

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

PLANNING AND DEVELOPMENT COMMITTEE MEETING

Wednesday, September 6, 2023
10:00 a.m. – 11:30 a.m.

Committee Meeting is In-Person at STA Boardroom

w/virtual joining option

Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA

Join Link: Join [here](#)

Committee Member Password (if asked): 2023 | Guest Password (if asked): 0923

Call-in Number: 1-408-418-9388 | Event/Access code: 2493 292 0282 | Password: 2023

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
 - A. Minutes of the July 5, 2023, Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda *(15 minutes)*
 1. Division Street Bus Rapid Transit: Transit Oriented Development Study Interlocal Agreement *(Otterstrom)*
 - B. Board Discussion Agenda *(15 minutes)*
 1. Reconnecting Communities and Neighborhoods Grant Application Approval *(Otterstrom)*
5. Reports to Committee *(30 minutes)*
 - A. Connect Spokane Comprehensive Plan: Phase 2 Update – Project Timeline *(Otterstrom)*
 - B. Connect 2035 Strategic Plan Phase 2 Update *(Otterstrom)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information
8. Review October 4, 2023, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, October 4, 2023, at 10:00 a.m. via Webex

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 6, 2023

AGENDA ITEM 2: COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Al French, Chair, Planning and 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 AND DEVELOPMENT COMMITTEE MEETING

September 6, 2023

AGENDA ITEM 3A : MINUTES OF THE JUNE 7, 2023, COMMITTEE MEETING

REFERRAL COMMITTEE: n/a

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

SUMMARY: Draft Minutes of the June 7, 2023, Planning and 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 AND DEVELOPMENT COMMITTEE MEETING

Minutes of the July 5, 2023, Meeting
Via Video Conference

MEMBERS PRESENT

Al French, Spokane County – *Chair*
Karen Stratton, City of Spokane
Tim Hattenburg, City of Spokane Valley
Dan Dunne, Small Cities Representative
(Liberty Lake)
Chris Grover, Small Cities Representative
(Cheney), *Ex-Officio*
E. Susan Meyer, Chief Executive Officer
Ex Officio

MEMBERS ABSENT

Dan Sander, Small Cities Representative
(Millwood) *Ex Officio*

STAFF PRESENT

Karl Otterstrom, Chief Planning & Development
Officer
Brandon Rapez-Betty, Chief Operations Officer
Monique Liard, Chief Financial Officer
Carly Cortright, Chief Communications & Customer
Service Officer
Nancy Williams, Chief Human Resources Officer
Vicki Clancy, Executive Assistant to the Chief
Planning & Development Officer

PROVIDING LEGAL COUNSEL

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

1. CALL TO ORDER AND ROLL CALL

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

2. COMMITTEE CHAIR REPORT

3. COMMITTEE ACTION

A. MINUTES OF THE MAY 31, 2023 (JUNE), COMMITTEE MEETING

Mr. Tim Hattenburg moved to approve the May 31, 2023, Planning and Development Committee meeting minutes. Ms. Karen Stratton seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA -- *None*

B. BOARD DISCUSSION AGENDA

1. 2024-2029 TRANSIT DEVELOPMENT PLAN: FINALIZE AND APPROVE (RESOLUTION)

Mr. Karl Otterstrom presented. The plan's purpose is to address requirements under state law and agency implementation program needs. The TDP (Transit Development Plan) reflects the latest costs, service levels and regional development expectations, and is the tactical framework for implementing the strategic comprehensive plan over 6 years. Plan development began in Mid-February of this year through May. The preliminary draft was made available to the public on May 26, 2023. A SEPA Determination was published on May

30, 2023, and a Public Hearing took place at the June 15, 2023, STA Board Meeting. The statutory submission deadline to WSDOT (Washington State Department of Transportation) takes place September 1, 2023. Minor edits to the TDP includes an adjustment to the fleet replacement fund contributions to better balance the annual fund balance in line with anticipated fleet needs. This added detail for ending cash balance before the Replacement Fund. One comment was received regarding accelerating the addition of night and weekend service on Route 11 from September 2024 to May 2024, to address growing activity in the North Bank of downtown Spokane.

Ms. Monique Liard presented on Capital Improvement Program (CIP) Assumptions which provides full funding for capital expenditures for the six-year period through 2029. A change was made to reflect the 755 revenue hours that added projected cost of just under \$200,000. Ms. Liard reviewed breaking out the Fleet Replacement Fund to look at the cash balances before and then after the Fleet Replacement Fund. One of the items discussed in the past is the utilization of financial resources. The financial forecast shows through the TDP period of 2024 through 2029 that we are consuming our resources in the advancement of transit in the region. By 2029 the cash balance, after reserves and before the fleet replacement fund, will be down to \$5.5 million. Ms. Liard reviewed some of the set asides that are planned in the TDP relative to giving bandwidth to make decisions with what to do with the Strategic Plan Connect 2035. There are two key projects in Connect 2035: Division Street Bus Rapid Transit (BRT), and the estimated \$105m placeholder funds for future Connect 2035 projects which includes service expansions and transit-oriented development collaborations. Not included is any further electrification of the fleet.

Mr. French pointed out that there is a statutory requirement to convert the fleet from diesel/fossil fuels to electric; this means STA will need to add millions of dollars to the capital program in the future for procuring zero emission vehicles and for building and electrifying a facility that will house those buses. These funds have not yet been identified.

Mr. Tim Hattenburg moved to recommend the STA Board of Directors adopt, by resolution, the 2024-2029 Transit Development Plan. Mr. Chris Grover seconded, and the motion was approved unanimously.

2. CITY LINE PROJECT SAVINGS (RESOLUTION)

Mr. Otterstrom presented a recap of the current financial outlook as of the last STA Board meeting, where 74% (\$68.4M) of the City Line budget has been spent, 7% (\$6.1M) of the budget committed, 4% (\$3.8M) forecasted, and 15% (\$13.9M) uncommitted. City Line is expected to be completed between \$10M and \$14M under budget. The anticipated savings are comprised of federal and local funds, and the exact amount will not be known until the last invoice has been paid on the project. Federal funding is provided on a reimbursement basis; the unspent federal funds are retained by FTA. State funds, derived from Connecting Washington and the Regional Mobility Grant program, have been expended. The local share of savings is projected to be between \$3.7M - \$5.2M. Staff drafted a resolution for Committee and Board consideration to apply these funds strategically to the Division Street Bus Rapid Transit's (BRT) construction and implementation phase as local match.

