

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

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 - *none*
 - B. Board Discussion Agenda *(5 minutes)*
 1. Connect 2035: Initiative Sequencing Approval (Resolution) *(Otterstrom)*
5. Report to Committee *(55 minutes)*
 - A. Facilities Master Plan Phase 1 Update
 - B. Division Street Bus Rapid Transit: Implementation Strategy Update *(Otterstrom)*
 - C. 2026-2031 Transit Development Plan: Review Preliminary Revenue & Expenditure Forecast Assumptions *(Otterstrom / Johnston)*
 - D. 2026-2031 Transit Development Plan: Tactical Framework *(Otterstrom)*
6. CEO Report *(Otterstrom/Rapez-Betty) (15 minutes)*
7. Committee Information -- *none*
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 Meeting)*

Virtual Link:	Join here	
Password:	Members: 2025	Guests: Guest
Call-in Number:	1-408-418-9388	Event #: 2489 808 6954

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

April 2, 2025

AGENDA ITEM 2: COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Tim Hattenburg, Planning & Development Committee

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

RECOMMENDATION TO COMMITTEE: N/A

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

April 2, 2025

AGENDA ITEM 3A : MINUTES OF THE MARCH 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 March 5, 2025, Planning & Development Committee meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

DRAFT Minutes of the March 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*
Lili Navarrete, City of Spokane
Kitty Klitzke, City of Spokane
Chris Grover, Small Cities Representative (Cheney)
Ex-Officio
Rhonda Bowers, Labor Representative
(Non-voting)
Brandon Rapez-Betty, Interim Co-Chief Executive Officer
Karl Otterstrom, Interim Co-Chief Executive Officer

MEMBERS ABSENT

Al French, Spokane County
Dan Dunne, Small Cities Representative (Liberty Lake)

STAFF PRESENT

Nancy Williams, Chief Human Resources Officer
Carly Cortright, Chief Communications &
Customer Service Officer
Kade Peterson, Chief Information Officer
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.

GUESTS PRESENT

Jessica Kelch, Senior Project Manager
Christian Bigger, Zero-Emission Fleet & Facilities
Manager
Emily Poole, Principal Transit Planner

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 FEBRUARY 5, 2025, COMMITTEE MEETING

Ms. Lili Navarrete moved to approve the February 5, 2025, Planning & Development Committee meeting minutes. Chair 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. DIVISION STREET BUS RAPID TRANSIT: DESIGN AND PUBLIC OUTREACH UPDATE

Mr. Karl Otterstrom presented an overview of the Division Street Bus Rapid Transit (BRT) project which is part of *Connect 2035*. The project is working toward 30% completion of design. Mr. Otterstrom reviewed other recent activities, including environmental documentation, traffic studies, public outreach, and coordination with partner agencies.

Mr. Otterstrom reviewed the project schedule, with project completion set for 2030, and reviewed some potential risks to the schedule timeline, most notably the completion of the North Spokane Corridor (NSC). Mr. Otterstrom presented a conceptual mitigation strategy; this is intended to be a multi-month discussion to maintain the comprehensive multimodal vision of *DivisionConnects*. Staff would like to explore the feasibility of completing the project in phases, develop a schedule and funding strategy for completion of all phases of the current project, and update the Locally Preferred Alternative (LPA) as needed.

Councilmember Klitzke joined the meeting at 10:13.

Chair Hattenburg drew a parallel with City of Spokane Valley using phasing to allow local projects to continue moving forward during times of uncertainty. Mr. Otterstrom agreed that this was a great example that demonstrates the importance of phasing and of maintaining momentum on a project. Mr. Otterstrom reviewed next steps. Mr. Hattenburg inquired as to how grant money will be affected through all of this. Mr. Otterstrom responded that part of the intention of working to deliver BRT by 2030 is to avoid losing the funds; this topic will be touched on more in a later report.

