

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

## **PLANNING AND DEVELOPMENT COMMITTEE MEETING**

Minutes of the April 5, 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  
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

Chair French is excited to learn about City Line Celebratory Events today.

#### 3. COMMITTEE ACTION

##### A. MINUTES OF THE March 1, 2023, COMMITTEE MEETING

**Mr. Tim Hattenburg moved to approve the March 1, 2023, Planning and Development Committee meeting minutes. Chair Al French seconded, and the motion was approved unanimously.**

#### 4. COMMITTEE ACTION

##### A. BOARD CONSENT AGENDA

##### 1. CITY LINE CELEBRATORY EVENTS (RESOLUTION)

Ms. Carly Cortright reviewed the City Line Celebratory Events Resolution. There are 101 days left until City Line launch. Spokane Transit's first Bus Rapid Transit (BRT), City Line, begins revenue service July 15, 2023. Spokane Transit is planning a series of events to celebrate the occasion with the community and key supporters of the project and inform the public of this new service. On the first day of service, Saturday July 15, 2023,

neighborhood-specific outreach parties will occur along the route in Browne’s Addition, Riverside (Downtown), U-District, Logan, and Chief Garry Park. These parties will include music, food, and kid-friendly activities along with staff from Spokane Transit to educate riders on City Line and other route changes as part of the July 2023 service change. On Tuesday, July 18, an official ribbon cutting ceremony will occur on the campus of Gonzaga University at Station 21a (Desmet and Cincinnati). There will be an elevated stage with seating for distinguished speakers representing federal, state, and local government. There will be outreach activities and refreshments, and the ceremonial first bus will drive into service with fanfare. A resolution from the Board of Directors is requested to demonstrate support for these celebratory events and related expenditures as part of outreach and promotional activities for City Line.

Chair French asked if Gonzaga University students will be in session at that time that could be drawn into the celebration. STA reached out and received Gonzaga’s full support before proposing this location; Dr. McCollough will be a featured guest. Summer School in-person attendance may be minimal due to online classes. Communications will encourage the general public to attend this event, as well as invite attendees from other agencies, partners, consultants, universities/colleges, etc.

**Mr. Tim Hattenburg moved to recommend the STA Board of Directors approve, by resolution, the City Line Celebratory Events. Chair Al French seconded, and the motion was approved unanimously.**

B. BOARD DISCUSSION AGENDA - None

5. REPORTS TO COMMITTEE

A. DIVISION STREET BUS RAPID TRANSIT: REFINED LOCALLY PREFERRED ALTERNATIVE

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. In March 2021, the STA Board of Directors adopted Resolution No. 785-21, establishing the Division Street BRT Locally Preferred Alternative (LPA). The team is preparing to apply for FTA entry into the Project Development phase of the Capital Investment Grants program (Small Starts Program) to coincide with the launch of the City Line by mid 2023. Mr. Otterstrom reviewed the draft recommendation and provided an overview of the proposed outreach and approval steps. STA has conducted extensive public outreach via online survey (300 participants), 11 community meetings (with a virtual open house), bi-weekly Technical Advisory Committee meetings, two Executive Committee meetings, two meetings with Downtown Spokane Partnership Policy Committee, a downtown walking tour with City of Spokane staff, and direct mail letters to 1,283 property and business owners.

The LPA refinements, as depicted in the corridor map in Figure 1, are presented as a draft recommendation for consideration by the STA Board of Directors and include routing in downtown Spokane (Figure 2), routing to the northern terminus (Figure 3), and the approximate station locations (Table 1).

A public hearing is scheduled for the April 20, 2023 Board meeting, and the adoption of the Board resolution will take place in May, 2023.