Mr. Otterstrom introduced Ms. Sherry Little, Cardinal Infrastructure, who called in to share additional information regarding the strategic opportunity created by the City Line project coming in under budget. Ms. Little provided context in how other US transit organizations have chosen to use under-runs when they have had them for a Capital Investment Grant (CIG) project. It is a unique opportunity which is fairly uncommon for major transit projects. The Deputy Administrator will be in Spokane within a few weeks to celebrate the City Line launch. This will be a unique opportunity for the STA Board Members to have discussions with her and local officials about this under-run. The current STA reputation is that STA delivers what they state they will deliver and has superior project delivery skills. Ms. Little explained that any remaining FTA funds for City Line do not automatically roll over to Division Street BRT; these go back to the treasury, because FTA does not allocate that whole chunk of funding to the agency. Instead, they are investing in an individual project based on merits of that project, including the agency's financial commitment to the project. The best chance of receiving funds to expand Division BRT is to roll the local share of funds over into the project first. This is a powerful message to the FTA, as it demonstrates local and regional financial commitment to expanding transit in the region.

Ms. Little noted that with the debt relief deal that was struck recently, the treasury may have less funds to distribute for transit, meaning there is a need to be more competitive with peer agencies to receive these funds for projects like Division.

Mr. French pointed out that having this local fund as a rollover demonstrates a commitment to BRT.

Mr. Otterstrom reviewed the City Line Project Savings (Draft Resolution). There are two sections: Section 1 -- STA Board declares its intent to commit the local share of City Line BRT savings to the Division Street BRT project Construction and Implementation Phase once the City Line project is closed out. Section 2 -- Directs staff to report back to the STA Board, the final amount to be reallocated and to ensure those funds are a component of Division Street BRT. Mr. Otterstrom highlighted the current projected costs of Division Street BRT, stating that reallocating savings from City Line to Division Street BRT Construction and Implementation Phase will reduce the local share of STA's second BRT project that is yet-to-be secured. There are three phases: Project Development, Construction and Implementation, and BRT Fleet Procurement.

Mr. Dunne inquired as to whether there were any other needs (urgent or pressing) for consideration that these funds could elsewhere be allocated to, such as converting diesel buses to electric. Ms. Meyer responded that after the first forty battery electric buses are purchased by the end of the year, STA has funded diesel bus replacements in this CIP; that is an identified opportunity for the Board to make a decision if funding was made available. Ms. Meyer also mentioned the need to expand vehicle storage and maintenance facilities.

Discussion ensued. Mr. French stated that there are sources of funds and grants that can be looked at to replace the fleet, and that the best option for local savings in the City Line project is to roll over the funds to continue improving the system. The commitment of these funds chip away at how much funding is yet to be secured on the project.

After discussion, **Chair French called for the vote. Mr. Tim Hattenburg moved to recommend the Board approve, by resolution, the reallocation of any unspent local funds from the City Line BRT project budget, for future dedicated use in the Division Street BRT project Construction and Implementation Phase. Chair French, Mr. Tim Hattenburg, and Ms. Karen Stratton voted in favor and Mr. Dan Dunne opposed the motion. The motion passed 3-1.**

3. DIVISION STREET BUS RAPID TRANSIT: PROJECT DEVELOPMENT PHASE FUNDING (RESOLUTION)

Mr. Otterstrom presented. Division Street is the main north-south roadway in Spokane and is one of the busiest in the region. Connect Spokane and STA Moving Forward have both called for exploring and advancing High Performance Transit in the corridor. STA, by Resolution No. 785-21, adopted the Locally Preferred Alternative (LPA) of fixed-guideway Division Street BRT with the preliminary alignment and station locations in April 2021, as refined in Resolution No. 809-23 adopted May 18, 2023. This project is currently in the Preliminary Engineering and Environmental Scoping Phase. This includes past work of the refinement of the LPA, preliminary ridership modeling, public outreach, Title VI assessment, and initial coordination with FTA. Currently, STA is preparing to enter the Project Development phase, which includes conceptual design work, environmental scoping and updated cost estimates. The Preliminary Engineering and Environmental Scoping Phase are not considered eligible for local match for future federal funds. The project's funding plan includes a substantial local share, combined with Move Ahead Washington funds and future federal Small Starts grant award. Federal funds for this project will not be received until after the project development phase. The \$101M in federal funds is prospective, as is the projected local share, the committee is recommending that up to \$5.2M of the local share be secured from savings from the City Line project budget. Mr. Otterstrom recapped the funding sources for the \$15M costs of Project Development as projected in the current 2024-2029 Capital Improvement Program. This includes \$1M from the SRTC in 2022, \$7.746M from Washington State Move Ahead WA (2023-2025) enacted budget, \$3.86M from the Washington State Move Ahead WA (2025-2027) program, and \$2.3940M from STA local funds (\$1.8M of total is in 2023 Capital Budget). Mr. Otterstrom provided an overview of the Project Development Phase, entry into this phase formally ushers the project into the Capital Investment Grant (CIG) program "pipeline," but not as far as to provide commitment of CIG funding. This phase will include all design, engineering, environmental review, and other activities necessary to prepare the project for future federal funding award and initiation of construction and implementation. Project Development will include design, cost estimating, value engineering and risk reviews at various design milestones, including 30%, 60%, and 90% design. There will be updated cost estimates as the project progresses through each phase. It will be up to the FTA to decide what the final budget is and the commitment to that will be based on the Board's decision. STA anticipates seeking a CIG funding rating in 2025, to be eligible to obtain funding award by late 2026/early 2027. While the status of federal funding is currently unknown for 2026 and 2027, entering the Project Development Phase is key to moving forward. Mr. Otterstrom highlighted the Division Street BRT Schedule, beginning in 2022 and preliminary engineering scoping work going through 2030. During this time there is FTA CIG processes, NEPA, Design, Construction, and Implementation. STA is now seeking to enter the Project Development Phase, requiring a formal letter request from the CEO and a

demonstrated financial commitment to the Project Development Phase. It is anticipated that the FTA could allow entry into Project Development as early as 45 days from submission of a request, and potentially as late as October, depending on how much back and forth occurs between STA and the FTA. All non-federal funds for Project Development will be eligible to match federal funds if STA receives a Small Starts grant award under the CIG program.

Subject to Board approval, STA is proposing to seek entry into Project Development in late July 2023. Mr. Otterstrom reviewed the proposed Board Resolution that would authorize requesting entry into Project Development. The first section of the draft resolution affirms the funds projected in the 2024-2029 CIP as programmed for the Project Development Phase. Section two affirms that \$1.8M in local funds in STA's 2023 Capital Budget are committed to the Project Development Phase and available to begin work immediately. The third section commits the Board to ensure all other funds in Section 1, including budget carryover from one year to the next, remain available for this phase of work. Section four commits STA to providing local funds to cover any delayed or deferred state funds fully for this phase of work. Finally, section 5 authorizes the CEO to submit a letter to FTA seeking entry into Project Development (Board authority was obtained in July 2014 for City Line Development Phase). Mr. French commented that this is a critical step in the evolution of this project. Mr. Dunne questioned if there would be a voter action regarding BRT and if so when. Ms. Meyer that there is nothing else required to finish Division Street BRT.

