

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, March 27, 2024 (*April Meeting*)

10:00 a.m. – 11:30 a.m.

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

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*5 minutes*)
 - A. Minutes of the March 6, 2024, Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda (*5 minutes*)
 1. On-Route Charging Infrastructure Grant Approval (*Otterstrom*)
 - B. Board Discussion Agenda -- *none*
5. Reports to Committee (*55 minutes*)
 - A. Connect Spokane Comprehensive Plan Update: Revenues and Fares Element (*Otterstrom*)
 - B. STA Moving Forward: Project Delivery Amendment (*Otterstrom*)
 - C. Connect 2035 Strategic Plan Update: Proposed Outcomes (*Otterstrom*)
 - D. 2025-2030 Transit Development Plan: Tactical Framework (*Otterstrom*)
 - E. 2025-2030 Transit Development Plan: Review Preliminary Revenue and Expenditure Forecast Assumptions (*Liard/Otterstrom*)
 - F. Facilities Master Plan Update: Project Overview (*Rapez-Betty*)
6. CEO Report (*E. Susan Meyer*) (*15 minutes*)
7. Committee Information
8. Review May 1, 2024, Committee Meeting Draft Agenda
9. New Business
10. Committee Members' Expressions (*5 minutes*)
11. Adjourn

Next Committee Meeting: Wednesday, May 1, 2024, at 10:00 a.m. in person.

Virtual Link:	Join here	
Password:	Members: 2024	Guests: 0424
Call-in Number:	1-408-418-9388	Event #: 2490 294 1025

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 & DEVELOPMENT COMMITTEE MEETING

March 27, 2024

AGENDA ITEM 2: COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Pam Haley, 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 & DEVELOPMENT COMMITTEE MEETING

March 27, 2024

AGENDA ITEM 3A : MINUTES OF THE MARCH 6, 2024, COMMITTEE MEETING

REFERRAL COMMITTEE: n/a

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

SUMMARY: Draft Minutes of the March 6, 2024, Planning & 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 & DEVELOPMENT COMMITTEE MEETING

DRAFT Minutes of the March 6, 2024, Meeting

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*
Zack Zappone, City of Spokane
Kitty Klitzke, City of Spokane
Chris Grover, Small Cities Representative
(Cheney), *Ex-Officio*
Dan Sander, Small Cities Representative
(Millwood) *Ex Officio*
Dan Dunne, Small Cities Representative
(Liberty Lake)
E. Susan Meyer, Chief Executive Officer
Ex -Officio

MEMBERS ABSENT

Rhonda Bowers, Labor Representative
(*Non-voting*)

STAFF PRESENT

Karl Otterstrom, Chief Planning & Development
Officer
Monique Liard, Chief Financial 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.

STAFF ABSENT

Brandon Rapez-Betty, Chief Operations Officer
Nancy Williams, Chief Human Resources Officer

1. CALL TO ORDER AND ROLL CALL

Chair Pam Haley called the meeting to order at 10:00 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 JANUARY 31, 2024, COMMITTEE MEETING

Ms. Kitty Klitzke moved to approve the January 31, 2024, Planning & Development Committee meeting minutes. Chair Haley seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. CONNECT 2035 STRATEGIC PLAN: FUNDING AND INVESTMENT PRINCIPLES (RESOLUTION)

Mr. Karl Otterstrom and Ms. Monique Liard presented. One of the key objectives of the Connect 2035 Board Workshop held on November 1, 2023, was to gain consensus from the Board on funding and investment principles of the new strategic plan. Given their

foundational nature to the development and programming of Connect 2035 initiatives, staff have drafted a resolution for Committee and Board’s consideration to memorialize these funding and investment principles. Mr. Otterstrom reviewed the background. The financial framework is anchored in organizational priorities and strategies. This framework pre-exists the current effort, which is to exemplify financial stewardship, ensure organizational sustainability and resilience, earn and retain the community’s trust, and maintain a no debt financial position.

Ms. Liard presented a financial analysis overview including a proposed sustainable financial path. Using the 2024 budget baseline, a financial model was developed to examine key metrics over the next 15 years under several different scenarios. Three paths were presented. General assumptions are consistent with how we model using a 3% inflation rate, 3.5% tax base growth rate, and current fare policies. An update on the Climate Commitment Act as it relates to funding that STA receives will be given during Ms. Meyer’s CEO report.

Mr. Otterstrom reviewed the three principles presented at the workshop which are now presented as principles to be established by resolution: a.) Plan for renewal of the sales and use tax b.) Leverage STA’s current financial position c.) Explore opportunities to expand. The proposed resolution will contribute to a common funding framework for the ongoing development of the *Connect 2035* strategic plan. Staff will review at the March 6, 2024 Board workshop, with the intent of having the resolution go to the Board for adoption later this month. Discussion ensued.

Lost sound for several minutes; glitchy for several minutes.

The attached draft resolution posits the principles as declarative statements by the Board of Directors to guide the continued development of Connect 2035 Strategic Plan Phase 2.

