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

NOTICE OF BOARD MEETING

NOTICE IS HEREBY GIVEN by the Board of Directors of the Spokane Transit Authority of Spokane County, Washington, that the Board will hold a meeting at 1:30 p.m. on Thursday, February 15, 2018, in the Spokane Transit Boardroom, 1230 West Boone Avenue, Spokane, Washington.

NOTICE IS FURTHER GIVEN that business to be discussed and/or action taken shall be in accordance with the attached agenda, which is also on file at the STA Administrative Offices.

THE MEETING SHALL BE OPEN TO THE PUBLIC.

BY ORDER OF THE STA BOARD OF DIRECTORS.

DATED this 15th day of February, 2018.

Jan Watson

Jan Watson
Executive Assistant to the CEO
& Clerk of the Authority

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

BOARD MEETING

Thursday, February 15, 2018 at 1:30 p.m.
Spokane Transit Authority Boardroom
1230 West Boone Avenue, Spokane, Washington

AGENDA

Estimated meeting time: 60 minutes

1. Call to Order and Roll Call

2. Approve Board Agenda *(Kevin Freeman)*

3. Public Expressions

4. Recognitions and Presentations: *10 minutes*
   - A. William Ybarra, Paratransit Van Operator – Retirement *(Roger Watkins)*
   - B. Dale Meador, Paratransit Van Operator – Retirement *(Roger Watkins)*
   - C. Fourth Quarter 2017 Years of Service Awards *(Nancy Williams)*
   - D. Fourth Quarter 2017 Employee Recognition Awards *(Nancy Williams)*

5. Board Action - Consent Agenda: *5 minutes*
   - A. Minutes of the January 18, 2018 Board Meeting – Corrections/Approval
   - B. January 2018 Vouchers *(Lynda Warren)*
   - C. Award of Contract Fluid Management System *(Roger Watkins)*

6. Board Action – Committee Recommendations: *None*

7. Board Action – Other: *None*

8. Board Operations Committee: *5 minutes*
   - A. Chair Report *(Kevin Freeman)*

9. Planning & Development Committee: *5 minutes*
   - A. Chair Report *(Al French)*

10. Performance Monitoring & External Relations Committee: *10 minutes*
    - A. Chair Report *(Pam Haley)*
      - i. 2017 Communications Recap & 2018 Plan Review *(Beth Bousley)*

11. CEO Report: *10 minutes*

12. Board Information – *no action or discussion*
    - A. Committee Minutes
    - B. January 2018 Sales Tax Summary *(Lynda Warren)*
    - C. December 2017 Operating Indicators *(Roger Watkins)*
    - D. 2018 Transit Development Plan Overview *(Karl Otterstrom)*
    - E. FTA Section 5310 Funding Call for Projects Timeline *(Karl Otterstrom)*
    - F. September 2018 Service Revision – Draft Recommendation *(Karl Otterstrom)*

13. New Business

14. Board Members' Expressions

15. Executive Session *(McAloon Law PLLC) – 15 minutes*

16. Adjourn

Cable 5 Broadcast Dates and Times of February 15, 2018 Board Meeting:

Saturday, February 17, 2018	4:00 p.m.
Monday, February 19, 2018	10:00 a.m.
Tuesday, February 20, 2018	8:00 p.m.

Next Committee Meetings (STA Conference Rooms, West Boone Avenue, Spokane, Washington):

Planning & Development	Feb 28, 2018, 10:00 a.m. March mtg (Southside) 1229 West Boone
Performance Monitoring & External Relations	Feb 28, 2018, 1:30 p.m. March mtg (Southside) 1229 West Boone
Board Operations	March 7, 2018, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, March 15, 2018, 1:30 p.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.

Note: March Committee meetings are a week early

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on STA's website: www.spokanetransit.com. A video of the Board meeting may be viewed on the website the week after the meeting. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Anyone wishing to address the Board of Directors on a specific subject at a Board meeting may do so by submitting written comments to the STA Chair of the Board (1230 West Boone Avenue, Spokane, WA 99201-2686) 24 hours prior to the Board meeting. Mail addressed to the Board of Directors will be distributed by STA at its next meeting. Mail addressed to a named Board Member will be forwarded to the Board Member, unopened. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2018

AGENDA ITEM 2. : APPROVE BOARD AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Kevin Freeman, STA Board Chair

SUMMARY:

At this time, the STA Board will review and approve the meeting agenda with any revisions enclosed in the grey folders.

RECOMMENDATION TO BOARD: Approve Board agenda.

FINAL REVIEW FOR BOARD BY:

Division Head ✓ Chief Executive Officer ESM Legal Counsel CM

3.

PUBLIC EXPRESSIONS

At this time, the STA Board of Directors will give the public the opportunity to express comments or opinions.

