

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

## PLANNING AND DEVELOPMENT COMMITTEE MEETING

Wednesday, May 3, 2023  
10:00 a.m. – 11:30 a.m.

### Committee Meeting is via Virtual Conference

*w/In Person Public Viewing Option*

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

Join Link: [Join Here](#)

Committee Member Password (if asked): 2023 | Guest Password (if asked): 0523

Call-in Number: 1-408-418-9388 | Event/Access code: 2497 391 0219 | Password: 2023

### AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
  - A. Minutes of the April 5, 2023, Committee Meeting -- *Corrections/Approval*
4. Committee Action
  - A. Board Consent Agenda *(15 minutes)*
    1. Division Street Bus Rapid Transit: Refined Locally Preferred Alternative *(Resolution)* *(Otterstrom)*
    2. Division Street Bus Rapid Transit: Work Order Approval
  - B. Board Discussion Agenda -- *none*
5. Reports to Committee *(5 minutes)*
  - A. 2024-2029 Transit Development Plan: 2024-2026 Service Improvements *(Otterstrom)*
6. CEO Report *(E. Susan Meyer)* *(15 minutes)*
7. Committee Information
8. Review May 31, 2023, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, May 31, 2023 **(June Meeting)**, at 10:00 a.m. via Webex

*Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: [www.spokanetransit.com](http://www.spokanetransit.com). Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see [www.spokanetransit.com](http://www.spokanetransit.com). Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.*

**SPOKANE TRANSIT AUTHORITY**

**PLANNING AND DEVELOPMENT COMMITTEE MEETING**

May 3, 2023

**AGENDA ITEM 2:** COMMITTEE CHAIR REPORT

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Al French, Chair, Planning & Development Committee

---

**SUMMARY:** At this time, the Committee Chair will have an opportunity to comment on various topics of interest regarding Spokane Transit.

**RECOMMENDATION TO COMMITTEE:** N/A

**SPOKANE TRANSIT AUTHORITY**

**PLANNING AND DEVELOPMENT COMMITTEE MEETING**

May 3, 2023

**AGENDA ITEM 3A :** MINUTES OF THE APRIL 1, 2023, COMMITTEE MEETING

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Vicki Clancy, Executive Assistant to the Chief Planning & Development Officer

---

**SUMMARY:** Draft Minutes of the April 1, 2023, Planning and Development Committee meeting are attached for your information, corrections and/or approval.

**RECOMMENDATION TO COMMITTEE:** Corrections and/or approval.

**COMMITTEE ACTION:**

**RECOMMENDATION TO BOARD:**

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_ Chief Executive Officer \_\_\_\_\_ Legal Counsel \_\_\_\_\_

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

## **PLANNING AND DEVELOPMENT COMMITTEE MEETING**

**DRAFT** 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

**SPOKANE TRANSIT AUTHORITY**

**PLANNING AND DEVELOPMENT COMMITTEE MEETING**

May 3, 2023

**AGENDA ITEM 4A1 :** DIVISION STREET BUS RAPID TRANSIT: REFINED LOCALLY PREFERRED ALTERNATIVE

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Chief Planning & Development Officer  
Hamid Hajjafari, Senior Transit Planner

---

**SUMMARY:** 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. Staff is seeking the Committee’s recommendation to adopt a refined Locally Preferred Alternative (LPA) for Division Street BRT in anticipation of advancing the project to the Project Development phase later this year.

**BACKGROUND:** In 2019, STA and SRTC led the *DivisionConnects* study that identified what future bus rapid transit (BRT) service would look like on Division Street as well as other factors that support transit service, such as land use and access to stations. A key success of the *DivisionConnects* study was the adoption by the STA Board of Directors of Resolution No. 785.21, establishing the Division Street BRT Locally Preferred Alternative (LPA) calling for fixed guideway BRT between downtown Spokane and the Mead area.

