

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, January 31, 2024

10:00 a.m. – 11:30 a.m.

Meeting In Person at the STA Northside Conference Room
Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA
w/Virtual Public Viewing Option

Virtual Link:	Join here		
Password:	Members: 2024		Guests: 0224
Call-in Number:	1-408-418-9388		Event #: 2487 135 8111

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
 - A. Minutes of the December 6, 2023, Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda *(10 minutes)*
 1. Federal Transit Administration Section 5310: Call for Projects Funding Recommendation *(Otterstrom)*
 - B. Board Discussion Agenda -- *none*
5. Reports to Committee *(50 minutes)*
 - A. 2024 Planning & Development Committee Work Program: Review *(Otterstrom)*
 - B. Transit Development Plan 2025-2030 Overview *(Otterstrom)*
 - C. Connect Spokane Comprehensive Plan Update: Review Draft Elements *(Otterstrom)*
 - D. Connect 2035 Strategic Plan *(Otterstrom)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information
8. Review March 6, 2024, Committee Meeting Draft Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, March 6, 2023, at 10:00 a.m. in person

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 & DEVELOPMENT COMMITTEE MEETING

January 31, 2024

AGENDA ITEM 2: COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Pam Haley, Chair, 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

January 31, 2024

AGENDA ITEM 3A : MINUTES OF THE DECEMBER 6, 2023, COMMITTEE MEETING

REFERRAL COMMITTEE: n/a

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

SUMMARY: Draft Minutes of the December 6, 2023, 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 December 6, 2023, Meeting

Via Virtual Conference

w/In person Public Viewing Option

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

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
Monique Liard, Chief Financial Officer
Nancy Williams, Chief Human Resources Officer
Carly Cortright, Chief Communications & Customer
Service Officer
Vicki Clancy, Executive Assistant to the Chief
Planning & Development Officer

STAFF ABSENT

Brandon Rapez-Betty, Chief Operations 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**

Chair French had nothing to report.

3. **COMMITTEE ACTION**

A. **MINUTES OF THE NOVEMBER 1, 2023, COMMITTEE MEETING**

Mr. Tim Hattenburg moved to approve the November 1, 2023, Planning & Development Committee meeting minutes. Mr. Dan Dunne seconded, and the motion was approved unanimously.

B. **FINALIZE 2024 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM**

Mr. Karl Otterstrom presented a brief overview of the 2024 Planning & Development Work Committee Program's background; this included the Annual Planning Calendar and identified other major planning efforts that will take place during 2024. Mr. Otterstrom reviewed highlights of the work program which includes the 2025-2030 Transit Development Plan (TDP) and the 2025 Action Plan, Operating and Capital Budgets, and other planning activities. Mr. Otterstrom noted that the only new item for the list of other planning activities was the Transit Oriented Development Planning Framework.

Mr. Tim Hattenburg moved to approve by motion, the 2024 Planning & Development Committee Work Program and forward to the Board for information. Mr. Dan Dunne seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA -- none

B. BOARD DISCUSSION AGENDA

1. FINAL PROPOSED 2024 BUDGET

Ms. Monique Liard presented a brief overview of the 2024 Action Plan that is operationalized by the annual operating and capital budgets. For 2024, staff combined the action plan and the operating and capital budget into one comprehensive report. Ms. Liard focused on the changes made since the last presentation to this committee. No changes were made to the Action Plan section. The proposed core actions are aligned with *Connect 2035* strategic plan goals. Ms. Liard reviewed a budget comparison for 2023 to 2024 highlighting the changes reflected in the final proposed budgets which will be put forward at the Board's December meeting. No changes were made to the sales tax revenue assumptions.

Ms. Liard reviewed the 2024 Operating Expense Budget compared to 2023, noting that the Final Proposed Budget is \$939,066 higher than the Proposed Budget reflecting the most recent fuel prices, contract transportation increase, and the addition of fare collection warranty cost offset by final medical and dental renewal rates that were lower than previously presented.

The 2024 Capital Budget has not changed in its totality; however, changes to outlays for certain individual projects have changed, and have been reflected in the distribution of funding sources for the budget. Local funding within the Capital Budget totals just under \$55M. Compared to the Proposed Capital Budget, state funding increased by approximately \$600,000, and federal funding has decreased by about \$6.5M in the Final Proposed Capital Budget. The overall total 2024 Capital Budget combined with the Fleet Replacement Contribution totals \$94.6M. Full details are in the supplemental pages in the budget. Ms. Liard reviewed the 2024 Cash and Reserve Analysis.

Mr. Dan Dunne moved to recommend the Board adopt, by resolution, the Final Proposed 2024 Budget. Mr. Tim Hattenburg seconded, and the motion was approved unanimously.

