

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): 0723

Call-in Number: 1-408-418-9388 | Event/Access code: 2497 360 6858 | 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 May 31, 2023, Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda - none
 - B. Board Discussion Agenda (40 minutes)
 1. 2024-2029 Transit Development Plan: Finalize and Approve (Resolution) (Otterstrom)
 2. City Line Project Savings (Resolution) (Otterstrom)
 3. Division Street Bus Rapid Transit: Project Development Phase Funding (Resolution) (Otterstrom)
5. Reports to Committee (15 minutes)
 - A. Connect Spokane: Phase 2 Update (Otterstrom)
 - B. Connect 2035: Phase 2 Overview (Otterstrom)
6. CEO Report (E. Susan Meyer) (15 minutes)
7. Committee Information
8. Review September 6, 2023, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, September 6, 2023, at 10:00 a.m. via Webex (No August Meeting)

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

July 5, 2023

AGENDA ITEM 2: COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Al French, Chair, Planning and 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

July 5, 2023

AGENDA ITEM 3A : MINUTES OF THE MAY 31, 2023, (June) 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 31, 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

Minutes of the May 31, 2023, Meeting (June 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

3. COMMITTEE ACTION

A. MINUTES OF THE May 3, 2023, COMMITTEE MEETING

Mr. Tim Hattenburg moved to approve the May 3, 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. CONNECT 2035 STRATEGIC PLAN: PHASE 2 AWARD OF CONTRACT

Mr. Karl Otterstrom highlighted the core objectives of Connect 2035 Phase 2 planning effort. Mr. Otterstrom reviewed the procurement process timeline, and the evaluation criteria and scoring method used for reviewing the submittal for the consulting firms. Sam Schwartz Consulting, LLC was the sole bid. They were the sub-consultant on Phase 1 and will lead the overall planning of Phase 2, they have resources on hand to support the comprehensive capacity analysis and fixed route network assessment and support effort in integrating with STA facilities master plan. Budget and Cost Estimates are in line with the bid with the Proposal from Sam Schwartz Consulting Coming in at \$907,003.35 and the STA independent Cost Estimate (ICE) was \$908,557. This reflects most phases of work expected to be

completed over the course of 18 months beginning in July through the end of 2024. Subject to the Board awarding contract in June there will be an internal Project Team kick off meeting in early June followed by a notice to proceed on or around July 1, and a Consultant Project Kick-off tentatively scheduled for the week of July 10.

Mr. Tim Hattenburg moved to recommend the STA Board of Directors approve, by motion, the award of contract for the Strategic Plan Phase 2 Consulting Services to Sam Schwartz Consulting, LLC for an amount not to exceed \$907,003.35. Ms. Karen Stratton seconded, and the motion was approved unanimously.

2. CITY LINE TITLE VI SERVICE AND FARE EQUITY (SAFE) ANALYSIS

Mr. Otterstrom presented. According to FTA requirements, transit providers that have implemented or will implement a New Start, Small Start, or other new fixed guideway capital project, must conduct a service and fare equity analysis (SAFE). Mr. Otterstrom reviewed the Service Change Disparate Impact Policy and the Service Change Disproportionate Burden Policy which are key to the analysis. STA conducted Title VI Service Equity Analysis of service levels pre- and post-City Line in March 2021 as part of the 2022 Service Change Proposal, in which no disparate impact or disproportionate burden was found.

STA did not implement the 2022 service change as originally anticipated: some work was deferred to 2023, including the City Line. Therefore, STA had to refresh and update the Title VI Analysis. The 2023 SAFE Analysis applies the same methodology, focusing on the launch of City Line and the routes that are modified by its implementation. Mr. Otterstrom reviewed the routes that will be changing with the upcoming 2023 Service Change and provided the thresholds for the Service Equity Analysis Classification. Mr. Otterstrom provided a map of the Census Tracts by Title VI Service Policy: Minority and Low-Income Classification, highlighting the areas of the PTBA that serve or are affected by the City Line. Mr. Otterstrom gave an overview of the Service Changes regarding the Service Equity Analysis as it relates to the City Line. Overall, there are no disparate impacts or disproportionate burdens found with the proposed service change.

Fare Equity Analysis: there are no fare changes 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.

Ms. Karen Stratton moved to recommend the Board accept, by motion, the City Line and Fare Equity Analysis as complete and prepared in accordance with Title IV regulations 49 CFR par 21 and the guidance and instructions provided in Circular FTA C 4702.1B, Chapter 4 Section 7. Mr. Dan Dunne seconded, and the motion was approved unanimously.

