

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Minutes of the October 4, 2023, Meeting

Via Virtual Conference

w/In person Public Viewing Option

Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA

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

STAFF PRESENT

Brandon Rapez-Betty, Chief Operations Officer
Karl Otterstrom, Chief Planning & Development
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

MEMBERS ABSENT

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

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**

Chair French congratulated the STA Team on moving the North Division Street Bus Rapid Transit (BRT) forward with the Federal Transit Administration (FTA).

3. **COMMITTEE ACTION**

A. **MINUTES OF THE SEPTEMBER 6, 2023, COMMITTEE MEETING**

Mr. Tim Hattenburg moved to approve the September 6, 2023, Planning & Development Committee meeting minutes. Ms. Karen Stratton seconded, and the motion was approved unanimously.

4. **COMMITTEE ACTION**

A. **BOARD CONSENT AGENDA**

1. **DIVISION STREET BUS RAPID TRANSIT: WORK ORDER #3 APPROVAL**

Mr. Karl Otterstrom presented Work Order #3 for approval. 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 ten (10) miles to the Mead area. Staff is seeking the Committee's recommendation to the Board to approve a work order for the

next phase of the project to advance the engineering, environmental, and grant preparation work required by the Project Development phase of FTA's Small Starts program. Work Order #3 will advance the project to the 30% design milestone, along with other necessary Project Development activities. Mr. Otterstrom reviewed the major tasks included in the work order. The Division Street BRT Project Development project (CIP 895) has an approved budget of \$15 million in STA's Capital Improvement Program derived from local, state, and federal funding. Work is anticipated to begin in November 2023 and be completed by the end of 2024.

Chair French requested that as STA conducts their modeling for this project, that it be demonstrated that freight traffic access will not be impeded due to the reconfiguration of North Division. Mr. Otterstrom responded that this will absolutely be kept in mind.

Mr. Tim Hattenburg moved to recommend the Board of Directors authorize the CEO to execute Work Order #3 for the Division Street Bus Rapid Transit project with Parametrix, Inc. under existing contract #2021-10610 for an amount not to exceed \$5,450,000, and to provide for 10% contingency for unforeseen additional requirements or services. Mr. Dan Dunne seconded, and the motion was approved unanimously.

2. FEDERAL TRANSIT ADMINISTRATION SECTION 5310 FUNDING OPPORTUNITY AND LOCAL MATCH APPROVAL

Mr. Karl Otterstrom reviewed the scope and anticipated timeline for the Section 5310 Call for Projects and requested approval of \$190,000 in STA local funding to support the subrecipients required local match amount. The Spokane County Public Transit-Human Service Transportation Plan (HSTP) is required by state and federal agencies to develop regional strategies to enhance transportation access, minimize duplication of service, and implement the most cost-effective transportation services using available resources. All 5310 projects must be consistent with this plan.

Subject to evaluation, ranking, and Board action, up to \$805,296 in combined federal and STA local funding is expected to be awarded to non-profit providers and transportation agencies for projects to enhance the mobility of seniors and individuals with disabilities within the Spokane urbanized area. In order to ensure that STA meets the 55% minimum requirement of funds to be spent on "Traditional" capital projects for FY2023, staff may recommend to the Board that projects be awarded to STA up to \$338,413 as needed to ensure the 55% compliance. "Traditional" projects include a 20% local match requirement.

Subject to Board approval of local STA match allocation on October 19, 2023, the Call for Projects will be issued October 20, 2023. There will be an informational meeting for interested applicants on October 25, 2023. The final project application is due December 8, 2023. Previous subrecipients include SNAP, SMS, Coast, Cancer Can't and several others. Mr. Hattenburg expressed appreciation for this program.

Ms. Karen Stratton moved to recommend the Board approve the allocation of \$190,000 in STA local funds to partially offset local match requirements for subrecipients in the 2023 Section 5310 Call for Projects. Mr. Tim Hattenburg seconded, and the motion was approved unanimously.

B. BOARD DISCUSSION AGENDA

1. CONNECT 2035 STRATEGIC PLAN: ENGAGEMENT STRATEGY APPROVAL

Mr. Karl Otterstrom presented an overview of the draft Connect 2035 Engagement Strategy, which provides a synthesis of the material presented at the Board Workshop and highlights the approach that STA staff and its consultants will use to conduct a robust engagement effort. The first Board Workshop for Phase 2 was held with the STA Board of Directors on September 6, 2023. Mr. Otterstrom reviewed the Phase 2 Project Schedule, desired outcomes, and public process goals, audience groups, engagement tactics, and engagement strategies and activities, and tracking metrics. The next Board Workshop is scheduled for November 1, 2023, right after the November Planning & Development Committee meeting.