Mr. Dan Dunne moved to recommend the Board of Directors approve, by resolution, the Connect 2035 Strategic Plan: Funding and Investment Principles. Mr. Zack Zappone seconded, and the motion was approved unanimously.

B. BOARD DISCUSSION AGENDA – *none*

5. REPORTS TO COMMITTEE

A. DIVISION STREET BUS RAPID TRANSIT: PROJECT DEVELOPMENT AND PUBLIC OUTREACH UPDATE

Mr. Otterstrom presented. Division Street Bus Rapid Transit (BRT) is currently in the project development phase, and is envisioned to be the second BRT line in the Spokane region, extending from downtown Spokane along the Division Street Corridor for approximately ten miles to the Mead area with a total of 44 stations (counting in both directions). We are currently in the project development phase as approved by the Federal Transit Administration (FTA) and are working towards 30% design completion in 2025. The committees and Board will be updated as the process continues. Mr. Otterstrom reviewed the status of various elements of work within Project Development. This includes project management and coordination, interagency coordination, parking studies and preliminary design efforts that are advancing 30% design. Additional coordination includes city utilities, water districts, and private telecommunications utilities.

Mr. Otterstrom provided an update on traffic analysis and modeling, environmental review, FTA and grant support, and outreach activities.

Mr. Dunne supports high visibility and awareness to the community when it is timely. Discussion followed noting the importance of branding for this project.

B. CONNECT SPOKANE COMPREHENSIVE PLAN UPDATE: REVENUE AND FARES ELEMENT – REVIEW FAREBOX RECOVERY POLICIES

Mr. Otterstrom presented. Connect Spokane is STA's comprehensive plan and 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. While it was updated less than two years ago, an interest in policies within the Revenues and Fares element of the plan has prompted it being added to the Phase 2 work program. Today's discussion focused primarily on farebox recovery policy objectives and considerations.

By way of background and context, Mr. Otterstrom reviewed existing components of the Revenues and Fares element. The goal of revenues and fares is to appropriately balance farebox, tax, grant, and advertising revenues to provide high-quality service. Mr. Otterstrom pointed out that STA no longer accommodates paid advertising on its vehicles or facilities and that the goal language should be updated to reflect that fact.

Mr. Zappone asked for additional background on the elimination of advertising revenue. Ms. Meyer responded that it was done to avoid advertising contentious content, as there was no effective way to administer an advertising program in a way that will avoid controversial advertising content. The potential conflict created was not worth the revenue; and while it was a source of non-tax revenue, the revenue received was largely offset by staff time and complications that diverted attention from other priorities. Mr. Dunne reflected that content neutrality is key, and he admires and respects the decision to eliminate advertising. Mayor Pam Haley agreed, noting she was aware of instances in years past where coach operators were confronted by passengers who took issue with the advertising content. Mr. Otterstrom reviewed the principles for the revenue and fares element, and explained the importance of fares in relation to ridership and cost effectiveness. Imposing fares for most transit agencies means more revenue to provide more service. When sources of revenue rise or dip, STA must make decisions about the services that can be provided while maintaining a sustainable budget. Staff want riders and people to take value out of the service and make this affordable for riders. Mr. Otterstrom reviewed the various sources of fare revenue for 2023, the COVID-19 transit impacts, and policy options.

Mr. Otterstrom reviewed historical trends of fare rates. He noted that in 2016, the STA Board intended and communicated to the public that fare revenue, including fare rate increases approved concurrent with the early implementation of STA Moving Forward, were deliberate actions to allow for more service and to ensure riders were contributing to the growth of more service. He also noted that a combination of changes to fare policies, programs and technology over the past five years has improved the overall affordability of service, despite the increases in standard fares. This includes the adoption of the Connect fare system with its daily and monthly capping program; the adoption of zero fare for youth, made possible by the transit support grant funded by the Washington State Legislature; the expansion of introduction of discounted fare programs, with Honored Rider program now extending to everyone ages 60 and above, as well as the Stars and Stripes program for active duty military and veterans.

Mr. Otterstrom presented the farebox recovery objectives and actuals for several agencies in the Pacific Northwest. Mr. Otterstrom introduced two possible policy options for consideration by the committee: option one is maintain the 20% farebox recovery goal, or option two, revise the policy with a different measure of rider contribution. Mr. Sander suggested a change from farebox

recovery to something that reflects ridership participation. Mr. Zappone recommended separating ridership out by category, youth riders, honor riders etc.; measure riders by how many we have for each category. Mr. Otterstrom agreed to return with some further options based on this feedback at a future meeting.

C. CONNECT 2035 STRATEGIC PLAN: BOARD WORKSHOP AND PUBLIC OUTREACH OVERVIEW

In the interest of time, Mr. Otterstrom did not present this item, it was discussed during the Board Workshop which occurred immediately after the Planning & Development Committee meeting.

