

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): 0623

Call-in Number: 1-408-418-9388 | Event/Access code: 2496 682 5414 | 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 (20 minutes)
 1. Connect 2035 Strategic Plan: Phase 2 Award of Contract (*Otterstrom*)
 2. City Line Title VI Service and Fare Equity (SAFE) Analysis (*Otterstrom*)
 - B. Board Discussion Agenda -- *none*
5. Reports to Committee (10 minutes)
 - A. 2024-2029 Transit Development Plan: Complete Draft (*Otterstrom/Liard*)
(*Public Hearing at June 15, 2023, Board meeting*)
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. 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. 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 31, 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 31, 2023

AGENDA ITEM 3A : MINUTES OF THE MAY 3, 2023, COMMITTEE MEETING

REFERRAL COMMITTEE: n/a

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

SUMMARY: Draft Minutes of the May 3, 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 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

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

May 31, 2023

AGENDA ITEM 4A1 : *CONNECT 2035 STRATEGIC PLAN: PHASE 2 AWARD OF CONTRACT*

REFERRAL COMMITTEE: n/a

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

SUMMARY: In accordance with Spokane Transit’s procurement policy, staff are seeking Board approval to award a contract for Connect 2035 Strategic Phase 2 Consulting Services.

BACKGROUND: Throughout 2022, STA developed Phase 1 of its next 10-year strategic plan, *Connect 2035*. After a series of workshops, held in May, July, September, and October, and a public hearing held in November 2022, the Board adopted the *Connect 2035 Phase 1 Strategic Foundation* document and the accompanying technical report by resolution on December 15, 2022.

With the adoption of the *Connect 2035 Phase I Strategic Foundation* document, staff began work on developing a scope of work to continue the strategic planning process through the second and final phase. The Planning and Development Committee approved the general Scope of Work (SOW) for Strategic Plan Phase 2 Consulting Services on March 1, 2023, and authorized staff to release a Request for Proposals (RFP).

The approved scope of work is comprehensive and includes Project management, Community Engagement, Funding scenario review, Comprehensive capacity analysis, Fixed-Route Network Assessment, Initiative List Development, Establishment of evaluation criteria, Programming, Performance measure target setting, and Final plan development.

The RFP was advertised nationally and on the STA website on March 17, 2023. STA convened a pre-proposal meeting on March 23, 2023, in which around ten potential proposers participated. Proposals were due by April 17, 2023. STA received one complete response from a single interdisciplinary team that included several subconsultants. Despite receiving a single bid, STA has determined competition to be adequate.

An evaluation committee composed of executive team members, STA Board members, and SRTC staff participated in the review on April 28, 2023. The proposal was evaluated, and the firm was invited to make a presentation and participate in a question-and-answer session on May 3, 2023. For each round of evaluation, members of the committee scored the qualifications of the consultant firms based on the following criteria:

- Qualifications of key personnel (30 points)
- Relevant team experience, previous performance, and industry expertise (25 points)
- Project understanding & proposed delivery approach (25 points)
- Price Proposal (10 points)
- References (10 points)

Based on independent scoring of the written materials and the presentations made by the consultant team, the committee reached the following composite scores (based on a maximum score of 100):

Consultant Team	Average Score
Sam Schwartz Consulting LLC	88

Based on preliminary cost estimates and the anticipated level of specific skillsets required for this work, the total value of the strategic planning consultant contract for which staff sought authority to procure was estimated at \$908,557 through an Independent Cost Analysis (ICE), to be locally funded out of the 2023 and 2024 operating budgets. The proposer’s cost proposal is within this estimated range.

Description	Cost
Sam Schwartz Consulting, LLC Proposal	\$907,003.35
STA Independent Cost Estimate (ICE)	\$908,557

This firm, along with their sub-consultants, possess a wide variety of successful experience in transit planning and strategic planning services, working with public agencies, and delivering successful projects.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by motion, the award of contract for Strategic Plan Phase 2 Consulting Services to Sam Schwartz Consulting, LLC for an amount not to exceed \$907,003.35.

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

May 31, 2023

AGENDA ITEM 4A2 : CITY LINE TITLE VI SERVICE AND FARE EQUITY (SAFE) ANALYSIS

REFERRAL COMMITTEE: n/a

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

SUMMARY: Staff is presenting the findings of the Service and Fare Equity (SAFE) Analysis for the City Line as required by the FTA under Title VI requirements.

