

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

PLANNING AND DEVELOPMENT COMMITTEE MEETING

Wednesday, July 6, 2022
10:00 a.m. – 11:30 a.m.

Via Virtual Conference

Committee Members: [Committee Members Join Here](#)

General Public: [Guests/Public Join Here](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: 2481 686 0013 | 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 June 1, 2022, Committee Meeting -- *Corrections/Approval*
4. Committee Action *(10 minutes)*
 - A. Board Consent Agenda
 1. 2023-2028 Transit Development Plan: Final Adoption (Resolution) *(Otterstrom)*
 - B. Board Discussion Agenda – *none*
5. Reports to Committee *(15 minutes)*
 - A. City Line Update *(Otterstrom)*
 - B. Title VI Plan Update *(Otterstrom)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information *(5 minutes)*
8. Review August 31, 2022, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, August 31, 2022, **(September Meeting)** at 10:00 a.m. via Webex
No August Meeting.

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: 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. 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 AND DEVELOPMENT COMMITTEE MEETING

July 6, 2022

AGENDA ITEM 2: COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Al French, Chair, Planning and Development Committee

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 AND DEVELOPMENT COMMITTEE MEETING

July 6, 2022

AGENDA ITEM 3A : MINUTES OF THE JUNE 1, 2022, COMMITTEE MEETING

REFERRAL COMMITTEE: n/a

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

SUMMARY: Draft Minutes of the June 1, 2022, Planning and 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
1230 West Boone Avenue
Spokane, Washington 99201-2686
(509) 325-6000

PLANNING AND DEVELOPMENT COMMITTEE MEETING

Draft Minutes of the June 1, 2022, Board Meeting
Via Video Conference

MEMBERS PRESENT

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

MEMBERS ABSENT

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

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

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 STA staff on successfully advertising the new driver recruiting program.

3. COMMITTEE ACTION

A. MINUTES OF THE MAY 4, 2022, COMMITTEE MEETING

Mr. Tim Hattenburg moved to approve the May 4, 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. 2023-2025 REGIONAL MOBILITY GRANT APPLICATION APPROVAL

Mr. Karl Otterstrom presented. The Washington State Regional Mobility Grant (RMG) Program supports local efforts to improve connectivity between counties and regional population centers and reduce transportation delay. Staff is seeking Board approval to submit a grant application to the RMG Program for the Argonne Station Park & Ride in the amount of \$10 million. This park and ride is envisioned to be a key connection point along the I-90 / Valley High Performance Transit corridor, one of the most congested corridors in eastern Washington. The facility's purpose is to increase capacity for commuters, provide new connectivity, and improve multimodal access to the area. The facility has been included in *Connect Spokane* since 2013 and the Spokane Regional Transportation Council (SRTC)

Metropolitan Transportation Plan since 2013. It was not included in the *STA Moving Forward* plan but was anticipated as a project that would come later than 2015. Mr. Otterstrom reviewed the preliminary design concepts and project scope.

Mr. Tim Hattenburg moved to recommend the Board of Directors approve submittal of a Washington State Regional Mobility Grant application for up to \$10 million for the Argonne Station Park and Ride project. Ms. Stratton seconded, and the motion was approved unanimously.

2. HIGH PERFORMANCE TRANSIT AMENITIES INSTALLATION CONTRACT: REQUEST TO INCREASE CONTRACT AUTHORITY

Mr. Otterstrom presented. Staff are seeking an increase to the authorized contract amount for the City Line and High Performance Transit (HPT) Amenities Installation contract with Wesslen Construction, Inc. (Contract 2020-10449) to address the impacts of supply chain issues in fabrication of City Line shelters. In total, staff are requesting the Board authorize an increase to the base contract by \$900,000, from \$5,070,245.64 to \$5,970,245.64, allocating funds within the City Line budget for this purpose. These total associated costs are \$350,000 less than forecasted. Mr. Otterstrom reviewed the background, the City Line project schedule revisions, the resolution of contract impacts, and the summary of financial request.

