

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, March 6, 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

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
 - A. Minutes of the January 31, 2024, Committee Meeting -- *Corrections/Approval*
4. Committee Action *(10 minutes)*
 - A. Board Consent Agenda
 1. Connect 2035 Strategic Plan: Funding and Investment Principles (Resolution) *(Otterstrom)*
 - B. Board Discussion Agenda -- *none*
5. Reports to Committee *(50 minutes)*
 - A. Division Street Bus Rapid Transit: Project Development and Public Outreach Update *(Otterstrom)*
 - B. Connect Spokane Comprehensive Plan Update: Revenue and Fares Element – Review Farebox Recovery Policies *(Otterstrom)*
 - C. Connect 2035 Strategic Plan: Board Workshop and Public Outreach Overview *(Otterstrom)*
 - D. 2025-2030 Transit Development Plan: Tactical Framework and Stakeholder Outreach *(Otterstrom)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information
8. Review March 27, 2024, Committee Meeting Draft Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, March 27, 2024, at 10:00 a.m. in person. *(April Meeting)*

Optional Virtual Link:	Join here		
Password:	Members: 2024		Guests: 0324
Call-in Number:	1-408-418-9388		Event #: 2490 507 3442

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 6, 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 6, 2024

AGENDA ITEM 3A : MINUTES OF THE JANUARY 31, 2024, COMMITTEE MEETING

REFERRAL COMMITTEE: n/a

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

SUMMARY: Draft Minutes of the January 31, 2024, Planning & Development Committee meeting are attached for your information, corrections and/or approval. This is the February meeting.

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

Minutes of the January 31, 2024, Meeting (*February 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*
Rhonda Bowers, Labor Representative
(*Non-voting*)
E. Susan Meyer, Chief Executive Officer
Ex -Officio

MEMBERS ABSENT

Dan Dunne, Small Cities Representative
(Liberty Lake)

STAFF PRESENT

Karl Otterstrom, Chief Planning & Development
Officer
Monique Liard, Chief Financial 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, McMahon, Lamberson, Van Wert
& Oreskovich, P.C.

STAFF ABSENT

Brandon Rapez-Betty, Chief Operations 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 DECEMBER 6, 2023, COMMITTEE MEETING

Ms. Kitty Klitzke moved to approve the December 6, 2023, Planning & Development Committee meeting minutes. Chair Haley seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. FEDERAL TRANSIT ADMINISTRATION SECTION 5310: CALL FOR PROJECTS FUNDING RECOMMENDATION

Mr. Otterstrom reviewed the results and funding recommendations of the 2023 Federal Transit Administration (FTA) Section 5310 Call for Projects that was issued on October 20, 2023. This program is intended to support improving the mobility of seniors and individuals with disabilities and is primarily for local nonprofit organizations. The funds do not go directly

to the nonprofit organizations but to a designated recipient which then awards funding to local projects. STA is the designated recipient of FTA 5310 funding for the Spokane Urban Area. A minimum of 55% of Section 5310 grant awards must be spent on “Traditional” capital projects (i.e., ADA vehicle purchases, mobility management programs, and contract human services transportation). If there are insufficient eligible projects, STA may recommend a portion of the total funds available be programmed back to STA for the purposes of contracting human services transportation to meet the statutory requirement. A maximum of 45% of STA’s annual appropriation can be allocated to “other” projects (i.e., transportation services and operating projects; mobility training). These projects must be targeted towards meeting the transportation needs of seniors and individuals with disabilities. Operating projects require a 50% minimum local match. The STA Board of Directors allocated \$190,000 in October 2023 to reduce the applicant’s local match contribution to as little as 10% of the total project cost.

STA issued the call through a two-step application process that concluded December 8, 2023 and received seven project applications for five different nonprofits. Two projects were “traditional” and four were “other”. All submitted projects were consistent with the Coordinated Public Transit-Human Services Transportation Plan for Spokane County and will be submitted to FTA in a program of projects for federal funding obligation. An evaluation committee comprised of staff from STA, Washington State Department of Transportation and Spokane Regional Transportation Council (SRTC) scored projects. Mr. Otterstrom reviewed the methodology for assigning federal and STA funds to each project, considering project scores, ranking, federal requirements and funding availability. The amount of funding recommended for award is \$615,296 in FTA Section funds and \$190,000 in STA local matching funds for a total award amount of \$805,296. Mr. Otterstrom presented the recommended award values by project.