Mr. Dan Dunne moved to recommend the Board of Directors approve, by resolution, the funding sources, and commitments for the project development phase of Division Street BRT and authorize the CEO to request approval to enter Project Development under FTA section 5309 CIG program. Mr. Tim Hattenburg seconded, and the motion was approved unanimously.

5. REPORTS TO COMMITTEE

A. CONNECT SPOKANE COMPREHENSIVE PLAN: PHASE 2 UPDATE

Mr. Otterstrom presented. *Connect Spokane* is STA's 30-year Comprehensive Plan, it contains a long-range policies and principles. The last major update was in 2017. *Connect Spokane* is the foundation of the hierarchy of plans. A major update was initiated in late 2020 and in 2021 was divided into two phases. The first phase was completed in 2022 and addressed items that would inform the first phase of strategic planning. The second phase is set to kick-off this fall. This second phase is an opportunity to review and refresh the entire document. Mr. Otterstrom showed a timeline for the comprehensive and strategic initiatives integrated timelines. Mr. Otterstrom reviewed the proposed scope of the Connect Spokane Phase 2 update.

Ms. Stratton was glad to see the low-income fares and Title VI included in the proposed updates. Mr. French inquired about getting service to those in the PBTA boundary that currently do not have service areas like Five Mile Prairie and Latah Valley, and Eagle Ridge.

B. CONNECT 2035 STRATEGIC PLAN: PHASE 2 OVERVIEW

Mr. Otterstrom presented. Connect 2035 Phase 2 scope of work is building on the three goals adopted in the Phase I Strategic Document, along with their associated strategies. Phase 2's primary objective is to develop a 10-year strategic plan that includes sequenced initiatives for

achieving established goals and performance measure targets. Effective and informative stakeholder engagement to ensure careful consideration of stakeholder input as broad support of the plan recommendations. Project management and community engagement will be key factors throughout the project. Upcoming project activities are a project initiation call with staff and consultants on July 11, followed by an internal project kick-off with consultants on July 26 and 27. The focus of the second set of meetings is on community engagement strategies, the funding model for scenarios review, and a fixed route network assessment. Upcoming board activities, on September 6th there is a tentative board workshop to discuss engagement strategies. In late October/early November there will be another board workshop to discuss funding scenarios.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

June 2023 Voter-Approved Sales Tax Revenue (April Sales) Update: Actual (\$9,336,760) compared to budget (\$9,233,669) for a 1.1% difference of \$103,091. Sales tax revenue is 2.0% YTD above budget (\$1.1M), for a 1.1% favorable variance of \$203,091, and 2.0% YTD above 2023 actual (\$1.1M).

City Line Launch Event: Ms. Meyer gave an overview of the itinerary for the Board Members regarding the City Line Launch events for Saturday, July 15, and for the official ribbon-cutting ceremony on Tuesday, July 18. Confirmed speakers for the ribbon-cutting event include Governor Jay Inslee; Spokane Mayor Nadine Woodward; Federal Transit Administration Deputy Administrator Veronica Vanterpool; Gonzaga University President Dr. Thayne McCulloch; Washington State Senator Andy Billig; Spokane City Council Member and STA Board Chair Lori Kinnear; Spokane County Commissioner and STA Board Vice Chair Al French; and STA Chief Executive Officer E. Susan Meyer.

7. COMMITTEE INFORMATION – *None*

8. REVIEW SEPTEMBER 6, 2023, COMMITTEE MEETING AGENDA

9. NEW BUSINESS - *None*

10. COMMITTEE MEMBERS' EXPRESSIONS - *None*

11. ADJOURN

With no further business to come before the Committee, Chair Al French adjourned the meeting at 11:33 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, September 6, 2023, at 10:00 a.m. VIA WEBEX. *(No August Meeting)*

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning and Development Department

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 6, 2023

AGENDA ITEM 4A1 : DIVISION STREET BUS RAPID TRANSIT: TRANSIT ORIENTED DEVELOPMENT STUDY INTERLOCAL AGREEMENT

REFERRAL COMMITTEE: n/a

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

SUMMARY: 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. Land use planning activities, focused on Transit Oriented Development (TOD) is an essential complement to Division Street BRT. Staff are seeking the Committee's recommendation to authorize the CEO to execute an interlocal agreement between STA and its partners with zoning jurisdiction in the corridor, the City of Spokane and Spokane County, to provide federal funds to support TOD planning.

BACKGROUND:

In 2019, STA and SRTC led the *DivisionConnects* study that identified what future bus rapid transit (BRT) service would look like on Division Street as well as other factors that support transit service, such as land use and access to stations. A key success of the *DivisionConnects* study was the adoption by the STA Board of Directors of Resolution No. 785.21, establishing the Division Street BRT Locally Preferred Alternative (LPA) calling for fixed guideway BRT between downtown Spokane and the Mead area.

In February 2022, the Federal Transit Administration (FTA) announced a funding award of \$405,000 to Spokane Transit through MAP-21 Section 20005(b) program to support TOD planning in the Division Street BRT corridor. Importantly, the corridor was deemed eligible because the LPA established by the STA Board of Directors in partnership with regional partners included a fixed guideway for more than 50% of the corridor, in the form of planned Business Access and Transit (BAT) lanes.

While the funding is awarded to STA as a direct recipient of FTA funds, this grant program requires that proceeds of the grant be spent by the jurisdictions having zoning jurisdiction in the corridor. In this instance, the City of Spokane and Spokane County are the jurisdictions with zoning responsibility and were both partners in the grant application. As such, both partners will act as grant subrecipients.

As subrecipients of FTA funds, the City of Spokane and Spokane County will have certain obligations related to various federal regulations. Additionally, in-kind matches provided by each jurisdiction will need to be tracked and reported in order to fulfill STA's obligations as direct recipient of the grant funds. The draft interlocal agreement is intended to formalize roles with respect to the grant. This interlocal agreement includes the proposed scope of work to be included in the Request for Proposal (RFP) to be issued by the City of Spokane, budget, schedule, and project contacts.

The draft agreement is attached for review.

RECOMMENDATION TO COMMITTEE: Recommend the Board authorize the CEO to execute the Division Street BRT TOD Study Interlocal Agreement with the City of Spokane and Spokane County.

