

**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*

**REVISED 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 *(60 minutes)*
  - A. Connect Spokane Comprehensive Plan Update: Draft Elements *(Otterstrom)*
  - B. STA Moving Forward: Project Delivery Draft Amendment *(Otterstrom)*  
*(Public Hearing at May 16, 2024, Board meeting)*
  - C. Connect 2035 Strategic Plan: Initiative Development and Evaluation Process *(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 Forecast *(Otterstrom/Liard)*
  - G. Transit-Oriented Development: Pilot Project Funding *(Otterstrom)*
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 <a href="#">here</a>	
Password:	<b>Members:</b> 2024	<b>Guests:</b> 0524
Call-in Number:	1-408-418-9388	Event #: 2489 257 9324

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: [www.spokanetransit.com](http://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](http://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 (509) 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

**SPOKANE TRANSIT AUTHORITY**  
**PLANNING & DEVELOPMENT COMMITTEE MEETING**

May 1, 2024

**AGENDA ITEM 2:** COMMITTEE CHAIR REPORT

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Pam Haley, Chair, Planning & Development Committee

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**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**

May 1, 2024

**AGENDA ITEM 3A :** MINUTES OF THE MARCH 27, 2024 (APRIL), COMMITTEE MEETING

**REFERRAL COMMITTEE:** n/a

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

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**SUMMARY:** Draft Minutes of the March 27, 2024, Planning & Development Committee meeting are attached for your information, corrections and/or approval. This is the April 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**

**DRAFT** Minutes of the March 27, 2024, (April) 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*  
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)  
E. Susan Meyer, Chief Executive Officer  
*Ex -Officio*

**MEMBERS ABSENT**

Rhonda Bowers, Labor Representative  
(*Non-voting*)  
Dan Sander, Small Cities Representative  
(Millwood) *Ex Officio*

**STAFF PRESENT**

Brandon Rapez-Betty, Chief Operations Officer  
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**

Nancy Williams, Chief Human Resources Officer

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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 MARCH 6, 2024, COMMITTEE MEETING

**Mr. Dan Dunne moved to approve the March 6, 2024, Planning & Development Committee meeting minutes. Chair Haley seconded, and the motion was approved unanimously.**

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. ON-ROUTE CHARGING INFRASTRUCTURE GRANT APPROVAL

Mr. Karl Otterstrom presented. 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 (above \$1M) to support on-route charging infrastructure. There is over \$1 billion in combined available funding under these two grant programs. Spokane Transit has a pending Capital Improvement Program (2025-2030 CIP) request for On-Route Charging Infrastructure which may be located near the West Central Community Center. The current cost estimate is \$4.9M; the opportunity here is to seek up to 80% of that project cost or \$3.92M through either the Low-No grant, or a Bus and Bus Facilities grant. The estimated cost for this project includes the charging infrastructure, the layover area, and adjustments to the road to accommodate the infrastructure and layover changes. While there are two separate programs, the funding opportunity is combined in one application process.

Mr. Otterstrom reiterated that because the On-Route Charging Infrastructure project is not yet in the CIP, Board approval is required prior to grant application submittal. Mr. Otterstrom emphasized the need for on-route charging to support the battery electric fleet, citing the increase in size of the electric fleet, as well as the variability of battery performance during the winter months. STA believes that increasing the amount of charging infrastructure in place will maximize the benefit and utility of battery electric buses. Mr. Otterstrom noted that the final grant requests will be refined as the process continues so the dollar amounts could change slightly by the time the grant is submitted in April.

West Central is a key location for on-route charging and allows STA to bring electric buses to West Central, as well as to Spokane Valley and Liberty Lake. The West Central neighborhood is located in a Justice40 census tract. The Justice40 initiative prioritizes federal funding to reach census tracts identified as disadvantaged due to environmental, climate and socioeconomic conditions. Routes involved provide an opportunity to improve air quality in neighborhoods or communities that have been marginalized or impacted by transportation projects in the past. Over the next few weeks STA will continue to conduct technical analysis working with CTE, to refine the location. The current candidate site is at West Central, but it could be anywhere along the prospective corridor or in Spokane Valley.

**Mr. Dan Dunne moved to recommend the Board of Directors approve 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. Mr. Zack Zappone seconded, and the motion was approved unanimously.**

B. BOARD DISCUSSION AGENDA – none

5. REPORTS TO COMMITTEE

A. CONNECT SPOKANE COMPREHENSIVE PLAN UPDATE: REVENUES AND FARES ELEMENT

Mr. Otterstrom provided a recap of the March committee meeting which included: a review of existing Revenues and Fares Element, discussion of Policy 2.2-Determination of Fixed Route Fares, and an introduction to the existing Policy 2.5 Low-income Fares as the topic for the next meeting.

The Connect Spokane Phase 2 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 includes: communications and public input, transit equity and inclusion, revenues and fares. Mr. Otterstrom reviewed the Community Access Pass Program, the 2023 CAP Program Pass Sales and Usage, Other Transit Agency Needs-Based Fare Programs, Revenues and

Fares Element Conceptual Framework for Revisions, and Revisions Policy 2.0 Fares – New Policies/Policies Proposed for Recission. Minor updates will be brought forward this spring for: Fixed Route, High Performance Transit, Sustainability, Flexible Services, Paratransit, and Regional Transportation & Land Use.

While reviewing the 2023 CAP program pass sales versus the usage of the passes, Mr. Zappone inquired about asking organizations if they are distributing the passes, or why there is such a stockpile of pass inventory. Ms. Cortright responded that STA just finished a survey of the CAP participants and will be sharing that information in the future. Mr. Otterstrom provided data from needs-based fare programs implemented by other transit agencies. Mr. Dunne asked if the mechanics of the alternative systems are similar in terms of day-use cards. Mr. Otterstrom responded that in most cases they provide a fare card that substantiates eligibility for an extended time period (such as a year) and therefore it is different than a community access pass program. The CAP program allows a nonprofit to offer a card without need for identification or background checking; these other programs have the cards registered in the person's name so it cannot be turned around and sold. Mr. Dunne inquired about testing the CAP program compared to other eligibility-based criteria. Mr. Zappone asked about agencies that provided fully subsidized rides for a certain population and revisited the previous discussion surrounding advertising on buses. Discussion ensued. Staff will bring forward draft policy language in the coming months. Mr. Otterstrom reviewed updated milestones for revising *Connect Spokane*, which includes targeting full adoption in October 2024.