Chair French requested that freight haulers be included in the Audience Groups. Mr. Otterstrom responded that this group can be added to the Audience Group infographic as “Freight and Industrial Stakeholders” and the long list.

Mr. Dan Dunne moved to recommend the Board of Directors approve the Connect 2035 Strategic Plan Engagement Strategy. Mr. Tim Hattenburg seconded, and the motion was approved unanimously.

5. REPORTS TO COMMITTEE

A. DRAFT 2024 BUDGET

Ms. Monique Liard presented the Draft 2024 Budget. In accordance with STA Board Resolution 681-11, the Planning & 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. For 2024, staff has combined the action plan and the operating and capital budget into one comprehensive report, the Draft 2024 Budget, which is included in the packet. Ms. Liard reviewed the foundational elements, the 2024 Action Plan, the Operating Budget, the Capital Budget, and the timeline. This budget is proposed to be adopted in December of 2023.

Operating Budget – The draft 2024 budget assumes \$142,983,582 in operating revenues, a decrease of \$14,060,562 (9.0%) compared to the 2023 adopted budget of \$157,044,144. The absence of stimulus funding is the biggest contributor to the revenue changes. For 2024, staff recommends budgeted sales tax revenue be kept flat to 2023 actual through August 2023 and then use the 2023 budgeted revenue for September to December. Sales tax revenue growth in 2024 is projected to be 1.7% over 2023 budgets.

Capital Budget – The 2023 capital budget is forecasted to be \$75,281,079 plus a fleet replacement contribution of \$19,367,716, for a total of \$92,310,089. Funding sources include federal (\$14,654,539 – 24.6% of the total), state (\$11,516,779 – 6.0% of the total), and local (\$49,109,761 – 69.4%). It was noted that the 2024 Capital Budget was decreased by \$16,318,843 from 2024-2029 CIP which was included in the Transit Development Plan to account for timing of projects and updates to costs – 2024 capital in the CIP was \$91,599,922.

B. CONNECT SPOKANE COMPREHENSIVE PLAN: COMMUNICATIONS AND PUBLIC INPUT AND TITLE VI

Mr. Otterstrom presented an overview of proposed updates to the *Communications and Public Input* Element in the Connect Spokane Comprehensive Plan informed by discussion and input that took place at the September 6, 2023, Planning & Development Committee meeting. STA is beginning the second phase of a major update to this document. Mr. Otterstrom also began an introductory discussion on a proposal for a new Title VI Element. Mr. Otterstrom reviewed the existing federally required Title VI Policies that were amended into the plan. Staff are proposing to revisit these policies and move them into the main body of the Title VI plan. Mr. Otterstrom reviewed Environmental Justice (EJ) and the USDOT EJ Guiding Principles. The focus is to ensure that items are well documented. The plan is to return next month with draft language for these elements of the plan.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

September 2023 Voter-Approved Sales Tax Revenue (July Sales) Update: Actual (\$9,752.433) compared to budget (\$8,541,727) for a 14.2% difference of \$1,210,706. Sales tax revenue is 3.8% YTD above budget (\$3.1M), 0.4% above September 2022 actual (\$0.4M) and 2.3% YTD above 2022 actual (\$1.9M).

7. COMMITTEE INFORMATION – *None*

8. REVIEW NOVEMBER 1, 2023, COMMITTEE MEETING AGENDA

Mr. Dunne asked for clarifications on the timing of requesting changes to the committee agenda. Discussion ensued. Ms. Megan Clark stated that this is what the intended procedure is, and it is being used as a benchmark until the rules of procedure have been implemented. Mr. Dunne further sought confirmation that while it is beneficial to review the upcoming Planning & Development Committee meeting under this category, at this time, committee members cannot suggest/make changes to the agenda, to which Ms. Clark confirmed.

9. NEW BUSINESS - *None*

10. COMMITTEE MEMBERS' EXPRESSIONS

11. ADJOURN

With no further business to come before the Committee, Chair French adjourned the meeting at 11:29 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, November 1, 2023, at 10:00 a.m.

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning & Development Department