5. REPORTS TO COMMITTEE

A. CONNECT SPOKANE COMPREHENSIVE PLAN: DISCUSS DRAFT REVISIONS

Mr. Otterstrom presented draft revisions to the Connect Spokane Comprehensive Plan. This plan 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. STA is currently in the second phase of a major update providing greater policy clarity for activities, the opportunity to identify missing policies, and the opportunity to reorganize the *Communications and Public Input* chapter of the plan. A redlined draft to this chapter was included in the packet. Updated principles reflect equitable communication and identify the need to reach out to vulnerable communities, including Black, Indigenous and People of Color (BIPOC) populations, low-income, seniors, individuals with disabilities, etc. This includes identifying ways to provide materials in a variety of formats that may be understood by people of all abilities. Next steps

include proposing text for the new *Equity and Inclusion* element and the introduction to *Fares and Revenue* element in February of 2024. Updating the redline draft of Communications and Public Input will be incorporated into the full draft in April 2024.

Mr. French commented that he hopes the comprehensive plan will reflect an extension of service to those areas in the Public Transportation Benefit Area (PTBA) that are currently paying taxes but are not receiving service.

B. CONNECT 2035 STRATEGIC PLAN UPDATE

Mr. Otterstrom provided a brief update, reiterating the Connect 2035 goals, and Phase 2 Desired Outcomes which establishes the foundation for ongoing funding stability. As part of its *Connect 2035 Outreach*, STA has launched a micro website: staconnect2035.com, started engagement with stakeholders, and begun Board engagement activities to include a Boone Northwest Garage tour and Fixed-Route Dispatch and Maintenance tour. Next steps include network evaluation, performance measures, capacity analysis, and the development of an initiatives list. The next Board workshop will be held in February.

C. RIDESHARE PROGRAM OVERVIEW

Ms. Carly Cortright presented the Rideshare Program Overview. This program complements traditional services by offering commuting alternatives in areas where regular bus routes might not be available or effective for the travel pattern. This flexibility caters especially well to our region's dispersed employment landscape, supporting employees in low-density areas. Currently there are 80 Rideshare groups, 400 participants, and 97 vehicles (eight used as spares), involved in the Rideshare Program. Rideshare faced significant challenges during the pandemic but remained resilient due to measures taken by STA: Board approved fare structure change from cost-sharing to per-person model, a name change from Vanpool to Rideshare, and the introduction of non-van vehicles to the fleet. Rideshare continues to seek expansion and has secured three WSDOT Public Rideshare grants totaling \$1.125 million, including the Employee Incentive Grant (\$119,350), the Vehicle Technology Grant (\$72,000), and the Replacement Vehicle Grant (\$934,007).

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

November 2023 Voter-Approved Sales Tax Revenue (September Sales) Update: Actual (\$10,185,375) compared to budget (\$8,743,306) for a 16.5% difference of \$1,442,069. Sales tax revenue is 6.3% YTD above budget (\$6.2M), 0.9% below November 2022 actual (\$-0.09M) and 1.7% YTD above 2022 actual (\$1.8M).

City Line Steering Committee: The final City Line Steering Committee meeting took place November 30, 2023. The first meeting was in 2015. All members were recognized for their service during the project. Some members expressed continued interest in participating in future projects such as the Division Street BRT.

Connect 2035 Phase 2 – Board Member Tour: Councilmember Dunne and Councilmember Zappone joined Ms. Meyer and STA Staff to tour the 250,000 sq. ft. South Garage to view the underground diesel storage tank project with Senior Project Manager, Jessica Kelch. Members moved on to the Boone Northwest Garage where they witnessed a City Line bus being charged. STA appreciates the Board members' interest in these tours and looks forward to offering more opportunities to Board members to learn more about operations.

Weather Warriors – STA Staff: Kudos to all STA staff. Especially van and coach operators, who kept service on track during the first notable snow of the season that hit with force on Friday, December 1, 2023. STA is prepared.

Mr. Dunne complimented STA staff on the tour and the ability to visit the facilities. He stated that it was great to witness people who are technically and passionately engaged in all STA services.

7. COMMITTEE INFORMATION

A. FEDERAL TRANSIT ADMINISTRATION SECTION 5310 FUNDING OPPORTUNITY UPDATE

8. REVIEW JANUARY 31, 2024, COMMITTEE MEETING AGENDA (*The February Meeting*)

9. NEW BUSINESS - *None*

10. COMMITTEE MEMBERS' EXPRESSIONS

Mr. Hattenburg relayed that students at Central Valley High School are appreciative of the youth passes and services that STA provides. Mr. Dunne commented that the City of Liberty Lake Council is currently working on legislative priorities for 2024 and that he is ready to put in items that are important to STA .

11. ADJOURN

With no further business to come before the Committee, Chair French adjourned the meeting at 10:54 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, January 31, 2024, at 10:00 a.m.

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning & Development Department

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

January 31, 2024

AGENDA ITEM 4A1 : FEDERAL TRANSIT ADMINISTRATION SECTION 5310: 2023 CALL FOR PROJECTS FUNDING RECOMMENDATION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Emilio Bustos, Assistant Transit Planner

SUMMARY: Staff will review the results and funding recommendations of the FTA Section 5310 2023 Call for Projects that was issued on October 20, 2023. This includes the applications, evaluation process and results, the general approach to distributing both federal and STA local funds to eligible projects and programs implemented primarily by non-profit organizations in the region. The foregoing funding recommendations are subject to committee and board approval.