B. STA MOVING FORWARD: PROJECT DELIVERY AMENDMENT

Mr. Otterstrom provided a review of the March 6, 2024, Board workshop involving the Network Assessment activities within the Connect 2035 strategic planning efforts. Two pathways were identified at the workshop as next steps:

1. Completing STA Moving Forward/Near-Term Investments. Action Pathway: Update delivery plan and amendments to Moving Forward (*as needed*).
2. Improvement/Expansion Opportunities. Action Pathway: Connect 2035 Initiative Development and Evaluation (*Spring/Summer 2024*).

Mr. Otterstrom focused on the first pathway and provided the status of the Near-Term Investments and delivery of *STA Moving Forward*. In advancing pathway #1, the scope of three projects committed to in *STA Moving Forward* need to be amended. First, non-stop, peak-hour service between Spokane and Liberty Lake should be recognized as delivered, given that current demand does not justify an increase in service frequency. Second, the scope of the project to create more direct service between Logan and Lincon Heights neighborhoods in the City of Spokane is not justified with the demand profile assessed in the Network Assessment. Instead, staff recommend focusing the commitment on improving night and weekend service on Route 45 Perry District. Lastly, Appleway Station Park and Ride, the envisioned embodiment of the commitment for increased commuter parking capacity east of Sullivan Road, should focus on land acquisition. This focus reflects the long-term strategic location of such a facility, while recognizing realistic timelines for implementation and ridership demand.

Mr. Dunne commented that he highly values STA's responsiveness to objectives and actual outcomes. Mr. Otterstrom concluded his report with the next steps for the overall efforts of STA Moving Forward. The public hearing will take place at the May 16, 2024, STA Board meeting. The adoption, by resolution, of the plan amendments takes place at the June 20, 2024, STA Board meeting.

C. CONNECT 2035 STRATEGIC PLAN: PROPOSED OUTCOMES

Mr. Otterstrom presented the big takeaways from the March 6, 2024, Board Workshop. Mr. Otterstrom presented a background on the developing proposed outcomes which incorporated community feedback with STA's Organizational Priorities. These outcomes and priorities are rooted in the Goals and Strategies established during Phase 1. Mr. Otterstrom established the relationship between the goals, strategies, and proposed outcomes, and provided a more in-depth description of the qualitative and quantitative ways STA would measure them. The goal is to work through developing a list of initiatives, including the concepts identified through the Connect 2035 Network Assessment. Through Board, customer, community, employee, and business outreach, STA is beginning to compile a list of initiatives to talk about potential performance measures. The goal is to evaluate 'potential' initiatives through the summer and package the projects into the plan in the early fall. STA is anticipating three more Board workshops for the strategic planning project, to be held in June, July and September.

D. 2025-2030 TRANSIT DEVELOPMENT PLAN: TACTICAL FRAMEWORK

Mr. Otterstrom presented. As a step in the annual preparation of STA's Transit Development Plan (TDP), the Committee prepares and recommends to the Board of Directors a tactical framework that helps frame priorities to be included in the plan. These tactics are intended to support the strategic goals adopted in Phase 1 of *Connect 2035*. Mr. Otterstrom noted refinements to the draft framework since the previous committee meeting. Mr. Zappone questioned why there was nothing regarding the number of rides from community partnerships in the tactical framework. Mr. Otterstrom responded that the framework of the three goals of the TDP are a precursor to future planning. The work that Mr. Zappone was describing is going to largely be in *Connect 2035* in terms of new project initiatives. Mr. Dunne suggested putting together workshops for planning commissions to help better understand land use and how the planning commissions could improve the ability for transit to serve the community. Mr. Otterstrom stated that STA has reached out to the planning commissions to discuss *Connect 2035* and the overall Comprehensive Plan; Mr. Dunne's suggestion could be something to consider over a longer-term period.

E. 2025-2030 TRANSIT DEVELOPMENT PLAN: REVIEW PRELIMINARY AND EXPENDITURE FORECAST ASSUMPTIONS

Ms. Monique Liard presented the revenues and expenditure assumptions that inform how the financial forecast will be built. Ms. Liard presented data on historical revenue from voter-approved sales tax, and recent TDP assumptions. STA vets its assumption rate with Dr. Grant Forsyth, the Chief Economist at Avista. Various external, regional, and global factors represent risks to the assumptions. Ms. Liard covered the 2025 to 2030 TDP revenue forecast assumptions. Ms. Liard highlighted one large unknown in the TDP is initiative 2117; if passed, there would be a reduction in state grant funding. Ms. Liard provided background on expenditure assumptions. The annual budget is used as the baseline for operating expenses, and any incremental changes that are made to that budgetary baseline are reviewed as well. Ms. Liard concluded her report with the next steps for the forecast assumptions.

F. FACILITIES MASTER PLAN UPDATE: PROJECT OVERVIEW

In the interest of time, this item was deferred to report to the Board.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

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).

Mobility Conference: April 28 – May 1, 2024; Portland, Oregon. Ms. Meyer extended an invitation to join STA staff at this conference. Please respond by the end of the week.

STA Safety Awards Dinner: Saturday, April 14, 2024, at Northern Quest. Ms. Meyer invited Board members to attend this employee recognition event as a guest (with a guest).

7. COMMITTEE INFORMATION – none

8. REVIEW MAY 1, 2024, COMMITTEE MEETING AGENDA

9. NEW BUSINESS - none

10. COMMITTEE MEMBERS' EXPRESSIONS

Mr. Chris Grover commented that he believes it to be very prudent that STA have conservative forecasts moving forward and is thankful that STA has always done that over the many years. Mr. Grover shared that the STA Safety Awards Banquet is a fantastic event and encouraged committee members to attend.

11. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 11:39 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, May 1, 2024, at 10:00 a.m. in person at STA Northside Conference Room

Respectfully submitted,



Vicki Clancy, Executive Assistant  
Planning & Development Department



**SPOKANE TRANSIT AUTHORITY**  
**PLANNING & DEVELOPMENT COMMITTEE MEETING**

May 1, 2024

**AGENDA ITEM 5A :** CONNECT SPOKANE COMPREHENSIVE PLAN UPDATE: DRAFT ELEMENTS

**REFERRAL COMMITTEE:** n/a

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

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**SUMMARY:** Based on discussions at the March and April Planning & Development Committee meetings, staff will review draft revisions to the *Revenues & Fares Element*, as well as the draft of the new *Equity and Inclusion Element* for review and comment, which will be disseminated prior to the meeting.