Mr. Zack Zappone moved to recommend the Board of Directors approve, by motion, the Federal Transit Administration 5030 Funding Recommendations, as listed in Exhibit A “Funding Recommendations 2023 FTA 5310 Call for Projects” and authorize staff to make administrative adjustments to the final grant awards as necessary to address minor revisions to project costs, local match percentages and schedule. Ms. Kitty Klitzke seconded, and the motion was approved unanimously with Chair Haley recusing herself.

B. BOARD DISCUSSION AGENDA – none

5. REPORTS TO COMMITTEE

A. 2024 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM: REVIEW

Mr. Otterstrom reviewed the work program background, and the annual planning calendar which identified the four planning documents founded on the principles and policies of *Connect Spokane* which require annual updates: the Transit Development Plan (TDP), the Service Improvement Program (SIP), the Capital Improvement Program (CIP), and the Annual Action Plan/Budget. The work program also identified other major planning efforts that will take place during 2024. Mr. Otterstrom reviewed the highlights of the Draft Committee Work Program which are considered recurring annual planning:

- The 2025-2030 Transit Development Plan - due to the state by September 1, 2024. Includes the 2025-2027 SIP, the 2025 to 2030 CIP, an updated financial forecast and assumptions through 2030, and an update to the Transit Asset Management Plan.
- The 2025 Action Plan, Operating and Capital Budgets.

Other planning activities included but were not limited to Connect 2035: Complete Phase 2; Division *Connect Spokane* Comprehensive Plan: Complete Phase 2 Update; and Division Street Bus Rapid Transit (BRT).

Mr. Zappone requested access to Board resolutions and was advised links to resolutions will be provided to Board members through SharePoint site in the future.

Mr. Zappone asked for clarification about the new Rules of Procedures and its relationship to the preparation and approval of the Committee work program. Ms. Megan Clark responded and clarified that the Committee can develop and approve its own work program, but items or topics that are substantively distinct from the work program, or are likely to require substantial effort not already endorsed by the Board, should generally be brought before the full Board prior to the Committee and staff advancing such an effort.

B. TRANSIT DEVELOPMENT PLAN 2025-2030 OVERVIEW

Mr. Otterstrom reviewed the 2025-2030 Transit Development Plan (TDP) which is expected to be adopted in July 2024. This state-required document will include the six-year Capital Improvement Program (CIP) and the three-year Service Improvement Program (SIP). The TDP describes how STA intends to meet state and local long-range priorities for public transportation, capital improvements, significant operating changes, and funding for program needs. The TDP sets forth regionally significant projects for inclusion in the Transportation Improvement Program (TIP) prepared by SRTC. Mr. Otterstrom reviewed the TDP project timeline from February 2024 to July 2024, which identifies interactions and actions by the Board and Committee over that timeframe.

Ms. Klitzke inquired about local agencies advertising the six-year plan on multiple websites to boost outreach; joint public workshops to get more participation from the community. There are other agencies updating their comprehensive plans this year; it could be beneficial to combine some of these items to bolster participation. Mr. Otterstrom noted that this would be beneficial and that there is a desire to do something along these lines in the future.

Mr. Otterstrom reviewed the next steps. In March, staff will seek committee input on mid-range tactical framework and the approach to stakeholder outreach.

C. CONNECT SPOKANE COMPREHENSIVE PLAN UPDATE: REVIEW DRAFT ELEMENTS

Mr. Otterstrom presented proposed draft language for the new *Transit Equity and Inclusion* element of STA's Comprehensive Plan, informed by discussion and input at the November 2023 Planning & Development Committee, an overview of the *Revenues and Fares* Element, and introduced a draft work program for exploring new policy alternatives.

The goal of the *Transit Equity and Inclusion* element is to work toward a system that ensures inclusive and equitable access to STA programs, services, and transit system. Mr. Otterstrom reviewed the background of the *Revenue and Fares* element, which was last updated in 2022. Mr. Otterstrom briefly reviewed the existing policies and proposed that future analysis and discussion will focus on two policies in particular, "Determination of Fixed-Route Fares" and "Low-income Fares." Staff intend to bring information back to the Committee in March and April 2024 to support this effort. In addition to further work on the *Revenue and Fares* element, staff will provide an updated redline draft of the *Transit Equity and Inclusion* element later this spring.