B. 2024-2029 TRANSIT DEVELOPMENT PLAN: PLANNING GUIDANCE

Mr. Otterstrom presented. As a step in the annual preparation of STA's Transit Development Plan (TDP), the Committee prepares and recommends to the Board of Directors guidance statements that help frame priorities to be included in the plan. In the past ten years, there has always been a section called mid-range guidance most closely identified as strategy statements – broader and more expansive. Each year minor adjustments have been made but the statements remain the same in their general tone and direction. These statements usually have broad linkages but are not tied directly to any other planning documents. Staff are proposing in this new plan to be more specific with the guidance, referring to it as tactical framework, by making it more definitive in action as a reflection of major activities/changes that will take place in a six-year period in order to be even more responsive to the strategic goals; making a tighter connection between the strategic plan and the TDP. *Connect 2035* Strategic Foundation established three goals:

1. Elevate the customer experience.
2. Lead and collaborate with community partners to enhance the quality of life in our region.
3. Strengthen our capacity to anticipate and respond to the demands of the region.

Mr. Otterstrom reviewed the specific activities included in each of these goals, and the timeline for developing the TDP. In May, the Committee will review the draft Service Improvement Program (SIP). In June, the Committee will review the draft TDP, including the draft Capital Improvement Program (CIP), working toward Board approval of the plan in July.

C. 2024-2029 TRANSIT DEVELOPMENT PLAN: FINANCIAL ASSUMPTIONS

Ms. Monique Liard presented. As part of the preparation of the 2024-2029 Transit Development Plan (TDP), STA is required to incorporate financial projections for this 6-year period. The initial step in this preparation is to seek affirmation by the Committee of the financial assumptions used in deriving the 2024-2029 forecast. Staff recommended that the financial assumptions generally remain in line with those reviewed and approved by the Board in 2022. Ms. Liard reviewed key revenue and expenditure assumptions. Mr. Tim Hattenburg asked about the ability to adjust to any potential unfavorable economic conditions. Mr. Liard responded that our budget process allows flexibility to pivot and adapt to any new economic indicators. Mr. Chris Grover commented that these are prudent assumptions.

Chair French asked if STA had considered projections in which the two-tenths is not authorized. Ms. Liard responded that if the Board would like an assessment prepared without the sales tax renewal, that can be completed. However, at this moment, staff is seeking guidance relative to the two-tenths so that the TDP forecast can be completed for the report that is submitted to the state. This is strictly a sales tax projection. Of note, the proposed assumptions include that sales tax will grow at 3.5% annual trend applied to 2023 budgeted levels and that the two-tenths of a percent voter-approved sales tax increase sunsetting in 2029 will be renewed for 2029 and beyond. Ms. Liard reviewed next steps.

Chair French suggested that the fare box recovery equal 20% to continue a positive community commitment to customers contributing to the cost of service. Mr. Dan Dunne encouraged input from an external economic specialist; Ms. Liard responded that the staff is awaiting Grant Forsyth's counsel.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

March 2023 Voter-Approved Sales Tax Revenue (January Sales) Update: Actual (\$8,241,832) compared to budget (\$7,564,336) for a 9.0% difference of \$677,496. Sales tax revenue is 4.0% YTD above budget (\$1.1M), 9.0% above March 2022 actual (\$0.7M), and 4.0% YTD above 2023 actual (\$1.1M).

Division Street Bus Rapid Transit Funding – Both the Washington State House and the Senate’s version of a transportation budget includes \$50M for STA’s Division Bus Rapid Transit (BRT) project. The project’s timeline is considered interconnected to that of the North Spokane Corridor, which is proposed to receive funding on a timelier basis than what the Governor’s budget proposed.

Administrative Fee for Connect Fare Cards – This item will be discussed in today’s Performance Monitoring & External Relations Committee meeting. Like fares, card fees require Board approval.

City Line Celebratory Events – There will be a private breakfast by invitation only for a group of dignitaries from Washington DC, the Governor, and the Board, and will take place right before the ribbon cutting. This will be sponsored by a vendor.

7. COMMITTEE INFORMATION - *None*

8. REVIEW MAY 3, 2023, COMMITTEE MEETING AGENDA

Mr. Dunne requested information about the City Line potential free-fare period. Ms. Meyer responded that this agenda item will be on the Board agenda on April 20, 2023.

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 11:08 p.m.

NEXT COMMITTEE MEETING: WEDNESDAY, MAY 3, 2023, at 10:00 a.m. VIA WEBEX.

Respectfully submitted,



Vicki Clancy, Executive Assistant  
Planning & Development Department