**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 2 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 and identified several elements requiring a more substantial review and possible update. This month's review of the Revenues and Fares Element, as well as the proposed Equity and Inclusion Element represent the most significant changes under consideration. Next month, minor updates will be brought forward for: Fixed Route, High Performance Transit, Sustainability, Flexible Services, Paratransit, and Regional Transportation & Land Use.

**RECOMMENDATION TO COMMITTEE:** Receive report.

## Revenues and Fares

STA maintains a convenient, reasonably priced fare structure aimed at increasing access to public transit within its service area. This fare structure is governed by a Board approved fare policy which is reviewed periodically.

A variety of methods exist for fare payment, designed to create the best value for STA's customers by ensuring they pay the right fare for the way they ride transit. ~~These STA's fare policy structure changes~~ help address fare inequities and ~~reduces~~ing financial barriers.

Passenger fares are an important revenue source for Spokane Transit. ~~Traditionally~~in its early days of mass transit, the cost of operating transit was covered primarily – if not exclusively – by passengers through fares. ~~More recently~~For decades, STA has sought to cover, ~~they have paid for~~ about 20% of the cost to provide transit service in the Spokane region with customer fares. Without them, simply put, the region would have less transit to serve those who need and want it. Other revenue sources exist for funding STA's operating costs. Tax revenues, both from Federal and State allocations and from local, voter-approved sales tax funding from taxes assessed within the Public Transportation Benefit Area, provide a significant proportion of STA's financial resources. Government grants and revenues ~~from advertising and~~ from other sources further mitigate operating costs. These revenues should be used in a manner which upholds STA's role as a responsible steward of community funds.

## Revenues and Fares Goal

*STA's revenue structure should appropriately balance ~~farebox~~ fares paid by riders, with ~~local~~ taxes, grants, and ~~advertising revenues~~ other ~~to~~ revenue to provide high-quality service.*

## Revenues and Fares Principles

The principles listed below define STA's fare structure. They provide guidelines to ensure that the fundamental ideas behind the fare structure are understood by all. These principles are unchanging and will continue to serve as guidance for new and existing fare policies.

### 1. Fares Matter

*Ridership increases are achieved by making public transportation cost effective and simple to use.*

Depending on the operating environment, type of transit service, and current market demand, fare changes can play a role in the increase or decrease of ridership and transit service. The imposition of fares for most transit agencies means there is opportunity to provide more service to more people with the additional revenues.

### 2. Perceived Value

*Fares and "local match" help avoid the pitfalls known to free commodities.*

Thomas Paine said, "What we obtain too cheap, we esteem too lightly." Fares provide the opportunity for riders to better appreciate the cost of service. This can facilitate better travel choices.

### 3. Revenues and Services

*The amount of revenue collected correlates with the potential amount of services able to be provided.*

The amount of service that STA is able to provide is tied to the amount of revenue from fares, taxes, grants, etc. that is available. When these revenue sources rise or ~~drop~~ fall, STA must make decisions about the services ~~to provide to maintain a sustainable budget~~ that can be provided and sustained.

### 4. Diverse Ridership

*A range of fare options recognizes the diversity of trips measured in customer attributes, distance, travel times, and purpose.*

Many youth, college students, riders with disabilities, and low-income riders rely upon STA to serve their transportation needs. A fare structure which recognizes the diversity of customers' needs increases the use of STA services.

### 5. Other Revenues – Supplement Fares

*The collection of tax, funding from grants, and other non-fare-based revenues supplement revenue generated by customer-paid fares.*

~~Although~~ Transit agencies often desire for fares to account for a larger share of operating revenue. ~~However to be more dependent upon fares,~~ non-fare-based revenue sources help to keep service levels higher than would be supported by fares alone.

### 6. Fiscal Responsibility

*The fiscally responsible use of revenues increases the public's confidence in transit agencies.*

A large proportion of STA's revenues come from tax-based funding sources. To earn and maintain taxpayers' confidence, STA should be viewed as operating in a fiscally responsible way. STA should always strive to achieve its objectives with the greatest efficiency and ~~minimal waste~~ at a reasonable cost.

### 7. Alignment with Agency Priorities

*Revenue sources should support the priorities of an agency. A funding source (i.e. grant requirements) should not define the priorities of an agency.*

Some revenue sources, such as grants, often have specific stipulations which may not align with STA's stated priorities and goals. Ensuring that revenue sources support the agency's priorities ~~reduces wasteful spending and~~ improves STA's overall public image.

## Revenues and Fares Policies

### RF 1.0 – Revenues

#### 1.1 State and Federal Funding

*STA will work to maximize funding from state and federal sources ~~as well as~~ and support efforts to increase such financial resources.*

State and federal funds are important for STA ~~to be able~~ to maintain a desirable level of service. By supporting efforts to increase the available financial resources, STA may find itself in a position to be better able to provide improved services to the customers throughout the region.

## 1.2 Pursuit of Grants

*STA shall pursue grants which align with the agency’s priorities ~~and the public good.~~*

~~Occasionally, grants are pursued simply for the attached dollars.~~ Grants are a key resource for a variety of projects and initiatives. If not considered in broader context, sSuch grants have the potential to direct the agency’s attention away from its stated goals and priorities. By pursuing grants which directly support STA’s priorities, the agency helps to ensure the responsible use of revenues and maintain organizational focus.

## 1.3 Advertising

~~STA shall consider future advertising mechanisms as a revenue opportunity consistent with jurisdictional and community standards. —~~

~~Advertising has the potential to provide an important source of income for STA. However, the negative impacts of advertising on STA riders and other community members can be notable. STA should recognize this and ensure that the attempt to secure revenue does not negatively impact public perception or ridership.~~

## 1.4.3 Debt

*STA will not incur debt.*

STA operates on a pay-as-you-go basis. STA shall not incur debt or agree to other financial commitments beyond the balance of current or reasonably projected revenue.

