

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

## PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, June 4, 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 April 30, 2025, Committee Meeting – *Corrections/Approval*
4. Committee Action
  - A. Board Consent Agenda (15 minutes)
    1. Division Bus Rapid Transit (BRT): Parametrix, Inc., Work Order #6 Approval (*Otterstrom*)
    2. Training Facility Grant Submittal Approval (*Otterstrom*)
  - B. Board Discussion Agenda (15 minutes)
    1. Facilities Master Plan Phase I Report Acceptance (Resolution) (*Rapez-Betty*)
5. Report to Committee (20 minutes)
  - A. 2026-2031 Transit Development Plan: Complete Draft (*Otterstrom/Poole*)  
(*Public Hearing at the June 26, 2025, Board meeting*)
  - B. Division Bus Rapid Transit: Locally Preferred Alternative Amendment (*Otterstrom*)  
(*Public Hearing at the June 26, 2025, Board meeting*)
6. CEO Report (*Otterstrom/Rapez-Betty*) (15 minutes)
7. Committee Information
8. Review July 9, 2025, Committee Meeting Draft Agenda (5 minutes) (*one week later due to holiday*)
9. New Business (5 minutes)
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, July 9, 2025, at 10:00 a.m. in person.

Virtual Link:	Join <a href="#">here</a>	
Password:	<b>Members:</b> 2025	<b>Guests:</b> Guest
Call-in Number:	1-408-418-9388	Event #: 2490 816 5298

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: [www.spokanetransit.com](http://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](http://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**

June 4, 2025

**AGENDA ITEM 2:** COMMITTEE CHAIR REPORT

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Tim Hattenburg, Planning & Development Committee

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**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**

June 4, 2025

**AGENDA ITEM 3A :** MINUTES OF THE APRIL 30, 2025, COMMITTEE MEETING

**REFERRAL COMMITTEE:** n/a

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

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**SUMMARY:** Draft Minutes of the April 30, 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  
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**PLANNING & DEVELOPMENT COMMITTEE MEETING**

**DRAFT** Minutes of the April 30, 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  
Al French, Spokane County  
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

**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

**MEMBERS ABSENT**

Dan Dunne, Small Cities Representative (Liberty Lake)  
Chris Grover, Small Cities Representative (Cheney)  
*Ex-Officio*

**PROVIDING LEGAL COUNSEL**

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

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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 APRIL 2, 2025, COMMITTEE MEETING**

**Ms. Kitty Klitzke moved to approve the April 2, 2025, Planning & Development Committee meeting minutes. Mr. Al French seconded, and the motion passed unanimously.**

4. **COMMITTEE ACTION**

A. **BOARD CONSENT AGENDA** - *none*

B. **BOARD DISCUSSION AGENDA** - *none*

5. **REPORTS TO COMMITTEE**

A. **2026-2031 TRANSIT DEVELOPMENT PLAN: PROPOSED 2026-2028 SERVICE IMPROVEMENTS**

The 2026-2028 Service Improvement Program (SIP) is part of the overall Transit Development Plan (TDP) and acts as a roadmap for near-term fixed-route service improvements. Mr. Otterstrom reviewed the ongoing Board-adopted plans which are being implemented over the course of the TDP and provided a high-level overview of each year of the SIP. After plans were noted for

extending bus service to Kootenai County on a pilot basis, Mr. Hattenburg encouraged beginning conversations with Post Falls regarding the 2026 pilot service between Spokane County and Kootenai County in Idaho. Mr. Otterstrom reviewed yearly planned improvements, and the 2028 Conceptual Fixed Route Network map, highlighting new areas of service as well as locations where Mobility on Demand (MOD) will provide transit to areas not served by current routes. Ms. Bowers asked if the improvements would reach Plantes Ferry. Mr. Otterstrom commented that the key to getting a stop near Plantes Ferry is to have safe pedestrian access. Mr. Hattenburg added that there was a meeting earlier in the week regarding changes to parking near Trent Avenue, which could potentially help with acquiring a stop in the area at a later date. Mr. Otterstrom reviewed a map showing requests for new service in the Public Transportation Benefit Area (PBTA). Next steps include the incorporation of the draft Service improvement Program into the Draft 2026-2031 TDP for review and comment.

B. 2026-2031 TRANSIT DEVELOPMENT PLAN: PROPOSED 2026-2031 CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) is a major element for the state required TDP. It provides midterm horizon for prioritizing resources, enhancing the transit system, and replacing and upgrading assets to maintain a state of good repair. Ms. Tammy Johnston provided the financial breakdown for the 2026-2031 CIP by program category and by program name. Ms. Johnston reviewed the CIP funding sources. Of the CIP totals in \$94.4M, STA anticipates that \$23.6M will come from federal funding and \$72.8M will come from state funding. This will leave \$298M to be covered by local funding. The CIP will undergo further refinement over the next month. Ms. Johnston distributed a detailed printout. Next steps include the incorporation of the draft Capital Improvement Program into the draft 2026-2031 TDP for review and comment. Mr. Hattenburg asked for clarification about local funds being granted money or general funds. Ms. Johnston confirmed that local funds are STA funds. Mr. Otterstrom commented that these STA local funds can be used for operations.

C. 2026-2031 TRANSIT DEVELOPMENT PLAN: REVIEW FINANCIAL FORECAST

Ms. Johnston briefly reviewed the forecast assumptions, which were presented to the committee last month. The sales tax revenue assumes a 3.5% annual growth rate from 2027 to 2031, based on 2024 actual sales tax revenue. This is assuming that the voter approved 8/10 of a cent sales tax is renewed. Fare revenue will retain the current fare structure and apply current fare revenue per passenger to projected ridership. This formula will take into consideration forgone revenue from the low-income fare pilot program. Ms. Johnston provided revenue assumptions regarding FTA 5307 grants, state operating grants, and interest income earning rate.

The annual budget provides the baseline for operating expenses. Operating expenses are expected to grow at 4.5% in 2026, accounting for inflation and added costs from *Connect 2035* Initiatives, and is expected to grow 3.5% annually for 2027 through 2031. The TDP also fully funds the Capital Improvement Program (CIP) through the 2026-2031 time period. Ms. Bowers asked a question about deploying the cash balance. Discussion ensued. Ms. Johnston provided a summary of the 2026-2031 TDP assumptions and concluded her report with the TDP timeline. Mr. Otterstrom emphasized that this TDP timeframe is heavy in delivery of capital over the next 6 years, with the current cash balance going towards *Connect 2035 initiatives, including* Division Bus Rapid Transit (BRT). Mr. Otterstrom noted that the plan is contingent upon a successful sales tax renewal. If not approved, the capital projects will have to be paused to maintain service for long as possible using the cash balance. Mr. Hattenburg noted that a lot of people in the community have trouble grasping the notion of not using the funds on hand. STA operates with zero debt.

