024.
- ☞ **I-90/Valley Corridor** – Interstate 90 represents a major east-west axis for regional trip-making. With an approved corridor development plan in late 2022, STA expects to make progress in 2023 on multiple elements and facilities in this corridor. This includes design work on improvements at the Mirabeau Point Park and Ride, the defining of station and stop improvements along arterial segments in the corridor, and the acquisition of property for a future Appleway Station near I-90 east of Barker Road. STA is seeking funding from the Washington State Regional Mobility grant program to support the implementation of the Argonne Station Park and Ride, an investment incorporated into the corridor development plan, and will likely seek other funds to advance continued buildout of the corridor.
- ☞ **Division Street BRT** – Division Street Bus Rapid Transit is a crucial multimodal project complementary to the North Spokane Corridor and supportive of continued transit effectiveness and community vitality in north Spokane. Significant state funding is programmed in the Move Ahead Washington legislation to contribute \$50 million to this project’s costs. STA is currently undertaking preliminary engineering activities and is targeting entry into the Federal Transit Administration’s Project Development phase associated with Capital Investment Grant projects during the second half of 2023.

### Action 3: Improve the Customer Experience

STA strives to improve our customers’ experience in every interaction they may have with us. From how to plan a trip, pay a fare, and provide feedback, we want every touch to reinforce the value we place on our riders.

- ☞ **Expand digital signage and customer communications** – STA has laid the foundation for a proliferation of digital signage at a variety of stations and facilities to improve customer knowledge of the system and real time conditions. In 2023 we will make progress in expanding the number of installations.
- ☞ **Expand use of the Connect card** – STA will expand the number of retail outlets where Connect cards can be purchased. We will create new partnerships with groups who will benefit from transit access. We will also transition partners to the new system, including most if not all partners in the Universal Transit Access Pass (UTAP) program. We will deliver added functionality to our system by offering contactless credit card payment on the bus.
- ☞ **Introduce new onboard fare support program** – With the expected launch of the City Line, STA will introduce fare support officers to support fare payment and customer security. Their presence will help all feel welcome using transit and educate our customers of their rights and responsibilities. We are committed to providing a safe riding experience for all.
- ☞ **Explore micro-mobility and on-demand possibilities** – Several years ago, STA secured a grant to explore transforming the Five Mile Park and Ride to a mobility hub that could expand transit access to areas beyond fixed route service by way of micro-mobility and other on-demand options. The study is expected to be completed near the end of 2023 and will inform the development of future, more flexible service models.

## Action 4: Look to the Future

- ☞ **Launch the next phase in our strategic planning journey** – The STA Board of Directors is expected to adopt the first phase of a new strategic plan in late 2022 that will define goals and strategies for improving public transportation and fulfilling STA’s vision through 2035. The next phase of planning is not expected to begin until the second half of 2023 and will identify key actions and projects to advance the goals and strategies.
- ☞ **Undertake the second phase of a major update to *Connect Spokane*** – STA’s comprehensive plan, *Connect Spokane*, has been instrumental in a visionary, policy-grounded framework for planning decisions. We completed the first phase of the plan in 2022 with the expectation of further revisions informed by the goals and strategies of the new strategic plan.
- ☞ **Define and advance an agency role in transit-oriented development (TOD)** – STA has programmed funds to advance TOD in support of ridership growth and community development. In 2023 we expect to define this pilot program in further detail and present options for the board for implementation.
- ☞ **Prepare master planning for maintenance and administration facilities** – STA’s last facilities master plan was completed in 2015. A new planning effort should begin in 2023 and be informed by the zero-emission fleet transition plan and the goals and strategies of the new strategic plan.

## Conclusion

The future of public transportation in the Spokane region is bright. We look forward to the significant milestones in 2023 and the new opportunities these will afford us to connect everyone to opportunities.

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

October 5, 2022

**AGENDA ITEM 5B :** DRAFT 2023 OPERATING & CAPITAL BUDGETS

**REFERRAL COMMITTEE:** n/a

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

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**SUMMARY:** The 2023 Draft Operating and Capital Budgets will be presented.