Anyone wishing to speak should sign in on the sheet provided and indicate the subject of interest. Comments will be limited to three minutes per person and, if requested, answers will be provided by staff at a later date.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2018

AGENDA ITEM 4.A. : WILLIAM YBARRA, PARATRANSIT VAN OPERATOR – RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED: Roger Watkins, Chief Operations Officer

SUMMARY:

William Ybarra announced his retirement from STA Paratransit effective January 2018.

William was hired in Paratransit in March of 1993 and provided over 24 years of service as a Paratransit Operator. William's co-workers were always quick to point out his humor and kind manner. He never seemed to let the stress of the job affect his attitude toward customers or his co-workers. William always seemed to have a "que sera, sera" attitude, no matter what life or his job had thrown his way.

William will be missed by everyone in Paratransit, as well as by all of the customers and caregivers who were touched by his kindness and compassion. He will always be remembered as a valued member of the Paratransit team.

We would like to take this opportunity to thank William for his many years of service to STA, and wish him much happiness in his retirement.

RECOMMENDATION TO BOARD: Recognize William Ybarra for his 24 years of service and dedication to STA.

FINAL REVIEW FOR BOARD BY:

Division Head RW Chief Executive Officer EBM Legal Counsel

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2018

AGENDA ITEM 4.B. : DALE MEADOR, PARATRANSIT VAN OPERATOR – RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED: Roger Watkins, Chief Operations Officer

SUMMARY:

Dale Meador began his career with Paratransit in 1993 and is retiring after 24 years of service.

Dale's passengers have called often to express their gratitude over the years and have even sent hand written letters and wonderful drawings for him. This goes to show what an impact he has made on our community. Dale has a quick wit and a ready smile for his co-workers. His contagious laugh was shared often in the driver's room.

Dale will be missed by the whole Paratransit team. We cannot thank him enough for his many years of dedicated service and wish him the best in the years to come.

RECOMMENDATION TO BOARD: Recognize Dale Meador for his 24 years of service and dedication to STA.

FINAL REVIEW FOR BOARD BY:

Division Head RW Chief Executive Officer ESM Legal Counsel CM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2018

AGENDA ITEM 4.C.: YEARS OF SERVICE AWARDS – RECOGNITION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Nancy Williams, Director of Human Resources

SUMMARY: At the conclusion of each quarter, Spokane Transit acknowledges and recognizes its employees for their successive years of service with the organization and thanks them for their continued association with it. The following individuals have been employed with STA for significant periods of time, and STA commends and recognizes them for their contribution to the success of the agency:

35 Years

Fixed Route Coach Operator
Kenneth Davis

30 Years

Fixed Route Vehicle Maint. Lead
Steve Williams

Assoc. Building Maint. Specialist
Thomas Barr

20 Years

Purchasing Manager
Jacqueline Tjards

Fixed Route Coach Operator
Scott Leinen

10 Years

Fixed Route Coach Operator
Dennis Gerstenkorn
William Gillam
Prudent Lizardo
Tom McElroy
Susan Pine

Journeyman Vehicle Technician
Douglas Scott

5 Years

Database Manager
Stephen Nenno

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head NW Chief Executive Officer [signature] Legal Counsel [signature]

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2018

AGENDA ITEM 4.D.: 2017 4th QUARTER EMPLOYEE RECOGNITION WINNERS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Nancy Williams, Director of Human Resources

SUMMARY:

The Board approved a recognition program to acknowledge employees who go the extra mile to help STA achieve our core objectives. Administered by an employee committee, this program has become very successful and is recognized by employees as a prestigious award. A list of the award winners is attached.

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head NW Chief Executive Officer [signature] Legal Counsel [signature]

2017 4th QUARTER EMPLOYEE RECOGNITION WINNERS

October 2017	Len Walters	Paratransit Van Operator
	David Deseve	Paratransit Van Operator
	Mike Hill	Operations Specialist
	Stephanie Watt	Fixed Route Operator
November 2017	John Christiansen	Fixed Route Operator
December 2017	Greg Matthews	Fixed Route Operator
	Kory Sullivan	Buyer

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2018

AGENDA ITEM 5.A.: MINUTES OF THE JANUARY 18, 2018 BOARD MEETING - CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Jan Watson, Executive Assistant to the CEO & Clerk of the Authority

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SUMMARY:

Minutes of the January 18, 2018 Board meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO BOARD: Corrections and/or approval.