D. DIVISION STREET BUS RAPID TRANSIT: IMPLEMENTATION STRATEGY REFINEMENT AND OUTREACH

Mr. Otterstrom provided overall updates regarding the planning, design and engineering of Division Street Bus Rapid Transit (BRT). Traffic operations analysis are completed, 30% design activities are continuing, and the Capital Investment Grant (CIG) application is underway. Mr. Otterstrom provided high level updates for the environmental, outreach, and coordination efforts for Division BRT. Last month staff introduced proposed strategy for mitigating schedule risk. Mr. Otterstrom shared a map depicting the construction along the corridor, highlighting the main line, Ruby Street, and Division Street. Under Phase 1 the Minimum Operable Segment (MOS) will run from downtown Spokane to the Hastings Park & Ride, and all stations between downtown to Hawthorne Road will be constructed and put into service. The key configuration change is to have the buses operate on the left-hand side of the road on a Business Access and Transit (BAT) lane along Ruby Street. Phase 2, or future work, will include a dedicated bike/pedestrian facility on Ruby Street, the remaining stations north of Hawthorne Road, Construction of the Mead Transit Center, and Transit Oriented Development (TOD) zoning implementation. Much of the work along the corridor is a coordinated effort with regional partner jurisdictions. BAT lanes are proposed for Division Street and Ruby Street through the couplet; this is where there is robust existing vehicular capacity. These lanes will be delineated with signage, striping and markings. Lane enforcement will be conducted via local law enforcement. Mr. Hattenburg commented that Mr. Otterstrom's explanation of the BAT lanes is well done and does a good job of explaining how it is going to work along the corridor. Mr. Otterstrom noted that there will be a review of traffic analysis results prior to coming forward with a recommendation. Next steps include continued analysis and design, public and stakeholder outreach, and multi-jurisdiction agreements.

E. TECHNOLOGY MASTER PLAN: INTRODUCTION AND INITIAL SCOPING

Mr. Kade Peterson reviewed Technology Master Plan (TMP) development timeline. The TMP is much like the Facilities Master Plan (FMP), as it will provide a roadmap for the development of technology functions at Spokane Transit Authority (STA). Viewing the changes to technology in the immediate future will allow STA a foundation to build on as technology evolves. The first step in plan creation is assessing STA's current technology landscape. Looking at how STA's technology is helping to leverage the agency's business processes. There are approximately 100 different application systems that flow into about a dozen key areas which facilitate the business processes. The second step is to understand the strategic goals of the agency's business areas, divisions, and departments. This will help in terms of *Connect 2035* goals, ensuring the agency will be able to facilitate and respond to daily business operations and the future. The TMP is an agency-wide collaboration to ensure and understand the goals of each department and division, and the timelines for major goals and initiatives. Mr. Peterson reviewed the importance of supporting divisional goals from all layers: technical infrastructure, applications, data, information, and business. The fourth step is examining technological innovation and trends, specifically looking at advanced vehicle technologies, big data and analytics, artificial intelligence, cloud/quantum computing, communication networks, and cyber security.

Staff will work with consultants on cost benefits analysis and peer comparisons to ensure an appropriate level solution to advancing technology. Mr. Hattenburg commented that the final slide in the presentation was important in terms of finding a solution. Ms. Bowers commented on the recent outages of STA's radio systems three times in the last month due to external factors. Mr. Peterson noted there are systems that are brittle and may need to be replaced. Mr. Peterson will present more on this item in June.

6. CEO REPORT

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

Legislature Adjourns Sine Die: The legislature has adjourned. This was a significant session for tax measures to address shortfalls in operating and transportation budgets, and bills relating to transit boards and transit oriented development. Mr. Otterstrom will provide a complete wrap-up review of the session at the May Board meeting.

EWU Double Decker Dignitary Tour: STA participated in an Earth Day celebration hosted by Eastern Washington University (EWU) in Cheney on April 22, 2025. Students were offered an opportunity to tour the inside of a double-decker bus to raise awareness of the transit options between Cheney and Spokane. Cheney leaders and new leadership took a ride to tour key Cheney projects and the West Plains Transit Center. Driver training is underway and is expected to be completed this summer prior to launching service in September.

Bloomsday: May 2-3, 2025. STA plays an important role during the event. Over 65 volunteer STA staff (mechanics, paratransit operators, bus operators) will participate to ensure shuttle service from five locations for the big day.

Mirabeau Transit Center Ribbon Cutting: May 14, 2025. Featured speakers for the event include Spokane Valley Mayor, Pam Haley; WSDOT Eastern Region Administrator, Char Kay; and STA's Interim Co-CEOs

STA Rodeo: May 31, 2025. This year will be bigger and better than ever. Mr. Rapez-Betty invited the Board members to the reimagined STA Rodeo. This event is part of a safety program / competition drivers of Fixed Route buses and Paratransit vans maneuver an obstacle course. It is very challenging and allows operators to showcase their skills. The winner will compete in the state competition, with the opportunity to go on the national level. The event will be held at the Spokane County Fairgrounds to increase participation but also meet the goal of building culture at STA.

7. COMMITTEE INFORMATION

A. TRANSIT ORIENTED DEVELOPMENT (TOD) PILOT PROJECT UPDATE

B. 2026-2029 TITLE VI PROGRAM UPDATE

8. REVIEW JUNE 4, 2025, COMMITTEE MEETING AGENDA

9. NEW BUSINESS – none

10. COMMITTEE MEMBERS' EXPRESSIONS

Ms. Klitzke thanked Chair Hattenburg for being at the committee meeting in person, and thanked Ms. Bowers for the information regarding the radios being out; that context makes it more tangible for outside parties. This information is important when the Board is considering investments in new technology.

11. ADJOURN

With no further business to come before the Committee, Chair Hattenburg adjourned the meeting at 11:15 a.m.

Respectfully submitted,



Vicki Clancy, Executive Assistant  
Planning & Development Department

## SPOKANE TRANSIT AUTHORITY

### PLANNING & DEVELOPMENT COMMITTEE MEETING

June 4, 2025

**AGENDA ITEM 4A1 :** DIVISION STREET BUS RAPID TRANSIT: PARAMETRIX, INC. WORK ORDER #6 APPROVAL

**REFERRAL COMMITTEE:** n/a

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

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**SUMMARY:** The Division Street BRT project is progressing through preliminary design. The ongoing work includes preparing 30% design plans, defining final station locations, developing all required environmental documents and preparing the CIG Small Starts grant package. Staff are seeking the Committee's recommendation to the Board to approve a work order for the next phase of the project to advance the engineering, environmental and grant coordination work to the 60% design milestone. Per STA's procurement resolution, work orders and other contract actions for new work above \$1 million require board approval.