BACKGROUND: According to FTA Circular C 4702.1B *Title VI Requirements and Guidelines for Federal Transit Administration Recipients*, “Transit providers that have implemented or will implement a New Start, Small Start, or other new fixed guideway capital project shall conduct a service and fare equity analysis” (Chapter 4, Section 7c.).

STA conducted a Title VI service equity analysis of service levels pre- and post-City Line in March 2021 as part of the major 2022 Service Change Proposal. That analysis was conducted by Nelson\Nygaard and found no disparate impact or disproportionate burden on STA customers. A fare equity analysis was not conducted at that time as no fare increase was proposed.

The 2023 SAFE Analysis is an update to the 2021 Service Change Equity Analysis to account for minor differences in the service network proposed for March 2022 and the current service network proposed for July 2023. No fare equity analysis was performed per FTA Circular C 4702.1B, which directs: “The transit provider shall also conduct a fare equity analysis for any and all fares that will change as a result of the capital project.” No fare changes are proposed with City Line implementation. The City Line introductory period is a fare free promotion lasting less than six months and is therefore exempted from the requirement for a fare equity analysis.

STA’s 2023 City Line Title VI SAFE Analysis finds no disparate impact or disproportionate burden on STA customers.

RECOMMENDATION TO COMMITTEE: Recommend the Board accept by motion the City Line Service and Fare Equity Analysis as complete and prepared in accordance with Title VI regulations 49 CFR part 21 and the guidance and instructions provided in Circular FTA C 4702.1B, Chapter 4 Section 7.

2023 Service and Fare Equity (SAFE) Analysis

City Line and Associated Network Changes

DRAFT

5/22/2023



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Section 1 | Introduction

This Service and Fare Equity (SAFE) Analysis is being conducted for the City Line (formerly the Central City Line), Spokane Transit Authority's (STA) first bus-rapid transit (BRT) line. The Project would not have been possible without the Federal Transit Administration (FTA) commitment of \$53.4 million through grant funding through the Small Starts program. Per FTA Circular 4702.1B, transit providers that will implement a Small Starts fixed guideway capital project shall conduct a SAFE analysis. Per the circular, changes to parallel or connecting service are also included in this evaluation.

STA conducts a Title VI service equity analysis to ensure that changes to transit service are consistent with Title VI policies defined by the FTA and Board policies defined by the Spokane Transit Board of Directors. The FTA is responsible for ensuring that federally supported transit services and related benefits are distributed by applicants and recipients of FTA assistance in a manner consistent with Title VI, Section 601 of the Civil Rights Act of 1964, which states:

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The Title VI analysis provides an assessment of potential impacts to minority and low-income communities associated with the proposed changes that result from the implementation of the City Line.

This SAFE Analysis includes the *2022 Service Change Proposal Title VI Equity Analysis* that was performed in 2021 for the implementation of the City Line as an Appendix, as the overall service proposal met STA's definition of a major service change. The 2023 SAFE Analysis will not be a direct comparison with the 2021 Analysis, as several service changes have occurred since that time, but STA felt it prudent to include the document as a reference, as this analysis uses the same methodology.

Regulatory Framework

Chapter IV of the FTA's Circular 4702.1B further describes the requirements that FTA recipients must follow to ensure that the programs, policies and activities comply with the Title VI requirements. The requirements set system-wide service standards and policies that apply to all fixed-route providers of public transportation service.

Title 49 CFR Section 21.5 (b)(2) specifies that a recipient shall not "utilize criteria or methods of administration which have the effect of subjecting persons to discrimination because of their race, color or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program with respect to individuals of a particular race, color or national origin." Section 21.5 (b)(2) requires recipients to "take affirmative action to assure that no person is excluded from participation in or denied the benefits of the program or activity on the grounds of race, color or national origin."

Transit providers that operate 50 or more fixed-route vehicles in peak service and are in an urbanized area (UZA) of 200,000 or more in population are required to meet all requirements of Chapter IV

including setting service standards and policies, collecting and reporting data, monitoring transit service, and evaluating fare and service changes.

Title VI Program

Spokane Transit prepared the Title VI Program in compliance with Title 49 CFR Section 21.9 (b) and with the FTA Circular 4702.1B “Title VI Requirements and Guidelines for Federal Transit Administration Recipients.” The purpose of the Title VI Program is to document the steps Spokane Transit has taken and will take to ensure Spokane Transit provides services without excluding or discriminating against individuals on the basis of race, color or national origin. The Title VI Program provides an outline of Spokane Transit’s Title VI policies including what constitutes a major service change, the disparate impact and disproportionate burden policy. The Title VI Program Plan also includes the general requirements for Title VI and the requirements for fixed route transit providers. In March 2023, the Spokane Transit Board approved the Title VI Program Plan Update that was submitted to the Federal Transit Administration (FTA).