BACKGROUND: The Federal Transit Administration (FTA) Section 5310 program provides formula funding to Spokane Transit for the purpose of assisting organizations in meeting the transportation needs of older adults and people with disabilities when other transportation services provided are unavailable, insufficient, or inappropriate to meeting these needs. The program is intended to support the mobility of seniors and individuals with disabilities by increasing or expanding transportation options throughout the community. Projects and programs seeking Section 5310 funding must be identified in the Coordinated Public Transit – Human Services Transportation Plan for Spokane County. Spokane Transit is the designated recipient of Section 5310 funds for the Spokane urbanized area (UZA) and is responsible for the administration and distribution of Section 5310 funds to local, private nonprofit agencies to provide these important transportation services.

As explained at the October 4, 2023, Planning & Development Committee meeting, a minimum of 55% of the Section 5310 annual apportionment must be spent on “Traditional” capital projects, such as the purchase of ADA vehicles. Failure to meet the 55% minimum requirement would jeopardize STA’s ability to fully fund “Other” projects that were submitted. The remaining 45% of federal funds may be spent on “Other” projects. On October 20, 2023, STA issued a Section 5310 Call for Projects notice with a total of \$805,296 in federal and local funds as depicted in Table 1. STA Local funds in the amount of \$190,000 were approved by the STA Board of Directors on October 19, 2023, to reduce local match requirements for applicants (“Traditional” projects require a 20% local match and “Other” projects require a 50% local match).

Table 1: 2023 Section 5310 Funding Breakdown	
Funding Source	Amount Available
FY23 Apportionment (Federal Match)	\$615,296
STA Local Match Contribution	\$190,000
Total Funding Available	\$805,296

The Section 5310 Call for Projects funding notice was published in the *Spokesman-Review* and posted on the STA and SRTC websites. Staff also sent emails directly to area agencies that serve the needs of seniors and people with disabilities, inviting them to submit applications and informing them of the informational meeting. This informational meeting was held by STA staff on October 25, 2023 (via WebEx), for interested agencies to provide program information, review application requirements, and to answer questions. A total of five interested agencies participated in the WebEx meeting.

The application process was revised to include a preliminary proposal and a final project application to allow applicants more time to complete the application and more opportunity to receive technical assistance with the application materials. By the final project application deadline of December 8, 2023, STA received seven applications from five different agencies, requesting a total sum which is more than the total funds available. The “Traditional” projects federal funds requested totaled \$496,094, well over the minimum requirement of 55%, or \$338,413. Additionally, all “Other” projects requested two years of operating support. Table 2 below summarizes the funding requests received:

Table 2: 2023 Section 5310 Call for Projects Application Summary					
Applicant	Project Name	Funding Category	Funding Requested*	Applicant Local Match	Total Project Cost
Cancer Can't	Transportation Support for Cancer Patients	Other	\$170,420	\$17,042	\$187,462
SNAP Resources Rides LLC	Neighbors on the Go	Other	\$128,563	\$12,857	\$141,420
Special Mobility Services	Spokane Shopper	Other	\$124,625	\$13,847	\$138,472
Special Mobility Services	Mobility Training	Other	\$234,567	\$26,063	\$260,630
Project id	ADA Vehicle Purchase	Traditional	\$135,000	\$15,000	\$150,000
Southside Community Center	Operating Support	Other	\$57,000	\$6,393	\$63,393
Special Mobility Services	Mobility Management	Traditional	\$361,094	\$40,121	\$401,215
Total			\$1,211,269	\$131,323	\$1,342,592

*Funding requested includes federal funds and STA local funds.

Initial project applications were reviewed by STA staff to confirm eligibility and evaluate and rate the projects on the established risk assessment and application completeness criteria. The applications were then forwarded to an evaluation committee comprised of STA staff, a representative from the Spokane Regional Transportation Council (SRTC), and a representative from the Washington State Department of Transportation (WSDOT). Evaluation criteria and maximum points for each are provided in Table 3 below.

Table 3: Project Evaluation Criteria	
Evaluation Criteria	Possible Points
Risk Assessment	10
Application Completeness	10
Proposed Service Improvements	25
Regional Transportation Needs	10
Performance Measures	20
Management	10
Financials	15
Total Maximum Points	100

Evaluation scores submitted by the committee resulted in a rank order of the proposed projects, ranging from a low of 64 points and a high of 89 points. Funding recommendations were subsequently developed through a sequence of distribution steps, allocating federal funds first followed by STA local funds, as described below, and as presented in Exhibit A.

To achieve the federal requirement of allocating 55% of federal funds to Traditional projects, Special Mobility Services' Mobility Management project would need to be allocated no less than \$210,913, despite it tying for the lowest evaluation score among all projects. Given this, staff sought to maximize equity between "Traditional" and "Other" projects by allocating federal funding to all proposed projects, including the Operating Support project for Southside Community Center, which received the same evaluation score as the Mobility Management project. Since funding requests exceeded funding available, and applicants were informed STA may award less in funding than requested, STA allocated funding on a sliding scale that guaranteed that each agency would receive no less than 50% of the amount requested, equivalent to fully funding the federal portion of each project for a minimum of twelve months. It's important to note that projects will be eligible for the 2024 Section 5310 Call for Projects, expected this summer and following funds be appropriated and apportioned by the US Congress and FTA, respectively.

