

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Minutes of the December 6, 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

MEMBERS ABSENT

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

STAFF PRESENT

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

STAFF ABSENT

Brandon Rapez-Betty, Chief Operations 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**

Chair French had nothing to report.

3. **COMMITTEE ACTION**

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

Mr. Tim Hattenburg moved to approve the November 1, 2023, Planning & Development Committee meeting minutes. Mr. Dan Dunne seconded, and the motion was approved unanimously.

B. **FINALIZE 2024 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM**

Mr. Karl Otterstrom presented a brief overview of the 2024 Planning & Development Work Committee Program's background; this included the Annual Planning Calendar and identified other major planning efforts that will take place during 2024. Mr. Otterstrom reviewed highlights of the work program which includes the 2025-2030 Transit Development Plan (TDP) and the 2025 Action Plan, Operating and Capital Budgets, and other planning activities. Mr. Otterstrom noted that the only new item for the list of other planning activities was the Transit Oriented Development Planning Framework.

Mr. Tim Hattenburg moved to approve by motion, the 2024 Planning & Development Committee Work Program and forward to the Board for information. Mr. Dan Dunne seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA -- none

B. BOARD DISCUSSION AGENDA

1. FINAL PROPOSED 2024 BUDGET

Ms. Monique Liard presented a brief overview of the 2024 Action Plan that is operationalized by the annual operating and capital budgets. For 2024, staff combined the action plan and the operating and capital budget into one comprehensive report. Ms. Liard focused on the changes made since the last presentation to this committee. No changes were made to the Action Plan section. The proposed core actions are aligned with *Connect 2035* strategic plan goals. Ms. Liard reviewed a budget comparison for 2023 to 2024 highlighting the changes reflected in the final proposed budgets which will be put forward at the Board's December meeting. No changes were made to the sales tax revenue assumptions.

Ms. Liard reviewed the 2024 Operating Expense Budget compared to 2023, noting that the Final Proposed Budget is \$939,066 higher than the Proposed Budget reflecting the most recent fuel prices, contract transportation increase, and the addition of fare collection warranty cost offset by final medical and dental renewal rates that were lower than previously presented.

The 2024 Capital Budget has not changed in its totality; however, changes to outlays for certain individual projects have changed, and have been reflected in the distribution of funding sources for the budget. Local funding within the Capital Budget totals just under \$55M. Compared to the Proposed Capital Budget, state funding increased by approximately \$600,000, and federal funding has decreased by about \$6.5M in the Final Proposed Capital Budget. The overall total 2024 Capital Budget combined with the Fleet Replacement Contribution totals \$94.6M. Full details are in the supplemental pages in the budget. Ms. Liard reviewed the 2024 Cash and Reserve Analysis.

Mr. Dan Dunne moved to recommend the Board adopt, by resolution, the Final Proposed 2024 Budget. Mr. Tim Hattenburg seconded, and the motion was approved unanimously.

5. REPORTS TO COMMITTEE

A. CONNECT SPOKANE COMPREHENSIVE PLAN: DISCUSS DRAFT REVISIONS

Mr. Otterstrom presented draft revisions to the Connect Spokane Comprehensive Plan. This plan sets forth a planning vision and policy framework to help guide decisions made by the Board of Directors, staff, and partnering agencies for at least the next 30 years. STA is currently in the second phase of a major update providing greater policy clarity for activities, the opportunity to identify missing policies, and the opportunity to reorganize the *Communications and Public Input* chapter of the plan. A redlined draft to this chapter was included in the packet. Updated principles reflect equitable communication and identify the need to reach out to vulnerable communities, including Black, Indigenous and People of Color (BIPOC) populations, low-income, seniors, individuals with disabilities, etc. This includes identifying ways to provide materials in a variety of formats that may be understood by people of all abilities. Next steps

include proposing text for the new *Equity and Inclusion* element and the introduction to *Fares and Revenue* element in February of 2024. Updating the redline draft of Communications and Public Input will be incorporated into the full draft in April 2024.