D. 2025-2030 TRANSIT DEVELOPMENT PLAN: TACTICAL FRAMEWORK AND STAKEHOLDER OUTREACH

Mr. Otterstrom provided a brief update beginning with the hierarchy of STA plans. As STA works through the Transit Development Plan (TDP) each year, staff addresses different sections each month. This month is focused on the mid-range tactical framework which provides guidance for the understanding of activities and programs of the TDP. The goals of *Connect 2035* or the strategic goals were a way to formulate the framework in the TDP. The tactics over the next 6 years include finishing STA Moving Forward and advancing Division BRT. Participating as a partner of the community means engagement through updates to the metropolitan transportation plan, collaboration with cities and county, and expanding opportunities for community partners. The TDP will align with the state transportation goals. Mr. Otterstrom reviewed upcoming outreach activities and a timeline for the TDP adoption process. Next steps include staff returning with a draft mid-range tactical framework based on today's discussion.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

Sales Tax Update: February 2024 Voter-Approved Sales Tax Revenue (December 2023 Sales). Actual (\$10,094,347) compared to budget (\$10,261,069) for a -1.6% difference of -\$166,722. Sales tax revenue is 2.1% YTD above budget (\$0.4M), 1.6% below February 2023 actual (-\$0.2M) and 2.1% YTD above 2023 actual (\$0.4M).

Initiative 2117: This initiative is a voter proposition to repeal the 2021 Washington Climate Commitment Act (CCA). The CCA has provided incremental funding of over \$3B to transit in the state over a 16year period. If repealed, grant funding for STA will decrease by a total of \$151M through 2038. Committee members requested materials to educate the public concerning these impacts should the initiative pass.

Introducing STA Ombudsman & Accessibility Officer: Ms. Meyer introduced Delana Combs, STA's new Ombudsman and Accessibility Officer. Ms. Meyer provided Ms. Combs' experience and credentials. Ms. Meyer encouraged committee members to reach out to Ms. Combs if a constituent has questions related to accessibility or ADA.

7. COMMITTEE INFORMATION – none

8. REVIEW May 4, 2024, COMMITTEE MEETING AGENDA

9. NEW BUSINESS - none

10. COMMITTEE MEMBERS' EXPRESSIONS

11. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 11:36 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, March 27, 2024, at 10:00 a.m. in person at STA Northside Conference Room (*April Meeting*)

Respectfully submitted,

A handwritten signature in cursive script that reads "Vicki Clancy".

Vicki Clancy, Executive Assistant
Planning & Development Department

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

March 27, 2024

AGENDA ITEM 4A1 : ON-ROUTE CHARGING INFRASTRUCTURE GRANT APPLICATION APPROVAL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Tara Limon, Principal Transit Planner

SUMMARY: The Federal Transit Administration (FTA) announced a notice of funding opportunity on February 8, 2024, for the Low or No (Low-No) Emission grant program and the Bus and Bus Facilities grant program to support the purchase or lease of transit buses as well as acquisition, construction, and leasing of required supporting facilities. Staff is seeking Board authorization to submit a grant application to support on-route charging infrastructure.

BACKGROUND: FTA's Low-No grant will provide up to \$1.1 billion in competitive funding available to support the transition of the nation's transit fleet to the lowest polluting and most energy efficient transit vehicles. FTA will consider projects relating to the acquisition or leasing of low or no emission buses or bus facilities that make greater reductions in energy consumption and harmful emissions than comparable standard buses or other low or no emission buses and includes battery electric bus charging infrastructure. FTA's Bus and Bus Facilities grant program provides support to state and local efforts to buy or modernize buses, improve bus facilities, and support workforce development. A minimum of 20% match is required for either grant program. As a consolidated notice of funding opportunity, projects may be submitted to one or both programs.

Staff have a pending capital project request for West Central On-Route Charging Infrastructure for \$4.9 million for inclusion in the 2025-2030 Capital Improvement Program (CIP). Of this \$4.9 million estimated cost, the grant funding opportunity could provide up to 80%, or \$3.92 million, in matching federal funds, reducing the local share to \$980,000. Because the West Central On-Route Charging Infrastructure project is not yet in an adopted CIP, submitting the grant application requires Board approval.

Originally, STA anticipated limiting on-route charging infrastructure to Moran Station Park and Ride and SCC Transit Center. Battery electric buses assigned to other routes were anticipated to perform a full daily duty cycle without the need for on-route charging. However, the state of charge for battery electric buses has proven to have greater variability than predicted. Therefore, there is a present need to support on-route charging infrastructure of our current battery electric bus fleet that comprises nearly 25% of our current active fleet. West Central is a prospective location for on-route charging because it currently is a layover site for the 12 coaches that perform routes 21 West Broadway, 90 Sprague, 96 Pines/Sullivan and 98 Greenacres/Liberty Lake. Providing on-route charging at this location addresses a commitment to operate battery electric buses in north Spokane while concurrently electrifying three key routes in Spokane Valley, with Route 98 extending to Liberty Lake. The western terminal of Route 21

in the West Central neighborhood is in a census tract that is identified as a Justice40 initiative; this attribute prioritizes funding under the Low-No grant program. The Department of Transportation uses the Justice40 initiative geographic definition to prioritize federal funding to reach census tracts identified as disadvantaged due to categories of environmental, climate, and socioeconomic burdens, as identified by the Climate and Economic Justice Screening Tool. To ensure optimal implementation, further technical analysis may evaluate installing the charging infrastructure at another point along the routes, including at the Valley Transit Center.