## 1.5.4 Non-Traditional Revenue Sources

*STA shall review the appropriateness and purpose of potential non-traditional revenue sources.*

Numerous non-traditional funding sources, ranging from corporate sponsorship ~~to donations-in-kind~~ to partnerships, could potentially support the achievement of STA’s goals and policies. Prior to acceptance of such revenues, STA should ensure ~~the legality and an~~ understanding of the implications surrounding such revenue sources.

## RF 2.0 – Fares

The following fare policies articulate the guidelines for determining STA’s fare structure and collection. Each policy contributes to specificity and provides guidance towards reaching the overall goal of fare collection. These policies together establish a framework for the determination and collection of fares.

### 2.1 Philosophy

***STA’s philosophy is to encourage increased ridership by providing easy to access, convenient transit a convenient and services and reasonably priced method fares for citizens to enjoy the advantages of public transportation.***

Fares are only one of many factors which influence ridership ~~numbers~~. However, STA will encourage increased ridership by following the principles described earlier in this element and providing a sensible fare structure and payment method.

## **2.2 Determination of Fixed-Route Fares (Proposed Revisions Pending Full Board Discussion)**

***While the fare structure will provide value to our riding customers, a fixed-route farebox return objective of at least 20% of the fully allocated costs of this service is maintained.***

Spokane Transit has agreed to a pro-ridership philosophy in determining fares; that is, that ridership should be encouraged, even if that means that riders pay a smaller share of the actual cost of the service.

## **2.3 Complexity of Fare Structure**

***Minimize complexity—emphasize a simple and easily understood system.***

1. ~~Sustain a flat rate~~ Maintain a single-zone fare structure throughout the Public Transportation Benefit Area.
2. Customers may use time-limited passes (two-hour, day, monthly, etc.) to accomplish multi-route/directional trips.
3. Utilize fare capping, providing customers with the best options for daily and weekly travel to maximize fare value to the customer.

## **2.4 Pre-Payment of Fares**

### **2.4.1 Increase Pre-Payment of Fares**

***Pre-payment of fares eliminates delays caused by on-board fare payment, increases the reliability of revenues, and encourages the use of transit for spontaneous trips.***

Increasing access to methods of pre-payment supports this policy. Examples of pre-payment media include mobile ticketing, smart cards, institutional bus pass programs, and day passes.

### **2.4.2 All Door Boarding**

***All door boarding will be introduced on select lines to support the use of smart cards and the pre-payment of fares.***

All door boarding, in conjunction with the use of smart cards and the pre-payment of fares, helps reduce delay at stops and stations, increasing speed and reliability of the service. All door boarding may require fare enforcement to be successful for the agency.

### **2.5 Low-income Fares**

~~STA supports opportunities for low-income individuals to use public transportation at a discounted cost. Opportunities for low-income individuals to use public transportation should be made available through community programs that subsidize the purchase of standard fare instruments rather than as direct STA discounts or special fare structures. This strategy helps manage eligibility challenges and supports other strategic objectives.~~

### **2.5 Business and Institutional Fare Programs**

***STA pursues opportunities to partner with employers, universities, developers, and other interested organizations to provide access to public transportation.***

Opportunities for individuals to take advantage of simplified fare programs provided through a partnership between STA and their employer, university, or landlord/developer increase access and mobility for regular and occasional transit users.

## **2.6 Eligibility-based Fare Programs**

***As may be approved by the Board, STA enables ~~supports~~ opportunities for individuals to use public transportation at a discounted fare price based on targeted eligibility criteria and rigorous due diligence.***

Opportunities for individuals to use public transportation should be made available through eligibility-based fare programs that offer customer-facing discounts. Eligibility criteria will be made by the STA Board of Directors and identified in STA's existing fare structure. Prior to the creation and implementation of any eligibility-based fare program, the Board shall conduct an evaluation to determine if the proposed program can meet the following criteria:

- The program and the basis for eligibility is relatively simple to describe and understand, particularly for those who are prospective participants.
- The discount offered by the program considers proportionate costs and benefits relative to other eligibility-based fare programs, as well as other fare partnerships and rates.
- The program adheres to eligibility requirements that can be determined with verifiable public information without the creation of storage by STA of sensitive health or income information.
- The program can be deployed without undue burden on STA operations or administrative requirements.
- The program provides safeguards against abuse.
- The program has a method for reporting performance.
- The estimated ridership and financial impacts of the proposed program have been estimated and reasonably understood as far as STA's commitment to community benefit and fiscal accountability.

## **2.7 Community Access Programs**

***STA supports opportunities to partner with community-based organizations to expand access to public transportation at a discounted cost.***

Opportunities for vulnerable individuals to use public transportation may be made available through community access programs that discount the purchase of standard fare instruments. This partnership strategy helps minimize or reduce typical eligibility verification requirements, especially in addressing acute or transitory needs, and maximizes benefit of community partners in delivering transportation access.

## Transit Equity and Inclusion (draft)

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Transit equity is intimately tied to environmental justice. Transit equity concerns come up when wealthier and less marginalized parts of society receive more transportation benefits while the more marginalized people in our communities – historically including communities of color and lower income populations - receive less transportation or experience more negative effects of transportation activities.

Environmental justice in Washington State, as provided in the Healthy Environment for All Act (HEAL Act) addresses disproportionate environmental and health impacts in all laws, rules, and policies by prioritizing vulnerable populations and overburdened communities, the equitable distribution of resources and benefits, and eliminating harm. (RCW 70A.02.010). While the HEAL Act does not apply directly to STA, it provides a framework for governmental agencies in their approach to addressing environmental justice. The passage of the Healthy Environment for All (HEAL) Act in 2021 is a historic step toward eliminating environmental health disparities and more equitably distributing health and environmental benefits among communities of color and low-income households for programs and activities funded through the State of Washington.

At the national level, the US Department of Transportation has adopted three fundamental environmental justice principles to guide transportation justice efforts:

- Avoid, minimize, or mitigate disproportionately high and adverse health and environmental effects, including social and economic effects, on communities of color and low-income populations.
- Ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- Prevent the denial of, reduction in, or significant delay in the receipt of benefits by communities of color and low-income populations.

STA is committed to providing high-quality service to all riders, including low-income communities and communities of color. We use transit equity and environmental considerations in our decision-making. This element is focused on external-facing inclusion and equity goals, principles and policies.