**INTERLOCAL AGREEMENT BETWEEN THE CITY OF SPOKANE, THE
COUNTY OF SPOKANE, AND THE SPOKANE TRANSIT AUTHORITY (“STA”), FOR
DEVELOPMENT AND FUNDING OF DIVISION STREET TRANSIT-ORIENTED
DEVELOPMENT (“TOD”) CORRIDOR PLAN**

THIS INTERLOCAL AGREEMENT (“Agreement”), authorized per RCW 39.34.030, is made and entered into between the CITY OF SPOKANE, a municipal corporation of the State of Washington, having offices for the transaction of business at 808 West Spokane Falls Boulevard, Spokane, Washington 99201, hereinafter referred to as the “CITY”, the COUNTY OF SPOKANE, a political subdivision of the State of Washington, having offices for the transaction of business at 1116 West Broadway Avenue, Spokane, Washington 99260, hereinafter referred to as the “COUNTY” and the SPOKANE TRANSIT AUTHORITY, a Washington State political subdivision and special purpose district, having offices for the transaction of business at 1230 West Boone Avenue, Spokane, Washington 99201, hereinafter referred to as “STA”, each individually referred to as a “PARTY” and collectively as the “PARTIES”.

SECTION 1: RECITALS AND FINDINGS

WHEREAS, pursuant to the provisions of Revised Code of Washington (“RCW”) Chapter 39.34 (“Interlocal Corporation Act”), the Parties may contract with each other to perform certain functions which each may legally perform; and

WHEREAS, in preparation of the planned Division Street Bus Rapid Transit (“BRT”) project, [linked here https://www.spokanetransit.com/wp-content/uploads/2023/08/Division-Street-BRT-Phase-1-Report-Final_071023_with-appendices.pdf](https://www.spokanetransit.com/wp-content/uploads/2023/08/Division-Street-BRT-Phase-1-Report-Final_071023_with-appendices.pdf)), the City, County, and STA applied for the Fiscal Year 2021 Pilot Program for a Transit-Oriented Development Planning (“TOD”) grant from the United States Federal Transit Administration (FTA) to fund work that will yield the “Division Street TOD Corridor Plan”; and

WHEREAS, the corridor-wide TOD plan will build on the work completed in the DivisionConnects study, [linked here \(https://www.srtc.org/wp-content/uploads/2022/08/DivisionConnects-Vision-and-Implementation-Strategy-Phase-2-Report-final2.pdf\)](https://www.srtc.org/wp-content/uploads/2022/08/DivisionConnects-Vision-and-Implementation-Strategy-Phase-2-Report-final2.pdf), to reimagine how the current highway arterial could transform into a multimodal corridor, teaming with accessible transit, a mix of jobs and housing, and abundant access for all; and

WHEREAS, grant funding received through the FTA’s TOD Pilot Program will aid in taking the next step of TOD planning for the Division Street corridor to comprehensively plan for BRT-centered, transit-oriented development along the entire corridor that addresses climate change, challenges facing environmental justice populations, and racial equity and barriers to opportunity; and

WHEREAS, this document updates the June 2021 Letter of Intent explaining the partnership between the STA as the transit project sponsor and the City and the County as the entities within the project corridor with land use planning authority to conduct the comprehensive planning work; and

WHEREAS, in pursuit of planning for and implementing transit-supportive development along the Division Street corridor, the City, County, and STA will also continue to work closely with the Spokane Regional Transportation Council (SRTC), and the Washington State Department of Transportation (WSDOT) to carry out the collaborative TOD planning process for this TOD planning project.

NOW, THEREFORE, in consideration of the following terms and conditions, to include the above recitals, which are incorporated herein as a part of this Interlocal Agreement, it is agreed among the Parties:

SECTION 2: PURPOSE

The purpose of this Interlocal Agreement is to set forth the shared understanding of the City, County and the STA regarding generation of a Transit-Oriented Development “(TOD)” Plan for the Division Street Corridor, and funding for development of such Plan, utilizing a combination of both United States Federal Transit Administration (“FTA”) Pilot Program TOD grant monies awarded STA, and supportive cost-share funding from both the City and County as the land use authorities responsible for completing the federal grant work and deliverables.

SECTION 3: DURATION

The term of this Agreement shall [begin on October 1, 2023 and end on December 31, 2026, or coincide with the TOD Pilot Program grant agreement schedules established by the Federal Transit Administration, currently scheduled for completion by December 31, 2026.

SECTION 4: RESPONSIBILITIES OF THE PARTIES

See attached Exhibit A for PARTIES’ RESPONSIBILITIES.

SECTION 5: RECORDS

All public records prepared, owned, used or retained by either Party in conjunction with meeting its responsibilities under this Agreement shall be made available to the other Party upon written request subject to the attorney-client and attorney work product privileges set forth in statute, court rule, or case law.

SECTION 6: JOINT BOARD

Pursuant to RCW 39.34.030(4)(a), the Parties will each appoint a representative from their respective agencies to a Joint Board who will administer the cooperative undertaking set forth in this Agreement.

SECTION 7: AGREEMENT TO BE FILED

Pursuant to RCW 39.34.040, prior to its entry into force, this Agreement shall be filed with the County Auditor or, alternatively, listed by subject on each Parties website or other electronically retrievable public source.

SECTION 8: FINANCING

See attached Exhibit A for PARTIES’ RESPONSIBILITIES.

SECTION 9: AMENDMENTS

This Agreement may be amended by the mutual written agreement of the Parties executed by personnel authorized to bind each of the Parties.

SECTION 10: SEVERABILITY

If any term or condition of this Agreement is held invalid, such invalidity shall not affect the validity of the other terms or conditions of this Agreement.

SECTION 11: ANTI-KICKBACK

No officer or employee of the Parties, having the power or duty to perform an official act or action related to this Agreement shall have or acquire any interest in the Agreement, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in this Agreement.

SECTION 12: ANTIDISCRIMINATION

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of, or in connection with, this Agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Parties agree to comply with, and to require that all subcontractors to the extent utilized comply with federal, state and local nondiscrimination laws, including but not limited to: The Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act and the American's with Disabilities Act, to the extent those laws are applicable to the subject matter of this Agreement.

SECTION 13: GOVERNING BODY APPROVAL ACTION

Pursuant to RCW 39.34.030(2), Appropriate action by ordinance, resolution or otherwise pursuant to law of the governing bodies of the Parties shall be necessary before this Agreement enters into force and effect.

SECTION 14: LEGAL RELATIONS

Individually, each Party to this Agreement shall protect, defend, indemnify and save harmless each other Party, its officers, officials, employees and agents from any and all costs, claims, judgment and/or awards of damages resulting from the negligent acts or omissions of its officers, officials, employees and agents acting with the scope of their employment arising out of or in connection with the performance of the Agreement.

In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of more than one Party, their officers, officials, employees and agents, an individual Party's liability hereunder shall be only to the extent of that Party's negligence.