B. BOARD DISCUSSION AGENDA - None

5. REPORTS TO COMMITTEE

A. 2024-2029 TRANSIT DEVELOPMENT PLAN: COMPLETE DRAFT

Mr. Otterstrom presented the completed draft of the 2024-2029 Transit Development Plan (TDP). This is a state-required plan that must be adopted by September 1st of each year. As a six-year plan, it serves as a framework for STA for implementing future improvements, and reflects the latest expectations regarding revenues and costs, service levels, and regional development. The draft TDP was distributed May 26, 2023. Mr. Otterstrom reviewed the approach for the 2024-

2029 TDP ahead of preparing Connect 2035. The Board’s engagement in Phase 2 of Connect 2035 commences in July 2023 when, over the next 14 months, detailed initiatives will be developed in support of the three overarching goals of the plan: elevate the customer experience, lead and collaborate with community partners to enhance the quality of life in our region, and strengthen our capacity to anticipate and respond to the demands of the region.

Mr. Otterstrom reviewed the Service Improvement Plan (SIP) section of the TDP, which is updated annually. This plan summarizes the recent requests for new service and identifies concepts for service improvements for a three-year period, which include projects that are core to, or in support of, *STA Moving forward* (STAMF), Near Term Investments (NTI) projects identified by the Board in December 2021, and other improvements developed in support of adopted plans and align with customer input. Mr. Otterstrom highlighted the key themes reflected in the Service Improvement Program.

Ms. Monique Liard presented the sections of the draft TDP to include Capital Improvement Program (CIP) and Operating and Financial Projections. The CIP covers programmed capital expenditures for a six-year period through 2029. Year one (2024) will be the basis for development of the draft 2024 capital project. The Capital Improvement Program includes capital projects and federally required programs of projects for formula fund grants. The most significant change is the addition of the Connect 2035 Future Initiatives placeholder (\$105m). Division Street Bus Rapid Transit (BRT) continues to be the largest project. Ms. Liard shared a chart showing the aggregation of the CIP over the six-year period totaling \$502,728,240. Connect 2035 is a large portion of this amount, followed by High Performance Transit Implementation, Facilities-Passenger Operational, Facilities Maintenance & Administration, and Technology. Ms. Liard reviewed the salient differences between the draft CIP for 2024-2029 and the adopted 2023-2028 CIP included in the 2023-2028 TDP.

Mr. Hattenburg asked when will STA be active in land acquisition for the Argonne Station Park and Ride at I-90. Mr. Otterstrom responded that this action is on the “to do” list that includes other efforts along the I-90/Valley High Performance Transit corridor.

Ms. Liard presented financial assumptions regarding the revenue for the draft 2024-2029 TDP that were developed earlier in the year.

Ms. Liard shared the 2024 to 2029 TDP Financial Forecast; STA’s cash balance is projected to be deployed to fund the Capital Improvement Program and the Service Improvement Program.

Ms. E. Susan Meyer highlighted the primary difference between the current TDP and the proposed TDP plan is the set aside of funding for Connect 2035. This positions the board to be able to make decisions with resources about what will happen next from 2025-2035. Discussion ensued. Ms. Liard shared next steps, including the public hearing scheduled on June 15, 2023, and anticipated board action on a final draft of the plan in July.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

City Line launch: Board Members have been invited to Gonzaga University on July 18 for breakfast with the speakers, followed by an open to the public ribbon cutting. The confirmed speakers are Governor Jay Inslee, Mayor Nadine Woodward, State Senator Andy Billig, Gonzaga President Dr. McCulloh, Spokane City Council Member Lori Kinnear and Spokane County Commissioner Al French. We are still waiting to hear back from the Federal Transit

Administration if they will travel to be with us. On Saturday, July 15, there will be community celebrations in five locations: Downtown Spokane, U-District, Mission Park, and Chief Gary Park. The first bus will commence from Browne's Addition at Coeur d' Alene Park and then travel to the celebrations being held by STA and its partners.

May 2023 Voter-Approved Sales Tax Revenue (March Sales) Update: Actual (\$9,682,305) compared to budget (\$9,741,227) for a -0.6% difference of \$58,922. Sales tax revenue is 2.2% YTD above budget (\$0.97M), 0.6% below May 2023 actual (\$-0.06M), and 2.2% YTD above 2023 actual (\$0.97M).

