

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, March 5, 2025

10:00 a.m. – 11:30 a.m.

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

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
 - A. Minutes of the February 5, 2025, Committee Meeting – *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda - *none*
 - B. Board Discussion Agenda - *none*
5. Report to Committee *(60 minutes)*
 - A. Division Street Bus Rapid Transit: Design and Public Outreach Update *(Otterstrom)*
 - B. Connect 2035 Strategic Plan: Draft Initiative Sequencing: *(Otterstrom)*
 - C. Facilities Master Plan: Phase I Update *(Rapez-Betty)*
 - D. 2026-2031 Transit Development Plan: Tactical Framework and Stakeholder Outreach
(Otterstrom)
6. CEO Report *(Otterstrom/Rapez-Betty) (15 minutes)*
7. Committee Information -- *none*
8. Review April 2, 2025, Committee Meeting Draft Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, April 2, 2025, at 10:00 a.m. in person.

Virtual Link:	Join here	
Password:	Members: 2025	Guests: Guest
Call-in Number:	1-408-418-9388	Event #: 2496 606 4239

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call (509) 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

March 5, 2025

AGENDA ITEM 2: COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Tim Hattenburg, 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

March 5, 2025

AGENDA ITEM 3A : MINUTES OF THE FEBRUARY 5, 2025, COMMITTEE MEETING

REFERRAL COMMITTEE: n/a

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

SUMMARY: Draft Minutes of the February 5, 2025, Planning & Development Committee meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

DRAFT Minutes of the February 5, 2025, Meeting

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

MEMBERS PRESENT

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

MEMBERS ABSENT

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

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

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

1. **CALL TO ORDER AND ROLL CALL**

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

2. **COMMITTEE CHAIR REPORT**

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

3. **COMMITTEE ACTION**

A. **MINUTES OF THE DECEMBER 4, 2024, COMMITTEE MEETING**

Ms. Kitty Klitzke moved to approve the December 4, 2024, Planning & Development Committee meeting minutes. Chair Tim Hattenburg seconded, and the motion passed unanimously.

4. **COMMITTEE ACTION**

A. **BOARD CONSENT AGENDA** – none

B. **BOARD DISCUSSION AGENDA** - none

5. **REPORTS TO COMMITTEE**

A. 2025 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM: REVIEW

Mr. Karl Otterstrom presented The Planning & Development Committee to aid members' understanding of the activities that will be undertaken throughout the year. According to STA Board Resolution 767-19, 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.

The work program was approved by Committee on December 4, 2024, and includes the Annual Planning Calendar which: Identifies the four planning documents founded on the principles and policies of *Connect Spokane* (Transit Development Plan, Service Improvement Program, Capital Improvement Program, Annual Action Plan/Budget). Mr. Otterstrom provided highlights of the other planning activities from the Draft Committee Work Program.

Chair Hattenburg asked about the property acquisition as it relates to the new clean energy campus as part of the Facilities Master Plan. Mr. Otterstrom answered that STA is still in the evaluation process. Mr. Rapez-Betty will be reviewing the high-level key objective philosophy and recommendations out of the evaluations, and this will be addressed during the second phase of the Facilities Master Plan.

Ms. Klitzke asked about any concerns regarding infrastructure pertaining to federal grants status. Mr. Otterstrom stated that he and Mr. Rapez-Betty will address this during the CEO report.

Council Member Navarrete joined the meeting.

B. CONNECT 2035 STRATEGIC PLAN: INITIATIVE SEQUENCING

Mr. Karl Otterstrom presented. Spokane Transit's Connect 2035 Strategic Plan is the road map for investments and initiatives to maintain and improve public transportation infrastructure and services for our region through 2035. Implementation has started as STA begins sequencing the plan's initiatives. Mr. Otterstrom provided an overview of the sequencing effort, as well as considerations and assumptions that inform this effort. Sequencing will provide a sense of accountability, internal agreement on prioritization, and enables sustainable and actionable timeline. Mr. Otterstrom presented the considerations for the sequencing, which fell into two categories: people and initiatives.

Mr. Hattenburg expressed appreciation for the shelter program being addressed. Taking the bus from Spokane Valley to Downtown Spokane, the enhanced shelter capacity is visible.