B. CONNECT 2035 STRATEGIC PLAN: DRAFT INITIATIVE SEQUENCING

The Connect Strategic Plan is the roadmap for investments and initiatives to maintain and improve public transportation infrastructure and services for the region through 2035. Mr. Otterstrom reviewed the vision, mission statement, and board-developed goals for *Connect 2035*. Mr. Otterstrom shared the March 20, 2025, Board Workshop Agenda and objectives. Mr. Otterstrom presented the proposed outcomes, and the *Connect 2035* timeline. There are three major eras over the next decade. The current era represents activities undertaken before a ballot measure is presented to voters to renew STA's 2/10 of 1% sales tax approved in 2016. Mr. Otterstrom noted that STA's ability to obligate federal funds for the project relies in part on demonstrating to the Federal Transit Administration (FTA) that Spokane Transit is financially sustainable and able to maintain current service levels. A renewal of the sales tax is key to STA's ability to maintain service. The second era was focused on major capital projects, to include constructing and launching Division Street Bus Rapid Transit (BRT) and the Clean Energy Campus which are complementary to efforts with initiatives that have longer lead times. The final era involves future planning of projects related to high-capacity transit. Success in the first two eras could place STA in a position to pursue further system growth. Next steps include a Board Workshop on March 20, 2025, to review the sequencing timeline in anticipation of finalizing the materials for a Committee recommendation for Board action on April 2, 2025.

C. FACILITIES MASTER PLAN: PHASE I UPDATE

Mr. Brandon Rapez-Betty provided an update on Phase 1 of the Facilities Master Plan (FMP), which was last reported to the Planning & Development Committee on September 4, 2024. Mr. Rapez-Betty reviewed the guiding principles, and a list of identified needs. Ms. Jessica Kelch

provided an update on the FMP. STA continues to use programming and site analysis to identify the need for both a training facility and clean energy base between now and 2030. Due Diligence has revealed potential new properties to analyze, and Due Diligence continues for existing STA properties. Ms. Kelch provided a list of proposed sites, and the principal criteria used in evaluating the sites. Ms. Kelch presented diagrammatic sketches of the different facility elements, helping to understand the size of potential sites and the opportunity for flexibility in building a new facility in phases. Staff created a conceptual view of how the FMP timing and sequencing relates to other STA plans and initiatives.

Mr. Rapez-Betty presented how the FMP relates to the fleet transition. The FMP is meant to progress the Board-approved Zero Emission Bus (ZEB) transition plan. Mr. Rapez-Betty reviewed fleet composition scenarios which gradually phase out the use of diesel buses over the next 20 years. The first scenario transitions from diesel to Battery Electric Buses (BEB), the second and third scenarios consider the potential for hydrogen fuel cells. Building clean energy facilities is deeply tied to the transitioning of buses. It is important to have dual propulsion opportunities, a facility would need enough power for the BEB charging but also include the possible implementation of a hydrogen fuel cell infrastructure.

Ms. Kelch presented the Phase 1 program schedule. Next steps include design and construction (with board approval) which may run concurrently. Mr. Rapez-Betty added that like Division Street BRT, moving forward with the clean energy campus would also rely on the renewal of the 2/10 of a cent tax.

D. 2026-2031 TRANSIT DEVELOPMENT PLAN: TACTICAL FRAMEWORK AND STAKEHOLDER OUTREACH

The Committee was offered an opportunity to review existing guidance statements and consider revisions for the 2026-2031 Transit Development Plan (TDP). Mr. Otterstrom presented the planned stakeholder approach. The plan will not be adopted until after the *Connect 2035* sequencing discussion has finished. Mr. Otterstrom explained how the TDP will align with the tactical framework of Washington State's transportation goals, and reviewed the proposed timeline and outreach approach.

Mr. Hattenburg asked about the type of feedback being received on the Kootenai County pilot route. Mr. Otterstrom responded that there is demonstrated interest from some stakeholders in Kootenai County. Employers have asked about connecting to Spokane. However, Kootenai County elected officials do not have any interest in enabling the connection.

Mr. Otterstrom concluded his report by reviewing the final milestones of the preparing the TDP, including a public hearing at the June 26, 2025, STA Board meeting, with adoption taking place at the July 24, 2025, Board meeting.

6. CEO REPORT

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

UZBEKISTAN DELEGATION VISIT: Mr. Rapez-Betty reported. STA met with Uzbekistan delegates and local representatives on February 24, 2025. Mr. Rapez-Betty and Ms. Carly Cortright shared specifics on the visit which was sponsored by the Congressional Office for International Leadership and hosted by Friendship Force Eastern Washington/North Idaho. STA staff presented on a variety of transportation topics, and provided a tour of the Boone Northwest Garage. This group was very interested in zero-emission technology. Mr. Rapez-Betty noted that staff presentations were well done and well received.