In Spring 2022, STA kicked off the preliminary engineering and environmental scoping phase of Division Street BRT. Among other early phase work, the project team has sought to refine the alignment definition for Division Street BRT for the north and downtown (south) termini, as well as refine station locations. This effort has engaged key stakeholders, including Spokane County, City of Spokane, and the Washington State Department of Transportation (WSDOT). The project team also engaged property and business owners along the alignment and gathered direct feedback from Downtown Spokane Partnership (DSP).

The refined LPA is presented in the attached draft resolution and includes the elements of the LPA. The resolution’s Exhibit A depicts the preferred alignment and a table of station locations. The draft LPA was subject to a public hearing on April 20, 2023.

**RECOMMENDATION TO COMMITTEE:** Recommend the STA Board of Directors adopt by resolution, the refined Division Street Bus Rapid Transit Locally Preferred Alternative.



RESOLUTION NO. \_\_\_\_\_

A RESOLUTION FOR THE PURPOSE OF ADOPTING A LOCALLY PREFERRED ALTERNATIVE FOR HIGH PERFORMANCE TRANSIT ALONG DIVISION STREET IN SPOKANE.

SPOKANE TRANSIT AUTHORITY  
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

WHEREAS, the Spokane Transit Authority (STA) is a municipal corporation operating and existing under and pursuant to the Constitution and Laws of the State of Washington, including RCW Title 36, Chapter 57A, Public Transportation Benefit Area; and

WHEREAS, STA adopted *Connect Spokane, A Comprehensive Plan for Public Transportation (Connect Spokane)* by Resolution 665-10 in July 2010 and as subsequently amended; and

WHEREAS, *Connect Spokane* identifies the Division Street Corridor, generally from downtown Spokane north to an area directly south of the Little Spokane River, as a future High Performance Transit (HPT) corridor; and

WHEREAS, consistent with *STA Moving Forward* and *Connect Spokane*, STA and Spokane Regional Transportation Council (SRTC) completed a transportation and land use study of the Division Street Corridor; and

WHEREAS, STA Board of Directors, by Resolution 785-21, adopted the Locally Preferred Alternative (LPA) of fixed-guideway bus rapid transit (BRT) on Division Street with the preliminary alignment and station locations in Spring 2021, and recognized additional refinements to the LPA would result from further study and public consultation; and

WHEREAS, STA initiated the preliminary engineering and environmental scoping phase of Division Street BRT in Spring 2022 to further define the project in preparation of the Project Development phase of the project; and,

WHEREASE, STA, in partnership with regional partners, including SRTC, City of Spokane, Spokane County and the Washington State Department of Transportation (WSDOT), developed and evaluated refinements to the LPA, to include station locations, the termini in downtown Spokane and the Mead area, as well as the alignment to said termini; and,

WHEREAS, STA conducted public engagement activities throughout the evaluation process and conducted a public hearing before the STA Board of Directors on April 20, 2023; and

WHEREAS, the refined Locally Preferred Alternative is consistent with the policies of *Connect Spokane*, STA's comprehensive plan for public transportation; and

WHEREAS, STA continues preliminary engineering and environmental scoping activities related to Division Street BRT in order to prepare the project to seek entry in the Federal Transit Administration's Small Starts Program;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of STA as follows:

Section 1. STA Board of Directors hereby adopts the refined Locally Preferred Alternative (LPA) of fixed-guideway bus rapid transit (BRT) on Division Street superseding the LPA adopted by Resolution No. 785-21, the alignment and general station locations depicted in Exhibit A, and the LPA elements as follows:

Provision	Element	Description
A	Mode	Fixed-guideway bus rapid transit (BRT) using zero-emission 60' buses
B	Service Level	Weekdays: 10-minute frequency or better Nights & Weekends: 15-minute frequency during most hours of the span
C	Northern Terminus	A new transit center in the vicinity of Farwell Road and Newport Highway
D	Southern Terminus	Downtown south of the STA Plaza in the vicinity of 2 <sup>nd</sup> Avenue and Wall Street
E	Alignment	As depicted in Exhibit A, Page 2
F	Station Locations	As set forth in Exhibit A, Page 3
G	System Operations	Operating techniques for speed and reliability, such as Transit Signal Priority (TSP), all-door boarding and near-level platforms
H	Lane Configuration	Side-running, dedicated Business Access and Transit (BAT) lanes for a majority of the alignment, primarily between North River Drive and the North Division "Y" (Couplet and Mainline segments)
I	Other Multimodal Treatments	Protected bicycle facilities, including cycle tracks where practicable, along Ruby Street with pedestrian, ADA and bicycle improvements throughout the corridor.

