

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, September 3, 2025

10:00 a.m. – 11:30 a.m.

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 July 9, 2025, Committee Meeting – *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda *(15 minutes)*
 1. Argonne Station Park & Ride: Endorse To Advance Final Decision *(Poole)*
 - B. Board Discussion Agenda
5. Report to Committee *(40 minutes)*
 - A. Division Street Bus Rapid Transit: Design and Public Outreach Update *(Otterstrom)*
 - B. 2026-2029 Title VI Program Update *(Poole)*
 - C. Connect 2035 Strategic Plan Funding Review *(Otterstrom)*
6. CEO Report *(Otterstrom) (15 minutes)*
7. Committee Information
 - A. Federal Transit Administration Section 5310: Call for Projects Preliminary Update *(Poole)*
8. Review October 1, 2025, Committee Meeting Draft Agenda *(5 minutes)*
9. New Business *(5 minutes)*
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, October 1, 2025, at 10:00 a.m. in person.

Virtual Link:	Join here		Guests: Guest
Password:	Members: 2025		
Call-in Number:	1-408-418-9388		Event #: 2492 119 5870

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 (509) 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

September 3, 2025

AGENDA ITEM 2: COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Tim Hattenburg, 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

September 3, 2025

AGENDA ITEM 3A : MINUTES OF THE JULY 9, 2025, COMMITTEE MEETING

REFERRAL COMMITTEE: n/a

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

SUMMARY: Draft Minutes of the July 9, 2025, Planning & Development Committee meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

DRAFT Minutes of the July 9, 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
Chris Grover, Small Cities Representative (Cheney)
Ex-Officio
Rhonda Bowers, Labor Representative
(Non-voting)
Brandon Rapez-Betty, Interim Co-Chief Executive Officer
Karl Otterstrom, Interim Co-Chief Executive Officer

MEMBERS ABSENT

Dan Dunne, Small Cities Representative (Liberty Lake)

STAFF PRESENT

Nancy Williams, Chief Human Resources Officer
Carly Cortright, Chief Communications &
Customer Service Officer
Kade Peterson, Chief Information Officer
Vicki Clancy, Executive Assistant to the Chief
Planning & Development Officer

PROVIDING LEGAL COUNSEL

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

GUESTS PRESENT

Tara Limon, Principal Planner

STAFF ABSENT

Tammy Johnston, Interim Senior Financial
Services Manager

1. CALL TO ORDER AND ROLL CALL

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

2. COMMITTEE CHAIR REPORT

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

3. COMMITTEE ACTION

A. MINUTES OF THE JUNE 4, 2025, COMMITTEE MEETING

Ms. Kitty Klitzke moved to approve the June 4, 2025, Planning & Development Committee meeting minutes. Chair Hattenburg seconded, and the motion passed unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. 2026-2031 TRANSIT DEVELOPMENT PLAN: FINALIZE AND APPROVE (RESOLUTION)

As part of Spokane Transit Authority's (STA) Comprehensive Plan, the Transit Development Plan (TDP) serves as a key component within STA's hierarchy of planning documents. Mr. Karl Otterstrom shared the TDP project timeline, noting that public outreach began in April. The TDP open house was well attended, with participants providing feedback on capital projects and service changes, and raising questions about Division Bus Rapid Transit (BRT) service

capacity and funding sources. Overall, public sentiment was supportive of the TDP, including its proposed changes and capital projects. During STA's public hearing on June 26, two public comments were received: one in favor of increased sales tax investment in public transportation in light of the planned sales tax renewal, and another requesting benches at bus stops currently lacking seating. On June 25, STA staff met with Washington State Department of Transportation (WSDOT) representatives to discuss service needs and pilot project opportunities. Following the release of the draft TDP, updates were made to the Capital Improvement Program (CIP). The Division BRT budget was revised to reflect updated cost estimates, with the proposed Minimum Operation Segment (MOS) now estimated at approximately \$166.6 million. A new capital project was added for a future bicycle/pedestrian facility on Ruby Street (future phase), and \$351,000 was allocated for a battery storage room project. The total six-year CIP budget now stands at \$461,509,934; a reduction of \$33.8 million from the May draft. The final draft of the TDP incorporates public feedback and aligns with Connect 2035 initiatives and Connect Spokane policies. It is available for public viewing on STA's website.