7. COMMITTEE INFORMATION - *None*
8. REVIEW JULY 5, 2023, COMMITTEE MEETING AGENDA
9. NEW BUSINESS - *None*
10. COMMITTEE MEMBERS' EXPRESSIONS - *None*

Mr. Hattenburg shared that there will be a ribbon cutting ceremony for the new Spokane Valley Library across from the City Hall on June 19, 2023, at 9:00 a.m.

11. ADJOURN

With no further business to come before the Committee, Chair Al French adjourned the meeting at 11:08 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, July 5, 2023, at 10:00 a.m. VIA WEBEX.

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning and Development Department

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

July 5, 2023

AGENDA ITEM 4B1 : 2024-2029 TRANSIT DEVELOPMENT PLAN: FINALIZE AND APPROVE (RESOLUTION)

REFERRAL COMMITTEE: n/a

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

SUMMARY: Each year, Spokane Transit is required by state law to develop a Transit Development Plan (TDP) for a six-year planning horizon and submit it to the Washington State Department of Transportation (WSDOT). Staff will review the final draft TDP and seek the Committee’s recommendation for board adoption.

BACKGROUND: The TDP is one of a series of planning documents that is built upon the goals, principles and policies contained within *Connect Spokane: A Comprehensive Plan for Public Transportation*. It provides the framework for mid-range tactics and actions, documenting programs for service and capital improvements as well as formula grant outlays. It also provides a snapshot of STA’s financial forecast for the six-year period.

The Planning and Development Committee has been engaged in developing the various elements of the draft 2024-2029 TDP since February of 2023. The Board of Directors held a public hearing on the draft TDP on June 15, 2023. There were no public comments provided at the public hearing. One comment was received from the Public Facilities District (PFD) regarding accelerating the addition of night and weekend service on Route 11 from September 2024 to May 2024. Based on staffing projections, this acceleration appears feasible. Consequently, staff have updated the TDP to reflect an earlier timeline for this route improvement in the Service Improvement Program and reflected in the operating and financial forecasts. Additionally, the fleet replacement fund contributions have been updated to better balance the annual ending fund balance in line with anticipated fleet needs. The final draft 2024-2029 TDP is available at:

https://www.spokanetransit.com/wp-content/uploads/2023/06/2024_2029-Draft-Transit-Development-Plan-Final.pdf.

A draft of the Board resolution to adopt the plan is included in the packet.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors adopt, by resolution, the 2024-2029 Transit Development Plan.

Memo



PLANNING AND DEVELOPMENT

To: Planning and Development Committee
From: Karl Otterstrom, Chief Planning and Development Officer;
Mike Tresidder, Senior Transit Planner
Date: June 26, 2023
Subject: Transit Development Plan: 2024-2029 Revisions Matrix

Section and Page	Text Edit
Section 4: Service Improvement Program, page 25, <i>May 2024 Service Change</i>	Moved Route 11 Arena/Downtown Shuttle increase to run on nights on weekends from September 2024 to May 2024.
Section 6: Operating and Financial Projections, Table on page 57	Updated revenue vehicle hours, service vehicle hours, revenue vehicle miles, service vehicle miles, and passenger trips for Fixed Route Bus Service to reflect additional 755 service hours added in 2024.
Section 6: Operating and Financial Projections, table on page 58	Updated financial projections to reflect additional 755 revenue service hours added in 2024. Updated annual allocations toward fleet replacement fund.

RESOLUTION NO. _____

A RESOLUTION FOR THE PURPOSE OF ADOPTING THE TRANSIT DEVELOPMENT PLAN: 2024-2029; AND OTHER MATTERS PROPERLY RELATING THERETO.

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, it is to the benefit of STA to define the general direction for the delivery of public transportation service in the future, assign a general timeline for future improvements to the public transportation system, and assign general cost and revenue requirements for future improvements to the public transportation system; and,

WHEREAS, RCW 35.58.2795 requires all transit agencies prepare a six-year transit development plan for that calendar year and the ensuing five years; and,

WHEREAS, STA has prepared the Transit Development Plan: 2024-2029, which includes the previously approved 2023 Annual Plan, the 2024-2029 Capital Improvement Program, Federal Transit Section 5307, 5310 and 5339 anticipated programs of projects and expenditures, Service Improvement Program 2024 -2026, and other sections and information included in the Plan for the aforementioned purposes; and,

WHEREAS, STA sought input from other transportation agencies, including private transportation operators pursuant to requirements related to Federal Transit Section 5307 funding; and,

WHEREAS, the STA Board of Directors conducted a duly noticed public hearing on June 15, 2023; and heard no opposition to the transit development plan; and,

WHEREAS, a Washington State Environment Policy Act (SEPA) Checklist was completed for the proposed amendments and a determination of Non-Significance (DNS) was issued on May 30, 2023; and,

WHEREAS, the Transit Development Plan: 2024-2029, is generally consistent with the policies of *Connect Spokane*, STA's comprehensive plan for public transportation; and,

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

Section 1. The STA Board of Directors hereby adopts the Transit Development Plan: 2024-2029. https://www.spokanetransit.com/files/content/STA_TDP_2024-2029.pdf

Section 2. The STA Board of Directors hereby authorizes the Chief Executive Officer to administer the Transit Development Plan: 2024-2029.