RECOMMENDATION TO COMMITTEE: Recommend to the Board of Directors submittal of a grant application to the Low-No and Bus and Bus Facilities grant program for approximately \$3.92 million for the On-Route Charging Infrastructure project.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

March 27, 2024

AGENDA ITEM 5A : CONNECT SPOKANE COMPREHENSIVE PLAN UPDATE: REVENUES AND
FARES ELEMENT

REFERRAL COMMITTEE: n/a

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

SUMMARY: Staff will present additional information to continue the discussion regarding policy 2.2 Determination of Fixed-Route Fares that began on March 6, 2024, and present information from the initial research detailing low-income fares at other transit agencies to guide discussion on existing Connect Spokane Revenues and Fares policy (2.5 Low-income Fares). An updated project schedule will also be presented for the Committee's consideration.

BACKGROUND: Connect Spokane is STA's comprehensive plan and 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. The current adopted version of the plan can be viewed here:

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

The Connect Spokane Phase II Update was initiated in July 2023 consistent with the Planning & Development Committee's 2023 Work Program. A more detailed scope of work for the plan update was presented in September 2023. The elements requiring a more substantial review and possible update include:

- Communications and Public Input
- Transit Equity & Inclusion
- Revenues and Fares

Minor updates will also be brought forward this spring for: Fixed Route, High Performance Transit, Sustainability, Flexible Services, Paratransit, and Regional Transportation & Land Use.

Today's discussion will summarize low-income fare programs at other transit agencies and continue the fare revenue source and the farebox recovery policy discussion begun at the March Committee meeting.

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

March 27, 2024

AGENDA ITEM 5B : STA MOVING FORWARD: PROJECT DELIVERY AMENDMENT

REFERRAL COMMITTEE: n/a

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

SUMMARY: The Fixed-Route Network Assessment task in the *Connect 2035* Phase 2 strategic planning work program has resulted in the identification of two categories of effort for the agency in continuing to address emerging needs and deliver a transit system that connects everyone to opportunity. Action Pathway #1 is to complete delivery of *STA Moving Forward* and the board-identified Near Term Investments. In response to this task, staff will present proposed amendments to *STA Moving Forward's* project delivery to adjust projects by reflecting current ridership demands and opportunities.

BACKGROUND: The ten-year *STA Moving Forward plan* was originally approved by the STA Board of Directors in December of 2014, with Board approved revisions occurring in June 2016 before the ballot measures in November 2016 and November 2020. The revisions occurring in 2020 recognized that adjustments to the plan were inevitable.

As a task in the development of *Connect 2035*, the consultant assessed the existing Fixed Route network. The aim of this work is to determine ways to make the Fixed Route network even more effective in providing connectivity and mobility for the community. In general, the consultants found the system to be effective, well-used, and that service is provided in the areas most needed. The consultant team did see opportunities for improvement, both with the existing services, planned improvements and future growth opportunities. Two categories of efforts were identified. Action Pathway #1 included completed planned improvements identified in *STA Moving Forward* and the board-adopted Near-Term Investments, as set forth in Board Resolution No. 790-51. Action Pathway #2 would deliver other changes and investments that could be further defined through the course of developing *Connect 2035* and may include adjustments and optimizations within planned service levels, as well initiatives that require additional resources.

The subject of this report is primarily Action Pathway #1. Several projects identified in *STA Moving Forward* warrant adjustments to their scope of delivery. Staff will review these projects and their potential adjustments in further detail during the Committee meeting. They include the following:

- Recognize the 2018 launch of Route 172 (Liberty Lake Express) as satisfying the *STA Moving Forward* delivery objective for new non-stop service between Liberty Lake and downtown Spokane
- Recalibrate the scope of improvements on service between Logan Neighborhood and Lincoln Heights Neighborhood
- Revise sequence/scope of new Appleway Station Park and Ride

The anticipated timeline for the preparation, review, and board adoption of the amendments is as follows:

Month	Activity
April 2024	<u>Planning & Development Committee</u> : Introduce scope of amendments to <i>STA Moving Forward</i> as a discussion item.
May 2024	<u>Planning & Development Committee</u> : Introduce full redline of amendments to <i>STA Moving Forward</i> for review. <u>Board of Directors</u> : Public hearing on proposed amendments
June 2024	<u>Planning & Development Committee</u> : Present final amendments and draft resolution for recommendation to full board <u>Board of Directors</u> : Adopt by resolution the plan amendments

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

March 27, 2024

AGENDA ITEM 5C : CONNECT 2035 STRATEGIC PLAN UPDATE: PROPOSED OUTCOMES
REFERRAL COMMITTEE: n/a

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

SUMMARY: The Planning & Development Committee has a key role in the development of STA’s new ten-year strategic plan, Connect 2035. Staff will present on the action items that resulted from the March 6, 2024, Board Workshop and build on the initiative evaluation discussion by presenting further on the proposed outcomes.