Mr. Zappone requested viewing a few plans from other organizations in the future and would like to see language involving "belonging". Ms. Meyer encouraged Mr. Zappone to bring noteworthy examples that are of interest as well.

D. CONNECT 2035 STRATEGIC PLAN UPDATE

Mr. Otterstrom presented the Connect 2035 Phase 2 Project Schedule and the Board Workshop Draft Agenda. There are three major objectives of the upcoming February 15 Board Workshop:

- Revisit the Fixed Route network assessment, and review themes and concepts for planned and potential improvements and changes;
- Seek concurrence on the framework for developing potential Connect 2035 initiatives for evaluation; and,
- Review the proposed initiative evaluation process and gather input on key outcomes used to score initiatives.

Chair Pam Haley left the meeting; Mayor Chris Grover became acting chair for the remainder of the meeting.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

Ms. Meyer welcomed the new 2024 Planning and Development Committee members.

City Line Increased Frequency: The City Line has increased to 7.5-minute frequencies as of Monday, January 22, 2024. She commented that in a meeting with Senator Billig he stated that one of his assistants who works in Spokane is very excited about the increased frequency. In May the City Line weekday midday schedule will go from buses every 15 minutes to every 10 minutes.

Board Appointed Legislative Task Force: Depending on availability, this group will likely begin meeting Friday, February 2, or early the following week. Mayor Grover has been appointed by the Small Cities, Paul Dillon by the City of Spokane, Commissioner Kerns by Spokane County, Rhonda Bowers is automatically appointed as the Labor Representative, and City of Spokane Valley has not yet appointed their representative. Of note in the upcoming legislative session is Initiative 2117 which would repeal the Climate Commitment Act (CCA) if approved by voters in November 2024.

January 2024 Voter-Approved Sales Tax Revenue (November 2023 Sales) Update: Actual (\$9,541,665) compared to budget (\$8,976,504) for a 6.3% difference of \$565,161. Sales tax revenue is 6.3% YTD above budget (\$0.6M), 6.3% above January 2023 actual (\$0.6M) and 6.3% YTD above 2023 actual (\$0.6M).

7. COMMITTEE INFORMATION – none

8. REVIEW MARCH 6, 2024, COMMITTEE MEETING AGENDA

9. NEW BUSINESS - none

10. COMMITTEE MEMBERS' EXPRESSIONS

Rhonda Bowers expressed her excitement to be on the Planning & Development Committee.

Mayor Grover commented that as the governing body of STA, the Board's role is focused on the high-level policies, saying he appreciates the discussion and believes that the next meeting surrounding fares and revenues will make for some very targeted discussion. He emphasized that the CEO runs the agency, and the Board is the governing body. The high-level policy focus of the Board will allow staff to take care of the operative and administrative details more effectively.

11. ADJOURN

With no further business to come before the Committee, Mr. Grover adjourned the meeting at 11:34 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, March 6, 2024, at 10:00 a.m. in person at STA Northside Conference Room

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 6, 2024

AGENDA ITEM 4A1 : CONNECT 2035 STRATEGIC PLAN: FUNDING AND INVESTMENT PRINCIPLES (RESOLUTION)

REFERRAL COMMITTEE: n/a

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

SUMMARY: One of the key objectives of the Connect 2035 Board Workshop held on November 1, 2023, was to gain concurrence from the Board on funding and investment principles for 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.

BACKGROUND: The Connect 2035 Board Workshop held November 1, 2023, had three objectives: (1) establish a shared understanding of STA's current position regarding delivery of STA Moving Forward commitments, fixed-route network performance and opportunities, and financial sustainability; (2) understand the impacts and implications of availability and level of revenue sources; and (3) gain agreement from the Board on funding and investment principles for Connect 2035. A shared and sustained understanding of these principles are critical to developing Phase 2 of Connect 2035.

The workshop that will be held the same day as the Committee meeting will revisit and build on the preceding workshop, heavily relying on continued support for the principles articulated in November 2023. As such, staff recommends the Board resolve to adopt the principles as key to the success of Connect 2035 planning and programming. 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.