Mr. Hattenburg moved to recommend the Board of Directors authorize an increase to the base contract amount for contract number 2020-10449 City Line and HPT Amenities Installation with Wesslen Construction, Inc. by \$900,000. 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: COMPLETE DRAFT

Mr. Otterstrom presented. The Transit Development Plan (TDP) is a state-required plan that STA prepares annually to convey the method for implementing public transportation services and related capital and operating projects over a six-year period. A public hearing is scheduled for the June 16, 2022, Board meeting. Subject to Board direction, staff anticipates preparing a final draft of the plan for Board approval in July. The draft Transit Development Plan: 2023-2028 can be found here: <https://www.spokanetransit.com/projectgs/transit-development-plan/>

The Transit Development Plan includes STA's Service Improvement Program, Capital Improvement Program, and the Transit Asset Management Plan which serves as the foundation for STA's annual action plan and budget process. Mr. Otterstrom reviewed the TDP sections. Ms. Monique Liard reviewed the 2023-2028 TDP financial forecast which shows an approximate cash balance increase of about \$44 million, most of which has been driven by the sales tax collections over the past two years, and the Move Ahead Washington Transit Support Grant.

Next steps include a public hearing at the June 16, 2022, Board meeting; Board action at the July 21, 2022, Board meeting; delivery to SRTC in August 2022, and delivery to WSDOT in September, 2022.

B. I-90 / VALLEY HIGH PERFORMANCE TRANSIT: DRAFT CORRIDOR DEVELOPMENT PLAN

Mr. Otterstrom presented. STA staff and a consultant team led by KPFF consultant engineers have prepared a draft Corridor Development Plan (CDP) for I-90/Valley High Performance Transit (HPT) for comment. I-90 / Valley is one of six High Performance Transit (HPT) corridors slated for improvements in *STA Moving Forward (STAMF)*. Mr. Otterstrom provided an overview of the draft plan, timeline and touch points, major findings, and key elements that are proposed to be associated with this HPT investment. The full plan will be available on May 31, 2022, at the project webpage, <https://spokanetransit.com/i90>. Public and agency outreach includes: formation of a Technical Advisory Committee, partner agency presentations (Liberty Lake, Spokane County, City of Spokane, Spokane Valley, Millwood), an online open house, and online survey. To date there have been 450 survey respondents. Social media and newspaper ads have promoted project information and opportunities to learn more and provide feedback. Moving forward, there will be a virtual “lunch and learn” project open house, and a public hearing scheduled for the June 16, 2022, Board meeting.

A final draft of the plan will be presented at the July 6, 2022, Planning and Development Committee meeting for recommendation to the Board. Subject to subsequent Board approval, STA expects to begin design as early as September 2022.

Mr. Otterstrom explained how the Argonne Park & Ride fits into the Corridor Development Plan in response to a question from E. Susan Meyer.

C. DIVISION BUS RAPID TRANSIT: DECISION-MAKING FRAMEWORK

Mr. Otterstrom presented. STA has initiated the preliminary engineering, design, and environmental scoping phase of Division Bus Rapid Transit (BRT). As part of this effort the project team is defining the project organization, timelines, and a proposed process for decision-making that includes the formation of related technical and strategic committees. This project will include a major rebuild of Division/Ruby couplet to improve transit and non-motorized accessibility. The estimated cost of the project is between \$120 million and \$150 million, and funding is expected to include Federal funding through the CIG program. Mr. Otterstrom shared the proposed decision-making framework for this project and solicited feedback. The proposed committee structure is intended to augment STA’s management of the project and to ensure partner agencies are integrated throughout the planning, development, and implementation of the Division BRT. Subject to committee input, staff plan to bring back to the committee a proposed charter for the steering committee for Board consideration and approval.