RECENT PRESENTATIONS AND MEETINGS: Mr. Rapez-Betty reported. Recent presentations and meetings attended by STA staff: March 4, 2025 – Good Roads Association Meeting – attended by Mr. Rapez-Betty and Mr. Otterstrom. Presentations garnered positive reception and understanding of STA's financial stewardship and the importance of renewing the two-tenths of a cent sales tax to implement *Connect 2035*. February 24 – 25, 2025 – WSTA Board meeting – attended by Mr. Rapez-Betty and Mr. Otterstrom. Meeting included a discussion with Megan Cotton, the Governor's policy advisor; Julie Meredith, the WSDOT Secretary; Jake Fey, the House Transportation Chair Representative, and Senator Marko Liias, the Senate Transportation Chair. Following the board meeting there were visits with Representatives Mary Dye and Bernbaum.

STATE TRANSPORTATION BUDGET UPDATE: Mr. Otterstrom reported. The House Transportation Committee is drafting different scenarios to understand the impacts and alternatives associated with revenue and budget cuts. There will likely be multiple impacts to Spokane Transit, which could include schedule impacts to the North Spokane Corridor (NSC) which will affect Division Street Bus Rapid Transit (BRT), and possible suspension or contraction of public transportation grants. Mr. Otterstrom shared a slide from the February 27, 2025, Senate Transportation Committee staff presentation, which shows how the state budget has arrived at its current situation.

MARCH 5, 2025, CAPITAL INVESTMENT GRANT FLY-IN: Mr. Otterstrom reported. This conference was organized by Cardinal Infrastructure. Commissioner Al French attended along with board members of transit agencies from across the country. Several representatives from private businesses serving the transit industry were also present. There were meetings with members of Congress, Trump political appointees, and congressional committee staff. Transportation is an important federal investment which can contribute to economic development and provide access to jobs. Board and committee members attending the conference have this in common. Transportation is a community effort that can be positively received by both parties.

7. COMMITTEE INFORMATION - *none*
8. REVIEW APRIL 2, 2025, COMMITTEE MEETING AGENDA
9. NEW BUSINESS – *none*
10. COMMITTEE MEMBERS' EXPRESSIONS

Chair Hattenburg noted that there will be challenges, however, the Board and committee members of STA are experienced, and the agency will get through the upcoming challenges with a lot of hard work.

11. ADJOURN

With no further business to come before the Committee, Chair Hattenburg adjourned the meeting at 11:22 a.m.

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning & Development Department

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

April 2, 2025

AGENDA ITEM 4B1 : CONNECT 2035: INITIATIVE SEQUENCING APPROVAL (RESOLUTION)

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Interim Co-Chief Executive Officer / Chief Planning & Development Officer
Mike Tresidder, Senior Transit Planner

SUMMARY: Spokane Transit's Connect 2035 Strategic Plan is the roadmap for investments to maintain and improve public transportation infrastructure and services for our region through 2035. Implementation has started with the sequencing of the plan's initiatives. Staff will provide a review of the March 20, 2025, Board Workshop, the redlined version of the Appendix with implementation dates included, and a draft Board resolution to approve the proposed sequencing for Connect 2035.

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 general timeframes for delivery of each initiative, strategic plans like this need a more detailed implementation sequence to set internal and community expectations.

March 20, 2025 - Board Workshop

Staff conducted a review of the sequencing considerations, how the sequencing achieves the stated outcomes, and the proposed eras that staff see for the plan over the next ten years.

Several poll questions for Board members were provided to help clarify where Board members sit regarding certain key issues at this moment in time. Board members generally believed that STA was well prepared to manage financial risks and uncertainties but wanted to see STA communicate thoughtfully about a future ballot measure while preparing for a scenario where a ballot measure didn't pass. On the timing of a future ballot measure, the board was generally split between 2026 and 2027.

The Board was quite comfortable with the eras that staff identified for the plan over the next ten years and were most excited by more shelters, lighting and Division Street BRT. As for the top two outcomes that Board members found the most compelling for the region, Outstanding Door-to-Door Experience and Resilient Organization were the top two outcomes identified, followed closely by Thriving Economy.

Staff will review the workshop outcomes, the redlined Appendix and draft resolution with the Committee.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by resolution, the identification of implementation years for the core investments and initiatives of the Connect 2035 Strategic Plan, by amending Appendix of the plan as presented.