FINAL REVIEW FOR BOARD BY:

Division Head ✓ Chief Executive Officer [signature] Legal Counsel [signature]

Attachment

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

BOARD OF DIRECTORS

Draft Minutes of the January 18, 2018, Meeting
Spokane Transit Boardroom
1229 West Boone Avenue, Spokane, Washington

MEMBERS PRESENT
Kevin Freeman, Small Cities Representative (Millwood) *Chair*
Chris Grover, Small Cities Representative (Cheney)
Pamela Haley, City of Spokane Valley
Sam Wood, City of Spokane Valley
Lori Kinnear, City of Spokane
Candace Mumm, City of Spokane
Al French, Spokane County *by phone*
Rhonda Bowers, Labor Representative

MEMBERS ABSENT
Josh Kerns, Spokane County
Shirley Maike, Small Cities Representative (Medical Lake)
Odin Langford, Small Cities Representative (Liberty Lake) *Ex Officio*
TBD, Small Cities Representative (Airway Heights) *Ex Officio*

STAFF PRESENT
E. Susan Meyer, Chief Executive Officer
Roger Watkins, Chief Operations Officer
Lynda Warren, Director of Finance & Information Services
Karl Otterstrom, Director of Planning & Development
Nancy Williams, Director of Human Resources
Beth Bousley, Director of Communications & Customer Service
Emily Arneson, Ombudsman & Accessibility Officer

PROVIDING LEGAL COUNSEL
Laura McAloon, Witherspoon Brajcich McPhee PLLC

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1. CALL TO ORDER AND ROLL CALL
   Chair Freeman called the meeting to order at 1:30 p.m. and conducted roll call.

2. APPROVE BOARD AGENDA
   Ms. Mumm moved to approve the Board agenda, Mr. Grover seconded and the motion passed unanimously.

3. PUBLIC EXPRESSIONS
   None.

4. RECOGNITIONS AND PRESENTATIONS
   None.

5. BOARD ACTION – CONSENT AGENDA
   Ms. Mumm moved to approve consent agenda items 5.A through I, Ms. Haley seconded and the motion passed unanimously (7 votes to 0):
   A. Approve the minutes of the December 14, 2017 special Board meeting.
   B. Approve the following vouchers and payroll for December, 2017:

DESCRIPTION	VOUCHER/ACH NUMBERS		AMOUNT
Accounts Payable Vouchers (December)	Nos. 596155 - 596921	$	2,511,993.02
Workers Comp Vouchers (December)	Nos. 220741 – 220948	$	76,502.14
Payroll 12/08/17	ACH – 12/08/17	$	2,251,154.22
Payroll 12/22/17	ACH – 12/22/17	$	1,154,888.44
WA State – DOR (Use Tax)	ACH – W0640	$	12,792.01
DECEMBER TOTAL		**$**	**6,007,329.83**

C. Approve Board Member Travel to 2018 APTA Meetings.
D. General Counsel Legal Services:
   i. Terminate Contract with Witherspoon, Brajcich, McPhee, PLLC
   ii. Approve Contract with McAloon Law, PLLC
E. Award a Contract for Northwest Boone Garage Construction.
F. Approve Northwest Boone Garage Construction Communications Plan.
G. Approve and ratify the Purchase and Sale Agreement dated January 16, 2018 and executed by the CEO and Sellers T. Patrick Lacy Jr. and Monte J. Kestell Jr. for the price of $1,131,186.00, and to authorize CEO to execute all documents necessary to close the purchase and transfer title to STA pursuant to the terms of the Purchase and Sale Agreement.
H. Confirmation of Appointment of Board Members to Planning & Development and Performance Monitoring & External Relations Committees for 2018.
I. Confirmation of Appointment of Chairs to Planning & Development and Performance Monitoring & External Relations Committees for 2018.

Note: Item 5.H passed with a majority of at least 5 votes as required.

6. BOARD ACTION – COMMITTEE RECOMMENDATIONS:
None.

7. BOARD ACTION – OTHER

A. Election of Chair Pro Tempore

In accordance with the STA Bylaws, a representative from the City of Spokane is next in rotation for STA Board Chair in 2019, following the Small Cities, so the 2018 Board Chair Pro Tempore should be appointed from the City of Spokane representatives.
Ms. Kinnear nominated Ms. Mumm as Chair Pro Tempore for 2018. Ms. Mumm accepted the nomination.
Ms. Kinnear moved to confirm the election of Ms. Mumm as Chair Pro Tempore, Ms. Haley seconded and the motion passed unanimously (7 votes to 0).

B. Confirmation of Appointment of Board Members to Board Operations Committee

Ms. Mumm moved to confirm the Board Chair's appointments to the committees for 2018. Ms. Haley seconded and the motion passed unanimously (7 votes to 0).

Note: Items 7.A and B. passed with a majority of at least 5 votes as required.

8. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

None.

9. PLANNING & DEVELOPMENT COMMITTEE:
A. Chair's Report
No meeting.

10. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:
A. Chair's Report
No meeting.