Mr. Otterstrom asked the committee what other considerations might be needed for sequencing. Ms. Klitzke mentioned development patterns. Mr. Otterstrom commented that geophysical considerations such as pilot projects for Mobility on Demand (MOD) would benefit from this. Mr. Hattenburg added areas which are currently underserved, Mr. Otterstrom commented this could be recognized under ridership. Mr. Rapez-Betty commented that MOD is another example of increasing access to those who do not have direct access to service. Mr. Otterstrom provided an overview of the Core Initiatives: Division Street Bus Rapid Transit (BRT), the Zero-Emission Vehicle Transition Plan, and the Facilities Master Plan.

Mr. Hattenburg commented that there is a belief among some that zero-emission was originally supposed to be met by 2030. Mr. Rapez-Betty explained that STA's goal has been 2040, this is in effort to be practical due to unknown variables. Mr. Otterstrom presented initiatives that are recognized for early initiative and implementation: the 2025 Safety Ambassador Pilot Program, the 2025 Pilot for an eligibility-based reduced fare program, workforce development, and

establishing a Community Based Organization (CBO) Network to support and strengthen community engagement. There are also other initiatives where planning may begin in 2025, but implementation will take place in a future year. Such is the case with MOD pilot projects. Mr. Otterstrom discussed steps to prepare for the Board workshop to be held in March where a draft sequencing plan will be reviewed.

C. TRANSIT DEVELOPMENT PLAN 2026-2031 OVERVIEW

The agency's primary mid-range planning document is the Transit Development Plan (TDP). The 2026-2031 TDP is expected to be adopted in July 2025 and will include the six-year Capital Improvement Program (CIP) and the three-year Service Improvement Program (SIP). The current TDP may be viewed on STA's website at

<https://spokanetransit.com/projects-plans/transit-development-plan>.

Mr. Otterstrom provided an overview of how the TDP is organized. The TDP helps facilitate the Board's goal of having a financial plan that fully funds the capital sustained service and the capital program for a six-year period, by including a SIP, CIP, and Operating and Financial Projections.

Mr. Rapez-Betty asked for a description based on the earlier mentioned RCW, that requires agencies to identify how they align with state and local long-range priorities and how this appears in STA's TDP. Mr. Otterstrom commented that the technical framework section identifies the state goals that STA must recognize, the base of the plan is the Growth Management Act. STA can state that it identifies where services can be reasonably provided, while recognizing regional growth.

Mr. Otterstrom reviewed the Board-adopted action plan and the development formula for the TDP, which is work from the current year and the subsequent five years. Mr. Otterstrom reviewed the TDP project timeline, noting that the TDP is due to the state by September 1, 2025. In March, staff will seek committee input on a mid-range tactical framework and the approach to stakeholder outreach.

6. CEO REPORT

Co-CEO's, Karl Otterstrom and Brandon Rapez-Betty, presented the CEO Report:

Federal Updates:

Mr. Otterstrom provided updates. An Executive Order paused federal funding on federal aid related to DEI and the green new deal. The Office of Management (OMB) and Budget later repealed pausing ALL grants and aid. Currently, there is little guidance defining what these actions mean. The new US DOT secretary ordered revisions on discretionary grant evaluations to emphasize cost-benefit analyses, benefits to families and communities and to prioritize communities with high marriage rates and birth rates. STA's financial position enables us to navigate the uncertainty in a deliberate fashion; STA does not face an imminent cash shortfall in the event that federal reimbursements are delayed. Mr. Rapez-Betty commented on the prospects for federal funding for Division Street Bus Rapid Transit, noting that when compared to larger metropolitan areas, the cost of STA's projects might seem smaller, which could be beneficial. STA will continue to monitor the situation with the support of industry experts, and to utilize the board to communicate priorities.

Sales Tax Renewal and Public Transportation Investment Discussions:

Mr. Otterstrom confirmed that staff have received reports of external conversations suggesting the Board forego the renewal of the expiring sales tax. The public transportation benefit area sales tax does

not preclude voters from approving a public safety sales tax. The only similarity between the public transportation tax and the public safety tax, is that they require the legislative authority to submit an authorization proposal for voter approval. Mr. Otterstrom provided statutory information on STA's role as the purveyor of public transportation for the region. STA is the sole authority on public transportation projects, to include construction and operating, among other responsibilities. The City of Spokane ceded its authority and transferred all assets to STA in 1981. Any reversion of authority to the City would have to have the consent of the STA Board.