Section 3. This resolution shall take effect and be in force immediately upon passage.

ADOPTED by STA at a regular meeting thereof held on the 20th day of July 2023.

ATTEST:

SPOKANE TRANSIT AUTHORITY

Dana Infalt
Clerk of the Authority

Lori Kinnear
STA Board Chair

Approved as to form:

Megan Clark
Legal Counsel

DRAFT

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

July 5, 2023

AGENDA ITEM 4B2 : CITY LINE PROJECT SAVINGS (RESOLUTION)

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Don Skillingstad, Senior Capital Projects Manager

SUMMARY: The City Line Bus Rapid Transit (BRT) project is expected to be completed under budget thus realizing a project savings. A portion of this City Line project savings will be local funds. Staff have drafted a resolution for Committee and Board's consideration to apply the funds strategically to the Division Street Bus Rapid Transit's Construction and Implementation phase as local match.

BACKGROUND: The City Line BRT project is nearing completion and will be open for service on July 15, 2023. While the exact final cost (and savings) of the project will not be known until all invoices and billings have been paid, and various contracts closed out, the project is anticipated to be completed significantly under budget. Funding for the project budget is comprised of federal, state, and local funds, each being a specific percentage of the total budget as established in grant agreements, particularly the Single-Year Grant Agreement (SYGA) between STA and the Federal Transit Administration (FTA). Based on current projections, final project expenditures are expected to be lower than budgeted by a figure between \$10 million and \$14 million, for a final total project cost between \$78.3 million to \$82.2 million compared to the \$92.2 million budgeted. Given that federal funding is provided on a reimbursement basis, the unspent federal funds are retained by FTA. State funds, derived from Connecting Washington and the Regional Mobility Grant program, totaled \$17,190,458 and have been completely expensed in the project's finances. Unspent local funds will comprise approximately 37% of the remaining budget, approximately \$3.7 million to \$5.2 million.

STA's federal funding and policy advisers, Cardinal Infrastructure, have pointed out the anticipated significant savings are unique and are to be commended. They have also pointed out the strategic opportunity represented in the savings, to continue the ongoing partnership with the FTA in investing in significant projects in the Spokane region. With the region and state looking forward to the investment in BRT in the Division Street corridor, staff recommend the Board resolve to retain the local share of the City Line BRT's final unspent budget for the future construction and implementation phase of Division Street BRT, adding to the non-federal match that will be required under the FTA Capital Investment Grant (CIG) program, or other similar grant opportunities, reducing the local share remaining to be secured.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by resolution, the reallocation of any unspent local funds from the City Line BRT project budget, for future dedicated use in the Division Street BRT project Construction and Implementation Phase.

RESOLUTION NO. _____

A RESOLUTION FOR THE PURPOSE OF REALLOCATING THE LOCAL SHARE OF CITY LINE BUS RAPID TRANSIT (BRT) PROJECT SAVINGS TO THE DIVISION STREET BRT CONSTRUCTION AND IMPLEMENTATION PHASE

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 the laws of the state of Washington, pursuant to RCW Title 36, Chapter 57A, Public Transportation Benefit Area; and

WHEREAS, Spokane Transit Public Transportation Benefit Area Proposition 1 was approved by a majority vote of the electorate in the November 2016 general election, securing funding for the projects identified in STA Moving Forward including the Central City Line BRT; and

WHEREAS, on April 9, 2019, the FTA allocated \$53,425,000 in FY 2018 Section 5309 Capital Investment Grant (CIG) funds subject to satisfying all requirements to enable execution of a Small Starts Grant Agreement or Single Year Grant Agreement; and

WHEREAS, in 2021 the FTA established a cost estimate for the City Line BRT project of \$92,231,000; and

