

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Minutes of the April 30, 2025, Meeting

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

MEMBERS PRESENT

Tim Hattenburg, City of Spokane Valley – *Chair*
Kitty Klitzke, City of Spokane
Al French, Spokane County
Lili Navarrete, City of Spokane
Rhonda Bowers, Labor Representative
(*Non-voting*)
Brandon Rapez-Betty, Interim Co-Chief Executive Officer
Karl Otterstrom, Interim Co-Chief Executive Officer

STAFF PRESENT

Nancy Williams, Chief Human Resources Officer
Carly Cortright, Chief Communications &
Customer Service Officer
Kade Peterson, Chief Information Officer
Tammy Johnston, Interim Senior Financial
Services Manager
Vicki Clancy, Executive Assistant to the Chief
Planning & Development Officer

MEMBERS ABSENT

Dan Dunne, Small Cities Representative (Liberty Lake)
Chris Grover, Small Cities Representative (Cheney)
Ex-Officio

PROVIDING LEGAL COUNSEL

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

1. CALL TO ORDER AND ROLL CALL

Chair Tim Hattenburg called the meeting to order at 10:00 a.m. and Ms. Vicki Clancy conducted roll call.

2. COMMITTEE CHAIR REPORT

Chair Hattenburg had no updates for the Planning & Development Committee.

3. COMMITTEE ACTION

A. MINUTES OF THE APRIL 2, 2025, COMMITTEE MEETING

Ms. Kitty Klitzke moved to approve the April 2, 2025, Planning & Development Committee meeting minutes. Mr. Al French seconded, and the motion passed unanimously.

4. COMMITTEE ACTION

- A. BOARD CONSENT AGENDA - *none*
- B. BOARD DISCUSSION AGENDA - *none*

5. REPORTS TO COMMITTEE

- A. 2026-2031 TRANSIT DEVELOPMENT PLAN: PROPOSED 2026-2028 SERVICE IMPROVEMENTS

The 2026-2028 Service Improvement Program (SIP) is part of the overall Transit Development Plan (TDP) and acts as a roadmap for near-term fixed-route service improvements. Mr. Otterstrom reviewed the ongoing Board-adopted plans which are being implemented over the course of the TDP and provided a high-level overview of each year of the SIP. After plans were noted for extending bus service to Kootenai County on a pilot basis, Mr. Hattenburg encouraged beginning conversations with Post Falls regarding the 2026 pilot service between Spokane County and Kootenai County in Idaho. Mr. Otterstrom reviewed yearly planned improvements, and the 2028 Conceptual Fixed Route Network map, highlighting new areas of service as well as locations where Mobility on Demand (MOD) will provide transit to areas not served by current routes. Ms. Bowers asked if the improvements would reach Plantes Ferry. Mr. Otterstrom commented that the key to getting a stop near Plantes Ferry is to have safe pedestrian access. Mr. Hattenburg added that there was a meeting earlier in the week regarding changes to parking near Trent Avenue, which could potentially help with acquiring a stop in the area at a later date. Mr. Otterstrom reviewed a map showing requests for new service in the Public Transportation Benefit Area (PBTA). Next steps include the incorporation of the draft Service improvement Program into the Draft 2026-2031 TDP for review and comment.

B. 2026-2031 TRANSIT DEVELOPMENT PLAN: PROPOSED 2026-2031 CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) is a major element for the state required TDP. It provides midterm horizon for prioritizing resources, enhancing the transit system, and replacing and upgrading assets to maintain a state of good repair. Ms. Tammy Johnston provided the financial breakdown for the 2026-2031 CIP by program category and by program name. Ms. Johnston reviewed the CIP funding sources. Of the CIP totals in \$94.4M, STA anticipates that \$23.6M will come from federal funding and \$72.8M will come from state funding. This will leave \$298M to be covered by local funding. The CIP will undergo further refinement over the next month. Ms. Johnston distributed a detailed printout. Next steps include the incorporation of the draft Capital Improvement Program into the draft 2026-2031 TDP for review and comment. Mr. Hattenburg asked for clarification about local funds being granted money or general funds. Ms. Johnston confirmed that local funds are STA funds. Mr. Otterstrom commented that these STA local funds can be used for operations.