**BACKGROUND:** Division Street BRT is an important regional project to support mobility and economic development in north Spokane and north Spokane County. It has been included in the region's long range transportation plan for over a decade and was the centerpiece of the collaborative multi-agency study known as *DivisionConnects*.

In Summer 2021, the Planning & Development Committee approved the scope of work for architectural and engineering services for the project. At that time, staff informed the Committee that based on conceptual cost estimates and the anticipated distribution of professional services, the total value of contracts for these services was estimated to be between \$16 million and \$20 million. In Fall 2021, the Board awarded a contract to Parametrix, Inc. for planning, architectural and engineering and construction management services, with work to be authorized through subsequent work orders and within the Board-approved capital programs and budgets.

In Spring 2022, STA kicked off the Preliminary Engineering and Environmental Scoping phase of Division Street BRT. This work has been supported by Parametrix, Inc., STA's interdisciplinary consulting team competitively procured to support the project, by way of the first two work orders authorized by the STA Board of Directors under contract #2021-10610.

In March 2022, Work Order No. 1 was executed which began the planning phase for the project. Work included setting up project controls, developing quality management plans, initiating feasibility studies for the alignment, terminus locations, and fleet needs, conceptual design, and public outreach.

In June 2023, Work Order No. 2 was executed which furthered the work from the previous work order. This work included further refinement of station, transit center and area planning, transit planning, agency coordination, ridership forecasting and travel demand modeling, developing FTA CIG Small Starts grant funding strategies, furthering conceptual design of facilities, surveying and base mapping,



development of a concept level cost estimate, environmental documentation preparation, and public outreach.

In November 2023, Work Order No. 3 was executed which kicked off the preliminary design phase for the project. This work included developing design plans towards the 30% design milestone, advancing the environmental and grant preparation work, and public outreach, all necessary requirements for the Project Development phase of the FTA CIG Small Starts program.

In September 2024, Work Order No. 4 was executed for preparation of the cultural resources report, completion of geotechnical borings monitoring, preparation of an Inadvertent Discovery Plan and the facilitation of a value engineering exercise.

In December 2024, Work Order No. 5 was executed authorizing the work necessary to acquire property for the Mead Transit Center and associated environmental documents, and the preparation of the Reconnecting Communities Pilot grant for submission to FTA.

STA is seeking authorization of the next work order, Work Order No. 6, to advance the project towards the 60% design milestone, along with all other necessary Project Development activities necessary to obtain an FTA CIG Small Starts grant. Major tasks to be performed under this Work Order include the following:

- **Task 01: Project Management** and oversight, to generally include project consultant coordination, quality management, scheduling, invoicing, future work order and contract amendment scoping and preparation.
- **Task 02: Planning and Analysis** to update the traffic impact analysis and intersection control evaluations to the Minimum Operable Segment (MOS).
- **Task 03: Design and Engineering** to generally include agency and design team coordination, completion of the survey and base mapping, geotechnical investigations for stormwater improvements, intermediate design and engineering, utility and stormwater design, traffic signal transit signal priority and lighting design, traffic control design, station design, structural design, landscape architecture, power and communications design, cost estimating, schedule preparation, constructability and value engineering review, development of WSDOT required right-of-way plans, preparation of property acquisition exhibits and legal descriptions and continued development of a 3D model and interactive mapping.
- **Task 04: Environmental** includes continued support through the environmental review process with FTA and preparation of any Area of Potential Effects (APE) map revisions.
- **Task 05: Public and stakeholder engagement**, to generally include continued support to facilitate public outreach, surveys, social media coordination, and community and agency engagement.
- **Task 06: Project and FTA support** to include continued support upon submittal of the grant application documents, project controls, risk management, third-party agreement support, facilitating right-of-way acquisitions, and providing support through FTA's Project Management Oversight Consultant (PMOC) review and readiness process.

As a work order within an established architectural and engineering services contract, the value of Work Order No. 6 is predicated on the anticipated hours per task, actual hourly rates, overhead, and negotiated profit, in addition to appropriate travel and miscellaneous expenses. Based on the number of

hours estimated for this level of effort, the work order is proposed to have a not-to-exceed value of \$5,952,599. A cost analysis was performed by comparing the level of effort value to an independently prepared cost estimate. Based on the analysis, staff concluded the cost proposal was fair and reasonable. In addition to recommending approval of Work Order No. 6, staff recommend a 10% contingency of \$595,259 be assigned for unanticipated scope adjustments that may arise during this phase of the project.

The Division Street BRT Project Development project (CIP 895) has an approved budget of \$15 million in STA's Capital Improvement Program derived from local, state, and federal funding. The table below depicts how Work Order No. 6 will be accommodated in the project budget.

Project Element	Total Budget(s)
<b>Division Street BRT – PE and NEPA Scoping (CIP #830)</b>	<b>\$ 3,500,000</b>
Parametrix, Inc. – Work Order No. 1 (Closed)	\$ 1,218,261
Parametrix, Inc. – Work Order No. 2 (Closed)	\$ 1,098,763
<b>Total Approved Contracts</b>	<b>\$ 2,317,024</b>
Total Expenditures	\$ 1,814,212
<b>Balance Unencumbered (Savings)</b>	<b>\$ 1,685,788</b>
<b>Division Street BRT Project Development (CIP #895)</b>	<b>\$15,000,000</b>
Parametrix, Inc - Work Order No. 3	\$ 5,867,454
Parametrix, Inc - Work Order No. 4	\$ 870,504
Parametrix, Inc - Work Order No. 5	\$ 147,812
Miscellaneous Contracts (Coffman, Budinger, COS, etc.)	\$ 168,006
<b>Total Approved Contracts</b>	<b>\$ 7,053,776</b>
Miscellaneous Expenditures to Date	\$ 329,348
<b>Project Balance</b>	<b>\$ 7,616,876</b>
Work Order #6 (NTE Amount)	\$ 5,952,599
Proposed Work Order #6 Contingency (10%)	\$ 595,259
<b>Remaining Unencumbered Balance</b>	<b>\$1,069,018</b>

Work is anticipated to begin in July 2025 and be completed in July 2026. Along with the continued refinement of the project to a phased approach based on the MOS, 60% design will kick off for all stations, which includes all civil and architectural work, surveying and base mapping activities will be completed for the entire project, coordination with FTA will continue with the submittal of the FTA CIG Small Starts grant application and NEPA package, and continued public and stakeholder outreach.

