

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

## **PLANNING & DEVELOPMENT COMMITTEE MEETING**

Minutes of the June 5, 2024

**STA Northside Conference Room**  
**Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA**  
*w/Virtual Public Viewing Option*

### **MEMBERS PRESENT**

Pam Haley, City of Spokane Valley – *Chair*  
Kitty Klitzke, City of Spokane  
Zack Zappone, City of Spokane  
Chris Grover, Small Cities Representative  
(Cheney), *Ex-Officio*  
Dan Dunne, Small Cities Representative  
(Liberty Lake)  
Dan Sander, Small Cities Representative  
(Millwood) *Ex Officio*  
Rhonda Bowers, Labor Representative  
(*Non-voting*)  
E. Susan Meyer, Chief Executive Officer  
*Ex -Officio*

### **STAFF PRESENT**

Brandon Rapez-Betty, Chief Operations Officer  
Karl Otterstrom, Chief Planning & Development  
Officer  
Nancy Williams, Chief Human Resources Officer  
Carly Cortright, Chief Communications & Customer  
Service Officer  
Vicki Clancy, Executive Assistant to the Chief  
Planning & Development Officer

### **PROVIDING LEGAL COUNSEL**

Megan Clark, Etter, McMahan, Lamberson, Van Wert  
& Oreskovich, P.C.

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#### 1. CALL TO ORDER AND ROLL CALL

Chair Pam Haley called the meeting to order at 10:10 a.m. and Ms. Vicki Clancy conducted roll call.

#### 2. COMMITTEE CHAIR REPORT

Chair Haley had nothing to report at this time.

#### 3. COMMITTEE ACTION

##### A. MINUTES OF THE MAY 1, 2024, COMMITTEE MEETING

**Mr. Dan Dunne moved to approve the May 1, 2024, Planning & Development Committee meeting minutes. Mr. Zack Zappone seconded, and the motion was approved unanimously.**

#### 4. COMMITTEE ACTION

##### A. BOARD CONSENT AGENDA

##### 1. WELLESLEY HIGH PERFORMANCE TRAQSIT: REGIONAL MOBILITY GRANT APPLICATION APPROVAL

Mr. Karl Otterstrom presented. This is a grant request requiring board approval, as it was not part of the previously approved Capital Improvement Program (CIP). The Regional Mobility Grant (RMG) is a state program which supports local efforts to improve regional connectivity through public transportation investments. This has supported several regional mobility projects over the years, including the City Line and Moran Station Park and Ride. The Washington State Department of Transportation (WSDOT) is receiving applications for projects, with a final application deadline of June 25, 2024, for considering projects for

funding in the 2025-2027 biennium. There is a minimum 20% local match requirement for each grant application and WSDOT plans to forward a prioritized list of projects to the Legislature and governor in November 2024 for consideration in the 2025 legislative session.

Route 33 Wellesley is a very successful route and an excellent candidate initiative for investment in High Performance Transit (HPT) in Connect 2035. Since Connect 2035 is not yet finalized, Mr. Otterstrom noted that this is a bit out of sequence due to the timing of the grant opportunity. Looking at funds in mid-2025, this grant is due June 2024. Staff believe it is timely to advance the request to ensure improvements can be in place to support connectivity with the future Division Street Bus Rapid Transit (BRT) project.

STA will work with the community to develop the Wellesley HPT Corridor Development Plan to specify areas of focused investment, especially in concert in city/neighborhood planning priorities. The HPT stops will include HPT markers with real-time information displays, as well as area lighting and a passenger shelter. The project will also be a good opportunity to look at land use in the area with the City of Spokane, and to explore how to support redevelopment or in-fill development in the area. The project costs and requests may be revised as details are fully defined.

The draft 2025-2027 Capital Improvement Program identifies an RMG request of \$7,460,000, \$1,865,000 proposed matching funds, for a total estimated cost of \$9,325,000. The project includes planning, design, and construction.

Mr. Dunne inquired into the difference between BRT and HPT investments. Mr. Otterstrom replied that for the purposes of station upgrades, locations with the highest ridership will see improvements; in the case of Wellesley HPT there are about seven HPT stops anticipated based on high ridership, integration with the City of Spokane's comprehensive plan, and placement at other key nodes. While these stops are not as costly as a BRT station, they are, however, more costly than a regular stop improvement. Ms. Bowers understands that stops chosen are based on ridership and with the free fare for young people, a lot of these stops are vastly impacted by students. With schools being out for the summer there will be stops that will not implement the school focus. Ms. Bowers asked whether this would impact the dynamics of the ridership. Mr. Otterstrom replied that annual ridership is studied to determine which stops would benefit from the improvements. Looking at shelters that average 25 weekday boardings or more. Mr. Zappone asked if there were other projects that are being skipped over in favor of Wellesley HPT for this grant. Mr. Otterstrom replied that all projects currently under the CIP have funding in one form or another. There are currently no RMG-type projects within the CIP that do not already have grant funding secured.

**Mr. Dan Dunne moved to recommend the Board of Directors approve submittal of a Washington State Regional Mobility Grant application for approximately \$7.46 million for the Wellesley High Performance Transit project. Mr. Zack Zappone seconded. The motion passed unanimously.**

2. STA MOVING FORWARD: 2024 AMENDMENT (RESOLUTION)

Mr. Karl Otterstrom presented. Staff have prepared a proposed amendment for Committee consideration to the *STA Moving Forward ten-year strategic plan* to adjust several projects within that plan as it relates to their general scope description and/or timeline. This plan was adopted December 18, 2014, amended twice, once June 16, 2016, to add a timeline, and again November 19, 2020, to include a timeline for twelve projects. Mr. Otterstrom reviewed the timeline and the proposed new description language for two projects. The date of completion was revised on the third project included in the amendment.