Mr. Otterstrom addressed the sunset clause associated with the two-tenths of a cent sales tax. Connect 2035 allowed for evaluation of the financial situation through 2035 and recognize the STA has funds in excess of its reserves. There is a forecast of \$95M to \$130M available for strategic investments. The funding that currently exists is only available in a scenario in which the two-tenths of a cent sales tax is retained. Without renewal of the sales tax, the available one-time funds would be depleted simply by maintaining service, which would ultimately need to be reduced in order to maintain operating costs within revenues.

Board Resolution 818-24 and Ballot Time Considerations:

Mr. Rapez-Betty provided background information regarding the board resolution adopted unanimously on March 21, 2024, which established funding and investment principles in connection with Connect 2035 Phase 2. This resolution plans for the renewal of the sales and use tax of up to two-tenths of a percent, seeks to leverage STA's current financial position to deliver the goals consistent with the Connect Spokane Plan, and explores opportunities to expand service. The decision-making foundation with Connect 2035 paves the way for how and when STA moves forward with the two-tenths of a cent sales tax renewal.

Mr. Rapez-Betty presented considerations for ballot timing. STA Moving Forward projects in May of 2026 are dependent on the renewal of the sales tax. Division Street Bus Rapid Transit (BRT) and the Clean Energy Campus construction both take time to plan and construct and it would not be advisable to move forward with these projects until sales tax has been secured. There are outside factors to consider including the timing of sales tax ballot measure by other jurisdictions. It is important to coordinate and collaborate with those jurisdictions to allow for optimal timing for STA to go to voters.

Mr. Hattenburg commented that it is good to go to the public in advance regarding the measure; making the public aware early on so they have the information. Ms. Klitzke added that it is important to be aggressive but also carefully tailor the message about the opportunity funds to counteract messages of opposition to the sales tax. Provide clear messaging that the surplus fund is what makes it possible to move forward with new projects. Discussion ensued. Mr. Rapez-Betty noted that the preparation of the Transit Development Plan will offer an opportunity to identify the preferred timing of a sales tax renewal ballot measure.

All Employee Meetings:

Mr. Rapez-Betty reported on the successful All Employee Meetings on February 4, 2025. These meetings are the best method for garnering feedback from the employees and communicating information to the employees. Co-CEO's covered the priority list of the Interim Co-CEOs and talked about goals from the leadership perspective to improve communication. There was a polling exercise for employees to provide feedback on the level of interest in various forms of communication (provided digitally and on paper). The Co-CEO's reviewed culture and capacity development, the plan is to continue reinforcing the mission, vision, and values, and how we communicate at STA. There are new security systems and strategies coming, as well as new performance metrics. Employee affinity groups

were introduced and encouraged as a part of STA culture to build a sense of belonging in the organization. Overall, very positive feedback was given after the meeting. Mr. Hattenburg asked how often STA plans to hold these meetings. Mr. Rapez-Betty commented that the unofficial goal is three per year.

7. COMMITTEE INFORMATION - *none*

8. REVIEW MARCH 5, 2025, COMMITTEE MEETING AGENDA

9. NEW BUSINESS – *none*

10. COMMITTEE MEMBERS' EXPRESSIONS

Mr. Hattenburg noted that the Mirabeau Transit Center is nearing completion. Mr. Hattenburg thanked STA on behalf of the City of Spokane Valley for the new sidewalk that extends along Indiana Avenue between the improved transit facility and Pines Road that was built as part of the project. There are a lot of apartments in the area, and the sidewalk will make getting around less challenging.

11. ADJOURN

With no further business to come before the Committee, Chair Hattenburg adjourned the meeting at 11:12 a.m.

Respectfully submitted,

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

Vicki Clancy, Executive Assistant
Planning & Development Department

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

March 5, 2025

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

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Interim Co-Chief Executive Officer/Chief Planning & Development Officer
Dan Wells, Deputy Director for Capital Development

SUMMARY: Division Street Bus Rapid Transit (BRT) is currently in the project development phase. The purpose of this report will be to highlight current activities for this important regional project, identify notable schedule risks, and introduce a tentative timeline for resolution.