C. 2026-2031 TRANSIT DEVELOPMENT PLAN: REVIEW FINANCIAL FORECAST

Ms. Johnston briefly reviewed the forecast assumptions, which were presented to the committee last month. The sales tax revenue assumes a 3.5% annual growth rate from 2027 to 2031, based on 2024 actual sales tax revenue. This is assuming that the voter approved 8/10 of a cent sales tax is renewed. Fare revenue will retain the current fare structure and apply current fare revenue per passenger to projected ridership. This formula will take into consideration forgone revenue from the low-income fare pilot program. Ms. Johnston provided revenue assumptions regarding FTA 5307 grants, state operating grants, and interest income earning rate.

The annual budget provides the baseline for operating expenses. Operating expenses are expected to grow at 4.5% in 2026, accounting for inflation and added costs from *Connect 2035* Initiatives, and is expected to grow 3.5% annually for 2027 through 2031. The TDP also fully funds the Capital Improvement Program (CIP) through the 2026-2031 time period. Ms. Bowers asked a question about deploying the cash balance. Discussion ensued. Ms. Johnston provided a summary of the 2026-2031 TDP assumptions and concluded her report with the TDP timeline. Mr. Otterstrom emphasized that this TDP timeframe is heavy in delivery of capital over the next 6

years, with the current cash balance going towards *Connect 2035 initiatives, including* Division Bus Rapid Transit (BRT). Mr. Otterstrom noted that the plan is contingent upon a successful sales tax renewal. If not approved, the capital projects will have to be paused to maintain service for long as possible using the cash balance. Mr. Hattenburg noted that a lot of people in the community have trouble grasping the notion of not using the funds on hand. STA operates with zero debt.

D. DIVISION STREET BUS RAPID TRANSIT: IMPLEMENTATION STRATEGY REFINEMENT AND OUTREACH

Mr. Otterstrom provided overall updates regarding the planning, design and engineering of Division Street Bus Rapid Transit (BRT). Traffic operations analysis are completed, 30% design activities are continuing, and the Capital Investment Grant (CIG) application is underway. Mr. Otterstrom provided high level updates for the environmental, outreach, and coordination efforts for Division BRT. Last month staff introduced proposed strategy for mitigating schedule risk. Mr. Otterstrom shared a map depicting the construction along the corridor, highlighting the main line, Ruby Street, and Division Street. Under Phase 1 the Minimum Operable Segment (MOS) will run from downtown Spokane to the Hastings Park & Ride, and all stations between downtown to Hawthorne Road will be constructed and put into service. The key configuration change is to have the buses operate on the left-hand side of the road on a Business Access and Transit (BAT) lane along Ruby Street. Phase 2, or future work, will include a dedicated bike/pedestrian facility on Ruby Street, the remaining stations north of Hawthorne Road, Construction of the Mead Transit Center, and Transit Oriented Development (TOD) zoning implementation. Much of the work along the corridor is a coordinated effort with regional partner jurisdictions. BAT lanes are proposed for Division Street and Ruby Street through the couplet; this is where there is robust existing vehicular capacity. These lanes will be delineated with signage, striping and markings. Lane enforcement will be conducted via local law enforcement. Mr. Hattenburg commented that Mr. Otterstrom's explanation of the BAT lanes is well done and does a good job of explaining how it is going to work along the corridor. Mr. Otterstrom noted that there will be a review of traffic analysis results prior to coming forward with a recommendation. Next steps include continued analysis and design, public and stakeholder outreach, and multi-jurisdiction agreements.

