

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

PLANNING AND DEVELOPMENT COMMITTEE MEETING

Minutes of the April 6, 2022, Board Meeting
Via Video Conference

MEMBERS PRESENT

Al French, Spokane County – *Chair*
Tim Hattenburg, City of Spokane Valley
Dan Sander, Small Cities Representative
(Millwood) *Ex Officio*
E. Susan Meyer, Chief Executive Officer
Ex Officio

MEMBERS ABSENT

Karen Stratton, City of Spokane
Betsy Wilkerson, City of Spokane
Dan Dunne, Small Cities Representative
(Liberty Lake), *Ex Officio*

STAFF PRESENT

Karl Otterstrom, Chief Planning and Development
Officer
Brandon Rapez-Betty, Chief Operations Officer /
Interim Chief of Communications & Customer
Service Officer
Monique Liard, Chief Financial Officer
Nancy Williams, Chief Human Resources and Labor
Relations Officer
Vicki Clancy, Executive Assistant to the Chief
Planning and Development Officer

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

Chair Al French called the meeting to order at 10:00 a.m. and Mrs. Vicki Clancy conducted roll call.

2. COMMITTEE CHAIR REPORT

(No items being presented this month.)

3. COMMITTEE ACTION

A. MINUTES OF THE MARCH 2, 2022, COMMITTEE MEETING

Mr. Tim Hattenburg moved to approve the March 2, 2022, Planning and Development Committee meeting minutes. Chair French seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. FEDERAL TRANSIT ADMINISTRATION SECTION 5310 PROGRAM ADJUSTMENTS

Mr. Karl Otterstrom reviewed proposed adjustments related to the Section 5310 Program to address funding awards approved by the STA Board of Directors in a way consistent with recent guidance from the Federal Transit Administration (FTA). STA is a designated recipient of FTA funding for the Section 5310 Program. The primary goal is to improve mobility for seniors and individuals with disabilities. STA is responsible for contracting and providing oversight for nonprofits selected through the annual Section 5310 Call for Projects. On June 25, 2021, the FY 2021 Call for Projects included \$683,500 in federal grants and STA local funds. In September 2021, seven projects were selected for funding, with revisions made in December 2021. FTA recently determined that the City of Spokane Valley's ADA Pedestrian

Hybrid Beacon Signal project does not meet the overall intent of the Section 5310 program and is ineligible for funding. This determination poses a risk to the overall Program of Projects as originally selected. It is STA's desire to ensure continuity of operations for non-profit agencies who are intended recipients of federal funds, and to identify an alternative funding source for the City of Spokane Valley's project. Mr. Otterstrom reviewed the proposed funding revisions and will require Board approval for an additional \$138,507 in STA local funds, among other adjustments. STA believes that there will be a better opportunity to solicit projects as the Coordinated Public Transit – Human Services Transportation Plan is prepared, and STA's strategic planning effort may inform opportunities to expand federal funding.

Mr. Tim Hattenburg moved to recommend the Board approve \$138,507 in additional STA local funds to provide additional funding for, and extend the terms of, eligible Section 5310 Program projects selected in September 2021. Chair French seconded, and the motion was approved unanimously.

B. BOARD DISCUSSION AGENDA

(No items being presented this month.)

Due to technical difficulties, Agenda Item 5B was presented prior to Agenda Item 5A.

5. REPORTS TO COMMITTEE

A. 2023-2028 TRANSIT DEVELOPMENT PLAN: PLANNING GUIDANCE

Mr. Otterstrom presented. A step in the annual preparation of STA's Transit Development Plan (TDP), is that the Committee prepares and recommends to the Board of Directors guidance statements that help frame priorities to be included in the plan. The Committee reviewed the proposed guiding statements for the 2023-2028 TDP that have been updated based on discussion from the March Planning & Development Committee meeting. The additional guidance statement provides heightened awareness of the need to consider diversity by ensuring that underrepresented individuals are included. The Committee reviewed the new draft text.

Mr. Hattenburg appreciated the opportunity to review the new language. Chair French asked if the growth in the Native American community in our region would impact this guidance statement. Mr. Otterstrom responded that staff addresses the variety of minority populations in our area through the continual updates to the STA Title VI plan. Next steps include a review with the Board of the new guidance statement at the April Board of Directors meeting. Guidance will be incorporated into a Draft Plan for public review and comment in June.