11. CEO REPORT
Ridership

Fixed Route bus ridership in December 2017 decreased by 1.8% over December 2016 for a year-to-date increase of 0.1%. On time performance was 92%

Paratransit ridership increased by 0.3% over December 2016 for a year-to-date increase of 1.9%.

Vanpool ridership decreased by 16.7% over December 2016 for a year-to-date decrease of 7.5% with 5 fewer vans in service (82 vs. 87).

December 2017 had one less weekday than December 2016.

Revenue Update
Non-Capital revenue through November 2017 at $77.1M is 99.7% of the budget.
December 2017 sales tax revenue (collected on October 2017 retail sales) increased 26.3% over December 2016 actual* for an increase of 18.4% year-to-date actual and 10.4% over budget.
*The extra one tenth of one percent sales tax approved by voters in November 2016 is included.

Expenditure Update
Operating expenditures through November 2017 at $57.2M are 82.8% of the budget. This percentage will change as expenditures are finalized at the end of the year.

CCL station locations
Ms. Meyer reported that the Board approved this item in December. Staff is still working on two locations and the City of Spokane has requested input through the end of March. City of Spokane staff is considering center stations which would eliminate one lane of traffic in each direction. STA has provided City staff with the conceptual design.
Ms. Mumm commented that the STA Board is the appropriate process going forward. STA has been receiving input and feedback for two years on this project and it is important to keep decision-making public. She wants any proposal decided at the STA Board level and she directed the CEO to make that communication with the City of Spokane.
Ms. Mumm moved to require that any proposals to change the location or design come before the STA Board first. Ms. Kinnear seconded.
Mr. French agreed.
The motion passed unanimously.

Ms. Meyer said she would copy the Board members on any correspondence to the Mayor and City of Spokane staff.

Legislative Issues

Commissioners French and Kerns and Karl Otterstrom are attending the Greater Spokane Inc (GSI) Fly-In this week and STA Communications staff have prepared information packets for them to share.

Senate Bill 6414

Senator Billig has put forward a bill proposing a change in the composition of boards such as Spokane Transit, Pierce Transit and C-Tran. The proposal would require population-based representation. The composition of Public Transportation Benefit Area Boards are currently reviewed every four years in a Quadrennial Review. If approved, this bill would change the representation on the STA Board as follows:

City of Spokane	4 seats (currently 2)
County	2 seats (currently 2)
City of Spokane Valley	2 seats (currently 2)
Small Cities	1 seat (currently 3)

Ms. Mumm is working on this bill with Senator Billig; it is not an STA matter.

12. BOARD INFORMATION

A. Committee Minutes
B. November 2017 Financial Results Summary
C. December 2017 Sales Tax Summary
D. Fare System Upgrade Project
E. January 2018 Service Change Summary

13. EXECUTIVE SESSION - None.

14. NEW BUSINESS - None.

15. BOARD MEMBERS' EXPRESSIONS

Ms. Mumm welcomed the new Board members: Mayor Grover, Cheney; Council Member Wood, City of Spokane Valley; and, Council Member Lori Kinnear, City of Spokane who had previously served on the STA Board as an alternate member.

Ms. Meyer said the Mayor of the City of Medical Lake, Shirley Maike, had also been appointed and would be at the next STA Board meeting.

16. ADJOURNED

With no further business to come before the Board and Chair Freeman adjourned the meeting at 1:52 p.m.

Respectfully submitted,

Jan Watson
Executive Assistant to the CEO
& Clerk of the Authority

A video of the Board meeting may be viewed on STA's website www.spokanetransit.com the week after the meeting.

Cable 5 Broadcast Dates and Times of January 18, 2018 Board Meeting:

Saturday, January 20, 2018	4:00 p.m.
Monday, January 22, 2018	10:00 a.m.
Tuesday, January 23, 2018	8:00 p.m.

Next Committee Meetings (STA Conference Rooms, West Boone Avenue, Spokane, Washington):

Planning & Development	Jan 31, 2018, 10:00 a.m. FEB mtg (Southside) 1229 West Boone
Performance Monitoring & External Relations	Jan 31, 2018, 1:30 p.m. FEB mtg (Southside) 1229 West Boone
Board Operations	February 7, 2018, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, February 15, 2018, 1:30 p.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2018

AGENDA ITEM 5.B.: JANUARY 2018 VOUCHERS - MOTION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Lynda Warren, Director of Finance & Information Services
Lynn Holmes, Financial Services Manager
Tammy Johnston, Budget and Accounting Manager

SUMMARY: The following warrants and ACH transfers for the period of January 1 through 31, 2018 have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department for review.