6. CEO REPORT - *None*
7. COMMITTEE INFORMATION - *None*
8. REVIEW JULY 6, 2022, COMMITTEE MEETING AGENDA
9. NEW BUSINESS - *None*
10. COMMITTEE MEMBERS’ EXPRESSIONS

Ms. Stratton shared that the City of Spokane has started their Traffic Calming Workshops. Attendees appear to be excited about the Division BRT project. Ms. Stratton may request that STA visit to make a presentation.

Ms. Wilkerson said she appreciates the informational presentations that STA staff have put together.

Mr. Hattenburg thanked STA for the good information shared in the Planning and Development Committee meetings.

11. ADJOURN

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

NEXT COMMITTEE MEETING: WEDNESDAY, JULY 6, 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

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

July 6, 2022

AGENDA ITEM 4A1: 2023-2028 TRANSIT DEVELOPMENT PLAN: FINAL ADOPTION
(RESOLUTION)

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Mike Tresidder, Associate Transit Planner

SUMMARY: 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*.

Major elements of the TDP include:

- Mid-Range Planning Guidance
- Major Activities
- 2023-2025 Service Improvement Program
- 2023-2028 Capital Improvement Program
- Programs of project for:
 - Section 5307 Urbanized Area Formula Funding Program
 - Section 5310 Mobility for Seniors and Persons with Disabilities Funding Program
 - Section 5339 Bus and Bus Facilities Funding Program
- 2023-2028 Operating and Financial Projections

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.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors adopt, by resolution, the 2023-2028 Transit Development Plan.

RESOLUTION NO. _____

A RESOLUTION FOR THE PURPOSE OF ADOPTING THE TRANSIT DEVELOPMENT PLAN:
2023-2028; AND OTHER MATTERS PROPERLY RELATING THERETO.

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

WHEREAS, the Spokane Transit Authority (STA) is a municipal corporation operating and existing under and pursuant to the Constitution and Laws of the State of Washington, including RCW Title 36, Chapter 57A, Public Transportation Benefit Area; and,

WHEREAS, it is to the benefit of STA to define the general direction for the delivery of public transportation service in the future, assign a general timeline for future improvements to the public transportation system, and assign general cost and revenue requirements for future improvements to the public transportation system; and,

WHEREAS, RCW 35.58.2795 requires all transit agencies prepare a six-year transit development plan for that calendar year and the ensuing five years; and,

WHEREAS, STA has prepared the Transit Development Plan: 2023-2028, which includes the previously approved 2022 Annual Strategic Plan, the 2023-2028 Capital Improvement Program, Federal Transit Section 5307, 5310 and 5339 anticipated programs of expenditure, Service Improvement Program 2023-2025, and other sections and information included in the Plan for the aforementioned purposes; and,

WHEREAS, STA sought input from other transportation agencies, including private transportation operators pursuant to requirements related to Federal Transit Section 5307 funding; and,

WHEREAS, the STA Board of Directors conducted a duly noticed public hearing on June 16, 2022; and heard no opposition to the transit development plan; and,

WHEREAS, a Washington State Environment Policy Act (SEPA) Checklist was completed for the proposed amendments and a determination of Non-Significance (DNS) was issued on May 25, 2022; and,

WHEREAS, the Transit Development Plan: 2023-2028, is consistent with the policies of *Connect Spokane*, STA's comprehensive plan for public transportation; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of STA as follows:

- Section 1. The STA Board of Directors hereby adopts the Transit Development Plan: 2023-2028. https://www.spokanetransit.com/files/content/STA_TDP_2023-2028.pdf
- Section 2. The STA Board of Directors hereby authorizes the Chief Executive Officer to administer the Transit Development Plan: 2023-2028.
- Section 3. This resolution shall take effect and be in force immediately upon passage.

ADOPTED by STA at a regular meeting thereof held on the 21st day of July 2022.