BACKGROUND: The third Board workshop for *Connect 2035* was held on March 6, 2024. The objectives of that workshop and resulting action items are as follows:

Objective	Action Item(s)
Recap past board efforts on Connect 2035	N/A
Confirm commitment to funding and investment principles and clarify Board interest in service growth opportunities	The STA Board of Directors established by resolution, the funding and investment principles in connection with the development of Connect 2035 at their March Board meeting.
Revisit the Fixed Route network assessment, and review themes and concepts for planned and potential improvements and changes	Action Pathway #1: Complete Delivery of <i>STA Moving Forward</i> and Near-Term Investments. Bring forward potential amendments and timeline for adoption to P&D Committee in April. Action Pathway #2: Identify Improvement/Expansion Opportunities as Connect 2035 Initiatives for Evaluation. Community engagement is currently underway. Initiative discussion and Board workshop scheduled June 2024. Initiative list refinement to occur in July 2024.
Seek concurrence on the framework for developing potential Connect 2035 initiatives for evaluation	Implement initiative development through framework discussed at March workshop

Objective	Action Item(s)
Review the proposed initiative evaluation process and gather input on key outcomes used to score initiatives	Discuss and gather input about key outcomes, performance measures, and evaluation criteria during April and May P&D Committee meetings.

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

March 27, 2024

AGENDA ITEM 5D : 2025-2030 TRANSIT DEVELOPMENT PLAN: TACTICAL FRAMEWORK

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Madeline Arredondo, Associate Transit Planner

SUMMARY: As a step in the annual preparation of STA’s Transit Development Plan (TDP), the Committee prepares and recommends to the Board of Directors guidance statements that help frame priorities to be included in the plan. Following discussion with the Committee at the March meeting, staff have updated this section to include the current actionable tactical framework based on *Connect 2035* goals. The Committee will be offered an opportunity during the meeting to review the proposed tactical framework for the 2025-2030 Transit Development Plan (TDP).

BACKGROUND: STA’s primary mid-range planning document is the Transit Development Plan. The 2025-2030 TDP is expected to be adopted in July 2024 and will include the Capital Improvement Program, the Service Improvement Program, and STA’s Program of Projects for formula grants received from the Federal Transit Administration (FTA). The current adopted 2024-2029 TDP may be viewed on STA’s website at:

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

Historically, a first step in updating the TDP is for the Committee to prepare and recommend to the Board of Directors Board guidance statements that help frame priorities to be included in the plan. In April 2023, the STA Board of Directors chose a tactical framework that connects the TDP more closely with the agency’s strategic plan and responds directly to the goals to advance STA’s updated vision: “Connecting everyone to opportunity.” These goals are as follows:

- 1. Elevate the customer experience.**
- 2. Lead and collaborate with community partners to enhance the quality of life in our region.**
- 3. Strengthen our capacity to anticipate and respond to the demands of the region.**

During the Planning & Development Committee meeting on March 6, 2024, staff presented a preliminary draft tactical framework that followed the same general outline as in the 2024-2029 TDP. Committee members suggested the draft tactical framework could better address other kinds of partnerships, including education efforts related to a future ballot measure to maintain voter-approved funding. The updated draft has attempted to incorporate this input under the goal of “Lead and collaborate with community partners to enhance the quality of life in our region.” Staff proposed the text on the attached documents to the committee that represents a proposed narrative to tie the Connect 2035 goals to planned milestones during the upcoming six-year period.

In May, the Committee will review the draft Service Improvement Program (SIP), the draft Capital Improvement Program (CIP), and review forecast scenario. In June, the Committee will review the draft TDP and review forecast updates, working toward Board approval of the plan in July. The table below shows the TDP adoption schedule.