National Environmental Policy Act (NEPA) / State Environmental Policy Act (SEPA)

In March 2019, STA submitted the *Final Categorical Exclusion and Documented Categorical Exclusion Worksheet* for the Central City Line to the FTA to fulfill the NEPA review requirements, and to the State of Washington to fulfill the SEPA review requirements. STA determined that Central City Line would not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21.C.030(2)(c). This determination is based on the following findings and conclusions: this proposal does not result in significant impacts and mitigation measures have been identified that address potential impacts during construction and operation of the project.

The FTA concurred with STA’s findings in a letter to the CEO dated March 7, 2019. The letter noted that the FTA had determined that the project qualified as a Documented Categorical Exclusion (DCE) under the NEPA pursuant to 23 Code of Federal Regulations (CFR) Section 771.118(d).

Section 2 | Service Equity Analysis (2023)

Introduction

In May 2021 the STA Board of Directors approved a package of major service revisions that were planned to take effect May 2022 with the launch of the City Line and other key service improvements identified in the *STA Moving Forward* plan. Later the same year, the Board identified and approved additional service improvements to support regional growth as part of a package of Near-Term Investments (Resolution No. 790-21). These improvements were envisioned to be implemented over several years beginning in 2022.

In October 2021 the CEO reported to the board on disruptions to the supply chain for City Line station shelters that resulted in shifting the project launch date to July 2023. Instead of shifting all service improvements to this new date, staff planned for a phased implementation of the approved May 2022 Service Revisions and Near-Term Investments with the first tranche representing an approximate 3.6% growth in service going into effect August 2022. A second and final phase was contemplated for July 2023 and identified in the board-approved Transit Development Plan: 2023-2028 (TDP).

Under the July 2023 service change, all census tracts currently served by STA will continue to receive fixed-route transit service. This Equity Analysis focuses on how changes to STA service that is modified by the implementation of the City Line differently affect communities characterized by particular demographics. The income and race, as reported by the 2017-2021 American Community Survey 5-year estimate of individuals within the service area was examined to determine whether the proposed service changes would disproportionately impact classes protected by Title VI. Specific focus was placed on identifying whether areas with disproportionately high low-income and/or minority residents would see significant service reductions under the Draft Recommendation service change.

Title VI Policies & Population Summary & Population Thresholds

Service Change Disparate Impact Policy

When a major service change impacts a census tract with a minority population that exceeds the average minority population of the service area by 10% or more, a disparate impact exists, and the impacts will be assessed and evaluated for mitigation.

Service Change Disproportionate Burden Policy

When a major service change impacts a census tract with a low-income population that exceeds the average low-income population of the service area by 10% or more, a disproportionate burden exists, and the impacts will be assessed and evaluated for mitigation.

Minority and Low-Income Population Summary

Table 1 below, from STA's 2023 Title VI Program, summarizes the minority and low-income populations of all the census tracts within STA's PTBA, based on data from the 2020 5-year American Community Survey.

Table 1. Minority and Low-Income Population Summary

2020 STA PTBA Population Estimate*	442,449
Census Estimate of PTBA Population (Race)**	417,031
Census Estimate of PTBA Minority Population**	60,218
Estimate Percent Minority residing within PTBA	14.4%
Census Estimate of PTBA Population (Poverty Level) ***	402,610
Census Estimate of Low-Income Population***	55,854
Estimate Percent Low-Income residing within PTBA	13.9%

*Source: Washington State Office of Financial Management, Forecasting and Research Division

**Table B02001. Race, American Community Survey 2016-2020

*** Table B17021. Poverty Status, American Community Survey 2016-2020

Service Equity Analysis

Per FTA Circular 4702.1B, the SAFE Analysis will examine “all proposed changes to parallel or connecting service”. Table 2 below highlights the routes from January 2023 and May 2023 that were included in the analysis.