WHEREAS, the STA Board of Directors approved Resolution No. 774-19, authorizing the approval of the City Line BRT Funding plan and committing to the use of \$20,231,000 in STA local revenue to fully fund the City Line BRT, updated the STA Capital Improvement Program to reflect a project budget of \$92,231,000, and authorized the Chief Executive Officer (CEO) to execute all documents necessary and required to accept FTA's Single Year Grant Agreement for the City Line BRT; and

WHEREAS, the CEO executed, on behalf of STA, the Single Year Grant Agreement with FTA on January 21, 2020, fully funding the construction of the City Line BRT project; and

WHEREAS, the City Line BRT began revenue service on the 15th of July 2023, consistent with the FTA Single Year Grant Agreement for the City Line BRT as amended; and

WHEREAS, the City Line BRT project expenditures are projected to come at a total savings between \$10 million to \$14 million under the approved project budget, including savings in federal funds which are retained by FTA; and

WHEREAS, the local share of said City Line BRT project budget savings are estimated to range from \$3.7 million to \$5.2 million; and

WHEREAS, STA, in coordination with the Spokane Regional Transportation Council (SRTC), the City of Spokane, Spokane County, and Washington State Department of Transportation (WSDOT) have completed the *DivisionConnects* study which studied the future of transportation along Division Street, including the vision of bus rapid transit (BRT) in the corridor in conjunction with the opening of the North Spokane Corridor (NSC); and

WHEREAS, the STA Board, by Resolution No. 785-21, adopted the Locally Preferred Alternative (LPA) of fixed-guideway BRT on Division Street with the preliminary alignment and station locations in April 2021, as refined in Resolution No. 809-23 adopted May 18, 2023; and

WHEREAS, STA is currently in the preliminary engineering and environmental scoping phase of the Division Street BRT project and intends to imminently submit a request for entry into the Project Development Phase of the FTA Capital Investment Grant (CIG) program, with the intent of securing a future Small Starts grant to aid in the Construction and Implementation Phase of the Division Street BRT project; and

WHEREAS, current projections incorporated into the 2024-2029 Capital Improvement Program project a cost of approximately \$154.5 million for the Construction and Implementation Phase of Division Street BRT, with \$32 million of the projected cost derived from future STA local revenue after accounting for anticipated state and federal sources; and

WHEREAS, the STA Board of Directors finds that committing and reallocating any remaining local share of City Line BRT project savings to the Division Street BRT project is a strategic action that demonstrates STA's commitment to implementation of Division Street BRT to its federal and state funding partners, reduces the outstanding local match required, and reinforces STA's commitment to being good stewards of public resources.

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

Section 1. The STA Board of Directors hereby declares its intent to commit and reallocate the local share of the City Line BRT project savings to the Division Street BRT project Construction and Implementation Phase, subject to final closeout and/or payment of all final City Line BRT project expenditures, contracts, and claims.

Section 2. Staff are hereby directed, upon full completion and closeout of all City Line BRT encumbrances, to report to the STA Board of Directors the final local share of said City Line BRT project savings, to be allocated to the Division Street BRT project as set forth herein, and to ensure the funding commitment remains a component of the Division Street BRT project henceforth.

Adopted by STA at a regular meeting thereof held on the 20th day of July 2023.

ATTEST:

SPOKANE TRANSIT AUTHORITY:

Dana Infalt
Clerk of the Authority

Lori Kinnear
Board Chair

Approved as to form:

Megan Clark
Legal Counsel

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

July 5, 2023

AGENDA ITEM 4B3 : DIVISION STREET BUS RAPID TRANSIT: PROJECT DEVELOPMENT PHASE FUNDING (RESOLUTION)

REFERRAL COMMITTEE: n/a

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

SUMMARY: The next major milestone for Division Street Bus Rapid Transit (BRT) is entry into the Project Development phase for Small Starts projects in the Federal Transit Administration (FTA) Capital Investment Grant (CIG) program. To enable a request to FTA to enter this next phase, staff seek the Committee and Board’s consideration and adoption of a resolution committing funding for the Project Development phase and authorization for the CEO to submit the request to the FTA.

BACKGROUND: 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. The project is identified in the region’s Metropolitan Transportation Plan and has garnered legislative support as a complementary investment to the North Spokane Corridor.