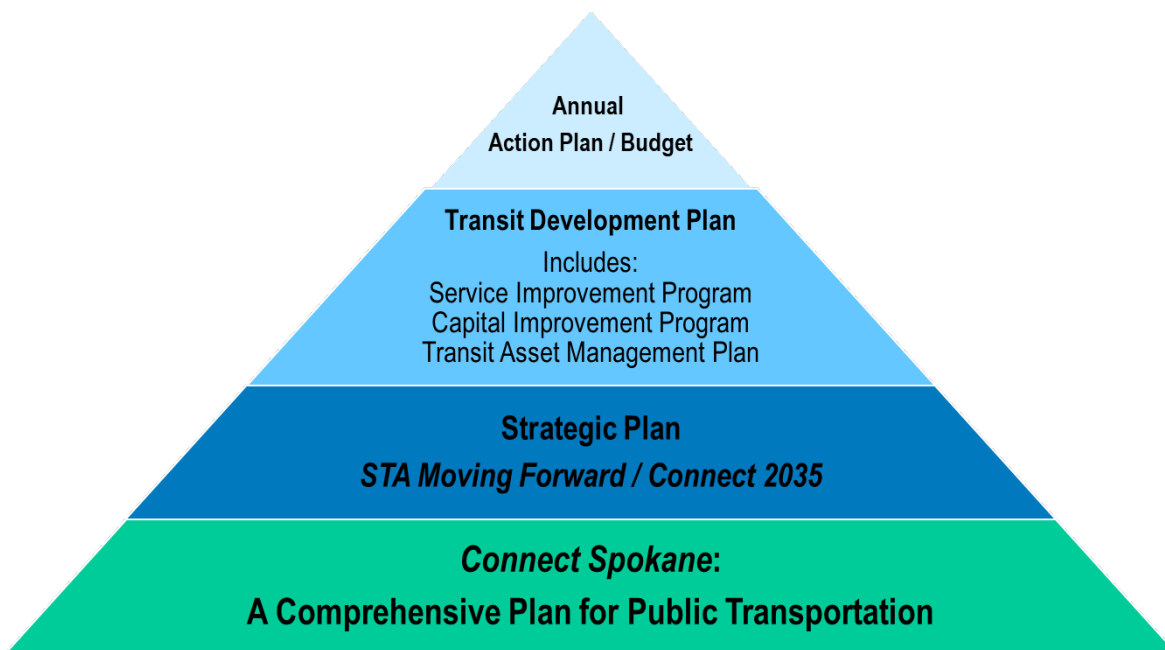
TDP Adoption Process		
February	March	April
<ul style="list-style-type: none"> Overview of the TDP process and requirements 	<ul style="list-style-type: none"> Prepare Mid-range Tactical Framework Confirm stakeholder outreach approach 	<ul style="list-style-type: none"> Final Recommendation on Mid-range Tactical Framework Revenue/Expenditure Forecast Assumptions
May	June	July
<ul style="list-style-type: none"> Review Proposed Service Improvement Program and Capital Improvement Program Review Forecast Scenario 	<ul style="list-style-type: none"> Present draft TDP Revenue/Expenditure Forecast Update 	<ul style="list-style-type: none"> Planning & Development Committee recommendation to the Board on Final Plan

RECOMMENDATION TO COMMITTEE: Receive report.

DRAFT Mid-Range Tactical Framework (2025-2030)

Background

STA prepares for both the near-term and long-term needs by updating and maintaining a series of planning documents. Working in concert, these documents together make up a hierarchy from broad policy to discrete actions.



Connect Spokane sets out the vision and policy framework to guide decisions made by STA’s Board of Directors, its staff, and partnering agencies that will further Spokane Transit’s mission and vision for at least the next 30 years.

The STA Strategic Plan is a 10–15-year plan with short- to mid-term strategies and objectives for a fixed target year. This document acts on the policies and visions within *Connect Spokane*.

The Transit Development Plan translates the policy of *Connect Spokane* and the strategies and objectives of the strategic plan into an implementation plan, identifying the projects and service STA will provide over the next three to six years.

The Annual Action Plan identifies key action over the next year.

STA is currently implementing the objectives identified in our first strategic plan, *STA Moving Forward*, while developing our next strategic plan, *Connect 2035*.

STA Moving Forward was initially approved by the STA Board of Directors in December 2014, and revised in 2016 with the passage of voter-approved Proposition 1 that provided additional sales tax funding for the plan. Minor revisions were completed in 2020. Since then, STA has fully completed most of the projects in the plan, with the remaining projects largely under development. Last year, the STA Board of Directors adopted Phase 1 of *Connect 2035*. Phase 1 lays the strategic foundation through 2035, while Phase 2 will identify the objectives over that timeframe.

Tactical Framework for the 2025-2030 TDP

The STA Board of Directors set forth the following six-year planning tactical framework that reflects the goals established in *Connect 2035 Phase 1* as a first step in developing the TDP.

Elevate the customer experience.

- Finish delivery of *STA Moving Forward* to expand ridership and deliver on commitments including key High Performance Transit investments.
 - Complete Sprague and I-90/Valley High Performance Transit (HPT) corridor investments, including supporting cross-state service to Idaho on a pilot basis.
 - Implement double decker buses for Cheney HPT
- Advance Division Street BRT through Project Development toward a future FTA capital investment grant.

Lead and collaborate with community partners to enhance the quality of life in our region.

- Partner in developing and implementing the regional transportation and land use visions.
 - Engage in updates to the Urban Growth Areas (UGA) and *Horizon 2050*, the Metropolitan Transportation Plan (MTP).
 - Collaborate with Spokane City and Spokane County on the Division TOD study
- Plan and implement a pilot Transit Oriented Development (TOD) program and partner with regional jurisdictions to further TOD land use planning.