E. TECHNOLOGY MASTER PLAN: INTRODUCTION AND INITIAL SCOPING

Mr. Kade Peterson reviewed Technology Master Plan (TMP) development timeline. The TMP is much like the Facilities Master Plan (FMP), as it will provide a roadmap for the development of technology functions at Spokane Transit Authority (STA). Viewing the changes to technology in the immediate future will allow STA a foundation to build on as technology evolves. The first step in plan creation is assessing STA's current technology landscape. Looking at how STA's technology is helping to leverage the agency's business processes. There are approximately 100 different application systems that flow into about a dozen key areas which facilitate the business processes. The second step is to understand the strategic goals of the agency's business areas, divisions, and departments. This will help in terms of *Connect 2035* goals, ensuring the agency will be able to facilitate and respond to daily business operations and the future. The TMP is an agency-wide collaboration to ensure and understand the goals of each department and division, and the timelines for major goals and initiatives. Mr. Peterson reviewed the importance of supporting divisional goals from all layers: technical infrastructure, applications, data, information, and business. The fourth step is examining technological innovation and trends, specifically looking at advanced vehicle technologies, big data and analytics, artificial intelligence, cloud/quantum computing, communication networks, and cyber security.

Staff will work with consultants on cost benefits analysis and peer comparisons to ensure an appropriate level solution to advancing technology. Mr. Hattenburg commented that the final slide in the presentation was important in terms of finding a solution. Ms. Bowers commented on the recent outages of STA's radio systems three times in the last month due to external factors. Mr. Peterson noted there are systems that are brittle and may need to be replaced. Mr. Peterson will present more on this item in June.

6. CEO REPORT

Interim Co-CEOs Karl Otterstrom and Brandon Rapez-Betty, presented the CEO Report:

Legislature Adjourns Sine Die: The legislature has adjourned. This was a significant session for tax measures to address shortfalls in operating and transportation budgets, and bills relating to transit boards and transit oriented development. Mr. Otterstrom will provide a complete wrap-up review of the session at the May Board meeting.

EWU Double Decker Dignitary Tour: STA participated in an Earth Day celebration hosted by Eastern Washington University (EWU) in Cheney on April 22, 2025. Students were offered an opportunity to tour the inside of a double-decker bus to raise awareness of the transit options between Cheney and Spokane. Cheney leaders and new leadership took a ride to tour key Cheney projects and the West Plains Transit Center. Driver training is underway and is expected to be completed this summer prior to launching service in September.

Bloomsday: May 2-3, 2025. STA plays an important role during the event. Over 65 volunteer STA staff (mechanics, paratransit operators, bus operators) will participate to ensure shuttle service from five locations for the big day.

Mirabeau Transit Center Ribbon Cutting: May 14, 2025. Featured speakers for the event include Spokane Valley Mayor, Pam Haley; WSDOT Eastern Region Administrator, Char Kay; and STA's Interim Co-CEOs

STA Rodeo: May 31, 2025. This year will be bigger and better than ever. Mr. Rapez-Betty invited the Board members to the reimagined STA Rodeo. This event is part of a safety program / competition drivers of Fixed Route buses and Paratransit vans maneuver an obstacle course. It is very challenging and allows operators to showcase their skills. The winner will compete in the state competition, with the opportunity to go on the national level. The event will be held at the Spokane County Fairgrounds to increase participation but also meet the goal of building culture at STA.

7. COMMITTEE INFORMATION

A. TRANSIT ORIENTED DEVELOPMENT (TOD) PILOT PROJECT UPDATE

B. 2026-2029 TITLE VI PROGRAM UPDATE

8. REVIEW JUNE 4, 2025, COMMITTEE MEETING AGENDA

9. NEW BUSINESS – none

10. COMMITTEE MEMBERS' EXPRESSIONS

Ms. Klitzke thanked Chair Hattenburg for being at the committee meeting in person, and thanked Ms. Bowers for the information regarding the radios being out; that context makes it more tangible for outside parties. This information is important when the Board is considering investments in new technology.

11. ADJOURN

With no further business to come before the Committee, Chair Hattenburg adjourned the meeting at 11:15 a.m.

Respectfully submitted,

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

Vicki Clancy, Executive Assistant
Planning & Development Department