The STA local match contributes to reducing the burden on the awardee that would otherwise be the match requirement of the respective non-profit organizations. The STA local match was awarded in descending order from highest ranked projects until the \$190,000 in funds programmed by the STA Board of Directors were fully allocated. Four of the seven projects would receive funding sufficient to reduce the applicant's local match burden to 10% of the total project cost. For the three lowest-ranked projects, applicants will be responsible for providing either through direct expense or in-kind match, \$65,370 more than the minimum 10% match target to fully match federal funds.

The funding recommendations for the 2023 FTA 5310 Call for Projects, along with evaluation scores are presented in Exhibit A. Exhibit B provides descriptions of each project and the specific planned award sources for each proposed award amount. Staff are requesting Board approval of the funding recommendations, with the ability to make administrative modifications to the award amounts based on actual project cost, as project costs may vary due to unanticipated project delays or revisions, such as changes to vehicle pricing. Spokane Transit will coordinate local match requirements with applicants to ensure the local match for their projects is secured. To meet local match requirements, further

adjustments to project funding may be required utilizing the board-authorized administrative adjustments.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors approve, by motion, the Federal Transit Administration 5310 Funding Recommendations, as listed in Exhibit A “Funding Recommendations 2023 FTA 5310 Call for Projects” and authorize staff to make administrative adjustments to the final grant awards as necessary to address minor revisions to project costs, local match percentages and schedule.

Exhibit A: Funding Recommendations

2023 FTA 5310 Call for Projects

Rank	Eval. Score	Applicant	Project Name	Funding Category	Original Funding Request	Federal Award	STA Local Match	Total Recommended Funding Award	Applicant's Minimum Local Match	Total Adjusted Project Cost
1	89	Cancer Can't	Transportation Support for Cancer Patients	Other	\$170,420	\$78,109	\$62,487	\$140,596	\$15,622	\$156,218
2	81	SNAP Resource Rides, LLC	Neighbors on the Go	Other	\$128,563	\$53,033	\$38,612	\$96,645	\$14,420	\$111,065
3	79	Special Mobility Services	Spokane Shopper	Other	\$124,625	\$49,042	\$34,825	\$83,867	\$14,217	\$98,084
4	73	Special Mobility Services	Mobility Training	Other	\$234,567	\$81,447	\$53,445	\$134,892	\$28,003	\$162,895
5	71	Project id	ADA Vehicle Purchase	Traditional	\$135,000	\$127,500	\$631	\$128,131	\$21,869	\$150,000
6	64	Southside Community Center	Operating Support	Other	\$57,000	\$15,252	\$0	\$15,252	\$15,252	\$30,504
6	64	Special Mobility Management	Mobility Management	Traditional	\$361,094	\$210,913	\$0	\$210,913	\$52,728	\$263,641
Totals					\$1,211,269	\$615,296	\$190,000	\$805,296	\$162,111	\$967,407

Exhibit B: Project Descriptions
2023 FTA 5310 Call for Projects

Project: Transportation Support for Cancer Patients			Rank No. 1
Applicant: Cancer Can't	Project Type: Other	Federal Match: 50/50	Eval Score: 89
Description: The Transportation Support Program project will provide transportation for cancer patients by providing pre-scheduled and same-day services for oncology care appointments.			
Planned Award Sources - Total project cost: \$156,218. Total award consists of \$78,109 from FY23 federal funds (50% match) and \$62,487 from STA local match (40%), with \$15,622 from subrecipient match (10%). Federal award is equivalent to 20 months of 24 requested.			

Project: Neighbors on the Go			Rank No. 2
Applicant: SNAP Resource Rides	Project Type: Other	Federal Match: 50/50	Eval Score: 81
Description: The Neighbors on the GO project will provide enhanced transportation services to seniors and individuals with disabilities who are experiencing transportation access barriers to medical appointments, food networks, and other community services.			
Planned Award Sources - Total project cost: \$106,065. Total award consists of \$53,033 from FY23 federal funds (50% match) and \$38,612 from STA local match (36%), with \$14,420 from subrecipient match (14%). Federal award is equivalent to 18 months of 24 requested.			

Project: Spokane Shopper			Rank No. 3
Applicant: Special Mobility Services	Project Type: Other	Federal Match: 50/50	Eval Score: 79
Description: The project serves seniors and people with disabilities in the city of Spokane who have difficulty accessing available transportation resources for grocery shopping and using the services of in-store pharmacies			
Planned Award Sources - Total project cost: \$98,084. Total award consists of \$49,042 from FY23 federal funds (50% match); \$34,825 from STA local match (36%), with \$14,217 from subrecipient match (14%). Federal award is equivalent to 17 months of 24 requested.			

Exhibit B: Project Descriptions
2023 FTA 5310 Call for Projects (continued)

Project: Mobility Training			Rank No. 4
Applicant: Special Mobility Services	Project Type: Other	Federal Match: 50/50	Eval Score: 73
Description: The project will enable program participants to use fixed route public transit services to travel independently in the community.			
Planned Award Sources - Total project cost: \$162,895. Total award consists of \$81,447 from FY23 funds (50% match); \$53,445 from STA local match (33%), with \$28,003 from subrecipient match (17%). Federal award is equivalent to 15 months of 24 requested.			