Chair Hattenburg asked if grant money was included in the funding, and Mr. Otterstrom confirmed that it is. These grants help reduce overall project costs. It is critical to understand that Connect 2035 has hundreds of millions of dollars in projects which are reflected in the capital programs; much of the funding for TDP is grant funded, and staff plan to actively spend those dollars on the base clean energy campus, Division Bus Rapid Transit (BRT) and other Connect 2035 initiatives. Ms. Bowers asked how the cost of segmenting Division BRT would be managed. Mr. Otterstrom responded that future opportunities are expected. It was noted that long-term project planning includes adjustments for inflation.

Ms. Kitty Klitzke moved to recommend the Board of Directors adopt, by resolution, the 2026-2031 Transit Development Plan. Chair Hattenburg seconded, and the motion passed unanimously.

2. FEDERAL TRANSIT ADMINISTRATION SECTION 5310: CALL FOR PROJECTS AND LOCAL FUNDING MATCH

Mr. Otterstrom introduced Ms. Tara Limon, Principal Planner for Planning and Grants, to present. All funded projects must be identified in the Human Services Transportation Plan (HTSP), which is developed collaboratively by STA and the Spokane Regional Transportation Council (SRTC) to meet state and federal planning requirements. Section 5310 funding supports two categories of projects, "Traditional" and "Other". A minimum of 55% of the funding must be allocated to "Traditional" projects (i.e., purchasing accessibility vehicles, contracted mobility management coordination, and accessibility construction projects) which requires a 20% local match. The remaining 45% of 5310 annual apportionment may be awarded to "Other" operating projects serving seniors and individuals with disabilities, with a 50% local match requirement. STA has contributed local matching funds since December 2021, with Board approval. The total 2025 federal apportionment is \$687,090. The proposed STA local match is \$240,052 which reduces the applicant's local match to 15% and the total funding available is \$927,142. The allocation of \$240,052 in local funds is subject to project evaluation, ranking, and Planning & Development Committee recommendations. Ms. Limon provided the 5310 Call for Projects timeline.

Mr. Al French moved to recommend the Board approve, by motion, the allocation of \$240,052 in STA local funds to partially offset local match requirements for subrecipients in the FY 2025 Section 5310 Call for Projects. Chair Hattenburg seconded, and the motion passed unanimously.

3. DIVISION STREET BUS RAPID TRANSIT: MEMORANDUM OF AGREEMENT APPROVAL

Mr. Otterstrom provided background for Division Bus Rapid Transit (BRT), highlighting it as one of several key outcomes to a *DivisionConnects* study completed in 2019 and 2022. Numerous agencies endorsed the *DivisionConnects* initiative. The proposed Memorandum of Agreement (MOA) would be the first formal commitment by agency partners toward fulfilling the goals. Mr. Otterstrom summarized the agreement and outlined next steps. STA will seek execution of the MOA by all agency partners, establishing a foundation for continued collaboration. This partnership will be especially significant following the launch of Division BRT in 2030.

Mr. Al French moved to recommend the Board of Directors authorize, by motion, the CEO (Interim-CO-CEO's) to finalize and execute the multijurisdictional Memorandum of Agreement (MOA) for the advancement of *DivisionConnects* and the phased implementation of the Division Street BRT project. Chair Hattenburg seconded, and the motion passed unanimously.