Section 2. Staff is directed to forward the refined Locally Preferred as adopted herein to Spokane Regional Transportation Council for consideration and adoption into the Metropolitan Transportation Plan.

ADOPTED by STA at a regular meeting thereof held on the 18<sup>th</sup> day of May 2023.

ATTEST:

SPOKANE TRANSIT AUTHORITY

\_\_\_\_\_  
Dana Infalt  
Clerk of the Authority

\_\_\_\_\_  
Lori Kinnear  
STA Board Chair

Approved as to form:

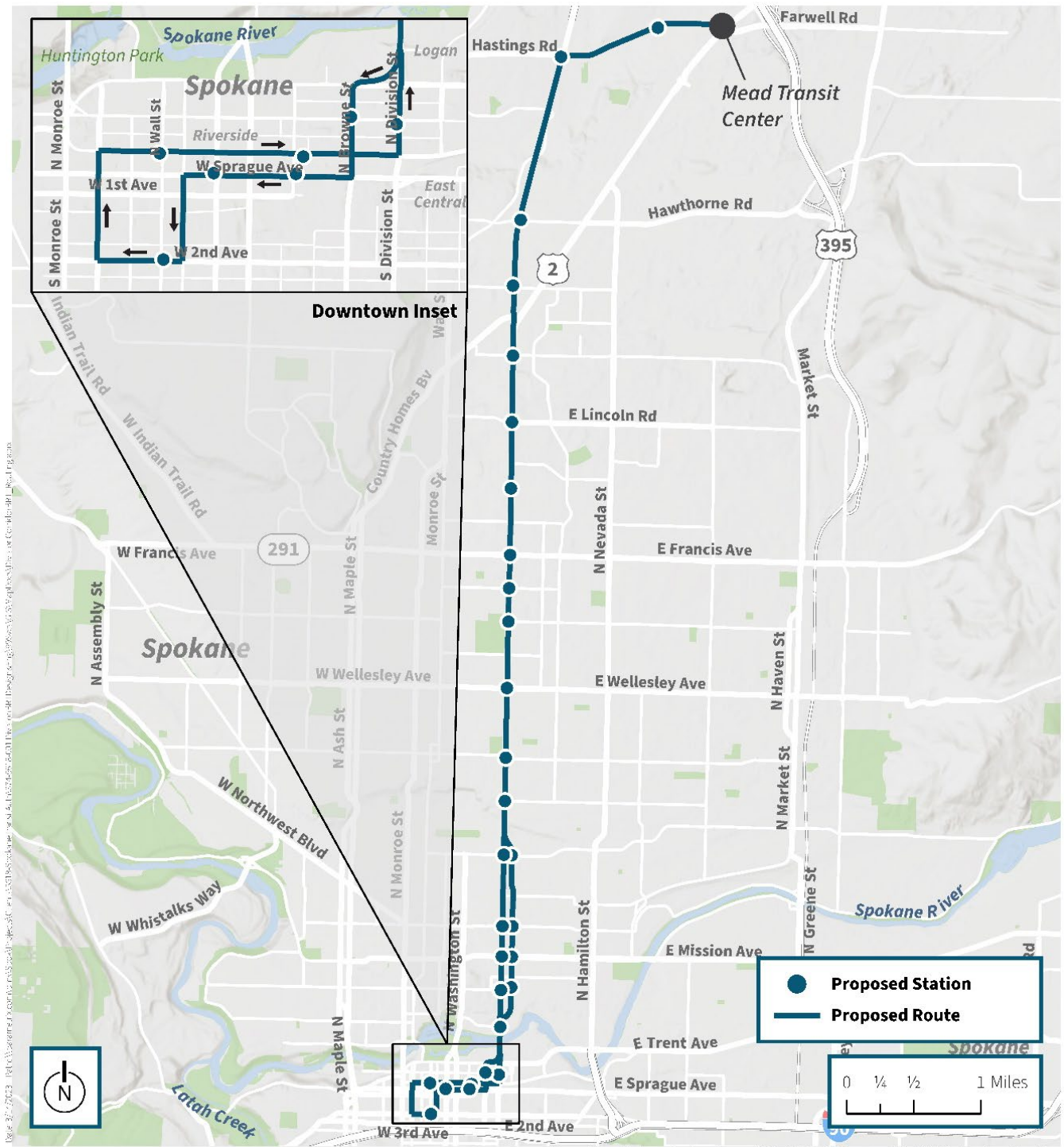
\_\_\_\_\_  
Megan Clark  
Legal Counsel