Project: ADA Vehicle Purchase			Rank No. 5
Project id	Project Type: Traditional	Federal Match: 85/15	Eval Score: 71
Description: The Project id ADA Vehicle will provide transportation services for adults in Spokane County that have intellectual and or developmental disabilities.			
Planned Award Sources - Total project cost: \$150,000. Total award consists of \$127,500 from FY23 federal funds (85% federal match); \$631 from STA local match (.4%), with \$21,869 from subrecipient match (14.6%).			

Project: Operating Support			Rank No. 6
Southside Community Center	Project Type: Other	Federal Match: 50/50	Eval Score: 64
Description: The Southside Community Center provides social and recreational opportunities to members of the Spokane community.			
Planned Award Sources - Total project cost: \$30,504. Total award consists of \$15,252 from FY23 federal funds (50% match) and \$0 from STA local match (0%), with \$15,252 from subrecipient match (50%). Federal award is equivalent to 12 months of 24 requested.			

Exhibit B: Project Descriptions
2023 FTA 5310 Call for Projects (continued)

Project: Mobility Management			Rank No. 6
Special Mobility Services	Project Type: Traditional	Federal Match: 80/20	Eval Score: 64
<p>Description: The project will leverage existing resources by assessing transportation needs, increasing the public's awareness of transportation options, enhancing the consumer's ability to utilize existing services, and encouraging better coordination and connectivity between transportation providers and programs.</p>			
<p>Planned Award Sources - Total project cost: \$263,641. Total award consists of \$210,913 from FY23 federal funds (80% match) and \$0 from STA local match (0%), with \$52,728 from subrecipient match (20%).</p>			

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

January 31, 2024

AGENDA ITEM 5A : 2024 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM:
REVIEW

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer

SUMMARY: According to STA Board Resolution 767-19, adopted at the January 17, 2019, STA Board Meeting, the Planning & Development Committee is accountable for designing and coordinating the Board’s participation in STA strategic and operational planning, including annual budget preparation, in this capacity.

In December 2023, the Planning & Development Committee approved its work program for 2024. As was noted at the time, the work program is subject to change. The updated work program is provided below as information. Following the timeline is a brief list of non-recurring projects that the Committee may be directly involved in. Other projects or activities may emerge throughout the calendar year.

2024 Planning & Development Committee Work Program

Month	Committee Activities
December 2023	Finalize and approve 2024 Work Program
January 2024	<i>No Committee Meetings in January</i>
February 2024	Review Committee Work Program FTA Section 5310: 2023 Call for Projects Award Transit Development Plan (TDP) 2025-2030: Overview Connect Spokane Comprehensive Plan Update: review draft elements Connect 2035 Strategic Plan: Progress Update
March 2024	TDP 2025-2030: Develop mid-range planning guidance Division Street BRT: Design and Public Outreach Update Connect Spokane Comprehensive Plan Update: review draft elements Connect 2035 Strategic Plan: Performance Measures & Targets
April 2024	TDP 2025-2030 <ul style="list-style-type: none"> • Finalize mid-range planning guidance • Review preliminary revenue and expenditure forecast assumptions • Identify major activities Connect Spokane Comprehensive Plan Update: draft plan for public hearing
May 2024	TDP 2025-2030 <ul style="list-style-type: none"> • Proposed 2025-2027 Service Improvements • Review Preliminary Capital Improvement Program (2025-2030)

	<ul style="list-style-type: none"> Review Financial Forecasts Connect Spokane Comprehensive Plan: final plan for approval Connect 2035 Strategic Plan: Initiative List & Evaluation Criteria
June 2024	Division Street BRT: Design and Public Outreach Update TDP 2025-2030: complete draft plan Public hearing conducted on draft TDP
July 2024	TDP 2025-2030: Finalize and approve FTA Section 5310: Notice of Funding Opportunity Connect 2035 Strategic Plan: Refined Initiative List & Programming
August 2024	<i>No Board/Committee Meetings in August</i>
September 2024	Division Street BRT: Design and Public Outreach Update Connect 2035 Strategic Plan: Draft Plan for Public Input
October 2024	Review draft proposed 2025 Action Plan, Operating and Capital Budgets
November 2024	Prepare 2025 Committee Work Program Public hearing on draft proposed 2025 Action Plan, Operating and Capital Budgets FTA Section 5310: recommend funding awards Connect 2035 Strategic Plan: Plan Adoption
December 2024	Approve final proposed 2025 Action Plan, Operating and Capital Budgets Finalize and approve 2025 Work Program
TBD	Other upcoming planning projects that are expected to come before the Planning & Development Committee next year but not yet slotted into specific months: <ul style="list-style-type: none"> Facilities Master Plan Five Mile Mobility Hub Study West Broadway High Performance Transit (HPT) – Amendment to Sprague HPT Corridor Development Plan I-90/Valley HPT Corridor Development Plan – Addendum to address alignment, stops and stations on the West Plains Grant application approvals as necessary Transit Oriented Development planning framework

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

January 31, 2024

AGENDA ITEM 5B : TRANSIT DEVELOPMENT PLAN: 2025-2030 OVERVIEW

REFERRAL COMMITTEE: n/a

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

SUMMARY: According to STA Board Resolution 681-11, the Planning & Development Committee is responsible for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning efforts. The agency's primary mid-range planning document is the Transit Development Plan (TDP). The TDP: 2025-2030 is expected to be adopted in July 2024 and will include the six-year Capital Improvement Program and the three-year Service Improvement Program. The current TDP may be viewed on STA's website at spokanetransit.com/projects-plans/transit-development-plan.