B. BOARD DISCUSSION AGENDA

1. DIVISION STREET BUS RAPID TRANSIT: LOCALLY PREFERRED ALTERNATIVE AMENDMENT APPROVAL (RESOLUTION)

Mr. Otterstrom provided an overview of the Division Street Bus Rapid Transit (BRT) project, which will be the second BRT line in the region. The Locally Preferred Alternative (LPA) was adopted by resolution by the STA Board in 2021 and revised in 2023. Staff informed the Board of potential risks to the project and presented a mitigation strategy to address these concerns. A phased approach to project completion through Minimum Operable Segment (MOS) was recommended by staff. Scheduling and funding plans for the MOS have been developed, and an MOA is under review by agency partners to support implementation and the broader *DivisionConnects* vision. Community outreach efforts have continued, including coordination with local agencies and jurisdictions. Notable public engagement activities included an open house on June 24 and a public hearing on June 26. The proposed LPA amendment, which includes minor changes to the forty-three proposed stations and specifies that Business Access Transit (BAT) lanes, will primarily be located on the left side of Ruby Street. Mr. Otterstrom outlined the MOS implementation plan, emphasizing the differences between the phased approach and the full project buildout. Next steps include forwarding the refined LPA to SRTC for adoption into the Metropolitan Transportation Plan, continued MOS design efforts, and continued public outreach efforts.

Ms. Kitty Klitzke moved to recommend the Board approve, by resolution, the amended Division Street Bus Rapid Transit Locally Preferred Alternative and enable the advancement of the Minimum Operable Segment. Chair Hattenburg seconded, and the motion passed unanimously.

2. DIVISION STREET BUS RAPID TRANSIT: SMALL STARTS GRANT APPLICATION (RESOLUTION)

Mr. Otterstrom noted that the previous agenda item was refining the Division Street Bus Rapid Transit (BRT) project. Staff are actively seeking federal funding for Division Street BRT through the Small Starts Grant Program, part of the broader Capital Investment Grant (CIG) initiative. This program is highly competitive and requires specific project features and a rigorous multi-step application process. As the largest discretionary transit funding program, the CIG allocates billions annually to New Starts, Small Starts, and Core Capacity projects, and requires specific BRT features for eligibility. Small Starts projects are evaluated based on two rating categories and must achieve at least a medium rating in each, with an overall rating of medium. The Division Street BRT project is estimated to receive a favorable overall rating of Medium-High, which improves its chances for funding. This rating is influenced by factors such as the proposed

federal share being under 50%, projected ridership, and anticipated benefits related to cost-effectiveness, congestion relief, and environmental impact. The MOS's project cost estimate is \$166.5M, including contingency. Funding is planned from multiple sources: project development, construction and implementation, and BRT fleet procurement. In 2023 the Board committed between the local share of City Line project savings. Additionally, between \$33.3 and \$34.8M of local funds will come from the STA sales tax revenue. State funding of \$45M will come from the Washington State enacted transportation budget, Move Ahead Washington (2023-2031). The Federal 5307 urbanized formula will provide \$1M, and the Federal 5309 Capital Investment Grant (Small Starts) Program funding request is \$82M. The grant application is scheduled for submission in August, aiming for inclusion in the President's FY 2027 annual budget. Key upcoming milestones include FTA evaluations, risk assessments, and Congressional review through 2026.

Ms. Kitty Klitzke moved to recommend the Board authorize, by resolution, the CEO (Interim Co-CEO's) to submit a Federal 5309 Capital Investment Grant (CIG) Small Starts grant package to the Federal Transit Administration for evaluation and rating of the Division Street Bus Rapid Transit project in the amount of \$82,000,000. Chair Hattenburg seconded, and the motion passed unanimously.

5. REPORTS TO COMMITTEE

A. 2026-2029 TITLE VI PROGRAM UPDATE: ENGAGEMENT PLAN

Mr. Otterstrom provided background information on Title VI, a component of the Civil Rights Act of 1964. STA's current Title VI Program was adopted March 16, 2023, and is available on STA's website. Title VI programs are required to be updated every three years. Mr. Otterstrom presented the requirements for a Title VI program and referenced STA's Communications and Public Input Policies (CI 1.0) in STA's comprehensive plan, *Connect Spokane*, which guides engagement and outreach strategies. These strategies include elements of informing—focused on awareness and education--and consulting—aimed at gathering broad-based input and feedback. There are two key audience groups for Title VI outreach: social/community stakeholders and bus riders. Social/community stake holders include community-based organizations (CBOs) and social service providers serving vulnerable populations. Mr. Otterstrom highlighted the various engagement methods used throughout the process, including a rider census survey to collect demographic and travel pattern data. There is also a provider survey to gather information regarding the number of clients served by an organization, their client minority/income status, and client primary spoken language. Mr. Otterstrom presented the draft public outreach schedule for the Title VI program, noting that the final engagement activity will be a public hearing scheduled for the STA Board meeting on November 20, 2025. Mr. Otterstrom concluded his report with the Title VI Program adoption timeline.