**EXHIBIT A:**  
**Division Street Bus Rapid Transit Alignment  
and Station Locations, May 2023**

**Page 2: Alignment**

**Page 3: Table of Station Locations**

# Division Street BRT - Alignment



# Division Street BRT: Table of Station Locations

Station locations are identified by the nearest major intersections. Precise locations will be determined through design and engineering during the Project Development phase.

<b>Northern Segment</b> <b>(North of the North Division “Y”)</b>
<ul style="list-style-type: none"> <li>• Mead Transit Center</li> <li>• Hastings Rd/N Perry St</li> <li>• N Division St/Hastings Rd</li> <li>• N Division St/Hawthorne Rd</li> <li>• N Division St/Holland Rd</li> </ul>
<b>Mainline Segment</b> <b>(Between North Foothills Drive and the North Division “Y”)</b>
<ul style="list-style-type: none"> <li>• N Division St/E Magnesium Rd/W Price Ave</li> <li>• N Division St/E Lincoln Rd/W Cascade Way</li> <li>• N Division St/E Weile Ave/W Rhoades Ave</li> <li>• N Division St/Francis Ave</li> <li>• N Division St/Central Ave</li> <li>• N Division St/Rowan Ave</li> <li>• N Division St/Queen Ave (Provisional location subject to further design &amp; engineering)</li> <li>• N Division St/Wellesley Ave</li> <li>• N Division St/E Empire Ave/W Garland Ave</li> <li>• N Division St/Bridgeport Ave</li> </ul>
<b>Couplet Segment</b> <b>(Between the Spokane River and North Foothills Drive)</b>
<ul style="list-style-type: none"> <li>• N Division St/N Ruby St/E North Foothills Dr/W Buckeye Ave</li> <li>• N Division St/N Ruby St/Indiana Ave</li> <li>• N Division St/N Ruby St/Mission Ave</li> <li>• N Division St/N Ruby St/Boone Ave</li> <li>• N Division St/North River Dr</li> </ul>
<b>Downtown Segment</b> <b>(South of the Spokane River)</b>
<ul style="list-style-type: none"> <li>• N Browne St/W Main Ave (SB)</li> <li>• W Sprague Ave/Bernard St (SB)</li> <li>• W Sprague Ave/Stevens St (SB)</li> <li>• W 2nd Ave/S Wall St (SB)</li> <li>• W Riverside Ave/N Wall St (NB)</li> <li>• W Riverside Ave/N Bernard St (NB)</li> <li>• N Division St/Main Ave (NB)</li> </ul>

**SPOKANE TRANSIT AUTHORITY**

**PLANNING AND DEVELOPMENT COMMITTEE MEETING**

May 3, 2023

**AGENDA ITEM 4A2 :** DIVISION STREET BUS RAPID TRANSIT: WORK ORDER APPROVAL

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Chief Planning and Development Officer  
Hamid Hajjafari, Senior Transit Planner

---

**SUMMARY:** 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.

Supported by Parametrix, Inc., STA is currently conducting preliminary engineering (PE) work for this project along with specific planning activities. Work Order #1 of the PE was executed in March 2022, and comprised the project setup for Division Street BRT along with specific planning elements that progress conceptual design towards the key milestone of Project Development submittal for the FTA Small Starts program.