Supported by Parametrix, Inc., STA is currently conducting preliminary engineering and environmental scoping work for this project along with specific planning activities. The project team completed the project configuration for Division Street BRT along with specific planning elements that progress conceptual design toward the key milestone of entry into the Project Development phase for Small Starts projects in the FTA CIG program. The FTA Section 5309 CIG program includes a provision for projects known as Small Starts that are less than \$400 million in total project cost and for which agencies are seeking CIG program funding of less than \$150 million. Division Street BRT is expected to be an eligible Small Starts project. The Capital Improvement Program (CIP) in the 2024-2029 Transit Development Plan currently projects the costs of the project as a as follows:

CIP #	Project Phase	Amount
895	Division Street BRT Project Development	\$15,000,000
956	Division Street BRT Construction and Implementation	\$154,476,082
1028	Division Street BRT Fleet	\$33,269,424
	Total	\$202,745,506

STA’s anticipated cost to complete Project Development, not including the cost of any work done prior to officially entering the Project Development phase, is \$15 million. Funding sources for Project Development are as follows:

Funding Type	Description	Funding Amount
Federal	Federal 5307 Urbanized Formula (flexed from Congestion Mitigation and Air Quality funds)	\$1,000,000
State	Washington State 2023-2025 enacted transportation budget, Move Ahead WA	\$7,746,000
State	Washington State Transportation Program for 2025-2027 biennium	\$3,860,000
Local	STA sales tax revenue	\$2,394,000
Total		\$15,000,000

In December 2022, the STA Board approved the 2023 Capital Budget, which included \$1,800,000 in local funding for the Project Development phase, representing a component of the local share itemized in the table above. In addition, the Board is asked to commit future adopted capital funds to provide the total local share. This is essential to meet FTA’s requirement that all funding is confirmed to be secured and available.

A draft resolution is provided for the Committee’s consideration. It outlines the following affirmations, commitments and authorization:

- 1) Affirms the project budget for the Project Development phase of Division Street BRT is in STA’s Capital Improvement Program, including the sources and amounts listed above.
- 2) Affirms that the 2023 Capital Budget includes funding, as described above, to begin work immediately upon approval by FTA.
- 3) Commits to fully funding the local share of the Project Development phase budget, including carryover of unspent dollars into future budgets.
- 4) In the unlikely and unprecedented event that the state legislature delays or defers appropriation of funds in the 2025-2027 biennium transportation budget, commits local funds in an equal amount (\$3,860,000).
- 5) Authorizes the CEO to submit the request to enter Project Development to FTA.

Subject to board approval, the CEO intends to submit a written request to FTA in late July 2023 seeking entry into the Project Development phase of the Small Starts Capital Investment Grants (CIG) program. For Small Starts projects that have entered into the Project Development phase, all eligible expenditures can be attributed to the project cost and therefore act as match to a prospective CIG funding award in the future. STA anticipates entering Project Development no later than October 2023.

During the committee meeting, staff will review the general scope, schedule and preliminary cost estimates of Division Street BRT, details of funding, and the Entry into Project Development activities.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors approve, by resolution, the funding sources, and commitments for the project development phase of Division Street Bus Rapid Transit and authorize the CEO to request approval to enter PD under FTA section 5309 CIG program.

RESOLUTION NO. _____

A RESOLUTION FOR THE PURPOSE OF ESTABLISHING FUNDING SOURCES AND COMMITMENTS FOR THE PROJECT DEVELOPMENT PHASE BUDGET OF DIVISION STREET BUS RAPID TRANSIT AND AUTHORIZING A REQUEST TO ENTER INTO PROJECT DEVELOPMENT

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, by Resolution No. 665-10, the STA Board of Directors first adopted *Connect Spokane: A Comprehensive Plan for Public Transportation* on July 21, 2010 (Comprehensive Plan); and

WHEREAS, subsequent updates to the Comprehensive Plan were adopted by the STA Board of Directors pursuant to Resolution No. 669-10, adopted September 15, 2010; a motion approved January 13, 2012; Resolution No. 711-13, adopted December 19, 2013; Resolution 717-14, adopted May 22, 2014; Resolution No. 732-15, adopted June 18, 2015; Resolution No. 760-17, adopted December 14, 2017; Resolution 769-19 adopted May 16, 2019; Resolution 795-22 adopted May 19, 2022; and

WHEREAS, *Connect Spokane*, identifies the Division Street Corridor as a future High Performance Transit (HPT) corridor; and

WHEREAS, *STA Moving Forward* adopted by the STA Board of Directors pursuant to Resolution No. 727-14, adopted December 18, 2017; and

WHEREAS, subsequent updates to *STA Moving Forward* were adopted by the STA Board of Directors pursuant to Resolution No. 744-16, adopted June 16, 2016; Resolution No. 781-20, adopted November 19, 2020; and

WHEREAS, *STA Moving Forward* called for planning the future of High Performance Transit in the Division Street corridor; and