6. CEO REPORT

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

2025 Hoopfest Ridership – June 28-29: Mr. Otterstrom shared the ridership data for Hoopfest weekend. STA has offered group services for Hoopfest during the past 20 years. Service was offered from the Jefferson Park & Ride every 15 minutes, Saturday from 6am to 8pm, and Sunday from 7am to 6 pm. The Hoop Loop recorded a total of 1,163 rides, with 770 on Saturday and 393 on Sunday. Overall system ridership for the weekend reached 31,400.

July 4th Service: Mr. Otterstrom reported that STA experienced record-breaking ridership on the 4th of July, with the highest number of fixed route passengers (17,098) ever recorded for that holiday. The milestone surpassed the previous year’s record, which was achieved during a fare-free promotion. There was a significant increase in ridership compared to earlier years, particularly between the third-highest year and last year’s figure. A part of this growth can be attributed to 2022 service enhancements, including extended Sunday hours on High Performance Transit (HPT) routes. STA began operating Saturday-level service on most holidays starting this year, allowing buses to run later into the evening. These service improvements provide more consistent and reliable options for passengers, especially those attending the fireworks show.

Wildfire Response – SFCC Evacuation: Mr. Rapez-Betty reported on STA’s coordinated emergency response to the recent fire near Spokane Falls Community College. The incident was initially reported by an STA operator, triggering a multi-vehicle evacuation effort. Over a three-hour period, 16 STA staff members facilitated the safe relocation of approximately 150 individuals using a variety of transit resources (4 supervisor trucks, 5 paratransit vans, and 6 buses). Supervisor vehicles assisted with traffic control. Evacuees were transported to Browne’s Addition and the West Central Community Center, with return trips provided as conditions improved. Some routes were temporarily suspended or detoured due to road closures, with service restored once the area was deemed safe.

Double Decker Promo – Jaws Video: Mr. Rapez-Betty reported on the double decker buses promotional video set to launch this fall. The *Jaws* themed video creatively addressed public curiosity about the buses’ clearance under local infrastructure and received strong engagement with over 45,000 views across social media platforms. Mr. Rapez-Betty praised STA’s Communications Team for their innovative and effective approach to public outreach.

Social Media Analytics – 90 Day Report: Mr. Rapez-Betty presented the impression and reach metrics for STA’s social media platforms over the past 90 days. The Communications Department was commended for their efforts, highlighting the quality and relevance of the content they produce. Their strategy focus on meaningful content has led to increased engagement across STA’s social media channels.

7. COMMITTEE INFORMATION

A. TRANSIT ORIENTED DEVELOPMENT (TOD) PILOT PROJECT UPDATE

8. REVIEW SEPTEMBER 3, 2025, COMMITTEE MEETING AGENDA

9. NEW BUSINESS – none

10. COMMITTEE MEMBERS’ EXPRESSIONS – none

11. ADJOURN

With no further business to come before the Committee, Chair Hattenburg adjourned the meeting at 11:23 a.m.

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning & Development Department

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

September 3, 2025

AGENDA ITEM 4A1 : ARGONNE STATION PARK & RIDE: ENDORSE TO ADVANCE FINAL DESIGN

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Emily S. Poole, Interim Chief Planning & Development Officer
Nick Hanson, Capital Projects Manager

SUMMARY: The preliminary design for the Argonne Station Park & Ride project has been completed. Staff are providing a project update and seeking endorsement to proceed into the final design phase.

BACKGROUND: The Argonne Station Park and Ride is a key element of the I-90/Valley High Performance Transit Corridor. Located at the Argonne/Mullan I-90 interchange, this project will create new access to the region's busiest corridor, advancing transportation equity, providing a direct connection between the airport and Liberty Lake, and enabling further network improvements throughout Millwood and Spokane Valley.