The objective of Work Order #2 is to build on the work of Work Order #1, conducting planning, design, and engineering services to successfully advance the project to the Project Development phase. Staff anticipate seeking entry by FTA into Project Development in July 2023 and being approved to proceed into that phase by November 2023.

Major tasks to be performed under this Work Order will include the following items:

- Task 01: Project Management and Quality Management Program – Includes regular project team meetings, the update to the quality management plan, regular project communications, and scoping for future deliverables and work orders.
- Task 02: Planning and Analysis – Includes data collection, coordination with WSDOT, travel demand modelling, ridership forecasting and environmental documentation support. An updated FTA Project Management Plan will also be provided.
- Task 03: Conceptual Engineering – Develop a Basis of Design, design standards, and design criteria documents, review documentation of existing conditions, surveying and base mapping, cost estimation, and property needs evaluation.
- Task 04: Environmental NEPA/SEPA Planning – Develop a purpose and need statement for future SEPA and NEPA, draft an area of potential effects Letter, and preliminary assessment of Potential Environmental Impacts.
- Task 05: Public and Stakeholder Engagement – Begin engagement planning for stakeholders, specific outreach, research engagement events, equity and social justice partner engagement, and partner agency engagement.

As a work order within an established architectural and engineering services contract, the value is predicated on the actual hourly rates, overhead, and negotiated profit, in addition to appropriate travel expenses. Based on the level of effort estimated for this effort, the work order is proposed to have a not-to-exceed value of approximately \$1,100,000. A cost analysis was performed by comparing the level of effort value to an independently prepared cost estimate. Based on the analysis, staff concluded the cost proposal was fair and reasonable. Staff recommends a 10% contingency of \$110,000 be assigned for unanticipated scope adjustments that may arise in the course of this phase of the effort.

The preliminary engineering, design and environmental scoping phase of Division Street BRT has a \$3.5 million budget within STA's Capital Improvement Program derived from local funding. Staff expect to complete the current phase within budget.

<b>Project Element</b>	<b>Total Budget(s)</b>
<b>Division Street BRT Preliminary Engineering and Environmental Scoping (CIP #830)</b>	<b>\$3,500,000.00</b>
Project-to-date actual expenses	\$761,918
Current encumbrances	\$561,389
Pending Work Order #2	\$1,100,000.00
Proposed Work Order #2 Contingency (10%)	\$110,000.00
<b>Remaining Project Budget</b>	<b>\$966,693</b>

**RECOMMENDATION TO COMMITTEE:** Recommend the Board of Directors authorize the CEO to execute Work Order #2 for the Division Street Bus Rapid Transit 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.

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

May 3, 2023

**AGENDA ITEM 5A :** 2024-2029 TRANSIT DEVELOPMENT PLAN: 2024-2026 SERVICE IMPROVEMENTS

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Chief Planning & Development Officer  
Mike Tresidder, Senior Transit Planner

---

**SUMMARY:** The Service Improvement Program (SIP), updated annually as described in Connect Spokane policies MI 3.3.3 and MI 3.4, outlines the planned fixed-route service changes set to take place in 2024, 2025 and 2026. Developed in close coordination with the agency’s financial projections, the SIP will become a section of the 2024-2029 Transit Development Plan (TDP). Staff will present an overview of the significant service changes to be included in the TDP. A full draft of the SIP will be included in the draft TDP presented to the committee in June 2023. During the time span of 2024 through 2025, STA will fully deliver frequency and span of the City Line, complete two other High Performance Transit lines, and introduce new routes as part of *STA Moving Forward* as last amended in 2022 and Near-Term Investments approved in December 2021. Other supporting changes, such as anticipated route adjustments, are identified. Improvements that are explicitly called out in the *STA Moving Forward* plan that are indicated as such with an asterisk (\*). Near Term Investments improvements are indicated with a caret (^).