**RECOMMENDATION TO COMMITTEE:** Recommend the Board of Directors authorize the Interim Co-CEOs to execute Work Order #6 for the Division Street Bus Rapid Transit project with Parametrix, Inc. under existing contract #2021-10610 for an amount not to exceed \$5,952,599, and to provide for 10% contingency for unforeseen additional requirements or services.

**SPOKANE TRANSIT AUTHORITY**

**PLANNING & DEVELOPMENT COMMITTEE MEETING**

June 4, 2025

**AGENDA ITEM 4A2 :** TRAINING FACILITY GRANT SUBMITTAL APPROVAL

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Interim Co-Chief Executive Officer / Chief Planning & Development Officer  
Tara Limon, Principal Transit Planner

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**SUMMARY:** The Federal Transit Administration (FTA) announced a notice of funding opportunity on May 14, 2025, for the Low or No (Low-No) Emission grant program and the Bus and Bus Facilities grant program to support the purchase or lease of transit buses as well as acquisition, construction and leasing of required supporting facilities. Staff is seeking Board authorization to submit a grant application to support the Training Facility Project, a component of the Facility Master Plan.

**BACKGROUND:** FTA's Bus and Bus Facilities grant will provide up to \$1.10 billion in competitive funding available to support Low or No Emission projects and \$398 million in competitive grants under the Bus and Bus and Bus Facilities Program. Any zero-emission project or components of a zero-emission project must use 5 percent of Federal funds for workforce development. Applications are due July 14, 2025. The maximum federal share is 80%.

Staff have a pending capital project request for a new Training Facility Project for \$18 million for inclusion in the 2026-2031 Capital Improvement Program (CIP). Staff recommend requesting as much as 50% of the preliminary cost estimate to ensure the request is competitive. If awarded, such a grant could reduce the local share of the project to \$9 million. Because the Training Facility Project is not yet in the adopted CIP, submitting the grant requires Board approval.

**RECOMMENDATION TO COMMITTEE:** Recommend to the Board of Directors submittal of a grant application to the Low-No and Bus and Bus Facilities grant program for approximately \$9 million for the Training Facility Project.

## SPOKANE TRANSIT AUTHORITY

### PLANNING & DEVELOPMENT COMMITTEE MEETING

June 4, 2025

**AGENDA ITEM 4B1 :** FACILITIES MASTER PLAN PHASE 1 REPORT: ACCEPTANCE (RESOLUTION)

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Brandon Rapez-Betty, Interim Co-Chief Executive Officer / Chief Operations Officer  
Jessica Kelch, Senior Project Manager

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**SUMMARY:** Staff provided an update on Phase I of the Facilities Master Plan, which was last reported on to the Planning & Development Committee on April 2, 2025, and the Board of Directors on April 17, 2025. As noted at that time the final report summarizing the work completed to date was nearing completion. All Board members were provided a copy of the final report on May 28, 2025.

The purpose of this agenda item is to seek Board acceptance of the Phase I report of the Facilities Master Plan, authorize staff to begin work in key near-term needs, and approve the initiation of Phase II activities.

**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 new/expanded facilities, near-term needs, and growth over time.

The project team has completed the Phase I report summarizing inventory and programming data, due-diligence efforts for existing and potential new properties, and has analyzed near-term and long-term needs based on various growth and operations scenarios. The process, informed by the STA Board-approved Zero Emissions Fleet Transition Plan and *Connect 2035*, has identified strategic timing, phasing plans and began development of rough order of magnitude cost expectations for near-term projects.

The results of the Phase I effort identified near-term actions to be taken between 2026 and 2029 for the smaller to moderately sized projects that advance the FMP and are in line with STA's strategic plan, *Connect 2035*. As discussed in previous meetings those near-term actions include:

- Property acquisition of opportunity sites to support future facilities and requirements
- Centralized public and executive meeting spaces to improve community engagement and accessibility
- A new, modern, training facility to improve STA's capacity and effectiveness in developing a well-trained workforce
- A facilities & grounds warehouse to house current and future equipment and supplies

Subject to Board approval, long-term actions will be further developed in Phase II, completing this iteration of the Facilities Master Plan with a vision through 2050. This includes advancing the siting, design and construction of a clean energy base, with a targeted opening date of 2031.

Updates to the Capital Improvement Program are incorporated in the 2026-2031 Transit Development Plan (TDP) and were first presented to the Board in May, with anticipation of Board adoption of the TDP in July.

**RECOMMENDATION TO COMMITTEE:** Recommend the Board approve, by resolution, accepting the Phase I report of the Facilities Master Plan, authorizing staff to advance near-term projects, and approve initiation of Phase II to advance a clean energy base and other long-term requirements.

**RESOLUTION NO. XXX-25**

A RESOLUTION ACCEPTING PHASE I OF THE FACILITIES MASTER PLAN AND DIRECTING STAFF TO PROCEED WITH PHASE II ACTIVITIES INCLUDING PROPERTY ACQUISITION, SCOPING, AND PRELIMINARY ENGINEERING, AND OTHER MATTERS PROPERLY RELATING THERETO.

**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 Chapter 36.57A RCW, Public Transportation Benefit Areas (PTBAs); and

WHEREAS, pursuant to Chapter 36.57A RCW, STA has all powers necessary to carry out the purposes of the public benefit transportation area; and

WHEREAS, the STA Board of Directors, pursuant to state law and the STA Bylaws, Article III Section 3.1(2), has the authority to determine and establish policies for the operation and governance of STA;

WHEREAS, STA is engaged in long-term strategic planning to guide the agency’s growth and incorporation of evolving propulsion technologies in alignment with regional and statewide environmental objectives;

WHEREAS, the state of Washington, under RCW 70A.535, requires public agencies to transition to a zero-emission fleet, with interim targets including 100% of new transit bus purchases being zero-emission by 2035, and full transition of fleet to zero-emission by 2040 for large agencies where feasible;

WHEREAS, STA adopted a Zero-Emission Fleet Transition Plan in March 2020 and reaffirmed its commitment by approving an updated transition plan in 2024, which sets a target date of 2045 for full zero-emission fleet deployment, with a combination of battery-electric and/or hydrogen fuel cell propulsion systems;

WHEREAS, STA’s ability to meet its zero-emission fleet goals is dependent upon the development of new facilities, including a clean energy base, to accommodate fleet expansion and fueling infrastructure;