SECTION 15: FORCE MAJEURE

In the event any Party's obligations under this Agreement are substantially delayed, prevented or rendered impractical by fire, flood, riot, earthquake, civil commotion, war, strike, lockout, labor

disturbances, exposition, sabotage accident or other casualty, weather event, act of God, any law, ordinance, rule or regulation which becomes effective after the date of this Agreement, or any other cause beyond the reasonable control of any Party, then the Parties shall be released from performance under the Agreement. Parties hereby waive any claim for damages or compensation for such delay or failure to perform.

SECTION 16: PUBLIC RECORDS ACT

Each Party to this Agreement understand and acknowledges that they are each subject to the Public Records Act, RCW 42.56 *et seq.*

SECTION 17: TERMINATION

- (a) This Agreement shall be effective upon the signature of all Parties.
- (b) A Party to this Agreement may terminate its participation by providing sixty (60) days written notice of termination to the other Parties. The terminating Party will continue participation, financial or otherwise, up to the effective date of termination.
- (c) This Agreement also may be amended by the mutual written consent of the Parties authorized representatives.

SECTION 18: MISCELLANEOUS PROVISIONS

- (a) Partial Invalidity. Whenever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under applicable law. Any provision of this Agreement which shall prove to be invalid, void or illegal shall in no way affect, impair, or invalidate any other provisions hereof, and such other provisions shall remain in full force and effect. Notwithstanding the foregoing, this Agreement shall be subject to renegotiation as provided in this Agreement.
- (b) Entire Agreement. This Agreement contains the entire understanding between the Parties and supersedes any prior understandings and agreements between them regarding the subject matter hereof. There are no other representations, agreements, or understandings, oral or written, between the Parties hereto relating to the subject matter of this Agreement. No amendment of, or supplement to, this Agreement shall be valid or effective unless made in writing and executed by the Parties hereto.
- (c) Mediation/Arbitration Clause. If a dispute arises from or relates to this Agreement or the breach thereof and if the dispute cannot be resolved through direct discussions, the Parties agree to endeavor first to settle the dispute in an amicable manner by mediation administered by a mediator under the American Arbitration Association's Rules before resorting to arbitration. The mediator may be selected by agreement of the Parties or through the American Arbitration Association. Following mediation, any unresolved controversy or claim arising from or relating to this Agreement or breach thereof shall be settled through arbitration, which shall be conducted under the American Arbitration Association's Arbitration Rules. The arbitrator may be selected by agreement of the Parties or through the American Arbitration Association. All fees and expenses for mediation or arbitration shall be borne by the Parties equally. However, each party shall bear the

expense of its own counsel, experts, witnesses, and preparation and presentation of evidence. The Arbitration shall be final and binding pursuant to RCW Chapter 7.04A.

- (d) Compliance with Laws. The Parties shall observe all federal, state, and local laws, ordinances, and regulations, to the extent that they may be applicable to the terms of this Interlocal Agreement.
- (e) Non-waiver. No waiver by any Party of any of the terms of this Agreement shall be construed as a waiver of the same or other rights of that Party in the future.
- (f) Assignment/Binding Effect. Performance of any or all aspects of this Interlocal Agreement may not be assigned without written authorization by the other party, which consent shall not be unreasonably withheld. Likewise, neither party may assign their respective rights to any claims or actions arising out of or relating to this Agreement without written authorization.
- (g) Modification. No modification or amendment to this Agreement shall be valid until put in writing and signed with the same formalities as this Agreement.
- (h) Headings. The section headings appearing in this Agreement have been inserted solely for the purpose of convenience and ready reference. In no way do they purport to, and shall not be deemed to define, limit or extend the scope or intent of the sections to which they pertain.
- (i) Governing Law/Venue. The terms of this Agreement shall be governed by the laws of the State of Washington. In the event that legal action is commenced to resolve a dispute arising out of this Agreement, the venue of such action shall be in Spokane County, Washington.
- (j) Counterparts. This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute one and the same.

SECTION 19: RCW 39.34.030 REQUIRED CLAUSES

- (a) Duration: As set forth in Section 3 above.
- (b) Organization: As set forth in Section 6 above. Each party is duly organized and in existence. No new or separate legal or administrative entity is created to otherwise administer this Agreement.
- (c) Purpose: As set forth in Section 2 above.
- (d) Responsibilities of the Parties: As outlined in Exhibit A.
- (e) Financing: As set forth in Section 8 above and Exhibit A. Each Party shall be responsible for the financing of its obligations through its budgetary process.

- (f) Termination and Disposal of Property: As set forth in Section 17 above. Upon termination, each party retains control of its property. Jointly held property shall be divided in proportion to the amount each Party contributed to acquisition.
- (g) Administrator or Joint Board: As set forth in Section 6 above.
- (h) Agreement to be Filed: As set forth in Section 7 above.

IN WITNESS WHEREOF, the PARTIES have caused this Agreement to be executed on the date and year set forth opposite their respective signature block, the date of the last signature being the effective date of the Agreement.

BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

DATED: _____

MARY L. KUNEY, Chair

JOSH KERNS, Vice Chair

AL FRENCH, Commissioner

ATTEST:

AMBER WALDREF, Commissioner

Ginna Vasquez
Clerk of the Board of County Commissioners

CHRIS JORDAN, Commissioner

CITY OF SPOKANE

DATED: _____

NADINE WOODWARD
Mayor, City of Spokane

ATTEST:

TERRI PFISTER
Clerk, City of Spokane

SPOKANE TRANSIT AUTHORITY

DATED: _____

E. SUSAN MEYER
Chief Executive Officer, Spokane Transit
Authority

ATTEST:

DANA INFALT
Clerk of the Spokane Transit Authority Board

EXHIBIT A
PARTIES' RESPONSIBILITIES

A. City Role and Responsibilities

The City is the local municipality with jurisdiction over land use for the majority of the corridor length. As such, the City makes the following financial commitment for the Pilot Program for Transit-Oriented Development Planning grant:

Funding Commitments				
In-Kind Match				
Position	Department	Amount	Year	Type
Assistant Planner II	Planning Services	\$83,790	Year 1 and 2	In-Kind Match
Associate Planner	Planning Services	\$82,857	Year 1 and 2	In-Kind Match
Principal Planner	Planning Services	\$3,193	Year 1 and 2	In-Kind Match
Planning Director	Planning Services	\$266	Year 1 and 2	In-Kind Match
Senior Engineer	Integrated Capital Management	\$2,886	Year 1 and 2	In-Kind Match
ICM Director	Integrated Capital Management	\$734	Year 1 and 2	In-Kind Match
Cash Match				
	Year	Amount		Type
	Year 1	\$5,000		Cash Match
	Year 2	\$5,000		Cash Match
Subtotal				
	<i>Year 1</i>	\$86,864		
	<i>Year 2</i>	\$86,864		
Total Funding Commitments		\$183,728		

The City's Planning Services Department has committed a cash match of \$5,000 from the fiscal year 2023 budget, and will commit \$5,000 from the fiscal year 2024 budget towards the minimum grant matching requirement outlined by the Federal Transit Administration. In addition to the cash match, the City is committing an in-kind match of dedicated staff time of \$86,864 each year of the two-year project.