Mr. French commented that he hopes the comprehensive plan will reflect an extension of service to those areas in the Public Transportation Benefit Area (PTBA) that are currently paying taxes but are not receiving service.

B. CONNECT 2035 STRATEGIC PLAN UPDATE

Mr. Otterstrom provided a brief update, reiterating the Connect 2035 goals, and Phase 2 Desired Outcomes which establishes the foundation for ongoing funding stability. As part of its *Connect 2035 Outreach*, STA has launched a micro website: staconnect2035.com, started engagement with stakeholders, and begun Board engagement activities to include a Boone Northwest Garage tour and Fixed-Route Dispatch and Maintenance tour. Next steps include network evaluation, performance measures, capacity analysis, and the development of an initiatives list. The next Board workshop will be held in February.

C. RIDESHARE PROGRAM OVERVIEW

Ms. Carly Cortright presented the Rideshare Program Overview. This program complements traditional services by offering commuting alternatives in areas where regular bus routes might not be available or effective for the travel pattern. This flexibility caters especially well to our region's dispersed employment landscape, supporting employees in low-density areas. Currently there are 80 Rideshare groups, 400 participants, and 97 vehicles (eight used as spares), involved in the Rideshare Program. Rideshare faced significant challenges during the pandemic but remained resilient due to measures taken by STA: Board approved fare structure change from cost-sharing to per-person model, a name change from Vanpool to Rideshare, and the introduction of non-van vehicles to the fleet. Rideshare continues to seek expansion and has secured three WSDOT Public Rideshare grants totaling \$1.125 million, including the Employee Incentive Grant (\$119,350), the Vehicle Technology Grant (\$72,000), and the Replacement Vehicle Grant (\$934,007).

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

November 2023 Voter-Approved Sales Tax Revenue (September Sales) Update: Actual (\$10,185,375) compared to budget (\$8,743,306) for a 16.5% difference of \$1,442,069. Sales tax revenue is 6.3% YTD above budget (\$6.2M), 0.9% below November 2022 actual (\$-0.09M) and 1.7% YTD above 2022 actual (\$1.8M).

City Line Steering Committee: The final City Line Steering Committee meeting took place November 30, 2023. The first meeting was in 2015. All members were recognized for their service during the project. Some members expressed continued interest in participating in future projects such as the Division Street BRT.

Connect 2035 Phase 2 – Board Member Tour: Councilmember Dunne and Councilmember Zappone joined Ms. Meyer and STA Staff to tour the 250,000 sq. ft. South Garage to view the underground diesel storage tank project with Senior Project Manager, Jessica Kelch. Members moved on to the Boone Northwest Garage where they witnessed a City Line bus being charged. STA appreciates the Board members' interest in these tours and looks forward to offering more opportunities to Board members to learn more about operations.

Weather Warriors – STA Staff: Kudos to all STA staff. Especially van and coach operators, who kept service on track during the first notable snow of the season that hit with force on Friday, December 1, 2023. STA is prepared.

Mr. Dunne complimented STA staff on the tour and the ability to visit the facilities. He stated that it was great to witness people who are technically and passionately engaged in all STA services.

7. COMMITTEE INFORMATION

A. FEDERAL TRANSIT ADMINISTRATION SECTION 5310 FUNDING OPPORTUNITY UPDATE

8. REVIEW JANUARY 31, 2024, COMMITTEE MEETING AGENDA (*The February Meeting*)

9. NEW BUSINESS - *None*

10. COMMITTEE MEMBERS' EXPRESSIONS

Mr. Hattenburg relayed that students at Central Valley High School are appreciative of the youth passes and services that STA provides. Mr. Dunne commented that the City of Liberty Lake Council is currently working on legislative priorities for 2024 and that he is ready to put in items that are important to STA .

11. ADJOURN

With no further business to come before the Committee, Chair French adjourned the meeting at 10:54 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, January 31, 2024, at 10:00 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Vicki Clancy".

Vicki Clancy, Executive Assistant
Planning & Development Department