- Expand opportunities for community partners, especially community-based organizations, to collaborate with STA on key efforts such as *Connect Spokane* and STA's Title VI Program.
- Engage community partners in educational efforts related to the expiration and planned renewal of the voter-approved 2/10 of a 1% sales tax prior to late 2028.

Strengthen our capacity to anticipate and respond to the demands of the region.

- Finalize the ten-year strategic plan, *Connect 2035*, to identify critical initiatives to execute STA's vision of connecting everyone to opportunity.
- Develop and implement the Facilities Master Plan to position STA for strategic growth that supports STA's growing and changing role in the region.
- Implement STA's fleet replacement plan and prepare for the next steps in transitioning the fleet toward zero emission vehicles in the future.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

March 27, 2024

AGENDA ITEM 5E : 2025-2030 TRANSIT DEVELOPMENT PLAN: REVIEW PRELIMINARY REVENUE AND EXPENDITURE FORECAST ASSUMPTIONS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Monique Liard, Chief Financial Officer
Karl Otterstrom, Chief Planning & Development Officer

SUMMARY: As part of the preparation of the 2025-2030 Transit Development Plan (TDP), STA is required to incorporate financial projections for this 6-year period. The initial step in this preparation is to seek affirmation by the Committee of the financial assumptions used in deriving the 2025-2030 forecast.

Staff is recommending that the financial assumptions generally remain in line with those reviewed and approved by the Board in 2023, as detailed below, with new items in italics:

Revenue

- Sales Tax will grow at 3.5% annual trend applied to 2024 budgeted levels.
- The two-tenths of a percent voter-approved sales tax increase sunsetting in 2028 will be renewed for 2029 and beyond.
- There are no future planned fare changes during the 2025-2030 TDP period.
- FTA Section 5307 Urbanized Area Formula grant funds are used primarily for preventive maintenance. This is the third largest source of operating revenue and is forecasted to grow at a 1% rate from 2024 budgeted levels through 2026. Years 2027 through 2030 are assumed to stay at 2026 levels.
- State operating funding through the Paratransit/Special Needs formula grant will grow at 1% per year from the 2024 budgeted level. This formula grant was doubled in 2023 through the Move Ahead Washington 16-Year Transportation Package (MAW) supported through the 2021 Washington Climate Commitment Act.

State operating funds also reflect the MAW Transit Support grant at the full annual estimated amount of \$6.5 million through the TDP period, as part of STA's adoption of zero-fare for youth 18 years and under.

As previously reported by STA's CEO, should the 2024 ballot Initiative 2117, Prohibit Carbon Tax Credit Trading and Repeal Carbon Cap-and-Invest Program Measure, be approved by voters in November 2024, the Transit Support grant and the expanded Paratransit/Special Needs formula grant funding would be repealed beginning July 1, 2025, reducing state operating revenues annually by \$8.3 million. The cumulative impact over the 2025-2030 TDP period would result in a state operating grant revenue reduction of \$45.8 million, without legislative intervention.

- Interest income earned on average invested cash balances is estimated at a rate of 1.0% per annum.

Expenditures

- The annual budget provides the baseline for operating expenses.
- STA Moving Forward service changes are incorporated into the budget and the forecast based on their year of introduction along with near-term investments.
- Operating expenses grow at 3% beginning in 2025, accounting for added costs from STA Moving Forward and near-term investment service changes and continue at the same 3% rate through 2030.
- The Capital Improvement Program is fully funded through the TDP period.

As previously reported by STA's CEO, should the 2024 ballot Initiative 2117 (Prohibit Carbon Tax Credit Trading and Repeal Carbon Cap-and-Invest Program Measure) be approved by voters in November 2024, the MAW \$50 million project grant for Division Street Bus Rapid Transit (BRT) would be repealed beginning July 1, 2025. The cumulative impact over the 2025-2030 TDP period would result in a \$42.7 million reduction of the Division Street BRT project budget, without legislative intervention.

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

March 27, 2024

AGENDA ITEM 5F: FACILITIES MASTER PLAN UPDATE: PROJECT OVERVIEW

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer
Jessica Kelch, Senior Project Manager

SUMMARY: The 2024 Action Plan approved by the STA Board of Directors in December 2023 calls for progress in developing the Facilities Master Plan (FMP) “to position STA for strategic growth that supports STA’s growing and changing role in the region.” Staff will provide an overview of the scope of work of the Facilities Master Plan Update project, highlight current activities, and present the general timeline and deliverables for the project. The primary focus of the planning process is to determine a location or locations for needed facilities to support the scalable expansion of zero-emission vehicles which require additional electric charging infrastructure, a vehicle storage facility, a vehicle maintenance facility, a training facility, and potentially administrative offices.