B. 2023-2028 TRANSIT DEVELOPMENT PLAN: REVIEW PRELIMINARY REVENUE AND EXPENDITURE FORECAST ASSUMPTIONS

Ms. Monique Liard presented. As part of the preparation of the 2023-2028 Transit Development Plan (TDP), STA is required to incorporate financial projections for this 6-year period. The initial step in this preparation is to seek affirmation by the Committee of the financial assumptions used in deriving the 2023-2028 forecast. Staff is recommending that the financial assumptions generally remain in line with those reviewed and approved by the Board in 2021. Sales tax is forecasted at 3.5% growth per year based on 2022 budgeted sales tax revenue. Chair French agrees with the 3.5%.

Chair French requested that it be made abundantly clear that the Fare Revenue Assumption is a projection for financial modeling purposes only to avoid the public from assuming that the Board has approved a fare increase for 2026. Ms. Liard agreed to make edits accordingly.

Chair French inquired about the 1.0% growth rate on interest earnings income and if there is an opportunity to better that rate by managing internally as opposed to going through the county system or some other mechanism. Ms. Liard is in the process of analyzing the ability to lengthen the term and maturity of the investments.

Chair French asked if STA would be subjected to any impact from the carbon tax regarding fuel costs. Ms. Susan Meyer responded that there were no known impacts.

Ms. Liard reviewed next steps including a public hearing at the June 16, 2022, Board meeting and adoption at the July 21, 2022, Board meeting.

C. CONNECT SPOKANE: PHASE I DRAFT REVISION FOR PUBLIC COMMENT

Mr. Otterstrom presented. Connect Spokane is STA's Comprehensive Plan that sets forth a 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. Highlights of the draft changes in the Phase I elements were presented which includes updating agency planning framework to formally recognize the placement of a multi-year strategic plan within the framework. Mr. Otterstrom reviewed the assumptions, integrated planning horizon, and updated high performance transit (HPT) vision map. A public hearing has been scheduled for the April 2022 Board meeting. Adoption will be proposed at the May 2022 board meeting.

Mr. Otterstrom reviewed the elements in detail with proposed revisions. In addition to providing the full redline draft sections that are included in this meeting's packet, Mr. Otterstrom reviewed additional revisions made since early March.

Mr. Hattenburg thanked staff for all of the efforts on this project and many others.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

March 2022 Voter-Approved Sales Tax Update – Revenue collected on January retail sales: 4.2% above March 2021 actual (\$0.3M), 12.1% YTD above 2021 actual (\$2.8M), and 8.8% YTD above budget (\$2.1M). March revenue over March budget is only \$89,000.

Transit Support Grant – The new Washington State Transit Support Grant is part of the 16 year, \$17 billion Move Ahead Washington package of transportation investments. This funding is available for operating or capital expenditures provide a transit agency establishes a zero-fare policy for youth ages 18 and under for all modes, and that sales tax rate will remain at voter approved levels (or increased). Ms. Meyer discussed the approach and considerations for a possible zero-fare policy.

Strategic Planning Workshop – scheduled for May 19, 2022, for the Board – in person, with virtual as an option.

Mask Mandate – Transit Security Administration (TSA) has extended the mask mandate on trains, planes, and buses and in stations through April 18.

Retention and Recruitment Plan – Ms. Meyer will provide a month-end report at the next Board meeting on the impact of the Retention and Recruitment Plan that the Board approved. STA has a new class of coach operators totaling 18 people.

Chair French asked Ms. Susan Meyer and Ms. Laura McAloon if consideration has been given to the impact of the legislature passage of new laws regarding the Open Public Meetings act that would require agencies to continue to allow for remote involvement in public meetings, especially for public comment. Ms. Meyer responded that STA's current process is compliant with the new law. When STA begins in-person meetings, a virtual option will be available for attending and for public comment. Ms. McAloon confirmed STA is consistent with state law.

7. COMMITTEE INFORMATION -- *None*
8. MAY 4, 2022, COMMITTEE MEETING DRAFT AGENDA REVIEW
9. NEW BUSINESS
10. COMMITTEE MEMBERS' EXPRESSIONS -- *None*
11. ADJOURN

With no further business to come before the Board, Chair French adjourned the meeting at 11:07 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, MAY 4, 2022, at 10:00 a.m. VIA WEBEX.

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning and Development Department