Table 2. Summary of Planned Service Revisions

Route (Number / Name)	2022 Service	2023 Service
1 – City Line	Not in service	Launches with 15-minute service, 7 days/week
14 – South Adams / Napa	Not in service	Implement new route to replace Route 42 and a portion of Route 29
26 – Lidgerwood	Existing route	Existing route revised to maintain service along Mission Avenue
28 – Nevada	Existing route	Existing route revised to maintain service along Mission Avenue
29 – SCC	Existing Route	Discontinue route. Service replaced by City Line and Route 14
39 – Mission	Existing route	Modify route to make shorter, as service replaced by City Line along Mission Avenue
39 – Minnehaha	Not in Service	Implemented new Route 39 with different name and shorter route to continue service from SCC to Minnehaha neighborhood
42 - South Adams	Existing route	Discontinue route. Route coverage replaced by Route 14
60 – Airport	Existing route	Modify route, as service replaced by City Line in Browne’s Addition
61 – Highway 2	Existing route	Modify route, as service replaced by City Line in Browne’s Addition

Data and Thresholds

For the City Line implementation, this analysis measures the impacts of planned STA service changes on low-income and minority communities by comparing the annual number of accessible trips (combined inbound and outbound) the January 2023 network to those within the planned May 2023 network. Data concerning these communities were obtained using the 2017-2021 American Community Survey 5-year estimate.

Service Area

For this analysis, any census tract partially or completely contained within the Public Transportation Benefit Area (PTBA) boundary is considered a part of the service area. In addition to this definition, a 1/4 mile buffer around STA's existing January 2023 fixed-route network and the planned May 2023 network were created.

Demographic Data: Income

This analysis set low-income status at 100% of the US Federal Poverty Level, which can be found in Table 3 below.

Table 3. Federal Poverty Level

Persons in Family/Household	Poverty Guideline
1	\$14,580
2	\$19,720
3	\$24,860
4	\$30,000
5	\$35,140
6	\$40,280
7	\$45,420
8	\$50,560
For families/households with more than 8 persons, add \$5,140 for each additional person.	

Source: U.S. Department of Health & Human Services, 2023

Demographic Data: Race

In an effort to calculate a percentage of census tract population that identifies as a racial minority, the 2017-2021 American Community Survey 5-year estimate was once again used. Self-identified racial composition is reported via the ACS on an individual, rather than household, basis. For the purpose of this equity analysis, individuals who identified as any race other than White were considered minorities. The number of individuals per census block group who identified as minorities was assessed against the total population to render a percent minority population for each census tract.

Census Tract Classifications

All census tracts intersecting a route identified in Table 2 were classified as representing one of the following: minority, low-income, neither or both. A census tract would receive the minority classification if its proportion of minority residents was 10% higher than the average minority proportion for the entire service area. The same is true of each census tract’s proportion of resident’s who are low-income. If a census tract’s population was above both the thresholds for minority and low-income proportions, then it was classified as “both;” the opposite rendered a classification of “neither.” The service area average proportions for minority and low-income populations and respective impact and burden thresholds are shown below in Table 4. The number and percent of census tracts in the service area falling into each classification are shown below in Table 5.