### Transit Equity and Inclusion Goal

***STA works towards a system that ensures inclusive and equitable access to our programs, services, and transit system for the people of our region.***

### Transit Equity and Inclusion Principles

These principles describe the foundation for the policies found in this element:

#### 1. Equitable and Effective Decision-Making

***Effective transportation decision-making depends upon understanding and properly addressing the unique needs of different socio-economic groups.***

Public transportation is more effective when decision-making is informed by equity and inclusion considerations. For STA, such considerations should include decisions about:

- transit service to low-income neighborhoods and communities of color
- placement of bus stops and shelters

Assignment of buses (or something similar)

- service for non-English speaking populations
- service for students and youth

## 2. Accountability through Transparency

***A transparent and public account of decisions made and responses to public input regarding these decisions increases a transit agency's accountability to its customers.***

Thorough recordkeeping helps to ensure a common understanding of decisions, policies, and responses. Making reports, key records and analyses reasonably accessible and easy to find, especially online, demonstrates the transparency with which STA conducts its business. A commitment to making records easy to find also supports compliance with the Public Records Act.

## 3. Strength through Diversity

***A diversity of viewpoints, backgrounds and circumstances contributes to effective policy development, and broadens our understanding of the world. Diversity fosters resilience and broadens the stakeholders engaged in the success of an endeavor.***

# Transit Equity and Inclusion Policies

## TEI 1.0 – Designing Public Engagement and Outreach

***STA will strive to design inclusive and accessible engagement and outreach efforts, including efforts to reach out and seek participation from historically marginalized communities.***

STA staff will develop engagement strategies with the goal of reaching out and seeking participation, especially from those communities that have historically been marginalized and are more vulnerable to changes in access to jobs, goods and services, medical care, and other essentials of daily life.

## TEI 2.0 – Accessible Information

***Providing access and non-technical explanations of relevant reports, records, and documents in a variety of formats demonstrates STA's commitment to transparency.***

STA conducts its business in a fair, honest, and legal manner. For that reason, providing access to relevant documents so that the material may be consumed and understood by people of all abilities broadens the public's perception of STA's high operating standards.

## TEI 3.0 – Designing an Inclusive Transit System

***The design of programs, services, routes, and facilities shall aim, to the extent practicable, for inclusivity of current and future customers and community members.***



Working Draft – Transit Equity and Inclusion Element – Connect Spokane Comprehensive Plan  
Design considerations may address ages, abilities, languages, lived experiences, cultural backgrounds, family background, economic status, gender, and sexual orientation. Wherever possible, maximizing inclusivity should be pursued first through principles of universal design, making a product or service usable by all people.

## TEI 4.0 Title VI

### TEI 4.1 System-Wide Title VI Policies

***STA will not “utilize criteria or methods of administration which have the effect of subjecting persons to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program with respect to individuals of a particular race, color, or national origin.” (See CFR 42.104)***

***STA will “take affirmative action to assure that no person is excluded from participation in, or denied the benefits of, the program or activity on the grounds of race, color, or national origin.”***

***STA assures that “no person or group of persons shall be discriminated against with regard to routing, scheduling, or quality of service transportation on the basis of race, color, or national origin. Frequency of service, age and quality of vehicles assigned to routes, quality of stations serving different routes, and location of routes may not be determined on the basis of race, color, or national origin.”***

### TEI 4.2 Major Service Change Policies

***In developing annual plans and service changes, STA will assess whether changes meet the Major Service Change threshold. This threshold is as follows:***

- ***Cost Impacts: More than 5% reduction in revenue hours of service in any calendar year***
- ***Ridership Impacts: 5% or more of annualized system ridership negatively impacted by loss of bus stop(s), trip(s), or route(s) at any given service change.***

***A Title VI analysis and evaluation of the impacts of major service changes will be published prior to a formal public hearing on the service change or a draft recommendation is published, whichever comes first.***

### TEI 4.3 Service Change Disparate Impact Policy

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

The average minority population for the PTBA is identified in STA’s adopted *Title VI Program*. To determine if a disparate impact exists, each route impacted is analyzed to determine the percentage of minority population along that route. If the percentage exceeds the PTBA minority population by more than 10%, then a disparate impact exists.

### TEI 4.4 Service Change Disproportionate Burden Policy

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

The average low-income population in the PTBA is identified in STA’s adopted *Title VI Program*. To determine if a disparate impact exists, each route impacted is analyzed to determine the percentage of low-income population along that route. If the percentage exceeds the PTBA low-income population by more than 10%, then a disparate impact exists.

#### TEI 4.5 System-wide Transit Amenities Service Policy

***Installation of transit amenities along bus routes are based on the number of passenger boardings at stops and stations along those routes and the High Performance Transit facility standards with variances from this policy to support connectivity of routes and riders with limited mobility.***

#### TEI 4.6 Vehicle Assignment Service Policy

***STA bus assignments take into account the operating characteristics of buses of various lengths, which are matched to the operating characteristics of the route such as passenger loads and overall ridership of each route. Local routes with lower ridership may be assigned a smaller fixed route vehicle. Some routes requiring tight turns on narrow streets may be operated with smaller fixed route vehicles. The age of the vehicle shall not be a consideration when assigning the vehicle to a particular maintenance garage for daily service.***

#### TEI 4.7 Fare Change Policy

***STA evaluates fare changes to ensure fare increases do not disproportionately negatively impact a class protected under Title VI.***

#### TEI 4.8 Fare Change Minority Disparate Impact Policy

***If a fare change affects fare categories or payment methods used disproportionately by minority populations (10% or greater) than the overall population, a fare change disparate impact exists and the impacts will be assessed and evaluated for mitigation.***

#### TEI 4.9 Fare Change Low-Income Disproportionate Impact Policy

***If a fare change affects fare categories or payment methods used disproportionately by low-income populations (10% or greater) than the overall population, a fare change disproportionate burden exists and the impacts will be assessed and evaluated for mitigation.***

#### TEI 4.10 On-Time Performance Standard

***STA's on-time performance objective will be identified and tracked in STA's annual performance measures, which will be posted to the STA website.***

### TEI 5.0 Economic Development

#### TEI 5.1 Disadvantaged Business Enterprise (DBE) Program

***STA is committed to eliminating barriers, creating opportunities and building capacity for underrepresented and women-owned businesses to ensure businesses building our regional transit system represent the communities we serve.***

STA's DBE program information can be accessed at <https://www.spokanetransit.com/bidding-opportunities/disadvantaged-business-enterprise-program/>, where the agency program and goals are linked.