BACKGROUND: Division Street Bus Rapid Transit (BRT) is envisioned to be the second BRT line in the Spokane region, extending from downtown Spokane along the Division Street Corridor for approximately ten miles to the Mead area. The project is identified in the region's Metropolitan Transportation Plan and has garnered state legislative support as a complementary investment to the North Spokane Corridor (NSC). The project is currently scheduled to begin revenue service when the North Spokane Corridor fully connects to I-90, heretofore understood to be in 2030.

The following presents a general update on the public outreach and project design. During the committee meeting, staff will provide more detail of known schedule risks and offer a starting point for a timeline to mitigate and resolve schedule risks, with the aim of delivering the project in 2030 as currently envisioned.

Public Outreach Update

Since the last Committee and Board update in December, the project team has continued public outreach. Project notification letters have been sent to landowners, business owners and taxpayers adjacent to the downtown stations, completed a 30-day online survey seeking feedback on specific station design elements, developed station cutsheets for the downtown stations and provided a project update to the Logan/Bemis/Whitman/Hillyard combined neighborhood council meeting.

Project Design Update

Project design activities continue to move forward. To date, the project team has completed 30% design plans for 25 of the 43 stations and received city reviews of all plans. Geotechnical borings have been completed at all locations, Cultural Resources/Section 106 review is ongoing, the National Environmental Policy Act (NEPA) documentation review is in process and the Small Starts Grant ratings application package and ridership modeling is well underway. Traffic operations and intersection analysis are currently in process with agency reviews occurring in the coming months.

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

March 5, 2025

AGENDA ITEM 5B: CONNECT 2035 STRATEGIC PLAN: DRAFT INITIATIVE SEQUENCING

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Interim Co-Chief Executive Officer/Chief Planning & Development Officer
Brian Jennings, Deputy Director for Community Development

SUMMARY: Spokane Transit's Connect 2035 Strategic Plan is the roadmap for investments and initiatives to maintain and improve public transportation infrastructure and services for our region through 2035. Implementation has started as we begin sequencing the plan's initiatives. Staff will provide a preview of the sequencing timeline, as well as the agenda for the March 20, 2025, Board Workshop.

BACKGROUND: The Planning & Development Committee has been at the forefront of the Board's development of STA's new ten-year strategic plan, Connect 2035. While it was adopted at the December 19, 2024, STA Board meeting, and it does identify timeframes for delivery of each initiative, plans like this need a more detailed implementation sequence to set internal and community expectations. At the February Planning & Development Committee meeting, staff shared an update on progress in creating the sequencing including the key considerations and assumptions that inform these efforts in preparation of this month's workshop.

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

March 5, 2025

AGENDA ITEM <u>5C:</u>	FACILITIES MASTER PLAN: PHASE 1 UPDATE
REFERRAL COMMITTEE:	n/a
SUBMITTED BY:	Brandon Rapez-Betty, Interim Co-Chief Executive Officer/Chief Operations Officer Jessica Kelch, Senior Project Manager

SUMMARY: Staff will provide an update on Phase I of the Facilities Master Plan, which was last reported to the Planning & Development Committee on September 4, 2024. That report has identified the following needs:

- Clean Energy Campus – Future zero-emission fleet facility – dual propulsion infrastructure.
- Training Center – Modernized agency training course with on-site vehicle course and maintenance training infrastructure
- Boone South Garage Maintenance Bays Renovation
- Public meeting space – dedicated space for Board and public participation
- Administrative space – additional space for current and future administrative positions
- Warehouse storage space – on-site storage for materials, equipment, and Facilities & Grounds operations

BACKGROUND: STA's Facilities Master Plan (FMP) is a key document for planning and programming the long-term support infrastructure for the region's public transportation system. The FMP Update project is a planning process to determine a location or locations for needed facilities and future growth over time.

The project team continues to work through the programming, site analysis, and site due diligence elements of this master plan update. The process, informed by the STA Board-approved Zero Emissions Fleet Transition Plan and Connect 2035, has identified new property needs, property redevelopment, as well as strategic timing and phasing for this project. Various illustrations and scenarios are being drafted for these considerations.

New and existing properties, comprised of 5-10 acres or more, are being analyzed for specific program and facility needs. New sites of 20 acres or more are being analyzed for a Clean Energy Base (CEB) or, if large enough, a combination of program areas and a CEB. Larger properties will provide STA with some much-needed flexibility for phasing additional growth, limiting duplication of staff and functions, and may be less disruptive to routing and scheduling efforts.