**RECOMMENDATION TO COMMITTEE:** Information only.



**SPOKANE TRANSIT AUTHORITY**

**PLANNING & DEVELOPMENT COMMITTEE MEETING**

October 5, 2022

**AGENDA ITEM 5C :** DIVISION STREET BUS RAPID TRANSIT: FALL 2022 PUBLIC OUTREACH

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Chief Planning & Development Officer  
Hamid Hajjafari, Senior Transit Planner

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**SUMMARY:** Division Street Bus Rapid Transit (BRT) is envisioned to be the second BRT line in the Spokane region, extending from downtown Spokane along the Division Street corridor for approximately nine miles to the Mead area. STA has contracted with Parametrix to provide design and engineering services for this project. The first work order with STA's design was initiated in March 2022. This scope comprises the project setup along with specific planning elements that will progress conceptual design towards the key milestone of the Project Development submittal for the FTA Small Starts program.

As part of this effort, the project team has planned for the first stage of public outreach during Fall 2022 to obtain further input on station locations, downtown routing alternatives and the northern routing and terminal. Staff will review planning outreach activities during the committee meeting.

**RECOMMENDATION TO COMMITTEE:** Receive report.

**SPOKANE TRANSIT AUTHORITY**

**PLANNING & DEVELOPMENT COMMITTEE MEETING**

October 5, 2022

**AGENDA ITEM 6:** CEO REPORT - INFORMATION

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** E. Susan Meyer, Chief Executive Officer

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

**RECOMMENDATION TO COMMITTEE:** For discussion.

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

October 5, 2022

**AGENDA ITEM 8**: NOVEMBER 2, 2022, COMMITTEE MEETING DRAFT AGENDA REVIEW

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Chief Planning & Development Officer

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**SUMMARY:** At this time, members of the Planning & Development Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the meeting of November 2, 2022.

**RECOMMENDATION TO COMMITTEE:** For discussion.

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

## PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, November 2, 2022  
10:00 a.m. – 11:30 a.m.

Via Virtual Conference

**Committee Members:** [Insert Link here](#)

**General Public:** [Insert Link here](#)

**Audio Conference:** Call the number below and enter the access code.  
+1-408-418-9388 | Access code: **xx** | Password: 2022

### DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
  - A. Minutes of the October 5, 2022, Committee Meeting -- *Corrections/Approval*
4. Committee Action *(20 minutes)*
  - A. Board Consent Agenda
    1. 2023 Action Plan Approval *(Otterstrom)*
  - B. Board Discussion Agenda – *none*
5. Reports to Committee *(35 minutes)*
  - A. Proposed Draft 2023 Operating & Capital Budgets *(Liard)*
  - B. Division Street Bus Rapid Transit Update *(Otterstrom)*
  - C. Draft 2022 Planning & Development Committee Work Program *(Otterstrom)*
  - D. Five Mile Mobility Hub Update *(Otterstrom)*
  - E. South Logan Transit Oriented Development (TOD) Plan Update *(Otterstrom)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information *(5 minutes)*
  - A. Federal Transit Administration Section 5310 Funding Call for Projects Update *(Otterstrom)*
8. Review November 30, 2022 (December), Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, November 30, 2022 (**December**), at 10:00 a.m. via Webex

*Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: [www.spokanetransit.com](http://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](http://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 & DEVELOPMENT COMMITTEE MEETING**

October 5, 2022

**AGENDA ITEM 9:** NEW BUSINESS

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** n/a

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

**RECOMMENDATION TO COMMITTEE:** For Discussion.

**SPOKANE TRANSIT AUTHORITY**

**PLANNING & DEVELOPMENT COMMITTEE MEETING**

October 5, 2022

**AGENDA ITEM 10** : COMMITTEE MEMBER'S EXPRESSIONS

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** n/a

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

**RECOMMENDATION TO COMMITTEE:** n/a