As part of the I-90/Valley Corridor Development Plan (CDP), a study of ridership patterns, existing service and facilities was completed. A connection at the interchange near North Argonne Road and North Mullen Road showed significant promise for future ridership in addition to having the potential to support major improvements to existing service. Through public and stakeholder outreach, North Argonne Road was identified as a preferred location for a new facility and was included in the CDP approved by the Board of Directors on October 20, 2022. This project was approved as part of the 2024 – 2029 Capital Improvement Program (CIP) via Resolution No. 810-23 on July 20, 2023, and staff subsequently applied for a Regional Mobility Grant. In 2023 the legislature approved a grant for Argonne Station, and the funding agreement was executed on December 13, 2023.

Design work began in early 2024 using the design concept developed for the I-90/Valley CDP. An alternatives analysis was undertaken early on to evaluate the use of the available site, confirm original design assumptions, and optimize safety and operations. Based on the outcomes of the alternatives analysis, internal review, and public input received following an Open House in March 2024, the facility design was modified in close coordination with internal and external stakeholders to avoid adjacent property acquisitions and improve facility operations. This concept was carried forward into a preliminary (30%) design.

On June 17, 2025, staff provided a project update to the City of Spokane Valley Council and on June 18, STA hosted a Public Open House at the Spokane Valley Library. The purpose of both events was to provide an update on the project and solicit input on the preliminary design. Following these events, the preliminary design package was distributed to project stakeholders and partners for their review and input. The comments and information received will be incorporated into the project as the design progresses.

The approved project budget is \$13,000,000 with funding from a combination of local, state and federal sources as shown in the table below.

Funding	Program	Amount
Federal	Congestion Mitigation & Air Quality Improvement (CMAQ)	\$1,200,000
State	WSDOT Regional Mobility Grant (RMG)	\$10,400,000
Local		\$1,400,000
Total		\$13,000,000

The estimated project cost is summarized in the table below and is inclusive of encumbrances to date.

Item	Amount
Design & Engineering	\$1,838,942
Construction	\$6,156,194
Equipment	\$251,800
Capital Labor	\$144,000
Right-of-Way	\$2,200,000
Contingency	\$2,402,478
Total Project Cost Estimate	\$12,993,414

The construction contract for this project is expected to exceed \$1 million. As such, the final Scope of Work will be presented to the Board for approval prior to advertisement of the Invitation for Bid. The project is on schedule with board approval for advertisement of the construction contract planned for late 2026. Construction work is anticipated to begin in Spring 2027, with the facility operational by the end of the year.

As a fully funded project, Argonne Station Park and Ride does not require any further Board action until the procurement phase. However, given its significance, staff propose to obtain Board endorsement to advance the project to final design. Staff anticipate similar actions for other projects having a construction value of \$5 million or greater, and where grant, environmental or other regulatory processes don't otherwise prompt Board review and approval of project advancement.

RECOMMENDATION TO COMMITTEE: Recommend the Board endorse, by motion, the advancement of the Argonne Station Park & Ride project to final design.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

September 3, 2025

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

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Executive Officer
Dan Wells, Director of Capital Development

SUMMARY: Division Street Bus Rapid Transit (BRT) is currently in the project development phase. The purpose of this report is to highlight current design and public outreach 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 ten miles to the Mead area. The project is identified in the region's Metropolitan Transportation Plan and has garnered state legislative and financial support as a complementary investment to the North Spokane Corridor (NSC). The project is currently scheduled to begin revenue service in 2030.

UPDATES: The following presents a general update on the public outreach and project design. During the committee meeting, staff will present detailed information of ongoing outreach and design activities.

Public Outreach Update

Since the last Committee and Board update in March 2025, the project team has continued public outreach efforts. Staff have met with two landowners adjacent to future station locations to discuss station designs and address any concerns the property owners may have. Letters were also sent to various neighborhood councils notifying them of the amendment to the Locally Preferred Alternative (LPA) and phasing of the project. An open house was held in June 2025, with the purpose of informing the public of the change to the LPA and future phasing of the project. Public input was generally supportive of the project. Upcoming public outreach activities include meeting with each affected neighborhood council again and targeted outreach adjacent to specific stations.