Principal Criteria for property evaluations are:

- Feasibility/ease of development
- Operational efficiency
- Community integration
- Maximization of employee benefit
- Accommodation of growth scenarios & future zero emissions needs

The team will continue to work through the remaining elements of the analysis and are developing the final Phase 1 report. Further board direction will be sought in the coming months which will include review of the Phase 1 report and Board consent to move forward on to Phase II.

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

March 5, 2025

AGENDA ITEM 5D: 2026-2031 TRANSIT DEVELOPMENT PLAN: TACTICAL FRAMEWORK AND
STAKEHOLDER OUTREACH

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Interim Co-Chief Executive Officer/Chief Planning &
Development Officer
Madeline Arredondo, Associate Transit Planner, Planning & Grants
Department

SUMMARY: A step in the annual preparation of STA's transit development plan, the Committee prepares and recommends to the Board of Directors guidance statements that help frame priorities to be included in the plan. The Committee will be offered an opportunity during the meeting to review existing guidance statements and consider revisions for the 2026-2031 Transit Development Plan (TDP). STA will also present on the planned stakeholder outreach approach for Committee review.

BACKGROUND: According to STA Board Resolution 767-19, the Planning & Development Committee is accountable for designing and coordinating the Board's participation in STA's strategic and operational planning. STA's primary mid-range planning document is the Transit Development Plan. The 2026-2031 TDP is expected to be adopted in July 2025 and will include the Capital Improvement Program, the Service Improvement Program, and the Federal Transit Administration (FTA) Program of Projects. The current adopted 2025-2030 TDP may be viewed on STA's website at:

<https://spokanetransit.com/projects-plans/transit-development-plan>

One of the first steps in updating the TDP in 2025 is for the Committee to prepare and recommend to the Board of Directors guidance statements that help frame priorities to be included in the plan. In April 2023, the STA Board of Directors chose a tactical framework that responds directly to the Connect 2035 Strategic Plan goals to advance STA's updated vision: "Connecting everyone to opportunity." These goals are as follows:

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

The text on the attached documents represents a proposed narrative to tie the Connect 2035 Strategic Plan goals to planned milestones during the upcoming six-year period. Staff will seek committee input and review of the major milestones identified.

STA is developing a proposed stakeholder outreach approach to include presentations to the STA Citizen Advisory Committee (CAC), SRTC's Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC), Washington State Department of Transportation (WSDOT), as well as in-person and virtual public meetings. This approach goes beyond the required public hearing held in June

and is intended to involve more stakeholders in the development of the plan. Below is an outline of the proposed milestone and outreach schedule:

TDP Engagement Milestones			
Date	Engagement Milestone	STA Audiences / Resources	External Audiences / Resources
4/10/2025	TDP Overview	Citizen Advisory Committee (CAC)	
Late May	TDP Overview, promotion of Open Houses in June	STA Moving Forward Newsletter, STA Website	
5/28/2025	TDP Overview, promotion of Open Houses in June		Spokane Regional Transportation Council (SRTC) – Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC)
5/30/2025	Public Notice	STA Website	Spokesman Review
Early June	Draft TDP, Public Comment Period		Washington State Department of Transportation (WSDOT)
6/5/2025	Virtual Open House		Public Audience
6/9/2025	In-Person Open House		Public Audience
6/12/2025	Draft TDP, Public Comment Period	Citizen Advisory Committee (CAC)	Spokane Regional Transportation Council (SRTC) Board of Directors
6/26/2025	Public Hearing	Board of Directors	
7/9/2025	Recommend TDP adoption	Planning and Development Committee	
7/24/2025	TDP adoption by resolution	Board of Directors	

The TDP project schedule proposes the Planning & Development Committee develop the mid-range tactical framework over the next two meetings. At the April committee meeting, staff will propose

revisions to the framework informed by the latest financial information and assumptions for future service levels with an eye toward aligning mid-range tactical framework with Connect 2035's strategic goals. Beginning in May, the Committee will review the draft sections of the plan, working toward board approval of the plan in July. The table below shows the preliminary schedule for the TDP.