**SPOKANE TRANSIT AUTHORITY**

**PLANNING & DEVELOPMENT COMMITTEE MEETING**

May 1, 2024

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

**REFERRAL COMMITTEE:** n/a

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

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**SUMMARY:** As part of the identified Action Pathway #1 from the *Connect 2035* Fixed Route Network Assessment, staff reviewed three *STA Moving Forward* projects that warranted adjustments to their scope of delivery. This committee meeting will review the draft amendment proposed as attached.

**BACKGROUND:** The Fixed-Route Network Assessment task in the *Connect 2035* Phase 2 strategic planning work program has resulted in the identification of two paths 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. 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 2017 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 the sequence and scope of the new Appleway Station Park and Ride

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

<b>Month</b>	<b>Activity</b>
May 2024	<u>Planning &amp; Development Committee:</u> Introduce draft amendment to <i>STA Moving Forward</i> for review. <u>Board of Directors:</u> Public hearing on proposed amendment on May 16, 2024
June 2024	<u>Planning &amp; 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. Draft resolution to be provided in June.

## DRAFT Appendix D – 2024 Amendment to STA Moving Forward

If approved, the table below amends the identified projects. The left-most column represents the project descriptions found in Appendix C of STA Moving Forward. The “Revised Project Descriptions” are the proposed revisions to each project description and are noted in underline.

<b>STA Moving Forward Appendix C Project Description</b>	<b>Revised Project Description</b>	<b>Appendix C Targeted Year for Project Completion</b>	<b>Revised Targeted Year for Project Completion</b>
Direct service between Logan and Lincoln Heights neighborhoods	<u>Provide improved evening and/or weekend service on Route 45 Perry District in order to increase mobility and access on the South Hill</u>	<b>2025</b>	2025
Expand commuter parking capacity east of Sullivan Road (Barker to Stateline) <i>(I-90/Valley HPT Infrastructure)</i>	<u>Acquire property for Appleway Station Park &amp; Ride for expansion of commuter parking capacity east of Sullivan Road (Barker to Stateline)</u>	<b>2025</b>	2025
Direct, non-stop peak hour service between Liberty Lake and Spokane <i>(I-90/Valley HPT service element)</i>	<i>(No changes to project description)</i>	<b>2025</b>	<u>2017</u>

**SPOKANE TRANSIT AUTHORITY**

**PLANNING & DEVELOPMENT COMMITTEE MEETING**

May 1, 2024

**AGENDA ITEM 5C :** CONNECT 2035 STRATEGIC PLAN: INITIATIVE DEVELOPMENT AND EVALUATION PROCESS

**REFERRAL COMMITTEE:** n/a

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

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**SUMMARY:** The Planning & Development Committee has a key role in the development of STA’s new ten-year strategic plan, *Connect 2035*. As the development and evaluation of initiatives is at the core of *Connect 2035*, staff will present on the continued development of the initiatives and the proposed evaluation process for discussion and Committee input.

**BACKGROUND:** *Connect 2035* Phase 2 began in earnest in July 2023 with the project kick-off; held with the STA Board of Directors on September 6, 2023. With the initiative development and evaluation process at the center of the discussion for the May committee meeting, the following information provides a preview of that discussion, followed by a recap of milestones achieved to date, and a summary of upcoming milestones.

**Initiative Development and Evaluation Process**

The development and evaluation of initiatives was first addressed at the March 5, 2024 Board Workshop. The *Connect 2035* initiatives will represent the programs, projects, and supporting investments that are needed to deliver on the three strategic goals. Previously, three projects have been identified as “Flagship” projects. Updated terminology now refers to the following three projects as “Core Investments:”

- Division Street Bus Rapid Transit (BRT)
- Zero-Emission Fleet Transition
- Facilities Master Plan

All other potential initiatives will be run through a 3-stage evaluation process to ensure that the investments identified deliver the most impact while furthering STA’s strategic goals to the greatest extent. Through the evaluation process, initiatives will be identified as either an Enhancement (previously described as a Core Initiative) or an Enhanced Plus Initiative (previously described as an Enhanced Initiative). Along with the continued delivery of STA’s existing service levels and capital requirements, core investments and enhanced initiatives will require the renewal of the existing additional 0.2% sales tax rate. The working assumption is that implementation of core investments and enhanced initiatives will be the focus of the first five years of *Connect 2035*. Enhanced Plus initiatives will require additional funding from a new funding source to implement and are proposed to be the focus of the second five years of *Connect 2035*. Staff will expand on this approach for discussion and Committee input.

**Recap of Past Phase 2 Milestones**

Since that time, staff, consultants, and the STA Board of Directors have:

- Held two Board workshops
- Identified, and implemented, a suite of engagement strategies
- Committed to funding and investment principles and clarified Board interest in service growth opportunities through Board resolution 818-24
- Developed a clear pathway forward on:
  - Completing *STA Moving Forward* and the Near-Term Investments
  - Identifying improvement and expansion opportunities and feeding those into the initiative list development
- Identified a framework for initiative development

**Upcoming Connect 2035 Tasks and Milestones**

- Engagement
  - Continue outreach to Community Based Organizations (CBO)
  - Compilation of public survey results
  - Continue business group engagement
- Initiative list screening and sorting
- Development and refinement of evaluation criteria

Planned Board workshops:

Month	Board Workshop Topics
June 2024	<ul style="list-style-type: none"><li>• Initiative list screening + sorting</li><li>• Proposed evaluation criteria</li><li>• Performance measures</li></ul>
July 2024	<ul style="list-style-type: none"><li>• Initiative list evaluation</li><li>• Performance measures</li></ul>
September 2024	<ul style="list-style-type: none"><li>• Initiative list packaging</li></ul>

**RECOMMENDATION TO COMMITTEE:** Receive report.

**SPOKANE TRANSIT AUTHORITY**

**PLANNING & DEVELOPMENT COMMITTEE MEETING**

May 1, 2024

**AGENDA ITEM 5D :** 2025-2030 TRANSIT DEVELOPMENT PLAN: PROPOSED 2025-2027 SERVICE IMPROVEMENTS

**REFERRAL COMMITTEE:** n/a

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

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**SUMMARY:** As part of the continuing development of the 2025-2030 Transit Development Plan (TDP), staff will present an overview of the significant service changes that are expected to be incorporated into the Service Improvement Program, a key section of the TDP.

