

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

PLANNING AND DEVELOPMENT COMMITTEE MEETING

Minutes of the March 1, 2023, 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)
Chris Grover, Small Cities Representative
(Cheney), *Ex-Officio*
Dan Sander, Small Cities Representative
(Millwood) *Ex Officio*
E. Susan Meyer, Chief Executive Officer
Ex Officio

STAFF PRESENT

Karl Otterstrom, Chief Planning & Development
Officer
Brandon Rapez-Betty, Chief Operations Officer
Monique Liard, Chief Financial 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.

STAFF ABSENT

Nancy Williams, Chief Human Resources Officer

1. **CALL TO ORDER AND ROLL CALL**

Chair Al French called the meeting to order at 10:01 a.m. and Ms. Vicki Clancy conducted roll call.

2. **COMMITTEE CHAIR REPORT** - *none*

3. **COMMITTEE ACTION**

A. **MINUTES OF THE FEBRUARY 1, 2023, COMMITTEE MEETING**

Mr. Tim Hattenburg moved to approve the February 1, 2023, Planning and Development Committee meeting minutes. Ms. Karen Stratton seconded, and the motion was approved unanimously.

B. **CONNECT 2035 STRATEGIC PLAN – PHASE 2: SCOPE OF WORK**

Mr. Karl Otterstrom presented. Spokane Transit is seeking qualified assistance in developing the Connect 2035 Strategic Plan which advances urban and regional mobility, integrates public transportation into existing and future development and furthers STA's vision to connect everyone to opportunity.

Phase 2 of *Connect 2035* will be built on the goals, strategies, and performance measures established in Phase 1. Mr. Otterstrom reviewed the goals, potential delivery timeline, and evaluation criteria for this phase. The Phase 2 Request for Proposals (RFP) has an estimated

contract value of \$900,000 - \$1 million, and will be locally funded out of the 2023 and 2024 operating budgets. The primary deliverables and timeline of the scope of work are anticipated to take place within an 18-month period, concluding in December 2024. STA is seeking strategic consulting services from firms that have robust experience in delivering proven long range implementation plans. Following a preliminary evaluation, STA will invite up to three of the top-ranked firms for in-person interviews to aid in finalizing the evaluation scoring and ranking.

Chair French asked if the “price proposal” evaluation criteria of 10 points is high enough. It’s equal to “references”. Discussion ensued. Final suggestion was to move 5 points from “references” to “price proposal” instead or add 5 points for a total of 105 points. Ms. E. Susan Meyer agreed to reassess the number of points for the RFP’s price proposal.

Mr. Dan Dunne moved to recommend the STA Board of Directors approve the general scope of work and authorize staff to release the request for proposals for Connect 2035 Phase 2 Strategic Planning. Mr. Tim Hattenburg seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. 2023 TITLE VI PROGRAM ADOPTION (*RESOLUTION*)

Mr. Karl Otterstrom reviewed the 2023 Title VI Program. Public transit agencies are required to establish a Title VI Program and update that program every three years. Spokane Transit’s existing 2020 Title VI Program must be updated and approved by the Board of Directors by March 19, 2023, when the current program expires. A Title VI Program is comprised of two major sections as identified in FTA Circular 4702.1B – general requirements and transit provider requirements. Within the transit requirements, agencies that operate 50 or more fixed route vehicles at peak service in a UZA of 200,000 or more have additional reporting requirements. A public hearing on the draft program was held at the February 16, 2023, STA Board meeting. No public comments were received. The draft 2023 Title VI Program can be found at the following link:

<https://www.spokanetransit.com/projects/title-vi-non-discrimination-policy-and-plan/>

Mr. Dan Dunne asked which one of our complaint collection process procedures receives the best feedback. Mr. Otterstrom responded that STA provides the ability to file complaints via notices on buses, at our facilities, on our website, and STA doesn’t ask how the submitter is filing the complaint. STA receives very few Title VI complaints. Ms. Meyer added that one of the most popular sources of input for submitting questions, concerns, complaints is through STA Questions. STA Leadership sees all of the questions and answers that flow through this avenue. Ms. Meyer also receives direct emails as her contact information is on the STA website. All comments and concerns are entered into an STA system and are delegated for resolution.

Mr. Tim Hattenburg moved to recommend the STA Board of Directors approve by resolution the 2023 Title VI Program as presented. Ms. Karen Stratton seconded, and the motion was approved unanimously.