The City agrees to provide staff support including but not limited to: dedicated Planning Services staff for project management and oversight; consultant coordination; administrative support for public engagement and legal noticing requirements; and a team of interdepartmental technical and

professional staff to participate via the Project Management Team and Technical Advisory Committee.

The City, in concert with the County and STA, agrees to select and contract with a consultant and/or consultant team to undertake and complete the Division Street TOD Corridor project. The City shall use its reasonable business judgment, as it deems appropriate, in bidding and awarding contracts for the work associated with the project. A representative from the County and STA will be included in the consultant selection process and in the preparation of the final scope of work.

As technical analysis of the bus-rapid transit line along Division Street continues, the City shall remain an active Project Team participant so that findings from the study can inform the final deliverable for the Division Street TOD Corridor plan.

The City reserves the authority of the City Council as the final approval body of any comprehensive planning in the City of Spokane municipal boundaries to adopt, adopt with amendments, or deny the final resulting Division Street TOD Corridor plan, pursuant to Spokane Municipal Code Title 17G.

B. County Role and Responsibilities

The County is the municipality with jurisdiction over the northernmost portion of the corridor. As partner to the proposed work and the grant, Spokane County makes the following financial commitment for the Pilot Program for Transit-Oriented Development Planning grant:

Funding Commitments				
In-Kind Match				
Position	Department	Amount	Year	Type
Assoc Planner	Building & Planning	\$19,686	Year 1 and 2	In-Kind Match
Senior Planner	Building & Planning	\$8,560	Year 1 and 2	In-Kind Match
Planning Director	Building & Planning	\$5,026	Year 1 and 2	In-Kind Match
Cash Match				
	Year	Amount		Type
	Year 1	\$2,500		Cash Match
	Year 2	\$2,500		Cash Match
Subtotal				
	<i>Year 1</i>	\$35,772		
	<i>Year 2</i>	\$35,772		
Total Funding Commitments		\$71,544		

The Spokane County Commissioners are in support of \$5,000 cash match over two years, and

\$66,544 in-kind matching towards the grant matching requirement outlined by the Federal Transit Administration. Roles and responsibilities of the County are further described below:

- The County agrees to provide staff support including but not limited to: dedicated Planning Department staff for project oversight; consultant coordination; administrative support for public engagement and legal noticing requirements; and to participate in the Project Management Team; additionally, a County engineering staffer will provide technical and professional support by participating in the Technical Advisory Committee.
- The County, in concert with the City and STA, will participate in the procurement and selection process, as well as task management, with a consultant and/or consultant team to undertake and complete the Division Street TOD Corridor project.
- As technical analysis of the bus-rapid transit line along Division Street continues, the County shall remain an active Project Team participant so that findings from the study can inform the final deliverable for the Division Street TOD Corridor plan.
- The County reserves the authority of the Spokane County Commissioners as the final approval body of any comprehensive planning in the County to adopt, adopt with amendments, or deny the final resulting Division Street TOD Corridor Plan.

C. STA Roles and Responsibilities

STA is the transit project sponsor, the designated FTA grant recipient, and the region's sole public transportation benefit area and public transportation provider. As such, the STA commits to the following roles and responsibilities:

- STA is the grant recipient and will reimburse the City of Spokane upon submittal of payment request/progress reports.
- As technical analysis for the bus-rapid transit line along Division Street continues, STA shall remain an active Project Team participant so that findings from the study can inform the final deliverable for the Division Street TOD Corridor plan.
- STA agrees to provide staff support including but not limited to: designated staff to coordinate grant disbursement; support for public engagement; and staff participation on the Project Management Team and Technical Advisory Committee.

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 6, 2023

AGENDA ITEM 4B1 : RECONNECTING COMMUNITIES AND NEIGHBORHOODS GRANT APPLICATION APPROVAL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Tara Limon, Principal Transit Planner

SUMMARY: The U.S. Department of Transportation recently released a notice of funding opportunity for the Reconnecting Communities and Neighborhoods (RCN) grant program to fund capital construction, community planning or regional partnership projects. As described in further detail below, staff is seeking board authorization for key actions necessary to submit a grant application to partner with the cities of Spokane and Spokane Valley to improve accessibility, and reconnect and reinvest in the East Central neighborhood and Edgecliff Park neighborhood.

BACKGROUND: The U.S. Department of Transportation’s new Reconnecting Communities and Neighborhoods (RCN) grant program includes \$1.15 billion for construction projects addressing mitigation of a “burdening” facility, improving access and building/improving “complete streets”. The grant aims to improve access to daily needs such as jobs, education, healthcare, food, and recreation by removing, retrofitting, or mitigating highways or other transportation facilities that create barriers to community connectivity, including to mobility, access, or economic development. Disadvantaged communities are prioritized for funding under this program, with matching requirements waived for projects that primarily serve disadvantaged communities. The grant application is due September 28.

Earlier this summer, STA Planning and Development staff initiated a collaborative effort with planning and engineering staff from the cities of Spokane and Spokane Valley to explore the possibility of a joint grant application under the RCN program. Specifically, the partnering staff identified the opportunity for a capital construction project to reconnect and enhance the neighborhoods impacted by Interstate 90 between Liberty Park and Edgecliff Park, located at Park Road. Subsequently, partnering staff have prepared a concept for the “Liberty to Edgecliff Improvements to Accessibility” (LEIA) program to seek funding to achieve the goals of the RCN grant program with the area.

Over a half century ago, neighborhoods situated south of Spokane’s major rail yards were bifurcated by the construction of Interstate 90. These neighborhoods were, and still are, populated by a disproportionately high number of minorities and lower income households. The disruptive impacts to these communities are widely acknowledged, but measures to mitigate these impacts have fallen short of restoring community access and equity, posing a disadvantage to residents and businesses within the neighborhood, particularly areas south of I-90. The LEIA program as envisioned seeks to leverage past and ongoing planning efforts to revitalize, reconnect and improve neighborhoods for current residents and drive a more equitable community.