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (January)	Nos. 596922 – 597272	$ 8,288,097.93
Workers Comp Vouchers (January)	Nos. 220949 – 221152	$ 111,811.99
Payroll 01/05/18	ACH – 01/05/18	$ 1,769,751.16
Payroll 01/19/18	ACH – 01/19/18	$ 1,152,896.06
WA State – DOR (Use Tax)	ACH – W0640	$ 6,583.15
JANUARY TOTAL		**$ 11,329,140.29**

Certified:

Tammy Johnston
Budget and Accounting Manager

Lynn Holmes
Financial Services Manager

This certifies that the above vouchers have been audited and certified as required by RCW 42.24.080

Lynda Warren
Director of Finance & Information Services
(Auditing Officer)

RECOMMENDATION TO BOARD: Approve claims as listed above.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

Spokane Transit Authority
Vouchers - January 2018

Check Date	Check #	Payee	Reference	Amount
01/05/18	596922	CBS Reporting Inc	1035	245.70
01/05/18	596923	AFSCME	1328	381.13
01/05/18	596924	AFSCME	1328	146.00
01/05/18	596925	Amazon Capital Services Inc	2098	162.00
01/05/18	596926	Associated Industries of the Inland Northwest	1075	3,175.00
01/05/18	596927	Amalg Transit Union #1015	1055	16,821.85
01/05/18	596928	Amalg Transit Union #1598	1056	570.63
01/05/18	596929	Micheal Austin	1078	35.00
01/05/18	596930	Association of Washington Cities	1076	500.00
01/05/18	596931	Battery Systems Inc	1089	5,212.17
01/05/18	596932	Cleland Investments	2038	41.34
01/05/18	596933	FBM Holdings LLC	1127	466.75
01/05/18	596934	The Braun Corporation	1117	748.04
01/05/18	596935	Daniel H Brunner Trustee	1124	2,376.50
01/05/18	596936	California Department of Child Support Services	1130	118.61
01/05/18	596937	QWEST Corporation	1148	348.40
01/05/18	596938	City of Spokane	1601	2,000.00
01/05/18	596939	Coffman Engineers Inc	1162	7,186.65
01/05/18	596940	Comcast Holdings Corporation	1170	122.88
01/05/18	596941	Comcast Holdings Corporation	1170	135.45
01/05/18	596942	Cummins Inc	1027	9,898.31
01/05/18	596943	Delta Dental of Washington	1726	53,343.97
01/05/18	596944	Delta Dental of Washington	1726	391.40
01/05/18	596945	Department of Social and Health Services	1210	3,481.31
01/05/18	596946	Employee Advisory Council	1236	512.50
01/05/18	596947	FedEx	1808	16.57
01/05/18	596948	Galls LLC	1271	108.79
01/05/18	596949	Galls LLC	1271	4,559.01
01/05/18	596950	The General Store	1956	50.32
01/05/18	596951	Gillig LLC	1279	1,022.75
01/05/18	596952	H & H Business Systems	1298	1,421.61
01/05/18	596953	H W Lochner Inc	1405	70,573.11
01/05/18	596954	Halme Construction Inc	2090	192,504.18
01/05/18	596955	Haskins Steel Co	1309	1,333.93
01/05/18	596956	Humanix Corp	1329	1,558.76
01/05/18	596957	IBI Group	1336	2,152.18
01/05/18	596958	The Institute For Supply Management-Spokane	1453	170.00
01/05/18	596959	Kershaw's Inc	1374	48.30
01/05/18	596960	Mackin & Little Inc	2152	1,488.90
01/05/18	596961	Mohawk Manufacturing & Supply Co	1011	3,633.07
01/05/18	596962	Genuine Parts Company	1014	1,225.06
01/05/18	596963	The Aftermarket Parts Company LLC	1015	631.12
01/05/18	596964	North 40 Outfitters	1102	326.38
01/05/18	596965	Northwest Bus Stamp Wbe	1472	120.22
01/05/18	596966	Occupational Medicine Associates PS	1482	2,686.00
01/05/18	596967	Office Depot Inc	1483	670.05
01/05/18	596968	Joan Lytle	901	67.46
01/05/18	596969	Multi Service Technology Solutions Inc	2146	32.35
01/05/18	596970	S T A - Well	1557	372.00
01/05/18	596971	Schetky Northwest Sales Inc	1570	680.66
01/05/18	596972	Securitas Security Svcs	1574	11,343.90
01/05/18	596973	SHRM	1555	418.00
01/05/18	596974	Six Robblees Inc	1017	204.60
01/05/18	596975	Spokane Optical Company LLC	1607	380.00
01/05/18	596976	State of Arizona	1770	308.33
01/05/18	596977	State of Arizona - Child Support Enforcement	1770	185.92
01/05/18	596978	Summit Rehabilitation Associates PLLC	1638	575.00
01/05/18	596979	TRISTAR Risk Management	2124	12,972.50
01/05/18	596980	U S Healthworks Medical Group of Washington PS	1679	95.00
01/05/18	596981	US Bank National Association	1698	15,090.44
01/05/18	596982	American Federation of State County 2 WA Council	1705	1,684.66
01/05/18	596983	Wells Fargo Financial Leasing Inc	1735	949.86
01/05/18	596984	Witherspoon Brajcich McPhee PLLC	1843	7,906.25
01/05/18	596985	HRA Veba Trust	1415	20,624.96
01/05/18	596986	Life Ins Co of N America	1397	28,010.81