B. BOARD DISCUSSION AGENDA - *None*

5. REPORTS TO COMMITTEE

A. 2024-2029 TRANSIT DEVELOPMENT PLAN: DEVELOP MID-RANGE GUIDANCE

Mr. Otterstrom presented. A step in the annual preparation of STA's transit development plan, the Committee prepares and recommends to the Board of Directors guidance statements that help frame priorities to be included in the plan. The committee was offered an opportunity during the meeting to review existing guidance statements and consider revisions for the 2024-2029 Transit Development Plan (TDP). Major themes include:

- Maintain a state of good repair
- Finish delivery of *STA Moving Forward*
- Grow ridership
- Easy to use system
- Implement Division Street BRT
- Prepare for Connect 2035 implementation
- Financial Stewardship
- More flexible services
- Inclusive service to community members

The TDP project schedule proposes that the Planning and Development Committee develop the mid-range guidance over the next two meetings. At the April committee meeting, staff will propose revisions to guidance informed by the latest financial information and assumptions for future service levels with an eye toward aligning mid-range planning guidance with Connect 2035's strategic goals. Beginning in May, the Committee will review the draft sections of the plan, working toward board approval of the plan in July.

B. DIVISION STREET BUS RAPID TRANSIT: PROJECT UPDATE

Mr. Otterstrom presented. 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 is currently conducting preliminary engineering and design work along with specific planning activities, to support conceptual design and the key milestone of the Project Development submittal for the FTA Small Starts program.

As part of this effort, the project team has been working on refining the routing alternatives that include the routing alternatives in downtown Spokane, the northern terminus (north of the Y), and the stop locations within the mainline (along Division Street between the Spokane River and the Y).

Staff provided an update on the activities related to this task, public outreach activities conducted over the past several months, and the timeline for Board consideration of a refined locally preferred alternative (LPA). Next steps include a public hearing on refinements to the LPA in April 2023, Board resolution adopting northern and southern termini and updated station locations in May 2023, and preparation to enter into FTA Project Development for Capital Investment Grant (CIPG) projects during the Summer 2023.

Mr. Dan Dunne expressed several times his amazement with the due diligence of staff presentations.

Ms. Meyer asked Mr. Otterstrom to spend additional time on the stop placement and removals because the 25 Division will go away, leaving the entire area of Division to be served by Bus Rapid Transit which has different characteristics than a regular route, including fewer stops. Ms. Meyer

wanted the Committee to be aware of the implications for existing stops that will be removed—where the stop will go and how people will access them.

Chair French added that all of this work is dependent upon the completion of the North Spokane Corridor.

C. **DRAFT SPOKANE REGIONAL TRANSPORTATION COUNCIL 2024-2025 UNIFIED PLANNING WORK PROGRAM**

Mr. Otterstrom presented. The Spokane Regional Transportation Council (SRTC) is the lead agency for coordinating transportation planning activities in the Spokane region. Each biennium SRTC prepares a Unified Planning Work Program (UPWP) to define and coordinate all planning activities that will be conducted in the Spokane metropolitan planning area over the next state Fiscal Year two-year period (July 1, 2023, through June 30, 2025). These activities include SRTC's responsibility as the Metropolitan Planning Organization (MPO) and the Regional Transportation Planning Organization (RTPO), including the planning of projects and activities. The UPWP is completed by SRTC in coordination with the Washington State Department of Transportation (WSDOT) and STA. Each cycle, STA submits a description of the planning activities it will engage in over the identified State Fiscal Years. Mr. Otterstrom reviewed a brief list of the STA planning activities which will be submitted to SRTC for inclusion in the UPWP.

6. **CEO REPORT**

Ms. E. Susan Meyer presented the CEO Report:

February 2023 Voter-Approved Sales Tax Revenue (December Sales) Update:

Actual (\$10,261,069) compared to budget (\$9,799,005) for a 4.7% difference of \$462,064. Sales tax revenue is 2.1% YTD above budget (\$0.4M), 4.7% above February 2023 actual (\$0.5M), and 2.1% YTD above 2023 actual (\$0.4M).

Legislature – Day 52: Ms. Meyer provided a brief update on the status of legislation pertinent to STA and committed to provide further updates at the Board meeting.

7. **COMMITTEE INFORMATION** - None

8. **REVIEW APRIL 5, 2023, COMMITTEE MEETING AGENDA**

9. **NEW BUSINESS** - None

10. **COMMITTEE MEMBERS' EXPRESSIONS** - None

11. **ADJOURN**

With no further business to come before the Committee, Chair Al French adjourned the meeting at 11:24 p.m.

NEXT COMMITTEE MEETING: WEDNESDAY, APRIL 5, 2023, at 10:00 a.m. VIA WEBEX.

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning & Development Department