ATTEST:

SPOKANE TRANSIT AUTHORITY

Dana Infalt
Clerk of the Authority

Chris Grover
STA Board Chair

Approved as to form:

Laura McAloon
Legal Counsel

DRAFT

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

July 6, 2022

AGENDA ITEM 5A: CITY LINE UPDATE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Dan Wells, Deputy Director of Capital Development

SUMMARY: The City Line is STA's first bus rapid transit project that is scheduled to begin revenue service on July 15, 2023. Staff will provide an update to the Committee that will include the following aspects of the City Line project: construction, amenity installation, implementation, and overall project schedule.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

July 6, 2022

AGENDA ITEM 5B: TITLE VI PLAN UPDATE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Mike Tresidder, Associate Transit Planner

SUMMARY: 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. Staff will present an overview of the Title VI Plan Update process to the Committee.

BACKGROUND: According to Section 601 of Title VI of the Civil Rights Act of 1964:
No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The Civil Rights Restoration Act of 1987 clarified the broad, institution-wide application of Title VI. Title VI covers all the operations of covered entities without regard to whether specific portions of the covered program or activity are federally funded. The term “program or activity” means all operations of a department, agency, special purpose district, government, or the entity of such State or local government that distributes such assistance and each department or agency to which assistance is extended, in the case of assistance to a State or local government. (FTA C 4702.1B, Chap. II-I) The Federal Transit Administration (FTA), from which Spokane Transit Authority (STA) receives Federal funds, is required to fulfill the US Department of Transportation’s (USDOT) Title VI regulations (49 CFR part 21). To ensure compliance with the requirements of Title VI, STA is required to adopt a Title VI Program. During the Committee meeting, staff will provide an overview of Title VI, the major elements of a Title VI Plan, key activities during plan update, and anticipated timeline for committee and board action.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

July 6, 2022

AGENDA ITEM 6: CEO REPORT - INFORMATION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

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 AND DEVELOPMENT COMMITTEE MEETING

July 6, 2022

AGENDA ITEM 8: AUGUST 31, 2022, COMMITTEE MEETING DRAFT AGENDA REVIEW

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer

SUMMARY: At this time, members of the Planning and Development Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the meeting of August 31, 2022.

RECOMMENDATION TO COMMITTEE: For discussion.

Spokane Transit Authority
1230 West Boone Avenue
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PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, August 31, 2022 (*September Meeting*)
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 July 6, 2022, Committee Meeting -- *Corrections/Approval*
4. Committee Action (*40 minutes*)
 - A. Board Consent Agenda
 1. Federal Transit Administration Section 5310 Call for Projects (*Otterstrom*)
 2. Division Bus Rapid Transit Steering Committee Charter Approval (*Otterstrom*)
 3. I-90 / Valley High Performance Transit Corridor Development Plan Approval (*Otterstrom*)
 4. City Line Core Construction Contract: Final Acceptance (*Otterstrom*)
 5. City Line Stations 13, 15, 17 – Riverside Avenue Construction Contract: Final Acceptance (*Otterstrom*)
 6. City Line Wall Street and Station 28 Construction Contract: Final Acceptance (*Otterstrom*)
 - B. Board Discussion Agenda – *none*
5. Reports to Committee (*10 minutes*)
 - A. Title VI Plan Update: Outreach Plan (*Otterstrom*)
 - B. City Line Implementation Update (*Otterstrom*)
6. CEO Report (*E. Susan Meyer*) (*15 minutes*)
7. Committee Information (*5 minutes*)
8. Review October 5, 2022, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions (*5 minutes*)
11. Adjourn

Next Committee Meeting: Wednesday, October 5, 2022, at 10:00 a.m. via Webex

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SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

July 6, 2022

AGENDA ITEM 9: NEW BUSINESS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: n/a

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

RECOMMENDATION TO COMMITTEE: For Discussion.

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

July 6, 2022

AGENDA ITEM 10 : COMMITTEE MEMBER'S EXPRESSIONS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: n/a

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

RECOMMENDATION TO COMMITTEE: n/a