BACKGROUND: Per RCW 35.58.2795, transit agencies are required to submit a six-year TDP and provide consistency with comprehensive plans of the jurisdictions STA serves. The TDP needs to document how STA intends to meet state and local long-range priorities for: public transportation, capital improvements, significant operating changes, and funding for program needs.

The TDP sets forth regionally significant projects for inclusion in the Transportation Improvement Program (TIP). The TIP is a four-year program of regional transportation projects and demonstrates that resources are being used to implement the region's long-range transportation plan. The Spokane Regional Transportation Council (SRTC) is the federally designated Metropolitan Planning Organization (MPO) responsible for updating the TIP annually.

This plan will provide updated information to the Washington State Department of Transportation (WSDOT) on the development of the various transit activities undertaken by STA. Additionally, the plan is used as a tool for preparing and consulting with the public on a proposed program of projects for the use of federal formula funds that STA receives to advance public transportation in the region.

The TDP is organized as follows:

- Section 1: Introduction and Agency System Overview
- Section 2: 2023 in Review
- Section 3: Mid-Range Tactical Framework (2025-2030)
- Section 4: Service Improvement Program (2025-2027)
- Section 5: Capital Improvement Program (2025-2030)
- Section 6: Operating and Financial Projections
- Appendices: Final Proposed 2024 Budget (including Annual Action Plan, Board Approved December 21, 2023) and the Transit Asset Management Plan

The first step in the development of the TDP is for the Board to set forth six-year planning guidance statements and confirm stakeholder outreach approach. Stakeholders to the plan include partner agencies, customers and the general public. The TDP project schedule proposes that the Planning and Development Committee develop the Mid-Range Tactical Framework over the next two meetings.

Beginning in May, the Committee will review the draft sections of the plan ultimately working toward Board approval of the plan in July. The table below shows the preliminary schedule for the TDP.

February	March	April
Overview of the TDP process and requirements	<ul style="list-style-type: none"> • Prepare Mid-range Tactical Framework • Confirm stakeholder outreach approach 	<ul style="list-style-type: none"> • Final Recommendation on Mid-Range Tactical Framework • Revenue/Expenditure Forecast Assumptions
May	June	July
<ul style="list-style-type: none"> • Review Proposed Service Improvement Program • Review Proposed Capital Improvement Program 	<ul style="list-style-type: none"> • Present draft TDP • Revenue/Expenditure Forecast Update 	P&D Committee recommendation to the Board on Final Plan

RECOMMENDATION TO COMMITTEE: Receive Report.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

January 31, 2024

AGENDA ITEM 5C : CONNECT SPOKANE COMPREHENSIVE PLAN UPDATE: REVIEW DRAFT ELEMENTS

REFERRAL COMMITTEE: n/a

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

SUMMARY: Staff will review with the Committee proposed draft language for a new *Equity and Inclusion* element of STA’s comprehensive plan, informed by discussion and input at the November 2023 Planning & Development Committee. Staff will also provide an overview of the *Revenues and Fares* element, and introduce for input a draft work program for exploring new policy alternatives informed by case studies, financial analyses and committee member deliberation.

BACKGROUND: *Connect Spokane* is STA’s comprehensive plan and sets forth a planning vision and policy framework to help guide decisions made by the Board of Directors, staff, and partnering agencies for at least the next 30 years. The current adopted version of the plan can be viewed here:

<https://www.spokanetransit.com/projects/comprehensive-plan/>

The *Connect Spokane* Update initially began in 2020 but was paused for a time due to the COVID-19 Pandemic. The effort was restarted February 2022, at which time staff presented to the Planning and Development Committee an approach to split the plan update into two distinct phases: Phase I, elements that will inform the Strategic Planning efforts, and Phase II, elements that will be informed by the Strategic Plan.

Staff worked with the Board, Committee and community to complete Phase I of the *Connect Spokane*, update culminating in the adoption of revisions that were adopted by Resolution No. 795-22 on May 19, 2022. *Connect Spokane* elements updated during Phase I, along the reasoning for those updates are as follows:

Phase 1 Updates

Element	What was Updated	Purpose
Fixed Route	Streamlined classification system for clarity, updated service span, headway policies	Inform and ensure that Strategic Plan recommendations are consistent with most current policy regarding span and service
System Infrastructure	Expanded facility types and hierarchy, new technology policies, new maintenance, and administrative section	Provide policy basis for new infrastructure development

Element	What was Updated	Purpose
High Performance Transit	Revised corridor configurations, formalized corridor development plan process, new corridor characteristics policies, new HPT implementation policies, updated vision map	Provide foundation for Strategic Plan to inform future vision
Fares & Revenue	Payment methods, new discounts	Incorporate revisions to support new fare collection system
Monitoring & Improvement	Updated hierarchy of plans	Introduce Strategic Plan into hierarchy of plans

The *Connect Spokane* Phase II Update was initiated in July 2023 consistent with the Planning and Development Committee’s 2023 Work Program. A more detailed scope of work for the plan update was presented in September 2023. An updated version of that scope is provided below with a column indicating the current status of the work, including what elements will be discussed at the committee meeting on January 31.