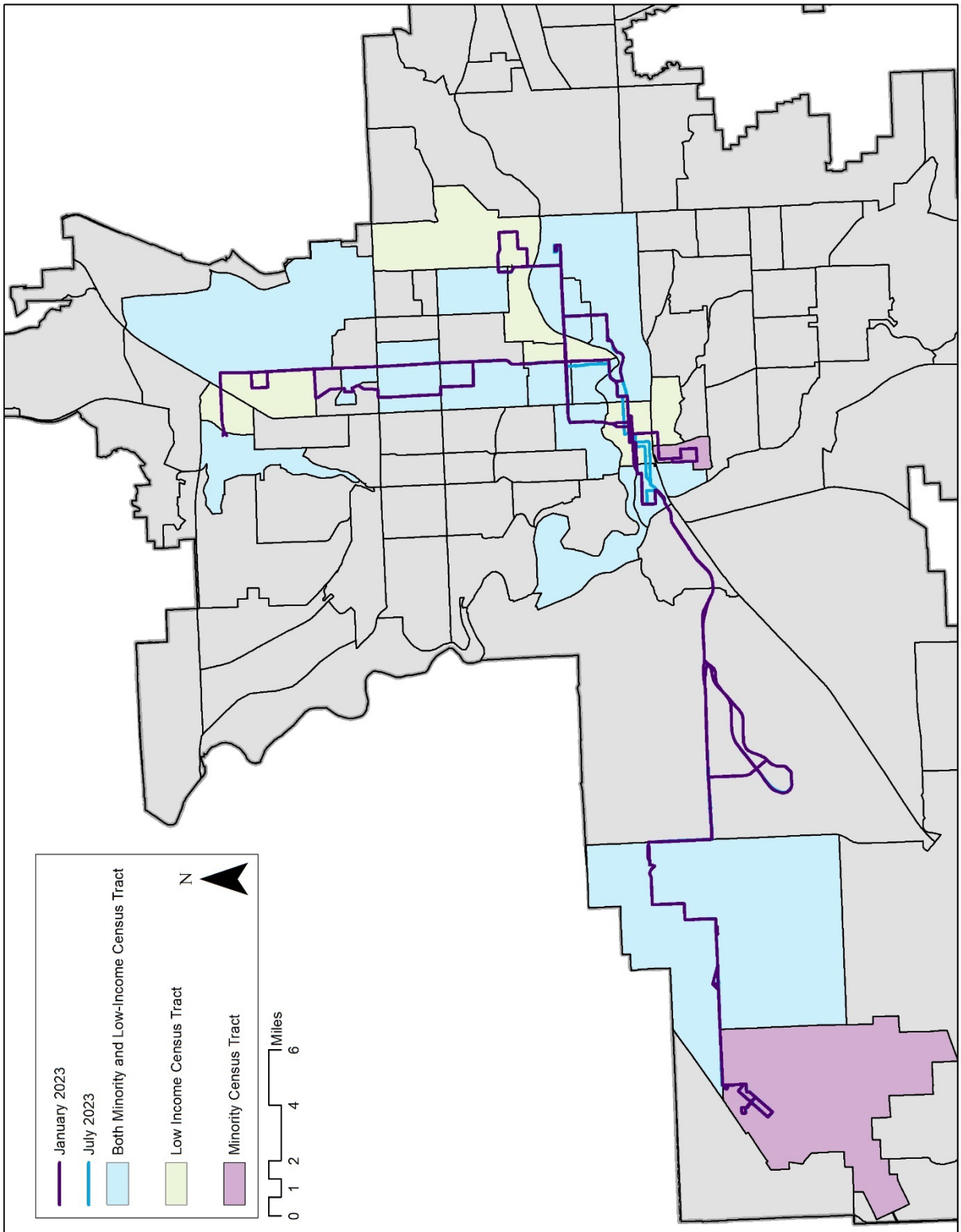
Table 4. Minority and Low-income Classification Thresholds

Minority		Low-Income	
Service Area Average	Impact Threshold	Service Area Average	Burden Threshold
14.4%	15.8%	13.9%	15.2%

Table 5. Census Tract Classifications

Minority	Low-Income	Both	Neither
2 (6.9%)	7 (24.1%)	16 (55.1%)	4 (13.9%)

Map 1. Census Tracts by Title VI Service Policy, Minority and Low-Income Classification



Route Classification

In accordance with STA’s Title VI Program, all routes were analyzed to determine if they were considered a minority or low-income route by evaluating the combined proportion of minority and low-income populations within census tracts adjacent to each route. While Table 5 displays the census tract classifications, the route classifications are shown below in Table 6.

Table 6. Route Classifications

Route	Minority Only	Low-Income Only	Both Minority and Low-Income	Neither Low-Income nor Minority
1 City Line			✓	
14 South Adams / Napa			✓	
26 Lidgerwood			✓	
28 Nevada			✓	
29 SCC			✓	
39 Mission			✓	
39 Minnehaha			✓	
42 South Adams			✓	
60 Airport			✓	
61 Highway 2			✓	

Service Analysis

Determining Service Increase or Decrease

To calculate existing service levels, each existing route’s total number of annual trips was used. The annual trips generally reflect the number of times a rider will be able to access transit from a given location. The annual trips for each route in the January 2023 network and the planned July 2023 network were then compared to determine the change in service at the route level. In many cases, new routes or existing routes are revised to continue serving areas with removed or decreased service.

Change in Service Analysis

The planned July 2023 network and service plan include changes to route alignments, service span, and service frequency to provide faster, more direct service, and to realign or remove redundant service to better align with the implementation of the City Line. In cases where routes are removed and replaced with other services, particularly the City Line, census tracts may see an increase in annual trips. The change in trips for all minority and low-income routes evaluated as a part of this service change is shown in Table 7.