**Mr. Zack Zappone moved to recommend the STA Board of Directors adopt, by resolution, the STA Moving Forward Plan 2024 Amendment. Chair Pam Haley seconded. The motion passed unanimously.**

3. ZERO-EMISSION BUS FLEET TRANSITION PLAN APPROVAL

Mr. Brandon Rapez-Betty presented. Staff are seeking the Committee's recommendation to the Board to approve the Zero-Emission Bus Fleet Transition Plan. Mr. Rapez-Betty presented a summary of the content and key findings of the Zero-Emission Bus Fleet Transition Board Workshop held on May 3, 2024. At the workshop, staff and consultants from the Center for Transportation and the Environment (CTE) presented information about the legislative and governmental guidance; the agency's planning, implementation, and projections for its transition to zero-emission propulsion systems, with particular focus on transition of the Fixed Route bus fleet. STA is compliant with zero-emission and carbon reduction legislation and is exploring alternative fuels such as hydrogen fuel cells. Many factors have changed the state of the bus manufacturing industry to such an extent that the Federal Transit Administration (FTA) is working with the manufacturers to see what can be done to help support this market.

Mr. Rapez-Betty provided the timeline of STA's journey through electrification beginning in 2005 through to the present-day. STA's grants team was extremely successful in acquiring funding in support of the zero-emission transition. Between 2016 and 2022 a total of \$31M in grants provided support to the electrification of the fleet.

Mr. Rapez-Betty reviewed projected block feasibility for battery electric buses, grid power demand, cost per mile-maintenance/fuel, a total fleet cost comparison, FTA safety recommendations based on August 2023 industry best practices, and next steps. STA's draft Workforce Development plan has been modeled according to FTA's guidance. A full draft Zero-Emission Bus Fleet Transition Plan was included in the packet. Mr. Zappone expressed an interest in having more time to review the plan. Others expressed confidence in the current timeline.

**Mr. Dan Dunne moved to recommend the Board approve STA's Zero-Emission Bus Fleet Transition Plan. Ms. Kitty Klitzke seconded. The motion passed.**

B. BOARD DISCUSSION AGENDA – none

5. REPORTS TO COMMITTEE

A. CONNECT SPOKANE COMPREHENSIVE PLAN UPDATE: DRAFT ELEMENTS REVIEW

Mr. Otterstrom reviewed the last few months of progress that Connect Spokane Update Phase 2 has undergone, highlighting the Board's engagement in discussions regarding fare box recovery and the equity and inclusion goals. Mr. Otterstrom presented minor updates to the following elements: High Performance Transit (HPT), Fixed Route, Paratransit, Flexible Services, Communications and Public Input, Regional Transportation & Land Use, and Sustainability. Mr. Otterstrom presented the proposed updates for regional transportation, land use, and economic development, and the proposed outreach approach and schedule leading to plan adoption in Fall 2024.

B. CONNECT 2035 STRATEGIC PLAN: WORKSHOP PREVIEW

In the interest of time Mr. Otterstrom proposed skipping over this item.

C. 2025-2030 TRANSIT DEVELOPMENT PLAN: COMPLETE DRAFT

Mr. Otterstrom provided an overview of the draft 2025-2030 Transit Development Plan (TDP) in anticipation of public input during the month of June with the intent to seek Board approval of the

final plan in July 2024. Mr. Otterstrom reviewed the TDP Update Summary table outlining major sections of the plan and their corresponding method of preparing, including committee guidance and participation. Mr. Otterstrom reviewed highlights of the Service Improvement Program (SIP) and the Capital Improvement Program (CIP), and the next steps including a virtual public open house, a presentation at SRTC, the public hearing at the Board of Director’s meeting and adoption at the July 25, 2024, Board meeting.

*Due to time constraints, Chair Haley adjourned the meeting at 11:30 a.m., after the conclusion of Report 5C.*

D. I-90 / VALLEY HIGH PERFORMANCE TRANSIT CORRIDOR DEVELOPMENT PLAN: ROUTE 7 SUPPLEMENTAL

*Not presented.*

E. TRANSIT-ORIENTED DEVELOPMENT: PILOT PROJECT

*Not presented.*

6. CEO REPORT

*Not presented but provided here for the record.*

Sales Tax Update: March 2024 Voter-Approved Sales Tax Revenue (January 2024 Sales). Actual (\$8,274,027) compared to budget (\$8,241,832) for a 0.4% difference of \$32,195. Sales tax revenue is 1.6% YTD above budget (\$0.4M), 0.4% above March 2023 actual (\$0.03M) and 1.6% YTD above 2023 actual (\$0.4M).

7. COMMITTEE INFORMATION – none

8. REVIEW JULY 10, 2024, COMMITTEE MEETING AGENDA

9. NEW BUSINESS - none

10. COMMITTEE MEMBERS’ EXPRESSIONS - none

11. ADJOURN

*With no further business to come before the Committee, Chair Haley adjourned the meeting at 11:30 a.m.*

NEXT COMMITTEE MEETING: WEDNESDAY, July 10, 2024, at 10:00 a.m. in person at STA Northside Conference Room

Respectfully submitted,



Vicki Clancy, Executive Assistant  
Planning & Development Department