WHEREAS, STA has determined that the procurement of multiple properties is necessary to maintain flexibility as it refines its selection of a final location or locations for these critical infrastructure projects;

WHEREAS, the Facilities Master Plan Phase I Report provides an essential planning framework that includes near-term actions and scopes of work needed to address pressing agency needs, including a modern training facility, centralized public and executive meeting spaces, and expanded warehouse capacity for the Facilities Maintenance Department;

WHEREAS, Phase I of the Facilities Master Plan reflects work completed to date including site due diligence, programming data, and initial cost projections and was informed by the Zero-Emission Transition Plan and Connect 2035 Strategic Plan;

WHEREAS, the Facilities Master Plan Update project contemplates a second phase of planning activity (Phase II) in which one or more sites are selected for a clean energy base, and a timeline of improvements through 2050 is refined;

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

Section 1. The STA Board of Directors hereby accepts Phase I report of the Facilities Master Plan as foundational guidance for infrastructure development to support STA's current and future operational, maintenance and administrative requirements.

Section 2. The STA Board of Directors hereby authorizes staff to initiate real property acquisition, due diligence, project scoping, and preliminary engineering activities necessary to advance the identified near-term projects, including a modern training facility, centralized public and executive meeting spaces, and expanded capacity for a facilities & grounds warehouse.

Section 3. The STA Board of Directors hereby approves the initiation of Phase II of the Facilities Master Plan to advance a future clean energy base and other long-term objectives of the plan.

Section 4. The Chief Executive Officer is hereby authorized and directed to take all action necessary to properly carry out the purpose of this resolution and to advance the objectives of the Facilities Master Plan in accordance with agency policy and applicable law.

Section 5. This resolution shall take effect immediately upon adoption.

Adopted by STA at a regular meeting thereof held on the \_\_\_\_ day of \_\_\_\_\_, 2025.

ATTEST:

SPOKANE TRANSIT AUTHORITY:

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Dana Infalt  
Clerk of the Authority

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Pam Haley  
Board Chair

Approved as to form:

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Megan Clark  
Legal Counsel

**SPOKANE TRANSIT AUTHORITY**  
**PLANNING & DEVELOPMENT COMMITTEE MEETING**

June 4, 2025

**AGENDA ITEM 5A :** 2026-2031 TRANSIT DEVELOPMENT PLAN: COMPLETE DRAFT  
(Public Hearing at the June 26, 2025, Board meeting)

**REFERRAL COMMITTEE:** n/a

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

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**SUMMARY:** The Transit Development Plan (TDP) is a state-required plan that STA prepares annually to convey how we intend to implement public transportation services and related capital and operating projects over a six-year period. Staff will give an overview of the draft 2026-2031 TDP in anticipation of public input during the month of June with the intent to seek Board approval of the final TDP in July 2025.

**BACKGROUND:** Over the past several months, the Planning & Development (P&D) Committee has been involved in providing input and reviewing content for the 2026-2031 TDP. The draft plan is available online on the following web page:

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

State law stipulates that transit agencies must prepare a transit development plan, hold a public hearing prior to adoption, and submit the plan to the Washington State Department of Transportation (WSDOT), no later than September 1 of each year. The 2026-2031 Transit Development Plan is in draft form. A public hearing will be held at the Board of Director's meeting on June 26, 2025. Subject to Board direction, staff anticipate preparing a final draft of the plan for Board approval on July 24, 2025.

The table below outlines the major sections of the plan and notes the method for preparing each section, including committee guidance and participation.

**TDP Update Summary**

<b>TDP Sections</b>	<b>P&amp;D Committee Actions/Notes</b>
1. Introduction and Overview	Background, Agency Leadership, Board of Directors, Service Characteristics, and Service Area updated from last year and included in the draft TDP.
2. 2024 in Review	Ridership, Fleet Additions, Capital Projects, Communications, Business and Program Development, and Planning Efforts updated and included in the draft TDP.
3. Mid-Range Tactical Framework, State Policy Goals	Reviewed and discussed by the Planning & Development Committee in March and April 2025. Updates are included in the draft TDP.



TDP Sections	P&D Committee Actions/Notes
4. Service Improvement Program	A review of major service improvements and opportunities was presented during the April 30, 2025, Planning & Development Committee meeting and the May 15, 2025, Board of Director's meeting. Updates are included in the draft TDP.
5. Capital Improvement Program	Updates will be provided in the draft TDP and were reviewed during the April 30, 2025, Planning & Development Committee meeting and the May 15, 2025, Board of Director's meeting.
6. Operating and Financial Projections	Key assumptions reviewed and affirmed at the April 2, 2025, Planning & Development Committee meeting. Preliminary financial forecasts were reviewed at the April 30, 2025, Planning and Development Committee meeting. Projections reflect key assumptions, the proposed capital, and operating plans. Updates will be provided in the draft TDP.
Appendix A: 2025 Action Plan	The STA Board of Directors adopted the 2025 Budget that includes the Annual Action Plan in December 2024. Included in the draft TDP.
Appendices B-F	Appendices include: 2025 Performance Measures, System Ridership, Miles, and Hours Statistics, 2024 Fuel Consumption, 2024 Reportable Collisions, Injuries, and Fatalities, Bus Fleet Contingency Plan. Included in the draft TDP.
Appendix G: Transit Asset Management (TAM) Plan	The plan was drafted in February 2025 and is incorporated into the draft TDP by reference. The full plan can be viewed here: <a href="https://www.spokanetransit.com/projects/transit-asset-management-plan/">https://www.spokanetransit.com/projects/transit-asset-management-plan/</a>

STA has implemented an expanded stakeholder outreach approach beyond the required public hearing to promote more involvement in the development of the plan and was presented to the Planning & Development Committee in March 2025. The expanded outreach includes presentations to STA's Citizen Advisory Committee (CAC), City of Spokane's Transportation Commission and Pedestrian Transportation and Traffic Committee (PETT), SRTC's Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC), Washington State Department of Transportation (WSDOT) Eastern Region, as well as in-person and virtual public open houses.