Project Design Update

Project design activities continue to move forward. To date, the project team has completed 30% design plans for 27 of the 39 stations; 30% design for the remaining 12 stations is ongoing. Stations that have completed review by permitting agencies have moved into 60% design. An updated cost estimate and financial plan for the project has been completed. The traffic operations and intersection analysis has been updated for the Board approved Minimum Operable Segment (MOS) and submitted to the permitting agencies for review. Development of the environmental review package is nearly complete and anticipated to be submitted to the FTA in September. The Small Starts Grant ratings application package and ridership modeling information is complete and has been submitted to the FTA for review and project rating.

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

September 3, 2025

AGENDA ITEM 5B: 2026-2029 TITLE VI PROGRAM UPDATE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Emily S. Poole, Interim Chief Planning & Development Officer
Madeline Arredondo, Associate Transit Planner

SUMMARY: As a recipient of federal funds, the Federal Transit Administration (FTA) requires public transit agencies to update their Title VI Programs every three years. Spokane Transit Authority (STA) is in the process of updating the Title VI program which must be approved by the Board of Directors and submitted to FTA by February 1, 2026. Staff will provide an update on survey results, and public engagement efforts.

BACKGROUND: Title VI of the Civil Rights Act of 1964 is a federal statute that states “no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” Additionally, FTAs regulatory guidance includes requirements to analyze impacts on environmental justice for specific activities and policies. Environmental Justice evaluates whether a policy or activity will have a disproportionately high and adverse effect on minority and low-income populations.

A Title VI Program comprises two major sections as identified in FTA Circular 4702.1B – general requirements and transit requirements. Within the transit requirements, agencies that operate 50 or more fixed route vehicles at peak service in an Urbanized Area (UZA) of 200,000 or more have additional reporting requirements. One of the additional reporting requirements includes collecting and reporting data regarding customer demographics and travel patterns. To meet this requirement, a Rider Census was conducted from April 28, 2025, to May 9, 2025, and resulted in 1,739 responses. In addition, Spokane Transit surveyed a list of 105 Community Based Organizations (CBO) to further identify their client’s transportation needs and gaps. Key findings on both engagement tools, the rider census, and provider survey, will be presented by staff.

In addition to the survey efforts and the last committee update on the Title VI Program engagement plan, staff presented an overview of the Title VI Program update and outreach activities at the Equity Work Group meeting hosted by Spokane Regional Transportation Council (SRTC) and attended the Unity in the Community event. The Title VI project webpage has been updated at <https://www.spokanetransit.com/title6update>, and an informational video is being created to be posted on the website. To ensure that engagement is targeted to minority, low-income, and LEP populations, STA staff will also conduct interviews with a focused group of community-based organizations who work with the identified groups. The table below details the upcoming engagement activities.

Remaining Outreach Schedule		
Date	Audience/Event	Description
Sep 10, 2025	STA Citizen Advisory Committee (CAC)	Project update, engagement, surveys
Sep 20-21, 2025	Valleyfest	Tabling event
Sep 26, 2025	SRTC Equity Workgroup	Public comment period, public hearing
Oct 16, 2025	Public Notice	Public Notice, SEPA
Oct 25, 2025	El Mercado	Tabling event
Nov 6, 2025	City of Spokane Community Assembly	Draft plan, upcoming public hearing
Nov 12, 2025	STA Citizen Advisory Committee (CAC)	Draft plan, upcoming public hearing

Staff will provide an update of engagement activities and a link to the draft Title VI Program for public comment at the November 2025 Planning and Development Committee meeting. Below is a table that outlines the project timeline for the 2026-2029 Title VI Program update.