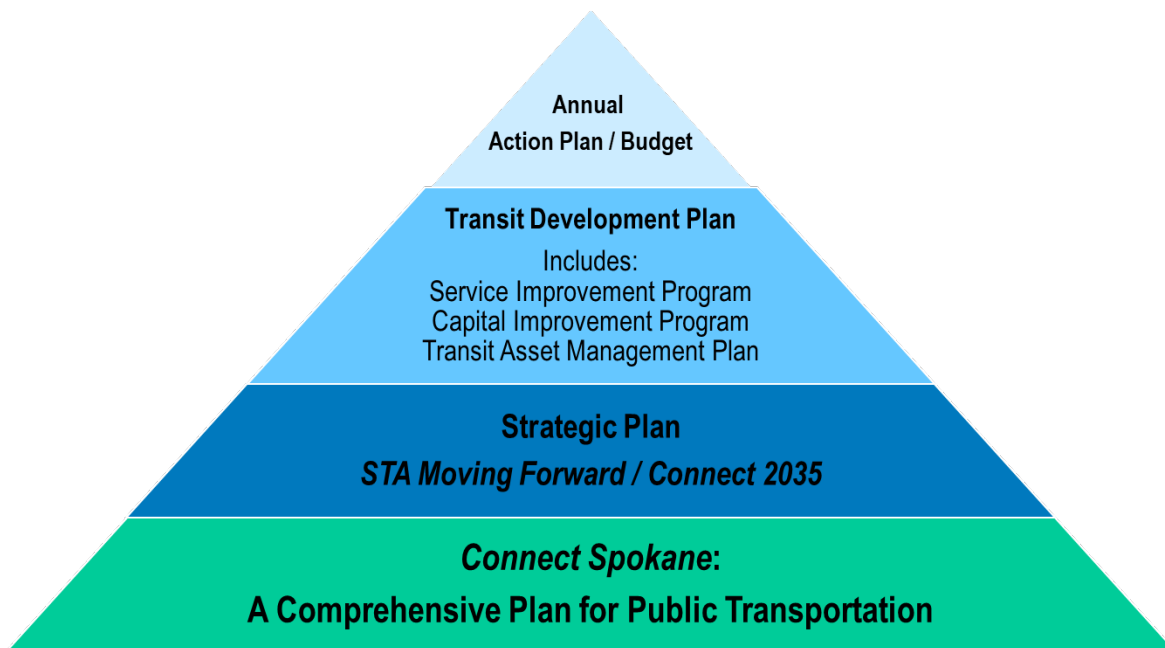
TDP Adoption Process		
February	March	April
<ul style="list-style-type: none">Overview of the TDP process and requirements	<ul style="list-style-type: none">Prepare Mid-range Tactical FrameworkConfirm stakeholder outreach approach	<ul style="list-style-type: none">Final Recommendation on Mid-range Tactical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

RECOMMENDATION TO COMMITTEE: Receive report.

DRAFT Mid-Range Tactical Framework (2026-2031)

Background

STA prepares for both the near-term and long-term needs by updating and maintaining a series of planning documents. Working in concert, these documents together make up a hierarchy from broad policy to discrete actions.



Connect Spokane sets out the vision and policy framework to guide decisions made by STA’s Board of Directors, its staff, and partnering agencies that will further Spokane Transit’s mission and vision for at least the next 30 years.

The STA Strategic Plan is a 10-year plan with short- to mid-term strategies and objectives for a fixed target year. This document acts on the policies and visions within *Connect Spokane*.

The Transit Development Plan translates the policy of *Connect Spokane* and the strategies and objectives of the strategic plan into an implementation plan, identifying the projects and service STA will provide over the next three to six years.

The Annual Action Plan identifies key action over the next year.

STA Moving Forward was initially approved by the STA Board of Directors in December 2014 and revised in 2016 with the passage of voter-approved Proposition 1 that provided additional funding for the plan. Minor revisions were completed in 2020. Since then, STA has fully completed most of the projects in the plan, with the remaining projects largely under development. In December 2024, the STA Board of

Directors adopted the *Connect 2035* Strategic Plan that details STA's future direction, core investments, and initiatives for community engagement and progress tracking.

Tactical Framework for the 2026-2031 TDP

The STA Board of Directors set forth the following six-year planning tactical framework that reflects the goals established in *Connect 2035* as a first step in developing the TDP.

Elevate the customer experience.

