

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

PLANNING AND DEVELOPMENT COMMITTEE MEETING

Minutes of the May 3, 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*
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

Chair French reported he was in Washington DC last week. The FTA is pleased that STA's City Line is on time and on budget. Chair French shared about the North Division Corridor and City Line kick-off with the FTA; he said it was a productive time.

3. COMMITTEE ACTION

A. MINUTES OF THE April 5, 2023, COMMITTEE MEETING

Mr. Tim Hattenburg moved to approve the April 5, 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. DIVISION STREET BUS RAPID TRANSIT: REFINED LOCALLY PREFERRED ALTERNATIVE (RESOLUTION)

Mr. Otterstrom reviewed the Division Street Bus Rapid Transit (BRT): Refined Locally Preferred Alternative Resolution (LPA). Division Street is the main north-south roadway in Spokane and is one of the busiest in the region. The STA Board of Directors adopted Resolution No. 785-21, establishing the Division Street BRT Locally Preferred Alternative (LPA), in March of 2021. The team is currently working towards advancing the project to the

Project Development Phase of the Capital Investment Grants program by the middle of this year (2023). This refinement of the LPA is a key step in that advancement. Mr. Otterstrom highlighted alignment and stations, noting locations of the northern terminus, and provided a detailed map of the Preferred Downtown Alternative showing connecting routes and stations already in existence in terms of infrastructure and potential upgrades for stops already on the route. The refinement of the LPA was a process of engaging stakeholders as well as the public and developed the LPA through technical evolution and data analysis (ridership impact) and found that this revised alignment is generally very effective in serving and improving access overall. Next steps include adoption of the Refined LPA by the STA Board, approval of the next engineering services work order, and seeking entry into FTA Project Development for Capital Investment Grant (CIG) projects (July 2023).

Mr. Dunne posed the question of eventually naming stations with a system that utilizes either cultural or civic significance that brings people to point about location. This naming system could potentially bring focus and potentially develop ridership interest. Mr. Otterstrom responded that renaming stations would take place during a later phase of the project.

Ms. Karen Stratton moved to recommend the STA Board of Directors approve, by resolution, the Refined Division Street Rapid Transit (BRT) Locally Preferred Alternative. Council Members Tim Hattenburg seconded, and the motion was approved unanimously.

2. DIVISION STREET BUS RAPID TRANSIT: WORK ORDER APPROVAL

Mr. Otterstrom recapped the contract with Parametrix for the design and engineering services for the Division Street Bus Rapid Transit (BRT) Project. Phase 1 Work Order #1 was executed in March 2022. The objective of Work Order #2 of Phase 1 is to build on Work Order #1 to conduct other planning, design, and engineering services for project advancement to the Project Development phase, referred to as Phase 2. Mr. Otterstrom reviewed the activities of Phase 1 that were either completed or underway, these included Technical Evolutions and Data Analysis (with assessment of current conditions, evaluation of routing alternatives and station locations and Title VI analysis), engaging Stakeholders and local agencies through Transportation Advisory Committee meetings and Executive Committee meetings, tours of the downtown and North section, meetings with Downtown Spokane Partnership, and a presentation of the project to the City of Spokane Mayor's Cabinet, Spokane County Commissioner Board, and Public Outreach. Seventy percent of respondents surveyed approved the project). Promotion of the project included neighborhood council meetings. Phase 1 Work Order #2 supports STA's effort to advance the Division Street BRT project into the FTA Project Development Phase (Phase 2). This phase incorporates 5 main tasks which includes: Project Management and Quality Management Program, Planning and Analysis, Conceptual Engineering, Environmental NEPA/SEPA Planning, and Public and Stakeholder Engagement. Work Order #2 is within budget, with a proposed \$1.1 million not -to-exceed value, before contingency, and is funded by STA's Capital Improvement Program (CIP #830).

Mr. Dunne asked whether staff were satisfied with the collaboration and outcome with Parametrix. Mr. Otterstrom confirmed that Parametrix has demonstrated quality of output and capabilities and competencies with this type of project. Chair French added that Parametrix and its predecessor both do good work and understand our culture.