Check Date	Check #	Payee	Reference	Amount
01/11/18	596987	2120 Creative LLC	1819	380.00
01/11/18	596988	Inland Welding Supply Inc	1032	161.57
01/11/18	596989	Moline Inc	1042	445.98
01/11/18	596990	Allied Safe & Vault Co Inc	1052	294.12
01/11/18	596991	Amazon Capital Services Inc	2098	1,685.41
01/11/18	596992	Applied Indust Tech Inc	1067	29.21
01/11/18	596993	Assa Abloy Entrance Systems US Inc	1047	56.00
01/11/18	596994	ATS Inland NW	1916	9,517.94
01/11/18	596995	Automated Accounts Inc	1079	0.00
01/11/18	596996	Appleway Chevrolet Inc	1068	389.36
01/11/18	596997	Avista Corporation	1081	64,947.35
01/11/18	596998	Battery Systems Inc	1089	78.26
01/11/18	596999	Cleland Investments	2038	20.67
01/11/18	597000	Robert J Berg	1099	217.40
01/11/18	597001	Blanchard Auto Electric Co	1109	840.12
01/11/18	597002	The Braun Corporation	1117	555.18
01/11/18	597003	Camp Automotive Inc	1024	1,041.43
01/11/18	597004	Canon Financial Services Inc	1154	220.87
01/11/18	597005	Carquest Auto Parts	1025	2,704.93
01/11/18	597006	Consolidated Electrical Distributors Inc	1133	149.49
01/11/18	597007	City of Cheney - Utility	1158	312.91
01/11/18	597008	City of Medical Lake	1424	75.61
01/11/18	597009	City of Spokane	1601	7,835.29
01/11/18	597010	City of Spokane	1601	256,851.73
01/11/18	597011	Idaho Truck Specialties LLC	1161	840.95
01/11/18	597012	Coffman Engineers Inc	1162	56,533.17
01/11/18	597013	Comcast Holdings Corporation	1170	106.17
01/11/18	597014	Comcast Holdings Corporation	1170	337.05
01/11/18	597015	Conseal Containers LLC	1176	347.08
01/11/18	597016	Consolidated Irrigation	1177	21.00
01/11/18	597017	WA State Consolidated Technology Services	1712	111.92
01/11/18	597018	Michael Hugh Maycumber	1179	4,134.40
01/11/18	597019	Creative Bus Sales Inc	1233	260.74
01/11/18	597020	Cummins Inc	1027	17,144.96
01/11/18	597021	Desautel Hege	1839	15,877.99
01/11/18	597022	DXC Technology Services LLC	2162	3,400.00
01/11/18	597023	Embroidered Sportswear Inc	1232	46.78
01/11/18	597024	Galls LLC	1271	1,945.51
01/11/18	597025	SPX Corpration	1268	6,817.39
01/11/18	597026	Gillig LLC	1279	28,091.20
01/11/18	597027	Diamond Auto Glass Inc	1308	718.21
01/11/18	597028	W.W. Grainger Inc	1285	31.24
01/11/18	597029	Hogan Mfg Inc	1008	339.61
01/11/18	597030	Home Depot Credit Services	1318	71.92
01/11/18	597031	Humanix Corp	1329	11,750.62
01/11/18	597032	William Corp	1363	71.88
01/11/18	597033	Kaiser Foundation Health Plan of Washington	1296	2,230.42
01/11/18	597034	Kaiser Foundation Health Plan of Washington	1296	23,544.46
01/11/18	597035	Kaiser Foundation Health Plan of Washington	1296	237,567.46
01/11/18	597036	Kaiser Foundation Health Plan of WA Options Inc	1295	1,875.16
01/11/18	597037	Kaiser Foundation Health Plan of WA Options Inc	1295	17,565.47
01/11/18	597038	Kershaw's Inc	1374	22.46
01/11/18	597039	Modern Electric Water Co Inc	1439	1,941.08
01/11/18	597040	Motion Auto Supply Inc	1012	358.57
01/11/18	597041	MV Public Transportation Inc	1452	315,580.97
01/11/18	597042	Black Realty Management Inc	1658	53,314.52
01/11/18	597043	Genuine Parts Company	1014	1,459.01
01/11/18	597044	National Color Graphics Inc	1455	852.99
01/11/18	597045	The Aftermarket Parts Company LLC	1015	10,454.62
01/11/18	597046	Nick's Custom Boots LLC	1464	366.64
01/11/18	597047	Nords' Electric Supply Inc	1016	44.16
01/11/18	597048	CSWW Inc	1102	430.08
01/11/18	597049	Northern Energy - 1790	1064	6.36
01/11/18	597050	Nwestco LLC	1474	471.05
01/11/18	597051	Allen Swain	901	3.70