RESOLUTION NO. XXX-25

A RESOLUTION FOR THE PURPOSE OF AMENDING THE APPENDIX TO THE CONNECT 2035 STRATEGIC PLAN

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

WHEREAS, the Spokane Transit Authority (STA) is a municipal corporation operating and existing under and pursuant to the Constitution and Laws of the State of Washington, including RCW Title 36, Chapter 57A, Public Transportation Benefit Area; and,

WHEREAS, the STA Board of Directors adopted Resolution 831-24 on December 19, 2024, a plan entitled *Connect 2035* ("The Plan"); and,

WHEREAS, STA engaged the STA Board of Directors, community stakeholders, employers, customers, and the public to identify community public transportation needs and priorities for the next decade;

WHEREAS, the STA Board of Directors identified three core investments - Division Street Bus Rapid Transit, Zero Emission Vehicle Transition Plan, and the Facilities Master Plan – to be incorporated in the plan;

WHEREAS, the STA Board of Directors identified projects, initiatives, and investments to maintain and improve public transit in the Spokane region;

WHEREAS, the STA Board of Directors recognizes the need to update the Plan's Appendix with the delivery years for each identified Initiative to set public accountability, provide internal direction and agreement on prioritization, and to enable a realistic and actionable timeline; and,

WHEREAS, the Connect 2035 Strategic Plan is consistent with the policies of Connect Spokane, STA's comprehensive plan for public transportation.

WHEREAS, Exhibit A attached and incorporated herein represents the relevant sequencing and timeline of core investments and initiatives of the Connect 2035 Strategic Plan.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of STA as follows:

Section 1. The STA Board of Directors hereby adopts the changes set forth in Exhibit A to be incorporated into the appendix of the Connect 2035 Strategic Plan.

Section 2. The STA Board of Directors hereby authorizes and directs the Chief Executive Officer to carry out the Connect 2035 Strategic Plan and take all action necessary and proper to effectuate the foregoing.

Section 3. Upon the approval of the Board of Directors, the Chief Executive Officer with assistance of legal counsel is authorized to make necessary corrections to this Resolution or its Exhibit(s), including but not limited to the correction of scrivener's/clerical errors, references, resolution number, section/subsection numbers, and any references thereto

Section 4. This resolution shall take effect and be in force immediately upon passage.

ADOPTED by STA at a regular meeting thereof held on the 17th day of April 2025.

Attest:

Dana Infalt
Clerk of the Authority

Pam Haley
STA Board Chair

Approved as to form:

Megan Clark
Legal Counsel

DRAFT CONNECT 2035 APPENDIX

Goal: Deliver the Core Investments

Initiative	Partner Agencies	Cost Category	Project Delivery Timeframe- Duration	Implementation Year Delivery
Implement the Division Street Bus Rapid Transit project	WSDOT City of Spokane SRTC	\$\$\$\$	5+ Years	2030
Implement the Zero-Emission Vehicle Transition Plan (ZEVTP)	Avista New Flyer Proterra Spokane Regional Clean Air Agency	\$\$\$\$	5+ Years	2027-2035
<i>ZEVTP 1. Additional charging infrastructure</i>				2027-2028
<i>ZEVTP2. Resume purchase of Fixed-Route ZEV</i>				2029-2035
Implement the Facilities Master Plan (FMP) to create a Clean Energy Campus	Avista Other utility providers Spokane Regional Clean Air Agency	\$\$\$\$	5+ Years	2032
<i>FMP 1. Build out Plaza public space</i>				2027
<i>FMP 2. Open Training Facility</i>				2029
<i>FMP 3. Clean Energy Campus #1</i>				2032