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

WHEREAS, the STA Board, by Resolution No. 785-21, adopted the Locally Preferred Alternative (LPA) of fixed-guideway Division Street BRT with the preliminary alignment and station locations in April 2021, as refined in Resolution No. 809-23 adopted May 18, 2023; and

WHEREAS, STA is currently in the preliminary engineering and environmental scoping phase of the Division Street BRT project and intends to submit a request to the Federal Transit Administration (FTA) for entry into the Project Development phase of the Section 5309 Capital Investment Grant (CIG) program, with the intent of securing a future Small Starts grant to aid in the construction and

implementation of the Division Street BRT project; and

WHEREAS, the FTA’s CIG Policy Guidance dated January 2023 requires sponsors of proposed Small Starts grant projects to submit documentation identifying, among other things, sources of funding necessary to conduct project development work and demonstrated commitment of said funds;

WHEREAS, STA’s 2024-2029 Transit Development Plan (TDP) establishes the budget for the Division Street BRT Project Development Phase as \$15 million, including committed and programmed federal, state and local sources;

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

Section 1. The STA Board of Directors hereby affirms the Division Street BRT Project Development Phase budget is fully funded consistent with the STA 2024-2029 Capital Improvement Program, included in STA’s TDP for the same period adopted by Resolution No. XXX-23 and as follows:

Line	Funding Type	Description	Funding Amount
A	Federal	Federal 5307 Urbanized Formula (flexed from Congestion Mitigation and Air Quality funds)	\$1,000,000
B	State	Washington State 2023-2025 enacted transportation budget, Move Ahead WA	\$7,746,000
C	State	Washington State Transportation Program for 2025-2027 biennium	\$3,860,000
D	Local	STA sales tax revenue	\$2,394,000
E		Total	\$15,000,000

Section 2. The STA Board of Directors affirms that the STA 2023 Capital Budget, adopted by Resolution No. 805-22, includes \$1,800,000 in local funding, representing a portion of the total local funding provided in Section 1 Line D above, to enable the Project Development phase to commence immediately upon approval from the Federal Transit Administration.

Section 3. The STA Board of Directors hereby commits to providing in future adopted capital budgets the total local share identified in Section 1 Line D, to include any carryover from the 2023 fiscal year as identified in Section 2, such that the total local funding identified in Section 1 Line D is considered secured and corresponds with funds currently available.

Section 4. The STA Board of Directors acknowledges that state funding programmed under the Washington State Public Transportation Program (Program) for the 2025-2027 biennium (Section 1, Line C) is still pending legislative action in 2025, and as such, the Board hereby commits an additional \$3,860,000 in local funds from STA’s cash balance in the unlikely event state funds in this Program are delayed or deferred.

Section 5. The STA Board of Directors authorizes the CEO to request approval from the Federal Transit Administration to enter into the Project Development Phase under the FTA Section 5309 CIG program.

ADOPTED by STA at a regular meeting thereof held on the 20th day of July 2023.

ATTEST:

SPOKANE TRANSIT AUTHORITY

Dana Infalt
Clerk of the Authority

Lori Kinnear
STA Board Chair

Approved as to form:

Megan Clark
Legal Counsel

DRAFT

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

July 5, 2023

AGENDA ITEM **5A** : CONNECT SPOKANE: PHASE 2 UPDATE

REFERRAL COMMITTEE: n/a

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

SUMMARY: *Connect Spokane* is STA’s Comprehensive Plan that sets forth a planning vision and policy framework to help guide decisions made by the Board of Directors, staff, and partnering agencies for at least the next 30 years. To kick-off the second phase of a major update to the plan, staff will present a proposed scope of the Phase II update, along with a tentative schedule. Furthermore, staff will engage committee members in validating the scope so that staff may develop a more detailed project schedule and outreach plan.

BACKGROUND: The *Connect Spokane* Update initially began in 2020 but was paused for a time due to the pandemic. The effort was restarted February 2021, at which time staff presented to the Planning and Development Committee an approach to split the plan update into two distinct phases: Phase I, elements that will inform the Strategic Planning efforts, and Phase II, elements that will be informed by the Strategic Plan.