BACKGROUND: A critical review of the organization’s maintenance and administrative facilities is important to meet existing facility needs as well as to better understand and evaluate potential future needs. Spokane Transit last prepared a FMP in 2015, with elements of that plan implemented since that time, such as the construction of the Boone Northwest Garage, additional employee parking, and the purchase of the state-owned property located on Mission Avenue east of Greene Street, due south of the Spokane Community College Transit Center.

STA is currently in Phase I, planning, of the update. Spokane Transit’s On-Call Engineering and Architectural (A&E) consultants, Coffman Engineers, Inc. and ALSC Architects, have been tasked with aiding STA in preparing a new FMP, updating plans for support facilities for current and future operational requirements. This initial phase of the FMP Update will provide guidance to help shape near-term facility plans for consideration in the development of the Connect 2035 project list i.e. a new facility to support the Division BRT project. Additionally, the plan will look at scalable long-term strategies to continue zero-emission expansion and potential service growth beyond Connect 2035 through 2050.

The architectural and engineering (A&E) team has developed a program of efforts that will aid in generating a right-sized, flexible, and expandable Facilities Master Plan Update. That program includes the following:

PROGRAM	GENERAL DESCRIPTION
Visioning	Establish goals and develop guiding principles consistent with those of Connect 2035 and scalable strategies for evolving operational needs and potential service expansion; evaluate funding sources and procurement pathways.
Programming	Identify and classify user staffing numbers, functions, requirements, and adjacencies.

PROGRAM	GENERAL DESCRIPTION
Inventory	Evaluation of existing spaces and balance against immediate needs, future needs, potential opportunities.
Analysis	Needs analysis, benchmarking, and energy saving/clean buildings considerations.
Site Analysis	Review of approximately 10 sites within the PTBA, preliminary site analysis, and evaluate impacts for Zero Emission goals.
Site Due Diligence	Narrow down potential sites to approximately 2-3, develop conceptual massing options with renderings, and preliminary Title VI Equity Analysis, as well as preliminary steps in the Essential Public Facilities (EPF) siting process within the respective jurisdictions.
Final Report	Document findings and provide recommendations for phasing of path to 2050 buildout and develop budget level cost estimates.
Board Guidance Opportunities	Review planning progress and seek guidance from the Committee and/or Board several times during the analyses and site due diligence activities, and as the final report is developed.

The overall effort recently begun, with the visioning and programming stages underway, and will continue through the year with the final report and recommendations expected approximately the second quarter of 2025 for Board approval. The second phase of the master plan is expected to begin immediately, third quarter 2025.

Staff will provide updates as plan elements are more defined, and guidance is sought as described above. Requests for project approvals during the normal capital programming and budgeting processes with the committees and STA Board of Directors as projects develop over the next several years and as funding is acquired. Where possible, grant funding will be sought to aid in the development of new or renovated facilities.

RECOMMENDATION TO COMMITTEE: Receive Report.

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

March 27, 2024

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 & DEVELOPMENT COMMITTEE MEETING

March 27, 2024

AGENDA ITEM 8: MAY 1, 2024, COMMITTEE MEETING DRAFT AGENDA REVIEW

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer

SUMMARY: At this time, members of the Planning & Development Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the meeting of May 1, 2024.

RECOMMENDATION TO COMMITTEE: For discussion.

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, May 1, 2024

10:00 a.m. – 11:30 a.m.

STA Northside Conference Room

Spokane Transit Authority

1230 W. Boone Avenue, Spokane, WA

w/Virtual Public Viewing Option Link Below

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
 - A. Minutes of the March 27, 2024, Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda -- *none*
 - B. Board Discussion Agenda -- *none*
5. Reports to Committee *(55 minutes)*
 - A. Connect Spokane Comprehensive Plan Update: Revenues and Fares Element *(Otterstrom)*
 - B. STA Moving Forward: Project Delivery Amendment Draft *(Otterstrom)*
(Public Hearing at May 16, 2024, Board meeting)
 - C. Connect 2035 Strategic Plan: Performance Measures *(Otterstrom)*
 - D. 2025-2030 Transit Development Plan: Proposed 2025-2027 Service Improvements *(Otterstrom)*
 - E. 2025-2030 Transit Development Plan: Review Preliminary Capital Improvement Program *(Otterstrom)*
 - F. 2025-2030 Transit Development Plan: Review Financial Forecasts *(Otterstrom/Liard)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information
8. Review June 5, 2024, Committee Meeting Draft Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, June 5, 2024, at 10:00 a.m. in person.

Virtual Link:	Join here		
Password:	Members: 2024		Guests: 0524
Call-in Number:	1-408-418-9388		Event #: XXXX XXX XXXX

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 & DEVELOPMENT COMMITTEE MEETING

March 27, 2024

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 & Development.

RECOMMENDATION TO COMMITTEE: For Discussion.

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

March 27, 2024

AGENDA ITEM 10 : COMMITTEE MEMBERS' EXPRESSIONS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: n/a

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

RECOMMENDATION TO COMMITTEE: n/a