DRAFT CONNECT 2035 APPENDIX

Goal 1: Elevate the Customer Experience

Initiative	Partner Agencies	Cost Category	Project-Delevery-Timeframe-Duration	Implementation-Year-Delivery
Implement the fixed route network optimization (additional night/weekend service on high-performing routes, updating service in Spokane Valley, reaching new job centers)	Spokane Valley Major regional employers	\$	2-3 Years	2025-2028 ^m
Pilot a safety ambassador program with trained personnel on buses and at facilities	DSP	\$\$\$	Up to 2 Years	2025-2028 ^p
Implement online scheduling for paratransit trips		\$	Up to 2 Years	2025
Install lighting at all sheltered stops		\$\$	2-3 Years	2026-2031 ^o
Install shelters at all stops with more than 25 daily boardings		\$\$\$	2-3 Years	2026-2031 ^o
Upgrade Route 33 - Wellesley to High Performance Transit (infrastructure)	City of Spokane	\$\$\$	3-5 Years	2026-2030 ^m
Implement a Mobility-on-Demand pilot in North Spokane Valley	Spokane Valley	\$\$	Up to 2 Years	2027-2029 ^p
Implement a Mobility-on-Demand pilot in Latah Valley	City of Spokane	\$\$	Up to 2 Years	2027-2029 ^p
Implement a Mobility-on-Demand pilot in Liberty Lake	Liberty Lake	\$\$	Up to 2 Years	2028-2030 ^p
Implement a Mobility-on-Demand pilot in unincorporated portions of the West Plains	Spokane County	\$\$	Up to 2 Years	2029-2031 ^p
Implement a Mobility-on-Demand pilot in Northeast Spokane	Spokane County	\$\$	Up to 2 Years	2030-2032 ^p
Develop a mobility on demand program for targeted geographic locations and trip types not well-served by the fixed-route network	HSPs CBOs	\$\$	Up to 2 Years	2028-2030 ^p
Conduct planning and design for future HPT corridors: Route 61 - Highway 2/Fairchild	Fairchild Airforce Base Airway Heights Spokane Airport	\$\$	3-5 Years	2031 ^d
Conduct planning and design for future HPT corridors: extend Route 90 - Sprague to the Appleway Park-n-Ride	Liberty Lake Spokane Valley	\$\$	3-5 Years	2032 ^d
Conduct planning and design for future HPT corridors: extend Division St. BRT to a potential new transit center in Mead	Mead	\$\$	3-5 Years	2035 ^d
Evaluate opportunities for high-capacity transit, appropriate service modes, and the greatest corridors of opportunity		\$\$	Up to 2 Years	2034 ^d

d = year of deliverable

m = multi-year project with incremental improvements

o = ongoing project with key timeframe identified

p = pilot project with a fixed timeframe identified

DRAFT CONNECT 2035 APPENDIX

Goal 2: Lead and collaborate with community partners to enhance the quality of life in our region.

Initiative	Partner Agencies	Cost Category	Delivery- Timeframe- Duration	Implementation- Year Delivery
Fund station area TOD planning efforts in partnership with municipalities	Municipal partners in PTBA	\$	Up to 2 Years	2027-2032 ^o
Pilot an eligibility-based reduced fare program for riders experiencing low incomes	CBOs HSPs Social Service Agencies	\$	Up to 2 Years	2025-2028 ^p
Increase programs teaching new riders to use the bus, including partnerships with CBOs	CBOs	\$	Up to 2 Years	2026-2027 ^o
Establish a CBO network to support and strengthen STA's community engagement efforts focused on underrepresented communities	CBOs	\$	Up to 2 Years	2025-2027 ^o
Expand outreach to employers to educate about the benefit of transit and STA's service options	Major regional employers Chambers of Commerce/Econ. Dev Commute Smart Northwest	\$	Up to 2 Years	2027-2028 ^o
Increase educational efforts to raise awareness of service information in languages other than English and ability to request translations	CBOs	\$	Up to 2 Years	2027-2028 ^o
Identify locations for installation of signage (and other rider resources) in languages other than English	CBOs	\$	2-3 Years	2027-2029 ^m
Work with event organizers to integrate transit fare into event tickets	DSP GSI PFD Visit Spokane Event Venues	\$	Up to 2 Years	2027-2029 ^m
Work with Visit Spokane, hotels, and event organizers to develop partnerships and enhance information for visitors	Visit Spokane DSP PFD	\$	Up to 2 Years	2028-2029 ^m
Work with partners to expand access to public electric vehicle charging at STA facilities	SRTC Avista	\$\$\$	2-3 Years	2029-2031 ^m

d = year of deliverable

m = multi-year project with incremental improvements

o = ongoing project with key timeframe identified

p = pilot project with a fixed timeframe identified

DRAFT CONNECT 2035 APPENDIX

Goal 3: Strengthen our capacity to anticipate and respond to the demands of the region