RECOMMENDATION TO COMMITTEE: Recommend the Board adopt, by resolution, the Connect 2035 Strategic Plan: Funding and Investment Principles.

RESOLUTION NO. _____

A RESOLUTION FOR THE PURPOSE OF ESTABLISHING THE FUNDING AND INVESTMENT PRINCIPLES FOR THE DEVELOPMENT OF CONNECT 2035 PHASE 2

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, it is to the benefit of STA to define the general direction for the delivery of public transportation service in the future; and

WHEREAS, by Resolution No. 665-10, the STA Board of Directors adopted Connect Spokane: A Comprehensive Plan for Public Transportation (“the Connect Spokane Plan”) and have since amended the plan through subsequent resolutions; and,

WHEREAS, the STA Board of Directors adopted by Resolution No. 727-14 a plan entitled STA Moving Forward: A Plan for More and Better Transit Services (“the Plan”), and have since amended to reflect changed assumptions related to the timing, sequence and particular scoping of projects in the Plan; and

WHEREAS, the STA Board of Directors adopted Resolution 742-16, submitting to electors at the general election held November 8, 2016, a proposition (“Proposition 1”) authorizing STA to collect up to an additional 2/10 of 1% sales and use tax to maintain and expand public transportation throughout the region, including by way of implementing the STA Moving Forward Plan; and

WHEREAS, Proposition 1 was approved by a majority vote of the electorate in the November 2016 general election, authorizing sales and use tax to maintain and expand public transportation through December 31, 2028; and

WHEREAS, the Plan sets forth objectives for maintaining and expanding the transit system, including fixed-route bus, paratransit and vanpool service in order to connect the community to public services, improve travel flow by connecting jobs and workers and partner in advancing regional economic development; and

WHEREAS, by Resolution No. 790-21, the STA Board of Directors selected Near Term Investments consistent with the goals, principles and policies of the Connect Spokane plan and can be accomplished with funding current resources; and

WHEREAS, by Resolution 803-22, the STA Board of Directors adopted the Connect 2035 Phase 1 Strategic Foundation document and Connect 2035 Phase 1 Technical Report, which are consistent with the policies of the Connect Spokane Plan, and directed the Chief Executive Officer to commence Phase 2 of strategic planning; and

WHEREAS, the STA Board of Directors, with the support of staff and consultants, have conducted financial analyses to support future planning of the transit system, and identified funding and investment principles related to strategic planning; and

WHEREAS, the STA Board of Directors wants to uphold its organizational priority of a financially sustainable and “no-debt” agency;

WHEREAS, the STA Board of Directors wishes to establish and adopt said principles as formal guidance for strategic planning;

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

- Section 1. The STA Board of Directors hereby establishes the following funding and investment principles in connection with the development of Connect 2035 Phase 2:
- a) Plan for renewal of the sales and use tax of up to 2/10 of 1% as authorized by voters in 2016 on or before September 1, 2028, to maintain the existing transit system as well as service and infrastructure improvements associated with the adopted plans and programs, including STA Moving Forward, as amended.
 - b) Leverage STA's current financial resources to deliver customer experience enhancements, strengthen community partnerships, and increase STA's capacity for the future, advancing the strategic goals of Connect 2035, consistent with the Connect Spokane Plan.
 - c) Explore opportunities to expand service, recognizing any substantive service expansions beyond adopted plans will require a new revenue source and supportive investments.

Adopted by STA at a regular meeting thereof held on the 21st day of March 2024.

ATTEST:

SPOKANE TRANSIT AUTHORITY:

Dana Infalt
Clerk of the Authority

Al French
Board Chair

Approved as to form:

Megan Clark
Legal Counsel

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

March 6, 2024

AGENDA ITEM 5A : DIVISION STREET BUS RAPID TRANSIT: PROJECT DEVELOPMENT AND PUBLIC OUTREACH UPDATE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Don Skillingstad, Senior Project Manager

SUMMARY: Division Street Bus Rapid Transit (BRT) is currently in the project development phase. The following report summarizes current activities for this important regional project.

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 state legislative support as a complementary investment to the North Spokane Corridor.

On September 19, 2023, the Federal Transit Administration (FTA) approved STA's request to enter the Project Development phase of the Capital Investment Grant (CIG) program. On October 19, 2023, the Board approved a work order with Parametrix, Inc. to advance the project to the 30% design milestone, along with other necessary Project Development activities. Below is an update on recent project activities and outreach efforts.