The LEIA program focuses on multimodal access. STA's Route 94 East Central/Millwood is a central spine in the geography addressed in the proposed LEIA program, and planned improvements with increased nights and weekend service will enhance its ability to reconnect the neighborhoods to each other and to the broader community. Enhanced bus stops and accessible pathways to the stops are critical to improved connectivity. Additionally, the Washington State Department of Transportation is committed to providing new and better non-motorized crossings of I-90. For these investments to be optimized, improved pedestrian and bicycle facilities are needed on either side of I-90, particularly to the south, where there are gaps in existing pedestrian and bicycle corridors. Additionally, the funding opportunity presents an opportunity to enhance the retail and activity centers along 5th Avenue, home to transit service for well over a century, including the Union Park streetcar line. Enhancements to streetscape elements, such as lighting, crosswalk bumpouts and street trees are candidate treatments. Spokane Transit, Spokane and Spokane Valley are developing a preliminary program of projects and outreach plan for seeking input and support from the community and community-based organizations.

The LEIA program improvements requested under this grant may include:

- Improving transit facilities, connectivity, and reliability along routes 34 Freya and 94 East Central/Millwood
- Extending and enhancing bicycle facilities through the area, including new connections to future and non-motorized crossings of I-90
Adding and improving sidewalks, enhanced crosswalks and streetscape elements
- In addition to various past planning efforts in the neighborhoods, the partners have gathered recent input from the communities, reinforcing the importance of connectivity enhanced that are proposed and informing key priorities in the LEIA program. The City of Spokane is also planning future planning activities in the East Central neighborhood in particular that will help inform the scope of design elements in the LEIA program, which would be constructed after 2026, based on the preliminary program schedule.

A basic project overview flier was prepared to aid public outreach and is attached for information.

Staff are seeking Board authorization to submit a grant that is anticipated to be approximately \$25M, subject to further cost estimating and concept development over the next several weeks. Staff are currently working with partners at the cities to provide high level cost estimates for each programmatic element which will be available for review for the September 20, 2023 meeting of the STA Board of Directors. Board adoption is required for grants in excess of \$1M that are not already in the capital improvement program.

Because of the significant amount requested, and the unique partnership proposed, staff are also seeking board authorization for the CEO to execute a joint letter of intent on behalf of STA. This joint letter of intent would be jointly signed by representatives of STA and the cities of Spokane and Spokane Valley, identifying STA as the submitter of the grant application, and acting as direct recipient, responsible for ensuring federal requirements are adhered to, consistent with other funds received through the Federal Transit Administration (FTA). The joint letter will provide a common understanding of the proposed partnership approach, including anticipated roles and responsibility, should the jurisdictional partners be successful in receiving a grant award. Further action by the Board will be

required for subsequent agreements, such as the execution of an interlocal agreement for implementation of the LEIA program.

In support of the grant application, staff from the three jurisdictions have been actively engaging bus riders, residents, community-based organizations, and business groups to help define the scope of the LEIA program and to secure support of the request. Staff will provide an update on these efforts during the committee meeting.

RECOMMENDATION TO COMMITTEE: Recommend to the Board of Directors to authorize submittal of a Reconnecting Communities and Neighborhoods grant application for the Liberty to Edgecliff Improvements to Accessibility (LEIA) program, for approximately \$25 million in federal funds, and authorize the CEO to execute on behalf of STA a letter of intent to set forth the preliminary interest and understanding of the Spokane Transit Authority (STA), the City of Spokane Valley, and the City of Spokane relative to said program.

Neighborhood Access & Equity

A Regional Partnership Pursuing USDOT Grant Funding



Scan to take the project survey



» Reconnecting Communities & Neighborhoods Grant Program

Spokane Transit Authority is partnering with the cities of Spokane and Spokane Valley to provide multi-modal transportation improvements along transit route 94 Millwood/East Central. The collaborative application will focus on reconnecting communities along Interstate 90 disproportionately burdened by transportation infrastructure. The project generally runs along 5th and 8th Avenues between Spokane's Liberty Park and Spokane Valley's Edgecliff Park. *100% Grant Funding Request (No Local Match Required)*

» Program Goals & Highlights

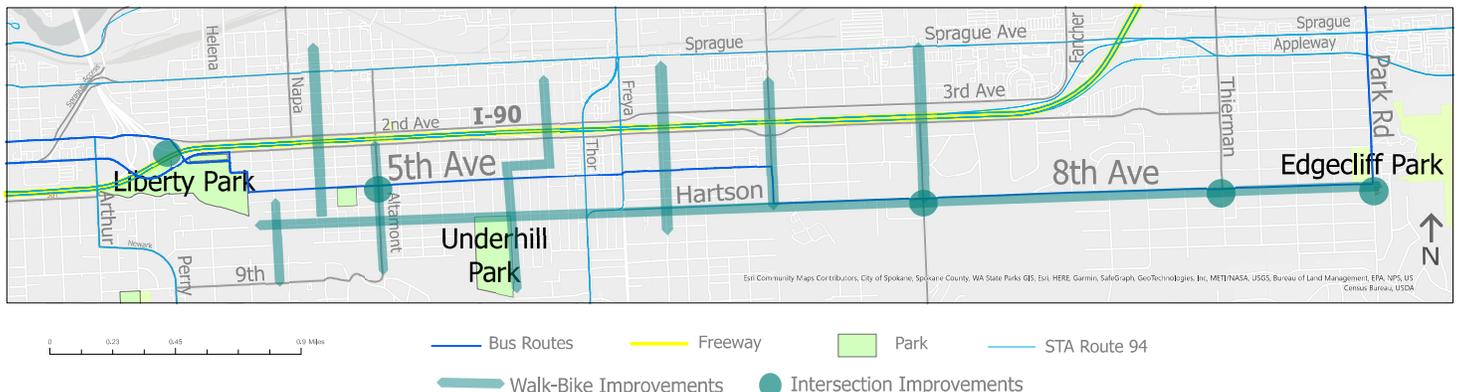
1. Improve access
2. Equitable development
3. Reconnect divided communities
4. 100% funding for disadvantaged areas

» Project Elements

1. New/improved sidewalks
2. Bicycle facilities and pathways
3. Crossing improvements
4. Transit access upgrades
5. Lighting and environmental upgrades



Example Project Elements for 5th Avenue



For More Information: my.spokanecity.org/projects/neighborhood-access-and-equity

Survey Link: www.surveymonkey.com/r/naegrant

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 6, 2023

AGENDA ITEM 5A : CONNECT SPOKANE COMPREHENSIVE PLAN: PHASE 2 UPDATE --
PROJECT TIMELINE

REFERRAL COMMITTEE: n/a

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

SUMMARY: STA is beginning a second phase to a major update (Phase 2 Update) to *Connect Spokane*, STA’s comprehensive plan for public transportation. Informed by discussion and input at the July Planning and Development Committee, staff have returned with a more detailed project schedule and outreach plan to present and discuss with the committees.