Initiative	Partner Agencies	Cost Category	Delivery- Timeframe- Duration	Implementation- Year Delivery
Make targeted investments in staffing to expand competencies in support of strategic internal and external initiatives		\$\$\$	2-3 Years	2026-2029 ^o
Upgrade our Computer-Aided Dispatch / Automatic Vehicle Location systems to enable more accurate real-time information		\$\$	Up to 2 Years	2025-2026 ^m
Implement telematics in all STA fleet vehicles to increase safety, efficiency, and opportunities for expanded operator training		\$\$\$	3-5 Years	2025-2027 ^m
Purchase a customer relationship management system to streamline customer interactions and improve service delivery		\$\$	Up to 2 Years	2027 ^d
Establish an organizational development program		\$\$	Up to 2 Years	2028 ^d
Enhance internal employee engagement and communications efforts to retain STA talent		\$	Up to 2 Years	2025-2027 ^m
Invest in our operators by upgrading break rooms and amenities, expanding access to high-quality restrooms along routes, and developing new operator support systems		\$\$	2-3 Years	2026-2028 ^m
Increase transparency by developing user-friendly, public-facing dashboards for key performance indicators and making it easier to access and use publicly available data		\$	Up to 2 Years	2026 ^d

d = year of deliverable

m = multi-year project with incremental improvements

o = ongoing project with key timeframe identified

p = pilot project with a fixed timeframe identified

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

April 2, 2025

AGENDA ITEM 5A : 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 March 5, 2024. That report has identified the following near-term needs through 2035:

- Clean Energy Campus – Future zero-emission fleet facility and support elements – accommodating multiple propulsion fuels
- Training Center – Modernized agency training course with on-site vehicle course, maintenance training infrastructure, and support facilities
- Public meeting space – dedicated space for Board meetings 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 update to the FMP is a planning process to determine a location or locations for needed facilities and future growth over time.

The project team continues to finalize programming, analysis, and due diligence elements of this master plan update. The Phase I report will be packaged with all of the data collected, draft development scenarios, and planning level cost estimates. The process, informed by the STA Board-approved Zero Emissions Fleet Transition Plan and Connect 2035, has identified new property needs, property redevelopment, and strategic timing and phasing for this project.

Updates to the Capital Improvement Program that will be proposed to be incorporated in the 2026-2031 Transit Development Plan (TDP) will be presented to the Board in May with the anticipation of adopting the TDP in July. The FMP project team will finalize development of the final Phase 1 report and request further direction in June, ultimately bringing in actions in the TDP and the FMP for the next six years. Board acceptance of the plan will be requested for near term actions and approval to move forward with Phase II. Phase II will incorporate any approvals from the Board and will continue to refine the feasible scenarios within the Facilities Master Plan, addressing needs through 2050.

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

April 2, 2025

AGENDA ITEM 5B : DIVISION STREET BUS RAPID TRANSIT: IMPLEMENTATION STRATEGY UPDATE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Interim Co-Chief Executive Officer/Chief Planning & Development Officer
Don Skillingstad, Senior Project Manager

SUMMARY: At the March 5, 2025, Planning & Development Committee meeting, staff identified potential risks to the implementation schedule for Division Street Bus Rapid Transit (BRT), and indicated a mitigation strategy would be developed. As presented in concept, the mitigation strategy would include four key elements:

- Maintain the comprehensive multimodal vision of *DivisionConnects*
- Explore feasibility of completing the project in phases
- Develop a schedule and funding strategy for completion of all phases of the current project
- Update the Locally Preferred Alternative (LPA) as needed

Staff will provide an update on efforts to further define the mitigation strategy, especially concerning project phasing.

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

April 2, 2025

AGENDA ITEM <u>5C</u>:	2026-2031 TRANSIT DEVELOPMENT PLAN: REVIEW PRELIMINARY REVENUE AND EXPENDITURE FORECAST ASSUMPTIONS
REFERRAL COMMITTEE:	n/a
SUBMITTED BY:	Tammy Johnston, Interim Chief Financial Officer Karl Otterstrom, Interim Co-Chief Executive Officer/Chief Planning & Development Officer

SUMMARY: As part of the preparation of the 2026-2031 Transit Development Plan (TDP), STA is required to incorporate financial projections for this 6-year period. The initial step in this preparation is to seek affirmation by the Committee of the financial assumptions used in deriving the 2026-2031 forecast.