**2024-2026 Service Improvements**

<p><b>2024 Overview:</b> 2024 will focus on ramping up City Line service levels to meet span and frequency plans established in the City Line Single Year Grant Agreement (SYGA), as well as implementing deferred improvements from 2023.</p>
<ul style="list-style-type: none"><li>• Increase City Line service to 7.5-minute frequency at peaks. Increase service 10-minute frequency mid-day; extend late night service to align with Capital Investment Grant SYGA.*</li></ul>
<ul style="list-style-type: none"><li>• Increase frequency of Route 27 Crestline service during weekday peaks to every 15 minutes.*</li></ul>
<ul style="list-style-type: none"><li>• Transition Route 90 to the Sprague Line and renumber Route 9. Subject to an update to the Sprague Line Corridor Development Plan, the alignment may include the current Route 21 routing to West Central Community Center.*</li></ul>
<ul style="list-style-type: none"><li>• Implement a new Route 38 from Hillyard to Millwood via Upriver Dr and Argonne Rd. The new route primarily serves Spokane Valley. In Spokane, it will serve the Minnehaha neighborhood along E Euclid and E Frederick Avenues as a replacement for the discontinued Route 39.*</li></ul>
<ul style="list-style-type: none"><li>• Route 39 Minnehaha Loop discontinued concurrent with implementation of Route 38.</li></ul>
<ul style="list-style-type: none"><li>• Extend Route 35 to SCC to improve connectivity to City Line.</li></ul>
<ul style="list-style-type: none"><li>• Increase Route 11 to run on nights and weekends.^</li></ul>



<ul style="list-style-type: none"> <li>Extend Route 60 to the West Plains Transit Center via S Spotted Rd and W Geiger Blvd southwest of the Spokane International Airport.</li> </ul>
<ul style="list-style-type: none"> <li>Modify Route 63 to follow Route 61 between Spokane Tribe Casino and Northern Quest Casino and follow Hayford Rd to WPTC.</li> </ul>
<p><b>2025 Overview:</b> 2025 primarily focuses on adjusting routes in Spokane Valley to utilize the anticipated Appleway Station, as well as the introduction of new regular and HPT routes.</p>
<ul style="list-style-type: none"> <li>Construction of the extension of 6th Ave between Craig Rd and Ketchum Dr is expected to be finished by the end of 2024. This will allow Route 63 to continue on W 6th Ave. Instead of turning left on Lawson, the route will turn left on Craig Rd, then turn right on US 2 in Airway Heights.</li> </ul>
<ul style="list-style-type: none"> <li>Route 94 increased to 30-minute frequency on nights and weekends.^</li> </ul>
<ul style="list-style-type: none"> <li>Implement a new route connecting the Logan and Lincoln Heights neighborhoods.*</li> </ul>
<ul style="list-style-type: none"> <li>Route 61 to increase frequency to 15-minutes at peak.*</li> </ul>
<ul style="list-style-type: none"> <li>In fulfillment of the I-90/Valley Corridor Development Plan, HPT Route 7 will supersede routes 60 and 74 and introduce night and weekend service along I-90 between Spokane and Liberty Lake.*</li> </ul>
<ul style="list-style-type: none"> <li>Revise routes 172 and 724 to serve the new Appleway Station and increase peak frequency to 15-minute frequency in the peak direction. *</li> </ul>
<ul style="list-style-type: none"> <li>Introduce the new Route 631 Hayford/McFarlane Shuttle. This new shuttle route would provide service to the new Amazon warehouse and other work sites in Airway Heights on W McFarlane Rd. The new service will be like Route 633 in that it would be targeted toward important shift starting and ending times.^</li> </ul>
<p><b>2026 Overview:</b> 2026 is focused on minor adjustments and schedule refinements, as well as the potential pilot expansion of STA service into Northern Idaho as included in STA Moving Forward.</p>
<ul style="list-style-type: none"> <li>Subject to a partnership agreement and in accordance with the I-90/Valley Corridor Development Plan, introduce pilot service connecting Spokane Valley and Liberty Lake with Kootenai County.*</li> </ul>