BACKGROUND: *Connect Spokane* is STA’s Comprehensive Plan that 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 *Connect Spokane* Comprehensive Plan Phase 2 Update was included in the 2023 Work Program that was approved at the December Planning & Development Committee meeting. Staff anticipated beginning the effort in July and continuing into 2024. Based on past plans and recent input from board members, including during the July 5, 2023, Planning and Development Committee meeting, staff propose to include the elements in the following table into the Phase 2 Update. The table also identifies the proposed Committee meeting when presentations and discussion on that element will occur.

PHASE 2:

Element	Proposed Scope	Why	Committee Meeting Review & Discussion
Communications and Public Input	Recognize public participation spectrum, update outreach tools to reflect current best practices. Potentially add policies related to better/consistent partner coordination	Provide policy clarity for activities. Opportunity to identify missing policies related to coordinating with community-based organizations (CBOs), which is of interest to STA Board members	October 2023 November 2023
Annex 2: Title VI	Create new Title VI element, instead of Annex, possibly expand to larger DEI element, explore updating policies within element	Time to revisit, have not been updated since adoption. Expressed interest from STA Board Members	October 2023 November 2023 February 2024

Element	Proposed Scope	Why	Committee Meeting Review & Discussion
Fares and Revenues	Exploration of low-income fare policy. Explore farebox recovery implementation. Programmatic elements and evaluation of policy to be explored in the Strategic Plan-Connect 2035	Expressed interest by STA Board members	December 2023 February 2024 March 2024
Fixed Route	Evaluate policy benchmark for geographic extent, considering needs for service beyond the current limits of the transit network	Expressed interest by STA Board members	March 2024
HPT	Table and map of HPT routes. May be informed by <i>Connect 2035</i> Network evaluation	Was not updated in Phase 1	March 2024
Sustainability	Minor updates to chapter language, minor re-organization	Organize to provide greater clarity to reader, make more relevant to grant applications	March 2024
Flexible Services	Update with new shared mobility language, and distinction STA has between Shared Mobility/Mobility Hubs/Mobility on Demand	Provide policy basis for broader flexible services	March 2024
Paratransit	Service Area definition (no change to boundary)	Provide consistency in definitions of Paratransit service area	March 2024
Regional Transportation & Land Use	TOD and land acquisition policies	Opportunity to expand efforts, given new STA Community Development department. Potentially identify strategies for <i>Connect 2035</i>	March 2024

Outreach Strategy & Timeline

Outreach has been broken into four different levels, depending on the proposed scope of the update and the schedule duration needed to hold meaningful discussions with the appropriate audiences. Each subsequent level of outreach will include that level and all levels preceding it.

- Level 1 – Committee and Board discussion for minor updates
 - Sustainability
 - Paratransit
- Level 2 – General Community Outreach
 - Fixed Route
 - Fares and Revenues: farebox recovery
 - HPT (table and map)
 - Flexible Services
- Level 3 – Jurisdictional Outreach
 - Regional Transportation & Land Use
- Level 4 – Targeted Community Outreach
 - Fares and Revenues: Low-income fare policy
 - Communications and Public Input
 - Title VI Element

A public open house is tentatively identified for the middle of November, prior to Thanksgiving.

The proposed timeline runs from September 2023 to March 2024 for outreach and discussion of individual elements of the Comprehensive Plan. The full draft plan would be presented in April 2024 for review, with the final draft plan presented in May 2024 for Planning and Development Committee recommendation and Board action.

RECOMMENDATION TO COMMITTEE: Discussion.

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 6, 2023

AGENDA ITEM 5B : CONNECT 2035 STRATEGIC PLAN: PHASE 2 UPDATE

REFERRAL COMMITTEE: n/a

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

SUMMARY: Staff will provide the Planning and Development Committee with an overview of the draft *Outreach and Engagement Strategies* framework prepared for the Board workshop that follows the Committee meeting on September 6.

BACKGROUND: In December 2022, STA adopted Phase 1 of its next 10-year strategic plan, Connect 2035. During that time, a series of board workshops were held in May, July, September, and October, followed by a public hearing held in November. On December 15, 2022, the Board adopted the *Connect 2035 Phase 1 Strategic Foundation* document and the accompanying technical report by resolution.

An initiation meeting with the consultants was held on July 11, followed by two days of meetings for the kick-off with staff and the Sam Schwartz project team on July 26 and July 27. The project is expected to be substantially complete by the end of 2024, with adoption of a complete strategic plan by the STA Board scheduled for November 2024.

The developed framework and the September 6 workshop have three focus areas for review and discussion:

1. Principles, goals, and audiences
2. Our Commitment to Engage
3. Board and Committee Roles

RECOMMENDATION TO COMMITTEE: Discussion.

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 6, 2023

AGENDA ITEM 6: CEO REPORT - INFORMATION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: At this time, the CEO will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: For discussion.

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 6, 2023

AGENDA ITEM 8: OCTOBER 4, 2023, COMMITTEE MEETING DRAFT AGENDA REVIEW

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer

SUMMARY: At this time, members of the Planning and Development Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the meeting of October 4, 2023.

RECOMMENDATION TO COMMITTEE: For discussion.

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

PLANNING AND DEVELOPMENT COMMITTEE MEETING

Wednesday, October 4, 2023
10:00 a.m. – 11:30 a.m.

Committee Meeting is In-Person at STA Boardroom

w/virtual joining option

Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA

Join Link: Join [here](#)

Committee Member Password (if asked): 2023 | Guest Password (if asked): 1023

Call-in Number: 1-408-418-9388 | Event/Access code: XXXX XXX XXXX | Password: 2023

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 6, 2023, Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda *(10 minutes)*
 1. Division Street Bus Rapid Transit: Work Order #3 Approval *(Otterstrom)*
 - B. Board Discussion Agenda - *none*
5. Reports to Committee *(50 minutes)*
 - A. Draft 2024 Operating and Capital Budgets *(Liard)*
 - B. Draft 2024 Action Plan *(Otterstrom)*
 - C. Connect Spokane Comprehensive Plan: Phase 2 Update *(Otterstrom)*
 - D. Connect 2035 Strategic Plan: Phase 2 Update *(Otterstrom)*
 - E. Federal Transit Administration Section 5310 Funding Opportunity *(Otterstrom)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information
8. Review November 1, 2023, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, November 1, 2023, at 10:00 a.m. via Webex

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 6, 2023

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 and Development.

RECOMMENDATION TO COMMITTEE: For Discussion.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 6, 2023

AGENDA ITEM 10 : COMMITTEE MEMBERS' EXPRESSIONS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: n/a

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

RECOMMENDATION TO COMMITTEE: n/a