

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

PLANNING AND DEVELOPMENT COMMITTEE MEETING

Minutes of the May 31, 2023, Meeting (June 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*
E. Susan Meyer, Chief Executive Officer
Ex Officio

MEMBERS ABSENT

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
Carly Cortright, Chief Communications & Customer
Service Officer
Nancy Williams, Chief Human Resources 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 Ms. Vicki Clancy conducted roll call.

2. COMMITTEE CHAIR REPORT

3. COMMITTEE ACTION

A. MINUTES OF THE May 3, 2023, COMMITTEE MEETING

Mr. Tim Hattenburg moved to approve the May 3, 2023, Planning and Development Committee meeting minutes. Ms. Karen Stratton seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. CONNECT 2035 STRATEGIC PLAN: PHASE 2 AWARD OF CONTRACT

Mr. Karl Otterstrom highlighted the core objectives of Connect 2035 Phase 2 planning effort. Mr. Otterstrom reviewed the procurement process timeline, and the evaluation criteria and scoring method used for reviewing the submittal for the consulting firms. Sam Schwartz Consulting, LLC was the sole bid. They were the sub-consultant on Phase 1 and will lead the overall planning of Phase 2, they have resources on hand to support the comprehensive capacity analysis and fixed route network assessment and support effort in integrating with STA facilities master plan. Budget and Cost Estimates are in line with the bid with the Proposal from Sam Schwartz Consulting Coming in at \$907,003.35 and the STA independent Cost Estimate (ICE) was \$908,557. This reflects most phases of work expected to be

completed over the course of 18 months beginning in July through the end of 2024. Subject to the Board awarding contract in June there will be an internal Project Team kick off meeting in early June followed by a notice to proceed on or around July 1, and a Consultant Project Kick-off tentatively scheduled for the week of July 10.

Mr. Tim Hattenburg moved to recommend the STA Board of Directors approve, by motion, the award of contract for the Strategic Plan Phase 2 Consulting Services to Sam Schwartz Consulting, LLC for an amount not to exceed \$907,003.35. Ms. Karen Stratton seconded, and the motion was approved unanimously.

2. CITY LINE TITLE VI SERVICE AND FARE EQUITY (SAFE) ANALYSIS

Mr. Otterstrom presented. According to FTA requirements, transit providers that have implemented or will implement a New Start, Small Start, or other new fixed guideway capital project, must conduct a service and fare equity analysis (SAFE). Mr. Otterstrom reviewed the Service Change Disparate Impact Policy and the Service Change Disproportionate Burden Policy which are key to the analysis. STA conducted Title VI Service Equity Analysis of service levels pre- and post-City Line in March 2021 as part of the 2022 Service Change Proposal, in which no disparate impact or disproportionate burden was found.

STA did not implement the 2022 service change as originally anticipated: some work was deferred to 2023, including the City Line. Therefore, STA had to refresh and update the Title VI Analysis. The 2023 SAFE Analysis applies the same methodology, focusing on the launch of City Line and the routes that are modified by its implementation. Mr. Otterstrom reviewed the routes that will be changing with the upcoming 2023 Service Change and provided the thresholds for the Service Equity Analysis Classification. Mr. Otterstrom provided a map of the Census Tracts by Title VI Service Policy: Minority and Low-Income Classification, highlighting the areas of the PTBA that serve or are affected by the City Line. Mr. Otterstrom gave an overview of the Service Changes regarding the Service Equity Analysis as it relates to the City Line. Overall, there are no disparate impacts or disproportionate burdens found with the proposed service change.

Fare Equity Analysis: there are no fare changes proposed with City Line implementation. The City Line introductory period is a fare free promotion lasting less than six months and is therefore exempted from the requirement for a fare equity analysis.

Ms. Karen Stratton moved to recommend the Board accept, by motion, the City Line and Fare Equity Analysis as complete and prepared in accordance with Title IV regulations 49 CFR par 21 and the guidance and instructions provided in Circular FTA C 4702.1B, Chapter 4 Section 7. Mr. Dan Dunne seconded, and the motion was approved unanimously.