- Finish delivery of *STA Moving Forward* to expand ridership and deliver on commitments including key High Performance Transit investments
 - Supporting cross-state service to Idaho on a pilot basis.
- Advance Division Street BRT through Project Development toward a future FTA capital investment grant.
- Upgrade Route 33 Wellesley to High Performance Transit.
- Implement Mobility-On-Demand pilots across the PTBA.
- Pilot a safety ambassador program with trained personnel on buses and at facilities.
- Invest in systems for more accurate real-time information.

Lead and collaborate with community partners to enhance the quality of life in our region.

- Partner in developing and implementing the regional transportation and land use visions.
 - Engage in updates to the Urban Growth Areas (UGA) and Horizon 2050, the Metropolitan Transportation Plan (MTP).
 - Collaborate with Spokane City and Spokane County on the Division Transit Oriented Development (TOD) study.
- Plan and implement a pilot TOD program and partner with regional jurisdictions to further TOD land use planning.
- Expand opportunities for community partners, especially community-based organizations, to collaborate with STA on key efforts such as STA's Title VI Program and the design and implementation of initiatives in *Connect 2035*.
- Engage community partners in educational efforts related to the expiration and planned renewal of the voter-approved 2/10 of a 1% sales tax prior to late 2028.
- Utilize relationships with public and private entities, continuously gathering feedback to evolve business-to-business product offerings and aligning service delivery strategies with community needs.
- Partner in developing and implementing plans to connect to and address multimodal transportation needs and opportunities in the region.
- Pilot an eligibility-based reduced fare program for riders experiencing low incomes.

Strengthen our capacity to anticipate and respond to the demands of the region.

- Begin to implement the initiatives from Connect 2035 that were identified as high priorities by the community and the STA Board.
- Develop and implement the Facilities Master Plan to position STA for strategic growth that supports STA's growing and changing role in the region.
- Implement STA's fleet replacement plan and prepare for the next steps in transitioning the fleet toward zero emission vehicles in the future.
- Develop user-friendly public-facing dashboards for key performance indicators and ease access and use publicly available data.
- Implement a customer relationship management system to streamline customer interactions and improve service delivery.
- Establish an organizational development program.

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

March 5, 2025

AGENDA ITEM 6: CEO REPORT - INFORMATION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Interim Co-Chief Executive Officer/Chief Planning &
Development Officer
Brandon Rapez-Betty, Interim Co-Chief Executive Officer/Chief
Operations Officer

SUMMARY: At this time, the Interim Co-CEO's 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

March 5, 2025

AGENDA ITEM 8: APRIL 2, 2025, COMMITTEE MEETING DRAFT AGENDA REVIEW

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Interim Co-Chief Executive Officer/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 April 2, 2025

RECOMMENDATION TO COMMITTEE: For discussion.

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, April 2, 2025

10:00 a.m. – 11:30 a.m.

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

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
 - A. Minutes of the March 5, 2025, Committee Meeting – *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda
 - B. Board Discussion Agenda *(10 minutes)*
 1. Connect 2035 Strategic Plan: Initiative Sequencing Approval (Resolution) *(Otterstrom)*
5. Report to Committee *(50 minutes)*
 - A. Division Street Bus Rapid Transit: Implementation Strategy Update
 - B. 2026-2031 Transit Development Plan: Review Preliminary Revenue & Expenditure Forecast Assumptions *(Otterstrom)*
 - C. 2026-2031 Transit Development Plan: Tactical Framework *(Otterstrom)*
 - D. Facilities Master Plan Update: Draft Plan *(Otterstrom)*
6. CEO Report *(Otterstrom/Rapez-Betty) (15 minutes)*
7. Committee Information
8. Review April 30, 2025, Committee Meeting Draft Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, April 30, 2025, at 10:00 a.m. in person *(May Committee Meeting)*

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

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call (509) 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

March 5, 2025

AGENDA ITEM 9: NEW BUSINESS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: n/a

SUMMARY: At this time, the Committee will have the opportunity to initiate discussion regarding new business relating to Planning & Development.

RECOMMENDATION TO COMMITTEE: For Discussion.

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

March 5, 2025

AGENDA ITEM 10: COMMITTEE MEMBERS' EXPRESSIONS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: n/a

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

RECOMMENDATION TO COMMITTEE: n/a