Below is a summary of the remaining public outreach schedule to present the draft TDP and provide notice of the upcoming public hearing:

Remaining Public Outreach Schedule	
Date	Stakeholders
June 5, 2025	Virtual open house
June 9, 2025	In-person open house
June 11, 2025	Citizen Advisory Committee (CAC) meeting presentation
June 12, 2024	SRTC Board of Director's meeting presentation
June 25, 2025	Washington State Department of Transportation (WSDOT) Eastern Region
June 26, 2025	STA Board of Director's public hearing

**RECOMMENDATION TO COMMITTEE:** Receive Report.

## SPOKANE TRANSIT AUTHORITY

### PLANNING & DEVELOPMENT COMMITTEE MEETING

June 4, 2025

<b>AGENDA ITEM</b> <u><b>5B:</b></u>	DIVISION STREET BUS RAPID TRANSIT: LOCALLY PREFERRED ALTERNATIVE AMENDMENT
<b>REFERRAL COMMITTEE:</b>	n/a
<b>SUBMITTED BY:</b>	Karl Otterstrom, Interim Co-Chief Executive Officer/Chief Planning & Development Officer Don Skillingstad, Senior Project Manager

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**SUMMARY:** As part of the mitigation strategy to maintain project schedule for the Division Street Bus Rapid Transit (BRT) project, staff are seeking input on proposed revisions to the project's Locally Preferred Alternative (LPA) and its Minimum Operable Segment (MOS).

**BACKGROUND:** In 2019, STA and SRTC led the *DivisionConnects* study that identified what future bus rapid transit (BRT) service could look like on Division Street as well as other factors that support transit service. In 2021, a key milestone of the *DivisionConnects* study was the adoption by the STA Board of Directors of a resolution (Resolution No. 785-21) approving a Locally Preferred Alternative (LPA) identifying BRT service between downtown Spokane and the Mead area and other operating characteristics.

In Spring 2022, STA began the preliminary engineering and environmental scoping phase for the Division Street BRT project. Among other early phase work, the project team sought to refine the alignment definition for Division Street BRT for the northern and southern termini, as well as refined station locations. This effort engaged key project stakeholders and partners throughout the process. In Spring 2023, the STA Board adopted a refined LPA (Resolution No. 809-23) elements of which are detailed below.

In Summer 2023, STA submitted a written request to enter Project Development as required by FTA's Capital Investment Grant (CIG) Small Starts program, to seek funding for the project. In Fall 2023, FTA approved STA's request to enter Project Development and preliminary design began shortly thereafter.

#### **Mitigation Strategy**

As design has progressed into 2025, several major risks have been identified that are impacting the project schedule. In recent months, staff have informed the Committee and Board of these risks and the need to mitigate those risks to complete the project in 2030. Staff have proposed a mitigation strategy, reviewed by the Committee and Board, that includes a phased approach with the goal of maintaining the overall vision of *DivisionConnects*. This mitigation strategy includes four key elements:

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

### **Minimum Operable Segment**

In response to the strategy element to “explore feasibility of completing the project in phases,” staff have identified a Minimum Operable Segment (MOS) that can be completed independent of the completion of the North Spokane Corridor (NSC). In developing the MOS, staff identified elements and segments that a) deliver the most benefit to existing ridership and b) can reasonably be implemented without the completion of the NSC. Based on this evaluation, the proposed MOS has the following attributes:

- Construct stations from downtown Spokane to Hawthorne Road
- Use the existing Hastings Park and Ride as an interim northern terminus
- Implement BAT lanes through the couplet only (Cataldo to Foothills/Cleveland) where the greatest vehicular capacity exists
- Pursue a “Corridor-Based BRT” CIG grant
- Revenue service date remains 2030

### **Revised Locally Preferred Alternative**

In defining the MOS above, it was apparent that the full build-out of Ruby Street with the BAT lane on the right side of the street was infeasible without reconsidering the geometric profile of the street. In particular, the *DivisionConnects* plan and the LPA both envision the two-way cycle track to run immediately adjacent to the BAT Lane on Ruby Street, displacing the current outside lane. In the staff’s professional opinion, stations and the bicycle facility will need to be situated in such a way to be constructed independently, both by way of design and schedule.

The proposed solution to address the design and schedule issues on Ruby Street is a revision to the LPA that places BRT stations on the left side of Ruby Street between North River Drive and Jackson Avenue, allowing the bicycle facility to be implemented subsequent to the NSC without major disruption to BRT operations. This configuration would then allow a BAT lane for most of Ruby Street, from Cataldo Avenue on the south and Cleveland Avenue to the north.

To advance the MOS and a revised LPA, staff have directed the consulting engineers to validate the feasibility of BAT lanes on the Division/Ruby couplet prior to completion of the NSC, ensuring that levels of service remain within an acceptable level of service. Additionally, the consultants have developed conceptual placements for left-sided stations that would be compatible with the revised LPA.

In addition to the revision described above, preliminary design and parcel-by-parcel outreach have revealed the need to make some minor modifications to the list of station locations that were approved as part of the LPA. This includes removing the provisional pair of stations at Queen Avenue. Further evaluation didn’t produce any strong justification for pursuing these stations. Additionally, a challenge for the inbound station was identified in the LPA at Division Street and Bridgeport Avenue. Based on an evaluation of options and in consultation with adjacent property owners, STA is now proposing the station be located near the intersection of Division Street and Glass Avenue. This revision is based on progressive design work and unrelated to the mitigation strategy.

### Future Phases

Future phases will focus on other aspects of the LPA and the overall *DivisionConnects* vision that will not be included in the MOS. (See Figure 2). These items include:

- Construct a dedicated bike/ped facility on Ruby Street
- Install BAT lanes on Division mainline (Foothills/Cleveland to ‘Wye’)
- Construct the remaining stations north of Hawthorne Road
- Construct Mead Transit Center
- Increase service frequency
- Construct active transportation improvements not included in Division BRT
- Transit oriented development zoning implementation

Some of these improvements will be completed in coordination with WSDOT, SRTC, Spokane County, and the City of Spokane. STA will be seeking approval at the July Board meeting of a Memorandum of Agreement (MOA), signed by all parties, which identifies roles, responsibilities, funding and a schedule for completing the future work.

As the first step in this process, staff are presenting an amended LPA for recommendation to the STA Board of Directors for consideration and adoption by resolution in July. Specifically, the amended LPA includes a change to the BAT lanes and station locations on Ruby Street through the couplet.