Program Adoption Timeline		
Date	Meeting	Description
Nov 5, 2025	Planning & Development Committee	Upcoming public hearing
Nov 20, 2025	Board of Directors	Public Hearing
Dec 3, 2025	Planning & Development Committee	Recommend adoption
Dec 18, 2025	Board of Directors	Adoption and resolution

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

September 3, 2025

AGENDA ITEM 5C: CONNECT 2035 STRATEGIC PLAN FUNDING REVIEW

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Executive Officer
Robert Hamud, Chief Financial Officer

SUMMARY: For the purpose of advancing STA’s strategic plan, *Connect 2035*, staff will review the plan’s financial requirements. They will also present a timeline for advancing a Board discussion on funding for the plan for Committee input and guidance.

BACKGROUND: In December 2014, the Spokane Transit Board of Directors adopted *STA Moving Forward*, STA’s first ten-year strategic plan. After voters narrowly rejected a ballot measure which would have authorized funding for the plan, the Board revisited financial projections and the sequencing of the plan. Plan updates were adopted in 2016 and a ballot proposition in November 2016 was approved by a majority vote in each jurisdiction within STA’s municipal boundaries, known as the Spokane County Public Transportation Benefit Area (PTBA). The proposition included a limitation on the period of taxation, expiring December 31, 2028, ensuring direct accountability to voters on STA’s performance in advancing the goals of the *STA Moving Forward* plan.

Delivery of projects identified in *STA Moving Forward* began in 2017. Most of the 27 distinct projects have already been completed. With the September 21, 2025 service change later this month, three of the six outstanding projects will be delivered. While adjustments to project definitions and timing were made in response to the COVID-19 pandemic and a more recent network assessment conducted by a third party, STA is on track to fully deliver the plan. Many projects and investments delivered greater value than originally anticipated, thanks to STA’s strong performance in securing discretionary grants and the new formula-based Transit Support Grant provided by the state. All projects remain on track for completion within the ten-year timeframe of the plan.

In 2021, STA recognized a unique opportunity to pursue a new ten-year strategic plan. Federal funds directed toward transit agencies in 2020 and 2021 to aid in responding to and recovering from the COVID-19 pandemic helped prompt the planning effort. The planning effort began in earnest in 2022 and included two phases over three years. The first phase involved refreshing STA’s mission and vision statements, identifying goals, headline performance measures, and strategies for the plan. The second phase refined the measures and strategies and generated a discrete list of initiatives to implement over a ten-year period. The plan was unanimously approved in December 2024 by Board Resolution No. 831-24.

Through multiple Board workshops, the new plan’s financial assumptions took place. In March 2024, the Board unanimously approved Resolution No. 818-24 establishing funding and investment principles for *Connect 2035*. They included planning for the renewal of the sales and use tax approved by voters in 2016, leverage current financial resources to advance the goals of *Connect 2035*, and explore

opportunities to grow service, recognizing any substantive service expansions will require new revenue sources.

In addition to the financial assumptions, the Board has approved a sequencing plan for the initiatives of *Connect 2035*, as reflected in the plan appendix approved in April 2025 (Resolution No. 836-25).

The sequencing of initiatives and the financial assumptions are both important components to further Committee and Board discussions concerning funding requirements, including the timing of a ballot proposition to renew the sales tax. To this end, staff propose to schedule a workshop with the full Board to begin the consideration of timing for securing funding for plan implementation.

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

September 3, 2025

AGENDA ITEM 6: CEO REPORT - INFORMATION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Executive Officer
Emily Poole, Interim Chief Planning & Development 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

September 3, 2025

AGENDA ITEM 7A: FEDERAL TRANSIT ADMINISTRATION SECTION 5310: CALL FOR PROJECTS PRELIMINARY UPDATE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Emily S. Poole, Interim Chief Planning & Development Officer
Emilio Bustos, Assistant Transit Planner

SUMMARY: The Federal Transit Administration’s (FTA) Section 5310 program’s goal is to enhance the mobility of seniors and individuals with disabilities. The 2025 Section 5310 Call for Projects is currently underway, with preliminary proposals submitted to STA on August 26, 2025. The following report summarizes the status of the application process.