**RECOMMENDATION TO COMMITTEE:** Receive report.

**SPOKANE TRANSIT AUTHORITY**

**PLANNING AND DEVELOPMENT COMMITTEE MEETING**

May 3, 2023

**AGENDA ITEM 6:** CEO REPORT - INFORMATION

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** E. Susan Meyer, Chief Executive Officer

---

**SUMMARY:** At this time, the CEO will have an opportunity to comment on various topics of interest regarding Spokane Transit.

**RECOMMENDATION TO COMMITTEE:** For discussion.

**SPOKANE TRANSIT AUTHORITY**

**PLANNING AND DEVELOPMENT COMMITTEE MEETING**

May 3, 2023

**AGENDA ITEM 8**: May 31, 2023, COMMITTEE (June Meeting) MEETING DRAFT AGENDA REVIEW

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Chief Planning & Development Officer

---

**SUMMARY:** At this time, members of the Planning and Development Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the meeting of May 31, 2023.

**RECOMMENDATION TO COMMITTEE:** For discussion.

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

## PLANNING AND DEVELOPMENT COMMITTEE MEETING

Wednesday, May 31, 2023 (June Meeting)  
10:00 a.m. – 11:30 a.m.

### Committee Meeting is via Virtual Conference

*w/In Person Public Viewing Option*

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

Join Link: [Join here](#)

Committee Member Password (if asked): 2023 | Guest Password (if asked): XXXX

Call-in Number: 1-408-418-9388 | Event/Access code: XXXX XXX XXXX | Password: 2023

### DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (5 minutes)
3. Committee Action (5 minutes)
  - A. Minutes of the May 3 , 2023, Committee Meeting -- *Corrections/Approval*
4. Committee Action
  - A. Board Consent Agenda (15 minutes)
    1. Connect 2035 Strategic Plan: Phase 2 Award of Contract (*Otterstrom*)
  - B. Board Discussion Agenda -- *none*
5. Reports to Committee (15 minutes)
  - A. 2024-2029 Transit Development Plan: 2024-2029 Capital Development Program (*Otterstrom*)
  - B. 2024-2029 Transit Development Plan: Complete Draft (*Otterstrom*)  
(*Public Hearing at June 15, 2023 Board meeting*)
  - C. 2024-2029 Transit Development Plan: Review Preliminary Revenue and Expenditure Forecast Assumptions (*Liard*)
6. CEO Report (*E. Susan Meyer*) (15 minutes)
7. Committee Information
8. Review July 5, 2023, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, July 5, 2023, at 10:00 a.m. via Webex

*Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: [www.spokanetransit.com](http://www.spokanetransit.com). Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see [www.spokanetransit.com](http://www.spokanetransit.com). Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.*

**SPOKANE TRANSIT AUTHORITY**

**PLANNING AND DEVELOPMENT COMMITTEE MEETING**

May 3, 2023

**AGENDA ITEM 9:** NEW BUSINESS

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** n/a

---

**SUMMARY:** At this time, the Committee will have the opportunity to initiate discussion regarding new business relating to Planning and Development.

**RECOMMENDATION TO COMMITTEE:** For Discussion.

**SPOKANE TRANSIT AUTHORITY**

**PLANNING AND DEVELOPMENT COMMITTEE MEETING**

May 3, 2023

**AGENDA ITEM 10 :** COMMITTEE MEMBERS' EXPRESSIONS

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** n/a

---

**SUMMARY:** At this time, members of the Planning and Development Committee will have an opportunity to express comments or opinions.

**RECOMMENDATION TO COMMITTEE:** n/a