Phase 2 Scope of Work

Element	Proposed Scope	Status
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
Equity and Inclusion (including existing Annex 2: Title VI)	Create new Equity and Inclusion element, assimilating Annex 2: Title VI, and address other principles and policies related to equity and inclusion	Draft proposed element is ready for review
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	Begin discussion and scope of alternatives development during the January 31 committee meeting
Fixed Route	Evaluate policy benchmark for geographic extent, considering needs for service beyond the current limits of the transit network	Upcoming work
HPT	Table and map of HPT routes. May be informed by <i>Connect 2035</i> Network evaluation	Upcoming work

Element	Proposed Scope	Status
Sustainability	Minor updates to chapter language, minor re-organization	Upcoming work
Flexible Services	Update with new shared mobility language, and distinction STA has between Shared Mobility/Mobility Hubs/Mobility on Demand	Upcoming work
Paratransit	Service Area definition (no change to boundary)	Upcoming work
Regional Transportation & Land Use	TOD and land acquisition policies	Upcoming work

RECOMMENDATION TO COMMITTEE: Receive Report.

Identify Transit Equity and Inclusion (draft)

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

Environmental justice in Washington State, as provided in the Healthy Environment for All Act (HEAL Act) addresses disproportionate environmental and health impacts in all laws, rules, and policies by prioritizing vulnerable populations and overburdened communities, the equitable distribution of resources and benefits, and eliminating harm. (RCW 70A.02.010). The passage of the Healthy Environment for All (HEAL) Act in 2021 is a historic step toward eliminating environmental health disparities and more equitably distributing health and environmental benefits among communities of color and low-income households.

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

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

STA is committed to providing high-quality service to low-income communities and communities of color. We use transit equity and environmental considerations in our decision-making.

Transit Equity and Inclusion Goal

STA will work towards a system that ensures inclusive and equitable access to our programs, services, and transit system.

Transit Equity and Inclusion Principles

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

1. Equitable and Effective Decision-Making

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

STA is committed to providing high-quality service to low-income communities and communities of color. We use transit equity and inclusion considerations in our decisions about:

- transit service to low-income neighborhoods and communities of color
- placement of bus stops and shelters
- service for non-English speaking populations
- service for students

2. Accountable

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

Thorough recordkeeping helps to ensure a common understanding of decisions, policies, and responses. Sharing records and analysis with the public demonstrates the transparency with which STA conducts its business.

3. Inclusive

As the public transit provider for the Spokane region, we are committed to attracting and retaining staff that reflect the people of our region whom we serve daily. We listen and engage with our diverse communities, as we know that having varied perspectives helps generate better ideas to serve the region.

Transit Equity and Inclusion Policies

TEI 1.0 – Designing Public Engagement and Outreach

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

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

TEI 2.0 – Accessible Information

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

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

TEI 3.0 – Designing an Inclusive Transit System

STA strives to provide an inclusive transit system that provides access and mobility to all, and to provide affordable and convenient connections to jobs, goods and services, medical care, and other essentials of daily life.

STA will use a variety of tools, including public outreach, technical analysis, and prioritization and performance metrics to provide service and amenities to the most critical areas of the STA service area.

DRAFT

TEI 4.0 Title VI

TEI 4.1 System-Wide Title VI Policies

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

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

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

TEI 4.2 Major Service Change Policies

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

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

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

TEI 4.3 Service Change Disparate Impact Policy

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

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

TEI 4.4 Service Change Disproportionate Burden Policy

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

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

TEI 4.5 System-wide Transit Amenities Service Policy

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

TEI 4.6 Vehicle Assignment Service Policy

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

TEI 4.7 Fare Change Policy

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

TEI 4.8 Fare Change Minority Disparate Impact Policy

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

TEI 4.9 Fare Change Low-Income Disproportionate Impact Policy

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

TEI 4.10 On-Time Performance Standard

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

TEI 5.0 Economic Development

TEI 5.1 Equal Employment Opportunity

STA has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects our diverse community. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

TEI 5.2 Disadvantaged Business Enterprise (DBE) Program

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

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

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

January 31, 2024

AGENDA ITEM 5D : CONNECT 2035 STRATEGIC PLAN UPDATE

REFERRAL COMMITTEE: n/a

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

SUMMARY: The Planning & Development Committee has a key role in navigating the development of STA's new ten-year strategic plan, known as Connect 2035. This report provides background on the origin of Connect 2035 and the milestones and decisions accomplished to date. Staff will review activities associated with Phase 2 of Connect 2035 Strategic Plan, including those completed since the last Committee meeting and activities planned over the next several months, including the upcoming Board workshop on February 15, 2024.