Check Date	Check #	Payee	Reference	Amount
01/11/18	597052	John Healy	901	1.55
01/11/18	597053	Kenneth Buzby	901	4.56
01/11/18	597054	William Swanstrom	901	4.17
01/11/18	597055	David K Ruck	1866	4,705.06
01/11/18	597056	Oxarc Inc	1002	56.46
01/11/18	597057	Premera Blue Cross	1521	837.18
01/11/18	597058	Premera Blue Cross	1521	374,078.68
01/11/18	597059	Red Gate Software Ltd	2167	15,066.00
01/11/18	597060	Multi Service Technology Solutions Inc	2146	245.04
01/11/18	597061	Safety Kleen Systems Inc	1564	16,056.84
01/11/18	597062	SageView Advisory Group LLC	1955	9,375.00
01/11/18	597063	Schetky Northwest Sales Inc	1570	282.81
01/11/18	597064	Spokane County Good Roads Association	1598	150.00
01/11/18	597065	Spokane County Environmental Services	1603	424.55
01/11/18	597066	Spokane House of Hose Inc	1605	265.61
01/11/18	597067	Spokane Valley Power Tool	1615	8.36
01/11/18	597068	Sportworks Northwest Inc	1617	109.54
01/11/18	597069	Summit Rehabilitation Associates PLLC	1638	350.00
01/11/18	597070	Terminal Supply Inc	1648	267.80
01/11/18	597071	Bobcat of Spokane	1650	76,422.08
01/11/18	597072	Trapeze Software Group	1669	7,616.00
01/11/18	597073	Tyler Technologies Inc	1675	250.00
01/11/18	597074	United States Ombudsman Association	1682	150.00
01/11/18	597075	University District Development Association	1685	5,000.00
01/11/18	597076	U S Healthworks Medical Group of Washington PS	1679	475.00
01/11/18	597077	Visit Spokane	1696	575.00
01/11/18	597078	WA State Department of Revenue - Leasehold Tax	1767	3,403.26
01/11/18	597079	Waste Management Spokane	1702	367.58
01/11/18	597080	Wells Fargo Financial Leasing Inc	1735	299.21
01/11/18	597081	Whites Boots Inc	1744	200.18
01/11/18	597082	Whitworth Water District No 2	1746	21.01
01/18/18	597083	Vista Title and Escrow	2172	20,000.00
01/19/18	597084	4 One LLC	1262	3,077.10
01/19/18	597085	CBS Reporting Inc	1035	109.10
01/19/18	597086	Moline Inc	1042	494.84
01/19/18	597087	AFSCME	1328	381.13
01/19/18	597088	AFSCME	1328	144.00
01/19/18	597089	Allied Envelope Printing & Graphics	1050	532.03
01/19/18	597090	Amazon Capital Services Inc	2098	291.16
01/19/18	597091	Northwest Industrial Services LLC	1058	218.15
01/19/18	597092	Aronson Security Group	1070	26,016.34
01/19/18	597093	Associated Industries of the Inland Northwest	1075	1,206.00
01/19/18	597094	Amalg Transit Union #1015	1055	16,665.85
01/19/18	597095	Amalg Transit Union #1598	1056	595.44
01/19/18	597096	Amalg Transit Union-Cope	1057	411.54
01/19/18	597097	Automated Accounts Inc	1079	1,729.80
01/19/18	597098	Appleway Chevrolet Inc	1068	296.70
01/19/18	597099	Away With Words	2168	286.73
01/19/18	597100	AxleTech International LLC	1892	930.00
01/19/18	597101	Battery Systems Inc	1089	1,893.12
01/19/18	597102	Better Business Bureau	1100	1,925.00
01/19/18	597103	Brown Bearing	1022	423.23
01/19/18	597104	Daniel H Brunner Trustee	1124	2,376.50
01/19/18	597105	California Department of Child Support Services	1130	118.61
01/19/18	597106	Camp Automotive Inc	1024	126.48
01/19/18	597107	Carquest Auto Parts	1025	161.01
01/19/18	597108	Cascade Centers Inc	1142	1,596.00
01/19/18	597109	CH2M Hill Inc	1131	257,939.74
01/19/18	597110	City of Spokane	1601	9,068.31
01/19/18	597111	City of Spokane	1601	7,241.63
01/19/18	597112	COAST Transportation	2040	230.00
01/19/18	597113	Coffman Engineers Inc	1162	54,275.31
01/19/18	597114	Compunet Inc	1166	543.44
01/19/18	597115	Compunet Inc	1166	831.45
01/19/18	597116	Washington State Dept of Corrections	1708	708.33
01/19/18	597117	Country Homes Christian Church	1183	132.94
01/19/18	597118	Cummins Inc	1027	15,362.39
01/19/18	597119	Dell Marketing LP	1204	6,593.32
01/19/18	597120	DeVries Business Records Management Inc	1766	200.00
01/19/18	597121	DR Scott Construction LLC	1966	7,738.50