Staff recommends that the financial assumptions generally remain in line with those reviewed and approved by the Board in 2024, as detailed below:

Revenue Assumptions

- Sales Tax growth is assumed to be zero for 2026, then resuming a 3.5% annual growth trend applied to 2026 budgeted levels for 2027-2031.
- The two-tenths of a percent voter-approved sales tax increase sunseting in 2028 will be renewed for 2029 and beyond.
- There are no future planned fare increases during the 2026-2031 TDP period.
- FTA Section 5307 Urbanized Area Formula grant funds are used primarily for preventive maintenance. This is the third largest source of operating revenue and is forecasted to grow at a 1% rate from 2025 budgeted levels through 2027. Years 2028 through 2031 are assumed to stay at 2027 levels.
- State operating funding through the Paratransit/Special Needs formula grant will grow at 1% per year from the 2025 budgeted level. This formula grant was doubled beginning in 2023 through the Move Ahead Washington 16-Year Transportation Package (MAW) supported through the 2021 Washington Climate Commitment Act.

State operating funds also reflect the MAW Transit Support grant at the full annual estimated amount of \$6.5 million through the TDP period, as part of STA's adoption of zero-fare for youth 18 years and under.

- Interest income earned on average invested cash balances is estimated at a rate of 1.0% per annum.

Expenditure Assumptions

- The 2025 annual budget provides the baseline for operating expenses.
- STA Moving Forward service changes are completed in 2026 and service levels remain relatively stable, while addressing service optimizing efforts within Connect 2035.
- Operating expenses grow at 4.5% in 2026, accounting for inflation and added costs from Connect 2035 Initiatives and reduce to 3% annually beginning in 2027 through 2031.
- The Capital Improvement Program is fully funded through the TDP period.

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

April 2, 2025

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

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: As a step in the annual preparation of STA's Transit Development Plan (TDP), the Committee prepares and recommends to the Board of Directors guidance statements that help frame priorities to be included in the plan. The March 5, 2025, Planning and Development Committee was offered an opportunity during the meeting to review existing guidance statements and consider revisions for the 2026-2031 Transit Development Plan (TDP). STA also presented the on the planned stakeholder outreach approach for Committee review.

BACKGROUND: 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 STA's Program of Projects for formula grants received from the Federal Transit Administration (FTA). The current adopted 2025-2030 TDP may be viewed on STA's website at:

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

Historically, a first step in updating the TDP is for the Committee to prepare and recommend to the Board of Directors Board guidance statements that help frame priorities to be included in the plan. Beginning in April 2023, the STA Board of Directors chose a tactical framework that connects the TDP more closely with the agency's strategic plan and responds directly to the 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.**

During the Planning & Development Committee meeting on March 5, 2025, staff presented a preliminary draft tactical framework that followed the same general outline as in the 2025-2030 TDP. Committee members suggested the draft tactical framework could better address other kinds of partnerships, including education efforts related to a future ballot measure to maintain voter-approved funding. The updated draft has attempted to incorporate this input under the goal of "Lead and collaborate with community partners to enhance the quality of life in our region." Staff proposed the text on the attached documents to the committee that represents a proposed narrative to tie the Connect 2035 goals to planned milestones during the upcoming six-year period.

During the March meeting, Committee members also had suggestions about adding the Spokane Valley Chamber of Commerce transportation related committees and the City of Spokane's Community assembly committee related to transportation to the proposed outreach schedule. Although the

Spokane Valley Chamber of Commerce transportation related committees are not active, staff will reach out to Spokane Valley to share information about the TDP update and promote open houses and public hearing. STA staff were able to identify an outreach opportunity to the City of Spokane's Community Assembly Pedestrian Transportation and Traffic Committee Meeting and have added this to the planned stakeholder outreach below.

TDP Engagement Milestones			
Date	Engagement Milestone	STA Audiences / Resources	External Audiences / Resources
4/9/2025	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)
5/27/2025	<i>TDP Overview, promotion of Open Houses in June</i>		<i>Pedestrian Transportation and Traffic Committee Meeting</i>
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	

In May, the Committee will review the draft Service Improvement Program (SIP), the draft Capital Improvement Program (CIP), and review forecast scenario. In June, the Committee will review the draft

TDP and review forecast updates, working toward Board approval of the plan in July. The table below shows the TDP adoption schedule.