Mr. Dan Dunne moved to recommend the STA Board of Directors authorize the CEO execute Work Order #2 for the Division Street BRT preliminary engineering, design, and environmental phase with Parametrix, Inc. under existing contract #2021-10610 for an amount not to exceed \$1.1 million, and to provide for 10% contingency for unforeseen additional requirements or services. Mr. Tim Hattenburg seconded, and the motion was approved unanimously.

B. BOARD DISCUSSION AGENDA - *None*

5. REPORTS TO COMMITTEE

A. 2024-2029 TRANSIT DEVELOPMENT PLAN: 2024-2026 SERVICE IMPROVEMENTS

Mr. Otterstrom presented. Service Improvement Program (SIP) is a roadmap for near term fixed-route services improvements, which is updated annually as part of the Transit Development Plan (TDP) per Connect Spokane. The SIP reflects ongoing implementation of board-adopted plans, such as STA Moving-Forward (STAMF) related projects, Near Term Investments (NTI) projects identified by the Board, concepts that may further the vision of High-Performance Transit and continue to implement Connect Spokane design principles, and responses to route performance evaluation results. Some of these concepts are scoped but we still need board or CEO approval prior to changing these, and often include phases of additional public input and consultation. The SIP also includes a summary of recent requests for new services to support future considerations for service investments and adjustments. Service improvements in 2024 will focus on ramping up City Line service levels, implementing deferred improvements from 2023, and the launch of Sprague Line High Performance Transit (HPT). The focus in 2025 will be on the Greater Spokane Valley, incorporating I-90 HPT service and infrastructure, and responding to growth in Airway Heights. Minor adjustments and schedule refinements will be the focus in 2026, and the potential pilot extension of STA service into Northern Idaho, subject to a cross-state partnership. Mr. Otterstrom presented a conceptual map of what the Fixed Route network could look like in 2026 based on the proposed SIP.

Chair French pointed out a collaborative construction effort about a year or two out with Federal Highway Administration and WSDOT to improve intersection for 904 at I-90 which could potentially impact access into Medical Lake and Cheney.

Mr. Otterstrom reviewed the new service request process with a map showing requests for services received by STA during 2022 and the 1st Quarter of 2023. Feedback informs regular performance and long-range planning. Requests are documented and reviewed with the Board on a regular basis. Next steps include incorporating the draft Service Improvement Program into the Draft for 2024-2029 TDP for review and comment next month.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

April 2023 Voter-Approved Sales Tax Revenue (February Sales) Update: Actual (\$7,893,772) compared to budget (\$7,938,326) for a -0.6% difference of \$44,554. Sales tax revenue is 3.0% YTD above budget (\$1.0M), 0.6% below April 2023 actual (\$-0.04M), and 3.0% YTD above 2023 actual (\$1.0M).

Ride To Bloomsday with STA – Sunday, May 7, 2023 – Bloomsday express shuttles run from 6:20 a.m. to 8:30 a.m. from Spokane Valley Mall, Ferris High School, Northtown Mall, Cheney Red

Barn, and West Plains Transit Center. Return trips from downtown Shuttle lots will run from 10:30 a.m. – 2:00 p.m. After 2:00 p.m. passengers may take regular service to return to shuttle lots. A \$2.00 day pass can be purchased at the Convention Center on Friday and Saturday. Regular Fare on the bus on race day-exact change. A \$2.00 dollar pass is only in advance on Friday or Saturday. Youth 18 and under ride free on bus and paratransit; paratransit customers in other communities need to reserve paratransit rides in advance. Participants are encouraged to be at the shuttle 2 hours before their race start time. The Plaza and all restrooms will be open. Regular service will operate on detours away from the Plaza until 2:00 p.m. Mr. Dan Dunne requested clarification about 18 and under. Ms. Meyers stated there is a grace period, youth will not need Connect Cards, they may board with student ID.

Employee Recognition Banquet – This event was held at Northern Quest for employees who have achieved significant safety milestones over the past year. Board members Bynaker, Dunne, Grover, Haley, Hattenburg, Kinnear, Stratton, and Bowers attended. This was the largest turnout of Board members for this event. Board members shared their impressions of the event and the many years of safe driving that were highlighted at it.

7. COMMITTEE INFORMATION - None
8. REVIEW MAY 31, 2023 (June), 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 10:54 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, MAY 31, 2023, at 10:00 a.m. VIA WEBEX.

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning & Development Department