Project Management

- Detailed draft project schedule has been prepared and submitted to FTA
- Developing a planning level cost estimate
- Project Management Plan and Quality Management Plan in draft form
- Risk register developed
- Regular meetings with the consultant team, internal STA project management and communications teams, Technical Advisory Committee, internal Executive Management Team

Agency Coordination

- Working closely with the three agencies with permitting jurisdiction for the project, WSDOT, City of Spokane and Spokane County, to determine consensus on design, review, and permitting processes
- Held a project update meeting with WSDOT to discuss key milestones and coordination efforts
- Attended tour with WSDOT headquarters and regional staff to review the project corridor
- Conducted a third project Executive Committee meeting with representatives from WSDOT, City of Spokane and Spokane County

Planning and Analysis

- Established siting criteria and draft rating for the transit center location and downtown charging sites

- Creating cutsheets (informational sheet) and renderings for each station location
- Parking study is underway to understand the project's impacts to parking

Design and Engineering

- Presented the project at a City of Spokane Projects Chartering meeting as a kick-off to the design phase of the project
- Survey and mapping data processing nearly complete
- Station location reviews ongoing
- Held a station design review workshop with the design team and various STA department staff
- Coordinating with utility providers to obtain utility information throughout the project area

Traffic Analysis and Modeling

- Held a traffic analysis kick-off meeting with all agencies to review the methodology
- Obtained consensus by all agencies on study methodologies going forward
- Coordination with SRTC regarding their update to the regional model
- Completed traffic counts throughout the corridor

Environmental Review

- Preliminary environmental review documents are nearly complete
- Preparing a NEPA environmental package for the geotechnical boring work
- Area of Potential Effects (APE) boundary identified; to be reviewed by FTA

FTA and Grant Support

- Held a project kick off meeting with the FTA team
- Held first quarterly meeting with the FTA team to update the team on the project

Outreach Activities

- Developed a Public Engagement Plan
- Working with partner agencies on common messaging points about the project
- Updated and refined the project website
- Project email address has been established (divisionbrt@spokanetransit.com)
- Regular social media posts and public events (open house, online survey)
- Letters sent to all properties/landowners/business owners adjacent to station locations
- Project updates presented to Greater Spokane Inc. and Downtown Spokane Partnership
- Provided project updates to neighborhood councils:
 - Emerson Garfield (November 8, 2023)
 - North Hill (November 9, 2023)
 - Logan (November 14, 2024)
 - Shilo Hills (November 16, 2024)
 - West Central (January 10, 2024)
 - Nevada Heights (January 10, 2024)
 - East Central (February 20, 2024)

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

March 6, 2024

AGENDA ITEM 5B : CONNECT SPOKANE COMPREHENSIVE PLAN UPDATE: REVENUE AND FARES ELEMENT – REVIEW FAREBOX RECOVERY POLICIES

REFERRAL COMMITTEE: n/a

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

SUMMARY: Staff will present information from the initial research into STA’s fare revenue sources as well as farebox recovery rates at other transit agencies to guide discussion on existing Connect Spokane Revenues and Fares policy 2.2 Determination of Farebox Rates.

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, HPT, Sustainability, Flexible Services, Paratransit, and Regional Transportation & Land Use.

Today’s discussion on fare revenue source and the farebox recovery policy will be continued into the following month’s Committee meeting with information on low income fare programs for Committee consideration.

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

March 6, 2024

AGENDA ITEM 5C : CONNECT 2035 STRATEGIC PLAN: BOARD WORKSHOP AND ENGAGEMENT OVERVIEW

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 navigating the development of STA's ten-year strategic plan, known as Connect 2035. Staff will review activities associated with Phase 2 of Connect 2035 Strategic Plan, including those completed since the last Committee meeting and activities planned over the next several months, including planned transportation open houses across the region with our jurisdictional partners. In addition, staff will review the Board workshop scheduled to follow this Committee meeting on March 6, 2024.