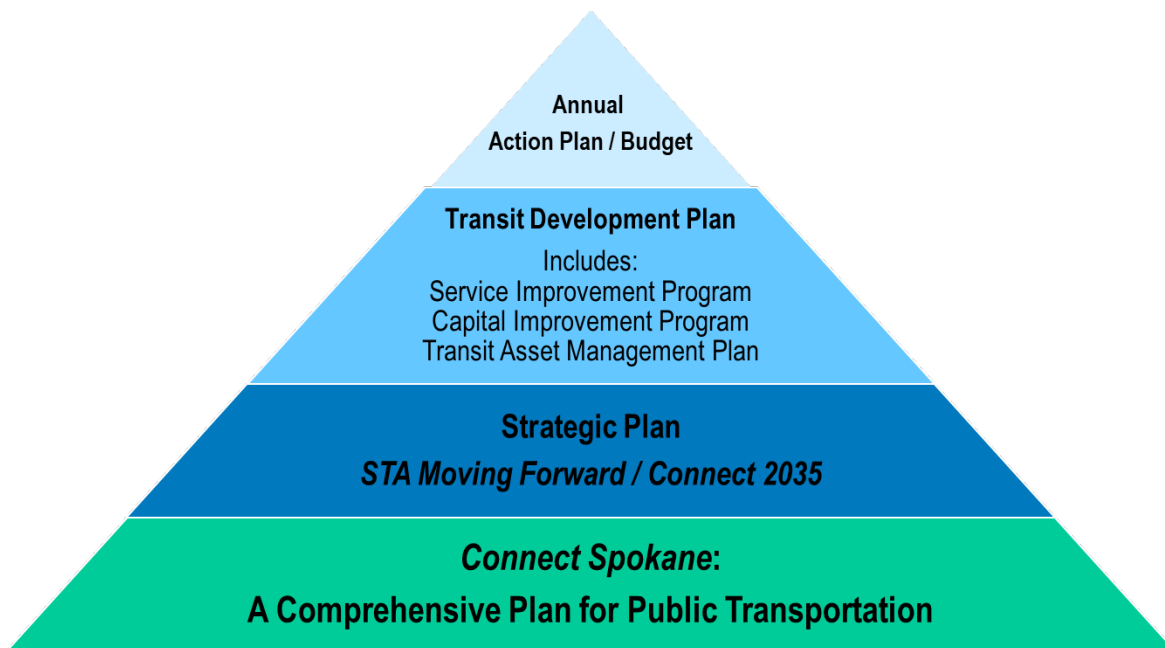
TDP Adoption Process		
February	March	April
<ul style="list-style-type: none"> Overview of the TDP process and requirements 	<ul style="list-style-type: none"> Prepare Mid-range Tactical Framework Confirm stakeholder outreach approach 	<ul style="list-style-type: none"> Final Recommendation on Mid-range Tactical Framework Revenue/Expenditure Forecast Assumptions
May	June	July
<ul style="list-style-type: none"> Review proposed Service Improvement Program Review Capital Improvement Program 	<ul style="list-style-type: none"> Present draft TDP Revenue/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.
 - [Prepare and communicate information about implementation of STA moving Forward projects and status of delivery.](#)
 - [Prepare and communicate information about how investments have benefited residents and communities in our region.](#)
- 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

April 2, 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-CEOs 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

April 2, 2025

AGENDA ITEM 8: APRIL 30, 2025, (MAY) 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 April 30, 2025. This will be the May Planning & Development Committee meeting.

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 30, 2025 *(May Meeting)*

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 *(15 minutes)*
 - A. Minutes of the April 2, 2025, Committee Meeting – *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda *(15 minutes)*
 1. Division Street Bus Rapid Transit: Implementation Strategy Refinement and Outreach *(Otterstrom/Wells)*
 - B. Board Discussion Agenda - *none*
5. Report to Committee *(35 minutes)*
 - A. 2026-2031 Transit Development Plan: Proposed 2025-2027 Service Improvements *(Otterstrom/Poole)*
 - B. 2026-2031 Transit Development Plan: Proposed 2025-2027 Capital Improvement Program *(Otterstrom/Johnston)*
 - C. Transit Oriented Development (TOD) Pilot Project Update *(Otterstrom)*
6. CEO Report *(Otterstrom/Rapez-Betty) (15 minutes)*
7. Committee Information
8. Review June 4, 2025, Committee Meeting Draft Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, June 4, 2025, at 10:00 a.m. in person.

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

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

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

April 2, 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

April 2, 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