BACKGROUND: The year 2021 represented the chronological midpoint of the implementation of *STA Moving Forward*, STA's current ten-year strategic plan, for which voters approved a graduated increase in sales tax in November 2016. Since March 2020, a series of events instigated by the COVID-19 Pandemic had introduced new conditions that would influence and inform STA's strategic direction.

It was in this context that in June 2021, the STA Board of Directors identified the opportunity to develop a new strategic plan, both as a sequel to STA Moving Forward plan, and a response to these changing and uncertain conditions. Having carefully navigated the financial and operational surprises of the preceding 18 months, the Board could make strategic investments consistent with its mission to deliver public transportation to the region.

The Board identified two major initiatives in response to the strategic opportunity: 1) they developed a list of near-term initiatives to address existing needs and opportunities and 2) they charted a multi-year course toward preparing a new strategic plan. Board Resolution No. 790-21 adopted in December 2021 set forth approximately \$20 million for actions known as "Near Term Investments." In parallel, the Board procured planning consulting services to undergo the first phase of the strategic planning process now known as Connect 2035.

Connect 2035 Phase 1

Phase 1 of the Connect 2035 strategic planning process culminated in the adoption of the Strategic Foundation document that includes the updated agency vision, mission and three strategic goals, along with headline performance measures and strategies. The effort included extensive outreach to local governments, community-based organizations, employees, and STA customers. It also included multiple workshops of the full STA Board of Directors. The Strategic Foundation document was adopted December 15, 2022, by way of Board Resolution No. 803-22 and can be viewed at the link below:

<https://staconnect2035.com/about/documents/>

Connect 2035 Goals

Goal 1	Elevate the customer experience
Goal 2	Lead and collaborate with community partners to enhance the quality of life in our region
Goal 3	Strengthen our capacity and respond to the demands of the region

Connect 2035 Phase 2

After a procurement phase during the first half of 2023, Phase 2 of Connect 2035 began in earnest in July 2023.

A Board Workshop centered on Connect 2035 was held with the STA Board of Directors on September 6, 2023. That workshop reviewed the draft *Outreach and Engagement Strategies* framework with three focus areas for review and discussion:

- Principles, goals, and audiences
- Our Commitment to Engage
- Board and Committee Roles

A second board workshop was held with the STA Board of Directors on November 1, 2023. That workshop established a shared understanding of STA's current position regarding: (a) delivery of STA Moving Forward commitments, (b) Fixed Route network performance and opportunities, and (c) financial sustainability. The workshop also provided an understanding of the impacts and implications of availability and level of revenue sources and gained concurrence from the Board on funding and investment principles for Connect 2035.

In addition to board engagement, staff have begun conducting Phase 2 outreach as summarized below:

- Direct mail and follow-up calls with community-based organizations and key community stakeholders
- Launching the STA Insight Network through the Citizen Advisory Committee (CAC)
- Debut of Board Engagement and knowledge-share events
- Miscellaneous preparation work on employee engagement and outreach

Upcoming Connect 2035 Tasks and Milestone

Staff are diligently preparing to engage the Board in a workshop scheduled to take place on Thursday, February 15, 2024. The workshop has three objectives:

- Present and gather feedback on fixed-route network assessment recommendations and concepts;
- Gather input from the Board on guiding principles that will be used to evaluate and prioritize initiatives; and,
- Provide Board members with an overview of how the Connect 2035 initiatives list will be organized and developed.

RECOMMENDATION TO COMMITTEE: Receive Report.

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

January 31, 2024

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 & DEVELOPMENT COMMITTEE MEETING

January 31, 2024

AGENDA ITEM 8: March 6, 2024, COMMITTEE MEETING DRAFT AGENDA REVIEW

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, 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 March 6, 2024.

RECOMMENDATION TO COMMITTEE: For discussion.

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, March 6, 2024

10:00 a.m. – 11:30 a.m.

Meeting In Person at the STA Northside Conference Room
Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA
w/Virtual Public Viewing Option

Virtual Link:	Join here		
Password:	Members: 2024		Guests: 0324
Call-in Number:	1-408-418-9388		Event #: XXXX XXX XXXX

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
 - A. Minutes of the January 31, 2024, Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda
 1. Division Street Bus Rapid Transit: Steering Committee Charter Approval *(Otterstrom)*
 - B. Board Discussion Agenda -- *none*
5. Reports to Committee *(50 minutes)*
 - A. 2025-2030 Transit Development Plan: Develop Mid-Range Planning Guidance *(Otterstrom)*
 - B. Connect Spokane Comprehensive Plan Update: Review Draft Elements *(Otterstrom)*
 - C. Connect 2035 Strategic Plan: Performance Measures & Targets *(Otterstrom)*
 - D. Division Street Bus Rapid Transit: Design and Public Outreach Update *(Otterstrom)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information
8. Review March 27, 2024, Committee Meeting Draft Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, March 27, 2023, at 10:00 a.m. in person *(The April Meeting)*

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 & DEVELOPMENT COMMITTEE MEETING

January 31, 2024

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

January 31, 2024

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