### Summary of Proposed Changes to the LPA

Element	Current LPA (Res. No.	Revised LPA (Proposed)
Mode	Fixed guideway bus rapid transit (BRT) using zero-emission 60’ buses	Fixed guideway bus rapid transit (BRT) using zero-emission 60’ buses
Service Level	Weekdays: 10-minute frequency or better Nights & Weekends: 15-minute frequency during most hours of the span	Weekdays: 10-minute frequency or better Nights & Weekends: 15-minute frequency during most hours of the span
Northern Terminus	A new transit center in the vicinity of Farwell Road and Newport Highway	A new transit center in the vicinity of Farwell Road and Newport Highway
Southern Terminus	Downtown south of the STA Plaza in the vicinity of 2 <sup>nd</sup> Avenue and Wall Street	Downtown south of the STA Plaza in the vicinity of 2 <sup>nd</sup> Avenue and Wall Street
Alignment	As depicted in Exhibit A, Page 2	As depicted in Exhibit A, Page 2
Station Locations	As set forth in Exhibit A, Page 3	As set forth in Exhibit A, Page 3 (updated in the attached table)
System Operations	Operating techniques for speed and reliability, such as Transit Signal Priority (TSP), all-door boarding and near-level platforms	Operating techniques for speed and reliability, such as Transit Signal Priority (TSP), all-door boarding and near-level platforms

Element	Current LPA (Res. No.)	Revised LPA (Proposed)
Lane Configuration	Side-running, dedicated Business Access and Transit (BAT) lanes for a majority of the alignment, primarily between North River Drive and the North Division “Y” (Couplet and Mainline segments)	Side-running, dedicated Business Access and Transit (BAT) lanes for a majority of the alignment, primarily between North River Drive and the North Division “Wye” (Couplet and Mainline segments), <u>Division Street (right-side) and Ruby Street (left-side) through the couplet, generally between Cataldo Avenue and Cleveland Avenue</u>
Other Multimodal Treatments	Protected bicycle facilities, including cycle tracks where applicable, along Ruby Street with pedestrian, ADA and bicycle improvements throughout the corridor.	Protected bicycle facilities, including cycle tracks where applicable, along Ruby Street with pedestrian, ADA and bicycle improvements throughout the corridor.

**RECOMMENDATION TO COMMITTEE:** Recommend the Board approve, by resolution, the amended Division Street Bus Rapid Transit Locally Preferred Alternative and Minimum Operable Segment

Figure 1: Proposed Phase 1 (MOS)

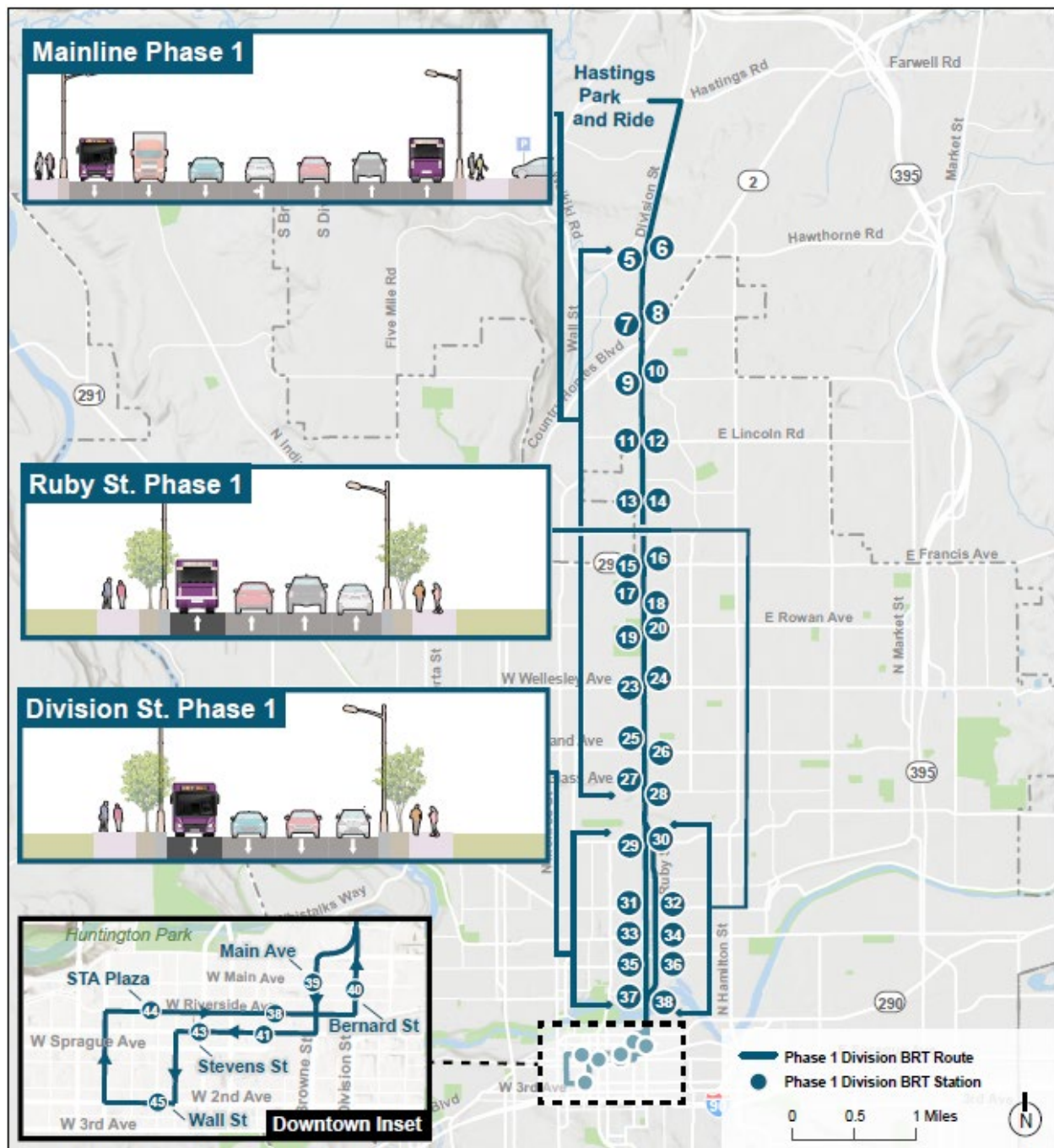
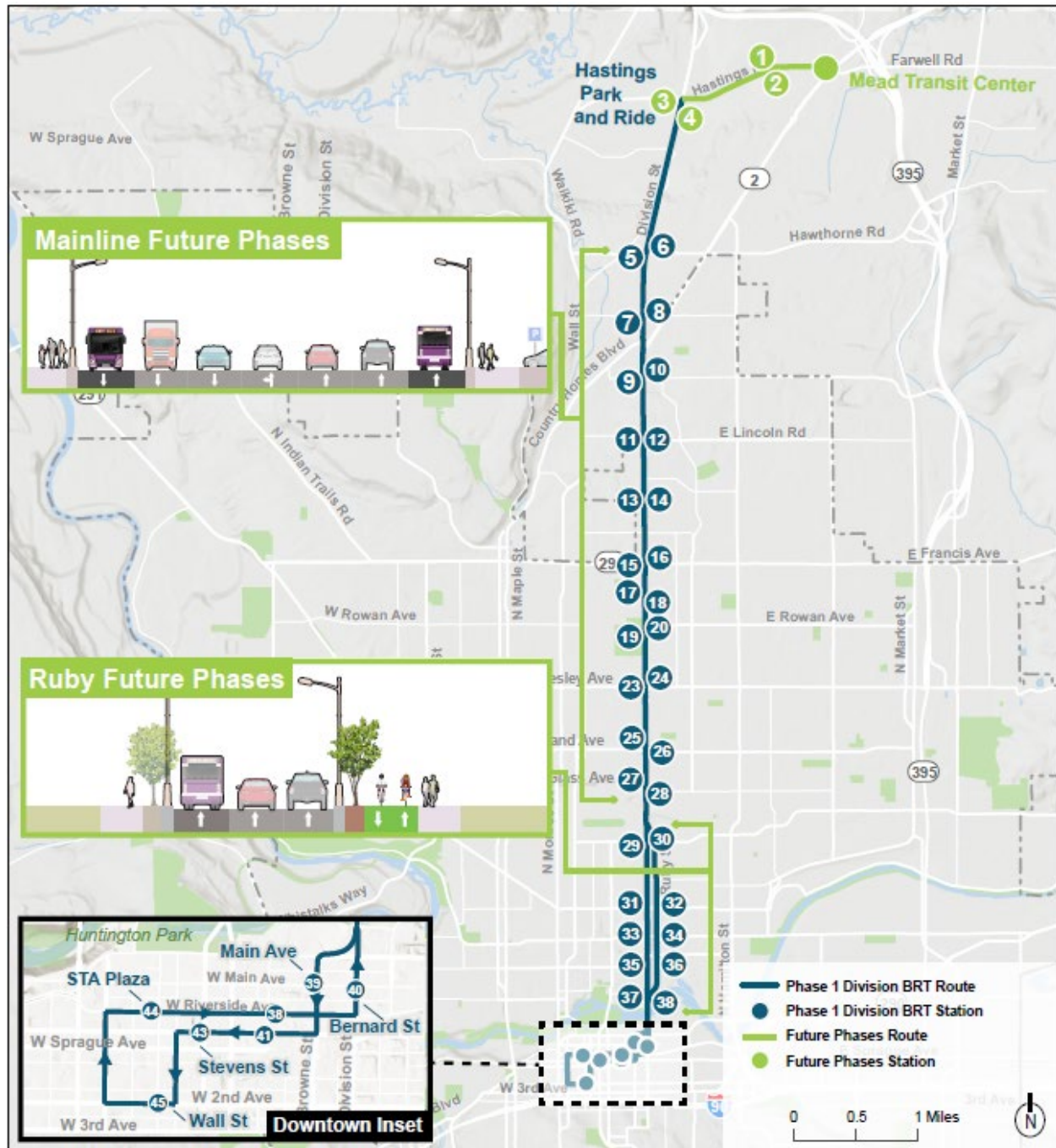