BACKGROUND: The FTA Section 5310 program provides annual formula funding to Spokane Transit Authority (STA), who is a designated recipient of these funds, to assist eligible organizations in providing transportation services for seniors and individuals with disabilities who have special transportation needs. STA is responsible for administering, contracting, and providing oversight of projects selected through the annual Section 5310 Call for Projects.

On July 25, 2025, the STA Board of Directors approved a local contribution of \$240,052 for the 2025 Section 5310 Call for Projects to partially offset local match requirements for subrecipients. On August 5, 2025, STA issued a Section 5310 Call for Projects with a total of \$927,142 in federal and STA local funds.

The table below describes the funding available in this Call for Projects.

Section 5310 Funding Summary 2025 Call for Projects	
Funding Source	Amount Available
FY 2025 Apportionment (Federal Match)	\$687,090
STA Local Match Contribution (Board approved 7/24/2025)	\$240,052
Total Funding Available	\$927,142

After the Call for Projects was released, an informational meeting was held by STA staff on August 12, 2025, for interested agencies to receive program information, review application requirements, and to ask questions. Twelve (12) interested agencies participated in the Microsoft Teams meeting. STA also offered office hours every Monday from 9:30 a.m. to 10:30 a.m. to answer questions and provide technical assistance with application materials until the Final Project Application due date September 23, 2025.

On August 26, 2025, STA received nine (9) preliminary proposals from six (6) different agencies. The preliminary proposals are currently being reviewed for eligibility by STA Planning and Grants staff for the

following criteria: eligibility, risk, and proposed fulfilment of one or more goals/strategies of the Spokane County Coordinated Public Transit – Human Services Transportation Plan.

Evaluation of the Final Project Applications will be conducted by an ad hoc committee comprised of STA staff, a Spokane Regional Transportation Council (SRTC) representative, and a Washington State Department of Transportation (WSDOT) representative. Draft funding recommendations will be presented at the November 5, 2025, Planning & Development Committee meeting, followed by Board action on November 20, 2025.

The table below outlines the timeline for this call and selection of projects. The items in bold represent actions that involve providing information to the STA Board of Directors or this committee.

Date	Activity
July 9, 2025	P&D Committee recommendation on STA local match
July 24, 2025	STA Board action on allocation of local STA matching funds
August 5, 2025	Issue Call for Projects via STA and SRTC websites, newspaper, and Section 5310 listserv
August 12, 2025	Informational meeting for interested applicants
August 26, 2025	Preliminary proposals due
September 3, 2025	Update Planning and Development Committee on preliminary proposals
September 23, 2025	Final project applications due
October 2025	Evaluation Committee meets to rank final project applications
November 5, 2025	Planning and Development Committee recommends project awards
November 20, 2025	STA Board action on recommended project award
December 2025	Submission of Program of Projects to FTA
2026	FTA approval and funds obligated

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

September 3, 2025

AGENDA ITEM 8: OCTOBER 1, 2025, COMMITTEE MEETING DRAFT AGENDA REVIEW

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Emily Poole, Interim 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 October 1, 2025.

RECOMMENDATION TO COMMITTEE: For discussion.

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, October 1, 2025

10:00 a.m. – 11:30 a.m.

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 September 3, 2025, Committee Meeting – Corrections/Approval
4. Committee Action
 - A. Board Consent Agenda
 1. Transit Oriented Development Pilot: Regional Prioritized Emphasis Areas Technical Assistance Grants – Call For Projects Approval (Poole)
 - B. Board Discussion Agenda
5. Report to Committee (50 minutes)
 - A. Draft 2026 Budget (Hamud)
 - B. Connect Spokane Comprehensive Plan Minor Update (Poole)
 - C. Connect 2035 Strategic Plan (Otterstrom)
6. CEO Report (Otterstrom/Rapez-Betty) (15 minutes)
7. Committee Information
8. Review November 5, 2025, Committee Meeting Draft Agenda (5 minutes)
9. New Business (5 minutes)
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, November 5, 2025, at 10:00 a.m. in person.

Virtual Link:	Join here	
Password:	Members: 2025	Guests: Guest
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 (509) 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

September 3, 2025

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

September 3, 2025

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