B. BOARD DISCUSSION AGENDA - None

5. REPORTS TO COMMITTEE

A. 2024-2029 TRANSIT DEVELOPMENT PLAN: COMPLETE DRAFT

Mr. Otterstrom presented the completed draft of the 2024-2029 Transit Development Plan (TDP). This is a state-required plan that must be adopted by September 1st of each year. As a six-year plan, it serves as a framework for STA for implementing future improvements, and reflects the latest expectations regarding revenues and costs, service levels, and regional development. The draft TDP was distributed May 26, 2023. Mr. Otterstrom reviewed the approach for the 2024-

2029 TDP ahead of preparing Connect 2035. The Board’s engagement in Phase 2 of Connect 2035 commences in July 2023 when, over the next 14 months, detailed initiatives will be developed in support of the three overarching goals of the plan: elevate the customer experience, lead and collaborate with community partners to enhance the quality of life in our region, and strengthen our capacity to anticipate and respond to the demands of the region.

Mr. Otterstrom reviewed the Service Improvement Plan (SIP) section of the TDP, which is updated annually. This plan summarizes the recent requests for new service and identifies concepts for service improvements for a three-year period, which include projects that are core to, or in support of, *STA Moving forward* (STAMF), Near Term Investments (NTI) projects identified by the Board in December 2021, and other improvements developed in support of adopted plans and align with customer input. Mr. Otterstrom highlighted the key themes reflected in the Service Improvement Program.

Ms. Monique Liard presented the sections of the draft TDP to include Capital Improvement Program (CIP) and Operating and Financial Projections. The CIP covers programmed capital expenditures for a six-year period through 2029. Year one (2024) will be the basis for development of the draft 2024 capital project. The Capital Improvement Program includes capital projects and federally required programs of projects for formula fund grants. The most significant change is the addition of the Connect 2035 Future Initiatives placeholder (\$105m). Division Street Bus Rapid Transit (BRT) continues to be the largest project. Ms. Liard shared a chart showing the aggregation of the CIP over the six-year period totaling \$502,728,240. Connect 2035 is a large portion of this amount, followed by High Performance Transit Implementation, Facilities-Passenger Operational, Facilities Maintenance & Administration, and Technology. Ms. Liard reviewed the salient differences between the draft CIP for 2024-2029 and the adopted 2023-2028 CIP included in the 2023-2028 TDP.

Mr. Hattenburg asked when will STA be active in land acquisition for the Argonne Station Park and Ride at I-90. Mr. Otterstrom responded that this action is on the “to do” list that includes other efforts along the I-90/Valley High Performance Transit corridor.

Ms. Liard presented financial assumptions regarding the revenue for the draft 2024-2029 TDP that were developed earlier in the year.

Ms. Liard shared the 2024 to 2029 TDP Financial Forecast; STA’s cash balance is projected to be deployed to fund the Capital Improvement Program and the Service Improvement Program.

Ms. E. Susan Meyer highlighted the primary difference between the current TDP and the proposed TDP plan is the set aside of funding for Connect 2035. This positions the board to be able to make decisions with resources about what will happen next from 2025-2035. Discussion ensued. Ms. Liard shared next steps, including the public hearing scheduled on June 15, 2023, and anticipated board action on a final draft of the plan in July.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

City Line launch: Board Members have been invited to Gonzaga University on July 18 for breakfast with the speakers, followed by an open to the public ribbon cutting. The confirmed speakers are Governor Jay Inslee, Mayor Nadine Woodward, State Senator Andy Billig, Gonzaga President Dr. McCulloh, Spokane City Council Member Lori Kinnear and Spokane County Commissioner Al French. We are still waiting to hear back from the Federal Transit

Administration if they will travel to be with us. On Saturday, July 15, there will be community celebrations in five locations: Downtown Spokane, U-District, Mission Park, and Chief Gary Park. The first bus will commence from Browne's Addition at Coeur d' Alene Park and then travel to the celebrations being held by STA and its partners.

May 2023 Voter-Approved Sales Tax Revenue (March Sales) Update: Actual (\$9,682,305) compared to budget (\$9,741,227) for a -0.6% difference of \$58,922. Sales tax revenue is 2.2% YTD above budget (\$0.97M), 0.6% below May 2023 actual (\$-0.06M), and 2.2% YTD above 2023 actual (\$0.97M).

7. COMMITTEE INFORMATION - *None*
8. REVIEW JULY 5, 2023, COMMITTEE MEETING AGENDA
9. NEW BUSINESS - *None*
10. COMMITTEE MEMBERS' EXPRESSIONS - *None*

Mr. Hattenburg shared that there will be a ribbon cutting ceremony for the new Spokane Valley Library across from the City Hall on June 19, 2023, at 9:00 a.m.

11. ADJOURN

With no further business to come before the Committee, Chair Al French adjourned the meeting at 11:08 a.m.

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

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning and Development Department