Table 7. Service Change by Minority and Low-Income Routes

Route	Classification	Change in Annual Trips
1 – City Line	Minority & Low-Income	47,210
14 – South Adams / Napa	Minority & Low-Income	17,870
26 – Lidgerwood	Minority & Low-Income	0
28 – Nevada	Minority & Low-Income	0
29 – SCC	Minority & Low-Income	-19,165
39 – Mission	Minority & Low-Income	-17,360
39 – Minnehaha	Minority & Low-Income	8,680
42 - South Adams	Minority & Low-Income	-17,870
60 – Airport	Minority & Low-Income	0
61 – Highway 2	Minority & Low-Income	0

Routes 29, 39 and 42 are the only such routes that both experience a reduction in service in this proposed service change and are classified as minority and/or low-income routes. The STA Title VI Program policy states that Disparate Impacts and Disproportionate Burdens would result for all three of these routes. However, this does not account for the addition of new routes that continue providing service in the area.

Route 29 trips will be replaced in full by a combination of the City Line and Route 14.

Route 39 Mission trips will be replaced in full by a combination of the City Line and Route 39 Minnehaha.

Route 42 trips will be replaced in full by Route 14.

Thus, any potential Disparate Impact or Disproportionate Burden associated with Route 29, Route 39, and Route 42 would be mitigated and there are no Disparate Impacts or Disproportionate Burdens under the proposed service change.

Fare Equity Analysis

No fare changes are proposed with City Line implementation. There is an introductory period of City Line operations in which STA will not collect that will run through September 4, 2023. This short-term period is less than six months and therefore does not require a fare equity analysis.

Appendices

Appendix	Title
A	<i>2022 Service Change Proposal Title VI Equity Analysis</i>

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

May 31, 2023

AGENDA ITEM 5A: 2024-2029 TRANSIT DEVELOPMENT PLAN: COMPLETE DRAFT

REFERRAL COMMITTEE: n/a

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

SUMMARY: The Transit Development Plan (TDP) is a state-required plan that STA prepares annually to convey how we intend to implement public transportation services and related capital and operating projects over a six-year period. State law stipulates it should be submitted to WSDOT no later than September 1 of each year following approval by the governing board of the agency. The 2024-2029 Transit Development Plan is in draft form. A public hearing is scheduled for the June 15, 2023, Board Meeting. Subject to board direction, staff anticipate preparing a final draft of the plan for board approval in July. The draft Transit Development Plan: 2024-2029 will be available by end of business on May 26, 2023 at the following link:

<https://www.spokanetransit.com/projects/transit-development-plan/>

Over the past several months, the Planning and Development (P&D) Committee has been involved in providing input and reviewing several sections that are incorporated into the TDP. Additionally, some sections of the TDP have already been reviewed during committee meetings and provided to the full Board for information as noted below.

TDP Sections	P&D Committee Actions/Notes
1. Introduction and Overview	Updated from last year and included in the draft TDP.
2. 2022 in Review	Provided in the draft TDP.
3. Mid-Range Tactical Framework, State Policy Goals	Reviewed and discussed by the Planning and Development Committee in March and April 2023.
4. Service Improvement Program (2024-2026)	A review of major service improvements and opportunities was conducted by the Planning and Development Committee in May 2023.
5. Capital Improvement Program	Provided in the draft TDP and will be reviewed during the Committee meeting.

TDP Sections	P&D Committee Actions/Notes
6. Operating and Financial Projections	Key assumptions reviewed and affirmed at the April 2023 Planning and Development Committee meeting. Projections reflect key assumptions, the proposed capital, and operating plans.
Appendix A: 2023 Action Plan	Provided for reference. Approved by the STA Board of Directors in November 2022.
Appendices B-F	Includes: 2023 Performance Measures, System Ridership/Miles/Hours Statistics, 2022 Fuel Consumption, 2022 Reportable Collisions/Injuries/Fatalities, Bus Fleet Contingency Plan.
Appendix G: Transit Asset Management (TAM) Plan	Finalized February 2023 and incorporated into the draft TDP by reference. Can be viewed here: https://www.spokanetransit.com/projects/transit-asset-management-plan/

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

May 31, 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 31, 2023

AGENDA ITEM 8: July 5, 2023, COMMITTEE MEETING DRAFT AGENDA REVIEW

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning and 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 July 5, 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, July 5, 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): 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 31, 2023, Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda (15 minutes)
 1. 2024-2029 Transit Development Plan: Finalize and Approve (Resolution) (*Otterstrom*)
 2. Division Street Bus Rapid Transit: Project Development Phase Funding (Resolution) (*Otterstrom*)
 - B. Board Discussion Agenda (10 minutes)
 1. City Line Projects Savings (Resolution) (*Otterstrom*)
5. Reports to Committee (5 minutes)
 - A. Division Street Bus Rapid Transit Update (*Otterstrom*)
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. 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. 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 31, 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 31, 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