Staff worked with the Board, Committee and community to complete Phase I of the *Connect Spokane*, update culminating in the adoption of revisions that were adopted by Resolution No. 795-22 on May 19, 2022. *Connect Spokane* elements updated during Phase I, along the reasoning for those updates are as follows:

PHASE 1:

Element	What was Updated	Why
Fixed Route	Streamlined classification system for clarity, updated service span, headway policies	Inform and ensure that Strategic Plan recommendations are consistent with most current policy regarding span and service
High Performance Transit	Revised corridor configurations, formalized corridor development plan process, new corridor characteristics policies, new HPT implementation policies, updated vision map	Provide foundation for Strategic Plan to inform future vision
System Infrastructure	Expanded facility types and hierarchy, new technology policies, new maintenance and administrative section	Provide policy basis for new infrastructure development
Fares & Revenue	Payment methods, new discounts	Incorporate revisions to support new fare collection system
Monitoring & Improvement	Updated hierarchy of plans	Introduce Strategic Plan into hierarchy of plans

The *Connect Spokane* Phase II Update was included in the 2023 Work Program that was approved at the December Planning & Development Committee meeting. Staff anticipated beginning the effort in July. Based on past plans and recent input from board members, staff propose to include the following elements or policies into the Phase 2 Update:

PHASE 2:

Element	Proposed Scope	Why
Fares and Revenues	Exploration of low-income fare policy. Programmatic elements and evaluation of policy to be explored in Connect 2035	Expressed interest by STA Board members
HPT	Table and map of HPT routes. May be informed by <i>Connect 2035</i> Network evaluation	Was not updated in Phase 1
Sustainability	Minor updates to chapter language, minor re-organization	Organize to provide greater clarity to reader, make more relevant to grant applications
Communications and Public Input	Recognize public participation spectrum, update outreach tools to reflect current best practices. Potentially add policies related to better/consistent partner coordination	Provide policy clarity for activities. Opportunity to identify missing policies related to coordinating with community-based organizations (CBOs), which is of interest to STA Board members
Flexible Services	Update with new shared mobility language, and distinction STA has between Shared Mobility/Mobility Hubs/Mobility on Demand	Provide policy basis for broader flexible services
Paratransit	Service Area definition (no change to boundary)	Provide consistency in definitions of Paratransit service area
Regional Transportation & Land Use	TOD and land acquisition policies	Opportunity to expand efforts, given new STA Community Development department. Potentially identify strategies for <i>Connect 2035</i>
Annex 2: Title VI	Create new Title VI element, instead of Annex, possibly expand to larger DEI element, explore updating policies within element	Time to revisit, have not been updated since adoption. Expressed interest from STA Board Members

Feedback will be requested from the committee members on the goals and additional elements that should be considered or reconsidered for the Phase 2 Update.

RECOMMENDATION TO COMMITTEE: Discussion

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

July 5, 2023

AGENDA ITEM 5B : CONNECT 2035: PHASE 2 OVERVIEW

REFERRAL COMMITTEE: n/a

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

SUMMARY: Staff will provide the Planning and Development Committee with review of *Connect 2035 Phase 1*, and an overview of the major tasks and schedule for *Connect 2035 Phase 2*, including near-term activities anticipated this Fall.

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

On June 15, 2023, the STA Board of Directors awarded the consultant services contract for Phase II of the Strategic Plan with Sam Schwartz Consulting, LLC. As of this writing, the contract with the consulting firm is anticipated to be executed by or before July 7.

Staff have been establishing project management activities and are setting the stage for project kick-off. An initiation meeting with the consultants is scheduled for July 11 followed by two days of meetings for the kick-off with staff and the Sam Schwartz project team on July 26 and July 27. A board workshop with the consultant team has been tentatively scheduled for September 6 to review and discuss engagement strategies. Staff will present on anticipated next steps and seek to finalize the timing of the first workshop. The project is expected to be substantially complete by the end of 2024, with adoption of a complete strategic plan scheduled for November 2024.

RECOMMENDATION TO COMMITTEE: For discussion.

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

July 5, 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

July 5, 2023

AGENDA ITEM 8 : SEPTEMBER 6, 2023, COMMITTEE MEETING DRAFT AGENDA REVIEW
(No August Meeting)

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 September 6, 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, September 6, 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 July 5, 2023, Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda - *none*
 - B. Board Discussion Agenda - *none*
5. Reports to Committee *(60 minutes)*
 - A. Federal Transit Administration Section 5310 Funding Opportunity *(Otterstrom)*
 - B. Connect 2035 Engagement Strategy *(Otterstrom)*
 - C. West Broadway Amendment Corridor Development Plan *(Otterstrom)*
 - D. Connect 2035 Phase 2 Update *(Otterstrom)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information
8. Review October 4, 2023, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, October 4, 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

July 5, 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

July 5, 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