**BACKGROUND:** The Service Improvement Program (SIP), updated annually as described in *Connect Spokane* policies MI 3.3.3 and MI 3.4, outlines the planned Fixed Route service changes set to take place in 2025, 2026 and 2027. Developed in close coordination with the agency’s financial projections, the SIP will become a section of the 2025-2030 Transit Development Plan (TDP). A full draft of the SIP will be included in the draft TDP presented to the committee in June 2024.

During the time span of 2025 through 2027, STA will implement the final investments outlined in *STA Moving Forward*, as well as Near-Term Investments approved in December 2021. This includes implementation of Route 7, the core route identified in the I-90/Valley High Performance Transit Corridor Development Plan. A follow-on investment in the corridor will be Argonne Station Park and Ride, which will introduce an opportunity to restructure the Fixed Route network in greater Spokane Valley. Additionally, the *Connect 2035* strategic plan, expected to be adopted by the end of 2024, will result in initiatives advancing the strategic goals of this new plan. Some of these initiatives may be scheduled for implementation by 2027. The service improvements outlined in the table below are reflective of both planned improvements and prospective initiatives. In the case of prospective initiatives, inclusion in the SIP is to document the feasibility rather than indicate commitment.

Improvements that are explicitly called out in the *STA Moving Forward* plan are indicated as such with an asterisk (\*). Near Term Investments improvements are indicated with a caret (^).

**2025-2027 Service Improvements**

<p><b>2025 Overview:</b> 2025 primarily focuses on the delivery of service to the West Plains, a potential restructure of service in North Spokane, as well as the introduction of a new High Performance Transit (HPT) route.</p>
<ul style="list-style-type: none"><li>• Construction of the extension of 6th Avenue between Craig Road^ and Ketchum Drive and construction of the connection between 12<sup>th</sup> Avenue and 10<sup>th</sup> Avenue is expected to be finished by mid-2025. This will allow Route 65 to provide service between Hayford and Craig roads via 10<sup>th</sup> Avenue, Garfield Road, and 6<sup>th</sup> Avenue, expanding service coverage in the City of Airway Heights.</li><li>• Route 61 Highway 2/Fairchild to increase frequency to 15-minutes at peak to Airway Heights.*</li></ul>

<ul style="list-style-type: none"><li>• Introduce double-decker buses on Routes 6 Cheney and 66 EWU.*</li></ul>
<ul style="list-style-type: none"><li>• In fulfillment of the I-90/Valley Corridor Development Plan, HPT Route 7 will supersede routes 60 and 74 and introduce night and weekend service along I-90 between Spokane and Liberty Lake.*</li></ul>
<ul style="list-style-type: none"><li>• Renumber Route 172 Liberty Lake Express to Route 722 to incorporate the route number into the I-90/Valley High Performance Transit corridor numbering schema, similar to the 600-series on the West Plains.</li></ul>
<ul style="list-style-type: none"><li>• Increase evening and/or weekend service on Route 45 Perry District, consistent with the proposed 2024 amendment to <i>STA Moving Forward</i>.*</li></ul>
<p><b><u>2026 Overview: Improvements in 2026</u></b> are focused on minor adjustments and schedule refinements, as well as the potential pilot expansion of STA service into northern Idaho as included in <i>STA Moving Forward</i>.</p>
<ul style="list-style-type: none"><li>• Subject to a cross-state partnership agreement, introduce hourly pilot service connecting Spokane Valley and Liberty Lake with Kootenai County.*</li></ul>
<ul style="list-style-type: none"><li>• Restructure and optimize service consistent with initiatives as may be identified, evaluated and prioritized in <i>Connect 2035</i>.</li></ul>
<p><b><u>2027 Overview: Improvements in 2027</u></b> are primarily focused on adjusting routes in greater Spokane Valley to incorporate the anticipated completion of Argonne Station Park and Ride.</p>
<ul style="list-style-type: none"><li>• Prospective <i>Connective 2035 Initiative</i>: Implement the restructure of service in greater Spokane Valley (Liberty Lake, Millwood and Spokane Valley) to expand service coverage while also targeting areas of strong demand.</li></ul>

**RECOMMENDATION TO COMMITTEE:** Receive report.



SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

May 1, 2024

<b>AGENDA ITEM</b> <u><b>5E</b></u> :	2025-2030 TRANSIT DEVELOPMENT PLAN: REVIEW PRELIMINARY CAPITAL IMPROVEMENT PROGRAM
<b>REFERRAL COMMITTEE:</b>	n/a
<b>SUBMITTED BY:</b>	Karl Otterstrom, Chief Planning & Development Officer Monique Liard, Chief Financial Officer

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**SUMMARY:** Staff will provide an overview of the proposed programs and projects to be included in the draft Transit Development Plan: 2025-2030.

**BACKGROUND:** A major element of the state-required Transit Development Plan (TDP) is the Capital Improvement Program (CIP). The CIP is developed in accordance with Connect Spokane, including the following policy:

***SI-5.1 Capital Improvement Program (CIP)***

***STA shall maintain a Capital Improvement Program that shall cover a period of no less than six years and be in general conformance with the Comprehensive Plan. To enable STA to make educated, coordinated, and financially sound capital investments, a 6-year Capital Improvement Program must be developed. This program will be reviewed annually.***

The development of a six-year CIP provides a mid-term horizon for prioritizing resources, enhancing the transit system, and maintaining existing assets and resources in good repair. The CIP, in companionship with the Service Improvement Program, connects the long-range vision, goals and policies of STA's comprehensive and strategic plans, to the tactics and actions called for each year in the budget and annual action plan.

A capital project is a significant investment to acquire, develop, improve, or maintain a capital asset (such as property, buildings, vehicles, infrastructure, etc.). The CIP aggregates projects that have common objectives or are otherwise interconnected into programs. The capital programs are organized into six distinct program categories:

- Vehicles
- Facilities – Maintenance & Administration
- Facilities – Passenger & Operational
- Technology
- High Performance Transit Implementation
- Connect 2035

The preliminary capital projects table attached to this item covers the years 2025-2030, and when compiled into capital programs, embodies the central component of the capital improvement program.