BACKGROUND: The most recent Connect 2035 Board Workshop was held with the STA Board of Directors on November 1, 2023. That workshop established a shared understanding of STA's current position regarding: (a) delivery of STA Moving Forward commitments, (b) Fixed Route network performance and opportunities, and (c) financial sustainability. The workshop also provided an understanding of revenue sources and delivered an explanation of critical funding and investment principles for Connect 2035.

Staff have been preparing to engage the Board in a workshop scheduled for Thursday, March 6, 2024, following the Planning & Development Committee meeting. The workshop has several objectives:

- Recap past board efforts on Connect 2035
- Confirm commitment to funding and investment principles and clarify Board interest in service growth opportunities
- Revisit the Fixed Route network assessment, and review themes and concepts for planned and potential improvements and changes
- Seek concurrence on the framework for developing potential Connect 2035 initiatives for evaluation
- Review the proposed initiative evaluation process and gather input on key outcomes used to score initiatives

Staff will also present a schedule of upcoming engagement activities, including Transportation Open Houses scheduled for March and April across the region in cooperation with our jurisdictional partners.

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

March 6, 2024

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

REFERRAL COMMITTEE: n/a

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

SUMMARY: A step in the annual preparation of STA’s transit development plan, the Committee prepares and recommends to the Board of Directors guidance statements that help frame priorities to be included in the plan. The Committee will be offered an opportunity during the meeting to review existing guidance statements and consider revisions for the 2025-2030 Transit Development Plan (TDP). STA will also present on the planned stakeholder outreach approach for Committee review.

BACKGROUND: According to STA Board Resolution 767-19, the Planning & Development Committee is accountable for designing and coordinating the Board’s participation in STA’s strategic and operational planning. STA’s primary mid-range planning document is the Transit Development Plan. The 2025-2030 TDP is expected to be adopted in July 2023 and will include the Capital Improvement Program, the Service Improvement Program, and the Federal Transit Administration (FTA) Program of Projects. The current adopted 2024-2029 TDP may be viewed on STA’s website at:

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

A first step in updating the TDP in 2024 is for the Committee to prepare and recommend to the Board of Directors 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 responds directly to the Connect 2035 Strategic Plan 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.**

The text on the attached documents represents a proposed narrative to tie the Connect 2035 Strategic Plan goals to planned milestones during the upcoming six-year period. Staff will seek committee input and review of the major milestones identified.

STA is developing a proposed stakeholder outreach approach to include presentations to the STA Citizen Advisory Committee (CAC), SRTC’s Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC), Washington State Department of Transportation (WSDOT), as well as in-person and virtual public meetings. This approach goes beyond the required public hearing

held in June and is intended to involve more stakeholders in the development of the plan. Below is an outline of the proposed outreach schedule:

TDP Outreach Activities			
Date	Outreach Activity	STA Committees / Publications	External Stakeholders / Publications
4/10/2024	TDP Overview	Citizen Advisory Committee (CAC)	
Late May	TDP Overview, upcoming public open house, Issue draft TDP	STA Moving Forward Newsletter, STA Website	Spokane Regional Transportation Council (SRTC) – Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC), Spokesman Review
Early June	Draft TDP, upcoming public hearing	Citizen Advisory Committee (CAC)	Washington State Department of Transportation (WSDOT), virtual public meeting, public open house
6/20/2024	Public hearing	Board of Directors	
7/10/2024	Recommend TDP adoption	Planning and Development Committee	
7/25/2024	TDP adoption by resolution	Board of Directors	

The TDP project schedule proposes that the Planning & Development Committee develop the mid-range tactical framework over the next two meetings. At the April committee meeting, staff will propose revisions to the framework informed by the latest financial information and assumptions for future service levels with an eye toward aligning mid-range tactical framework with Connect 2035’s strategic goals. Beginning in May, the Committee will review the draft sections of the plan, working toward board approval of the plan in July. The table below shows the preliminary schedule for the TDP.

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"> P&D Committee recommendation to the Board on Final Plan

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

March 6, 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 6, 2024

AGENDA ITEM 8: March 27, 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 March 27, 2024. This is the April meeting.

RECOMMENDATION TO COMMITTEE: For discussion.

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

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 6, 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 – Low Income Fare Policy *(Otterstrom)*
 - B. Connect 2035 Strategic Plan Update: Project List *(Otterstrom)*
 - C. STA Moving Forward: Project Delivery Amendment *(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 #: 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 6, 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 6, 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