Figure 2: Future Phases





**Figure 3: Station Locations**

<b>Northern Segment</b>	<b>Couplet Segment</b>
Mead Transit Center	N Division St/N Ruby St/E North Foothills Dr/W Buckeye Ave
Hastings Rd/N Perry St	N Division St/N Ruby St/Indiana Ave
N Division St/Hastings Rd	N Division St/N Ruby St/Mission Ave
N Division St/Holland Rd	N Division St/N Ruby St/Boone Ave
N Division St/Holland Rd	N Division St/North River Dr
<b>Mainline Segment</b>	<b>Downtown Segment</b>
N Division St/E Magnesium Rd/W Price Ave	N Browne St/W Main Ave (SB)
N Division St/E Lincoln Rd/W Cascade Way	W Sprague Ave/Bernard St (SB)
N Division St/E Weile Ave/W Rhoades Ave	W Sprague Ave/Stevens St (SB)
N Division St/Francis Ave	W 2nd Ave/S Wall St (SB)
N Division St/Central Ave	W Riverside Ave/N Wall St (NB)
N Division St/Rowan Ave	W Riverside Ave/N Bernard St (NB)
<del>N Division/Queen Ave (Provisional location- subject to further design &amp; engineering)</del>	N Division St/Main Ave (NB)
N Division St/Wellesley Ave	
N Division St/E Empire Ave/W Garland Ave	
N Division St/ <u>E</u> Bridgeport Ave/ <u>W Glass Ave</u>	

**SPOKANE TRANSIT AUTHORITY**  
**PLANNING & DEVELOPMENT COMMITTEE MEETING**

June 4, 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

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**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**

June 4, 2025

**AGENDA ITEM 8:** JULY 9, 2025, COMMITTEE MEETING DRAFT AGENDA REVIEW

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Chief Planning & Development Officer

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**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 July 9, 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, July 9, 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 April 30, 2025, Committee Meeting – *Corrections/Approval*
4. Committee Action
  - A. Board Consent Agenda (45 minutes)
    1. Division Bus Rapid Transit (BRT): Locally Preferred Alternative Amendment Approval (Resolution) (Otterstrom)
    2. Division Bus Rapid Transit (BRT): Memorandum of Agreement Approval (Otterstrom)
    3. Division Bus Rapid Transit: Ratings Package (Resolution) (Otterstrom)
    4. Federal Transit Administration Section 5310: Call for Projects (Otterstrom)
  - B. Board Discussion Agenda (5 minutes)
    1. 2026-2031 Transit Development Plan: Finalize and Approve (Resolution) (Rapez-Betty)
5. Report to Committee (5 minutes)
  - A. 2026-2029 Title VI Program Update: Engagement Plan (Otterstrom)
6. CEO Report (Otterstrom/Rapez-Betty) (15 minutes)
7. Committee Information
8. Review September 3, 2025, Committee Meeting Draft Agenda (5 minutes) *(no August meeting)*
9. New Business (5 minutes)
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, September 3, 2025, at 10:00 a.m. in person.

Virtual Link:	Join <a href="#">here</a>	
Password:	<b>Members:</b> 2025	<b>Guests:</b> 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](http://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](http://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**

June 4, 2025

**AGENDA ITEM 9:** NEW BUSINESS

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** n/a

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**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**

June 4, 2025

**AGENDA ITEM 10:** COMMITTEE MEMBERS' EXPRESSIONS

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** n/a

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

**RECOMMENDATION TO COMMITTEE:** n/a