In addition to the six categories of capital programs, the draft CIP, to be incorporated into the draft TDP, will identify:

- FTA Section 5307 Program of Projects
- FTA Section 5310 Apportionment Program
- FTA Section 5339 Bus and Bus Facilities Formula Program

- Fleet Replacement Plan

The draft CIP will be compiled and presented at the June committee meeting within the draft TDP. Attached is a tabular report of all existing and proposed projects for inclusion in the 2025-2030 CIP for committee review.

**RECOMMENDATION TO COMMITTEE:** Receive report.









**SPOKANE TRANSIT AUTHORITY**

**PLANNING & DEVELOPMENT COMMITTEE MEETING**

May 1, 2024

**AGENDA ITEM 5F :** 2025-2030 TRANSIT DEVELOPMENT PLAN: REVIEW FINANCIAL FORECAST

**REFERRAL COMMITTEE:** n/a

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

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**SUMMARY:** Staff will provide an overview of the proposed financial forecast to be included in the draft Transit Development Plan: 2025-2030.

**BACKGROUND:** A major element of the state-required Transit Development Plan (TDP) is the Operating and Financial Projections.

The revenue and expenditure forecast assumptions to be included in the 2025-2030 Transit Development Plan were reviewed and discussed at the March 27, 2024, Planning & Development Committee and the April 18, 2024, Board of Directors meeting. The Board of Directors provided general support of these assumptions and staff compiled a draft financial forecast incorporating these assumptions.

**RECOMMENDATION TO COMMITTEE:** Receive report.

**SPOKANE TRANSIT AUTHORITY**

**PLANNING & DEVELOPMENT COMMITTEE MEETING**

May 1, 2024

**AGENDA ITEM 5G :** TRANSIT-ORIENTED DEVELOPMENT: PILOT PROJECT FUNDING

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Chief Planning & Development Officer  
Brian Jennings, Deputy Director for Community Development

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**SUMMARY:** Staff will present a proposed framework for advancing Transit-Oriented Development (TOD) within STA's Public Transportation Benefit Area (PTBA) implementing Near-Term Investment Project D-04: Launch Transit-Oriented Development Partnership.

**BACKGROUND:** In December of 2021, The STA Board adopted resolution 790-21 identifying potential near-term investment project #D-04 that would advance up to two pilot TOD opportunities in connection to existing transit facilities. The resolution programmed up to \$2 million for the project. In response to the resolution, staff have developed a framework for promoting and incentivizing TOD development in jurisdictions within the PTBA. As presented below, we propose to consider a more strategic approach to TOD investments that can provide equal access to TOD resources to jurisdictions across the PTBA.

PTBA Jurisdictions - \$1 Million Allocated

The proposed framework has three components:

- 1) **Identify and prioritize** current or future station locations in the PTBA with the greatest potential for TOD and need for physical improvements via capital investment.
- 2) **Small scale technical assistance grants** via a competitive Request for Proposals (RFP) process open to all jurisdictions in the PTBA. The funding will assist with planning, design, or preliminary engineering work that moves infrastructure projects closer to implementation.
- 3) **Station-Area planning grants** -Issue RFP for larger Station-Area Planning Grants that develop and deliver new land-use and sub-area plans intended for implementing TOD in concert with planned transit investments.

STA Properties - \$1 Million Allocated

- 1) **Identify and prioritize** – STA-owned facilities will also be considered and evaluated as part of this process.
- 2) **STA-owned properties** – Use funds for strategic land acquisitions, preliminary site-planning/programming, or feasibility analysis for redevelopment opportunities.

Initial analysis and development by staff will begin in 2024 with the front-end study. Review of the findings, public outreach, and gathering local input on the priority list of locations would follow in the fall. After further refining based on public input, a final list of identified locations would be brought forward to the Board for official adoption as TOD areas of emphasis within the PTBA.

**RECOMMENDATION TO COMMITTEE:** Receive report.



**SPOKANE TRANSIT AUTHORITY**  
**PLANNING & DEVELOPMENT COMMITTEE MEETING**

May 1, 2024

**AGENDA ITEM 6**: CEO REPORT - INFORMATION

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** E. Susan Meyer, Chief Executive Officer

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**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**

May 1, 2024

**AGENDA ITEM 8**: JUNE 5, 2024, COMMITTEE MEETING DRAFT AGENDA REVIEW

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Chief Planning & Development Officer

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**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 June 5, 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, June 5, 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
    1. Wellesley High Performance Transit: Regional Mobility Grant Application Approval *(Otterstrom)*
    2. STA Moving Forward: Delivery Amendment Draft (Resolution) *(Otterstrom)*
  - B. Board Discussion Agenda -- *none*
5. Reports to Committee *(55 minutes)*
  - A. Connect Spokane Comprehensive Plan Update: Draft Elements Review *(Otterstrom)*
  - B. Connect 2035 Strategic Plan: Workshop Preview – Performance Measures, Initiatives List, Evaluation Criteria *(Otterstrom)*
  - C. Division Street Bus Rapid Transit: Design and Public Outreach Update *(Otterstrom)*
  - D. 2025-2030 Transit Development Plan: Complete Draft *(Otterstrom)*  
*(Public Hearing at June 20, 2024, Board meeting)*
  - E. I-90 / Valley High Performance Transit Corridor Development Plan: Route 7 Supplemental *(Otterstrom)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information
8. Review July 10, 2024, Committee Meeting Draft Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, July 10, 2024, *(second Wednesday)* at 10:00 a.m. in person.

Virtual Link:	Join <a href="#">here</a>	
Password:	<b>Members:</b> 2024	<b>Guests:</b> 0624
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](http://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](http://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 (509) 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

**SPOKANE TRANSIT AUTHORITY**  
**PLANNING & DEVELOPMENT COMMITTEE MEETING**

May 1, 2024

**AGENDA ITEM 9:** NEW BUSINESS

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** n/a

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**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**

May 1, 2024

**AGENDA ITEM 10 :** COMMITTEE MEMBERS' EXPRESSIONS

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** n/a

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

**RECOMMENDATION TO COMMITTEE:** n/a