Check Date	Check #	Payee	Reference	Amount
01/19/18	597122	Department of Social and Health Services	1210	3,481.31
01/19/18	597123	Employee Advisory Council	1236	506.50
01/19/18	597124	El Jay Oil Co Inc	1003	606.78
01/19/18	597125	Federal Express Corporation	1808	41.96
01/19/18	597126	FedEx	1808	21.30
01/19/18	597127	FP Mailing Solutions	1878	3,000.00
01/19/18	597128	Frontier Behavioral Health	2039	22,547.23
01/19/18	597129	Galls LLC	1271	2,790.47
01/19/18	597130	General Fire Extinguisher Service Inc	1274	371.12
01/19/18	597131	Gillig LLC	1279	2,806,559.78
01/19/18	597132	W.W. Grainger Inc	1285	2,750.09
01/19/18	597133	H & H Business Systems	1298	34.73
01/19/18	597134	H & H Business Systems	1298	2,545.64
01/19/18	597135	H W Lochner Inc	1405	55,278.79
01/19/18	597136	Hogan Mfg Inc	1008	8.40
01/19/18	597137	Humanix Corp	1329	1,299.36
01/19/18	597138	IBI Group	1336	26,357.40
01/19/18	597139	Vantagepoint Transfer	1335	201.65
01/19/18	597140	IdentiSys Inc	2159	423.68
01/19/18	597141	Kaiser Foundation Health Plan of Washington	1296	2,230.42
01/19/18	597142	Kaiser Foundation Health Plan of Washington	1296	23,544.46
01/19/18	597143	Kaiser Foundation Health Plan of Washington	1296	236,136.16
01/19/18	597144	Kaiser Foundation Health Plan of WA Options Inc	1295	1,875.16
01/19/18	597145	Kaiser Foundation Health Plan of WA Options Inc	1295	17,565.47
01/19/18	597146	Kershaw's Inc	1374	332.04
01/19/18	597147	Konecranes Inc	1367	2,295.68
01/19/18	597148	Les Schwab	1393	53.84
01/19/18	597149	Loomis Armored US LLC	1408	3,850.69
01/19/18	597150	Michael Boodel	1804	230.00
01/19/18	597151	Mohawk Manufacturing & Supply Co	1011	1,677.63
01/19/18	597152	Motion Auto Supply Inc	1012	368.12
01/19/18	597153	Genuine Parts Company	1014	2,696.33
01/19/18	597154	The Aftermarket Parts Company LLC	1015	1,793.17
01/19/18	597155	North 40 Outfitters	1102	163.19
01/19/18	597156	Tammy Lynne Glidewell	1282	1,071.00
01/19/18	597157	Northwest Vital Records Center Inc	1476	551.23
01/19/18	597158	Occupational Medicine Associates PS	1482	3,608.00
01/19/18	597159	Office Depot Inc	1483	681.14
01/19/18	597160	Ryan Brodwater	901	270.00
01/19/18	597161	Pacific Power Group LLC	1496	10,192.91
01/19/18	597162	Pacific Power Group LLC	1496	173.48
01/19/18	597163	Paratransit Inc	1501	44,003.74
01/19/18	597164	Perfection Tire #5 Inc	1504	13,954.70
01/19/18	597165	Pitney Bowes Global Financial Svcs LLC	1512	183.89
01/19/18	597166	Purchase Power	1513	1,072.78
01/19/18	597167	Platt Electric Supply	1517	1,174.33
01/19/18	597168	Pressworks Inc	1522	356.65
01/19/18	597169	Roadwise Inc	1546	18,355.96
01/19/18	597170	S & J Engines Inc	1801	816.00
01/19/18	597171	S T A - Well	1557	358.00
01/19/18	597172	Safety Kleen Systems Inc	1564	1,243.75
01/19/18	597173	Securitas Security Svcs	1574	47,799.96
01/19/18	597174	Simplex Grinnell	1584	339.45
01/19/18	597175	Six Robblees Inc	1017	2,191.50
01/19/18	597176	SME Solutions LLC	2067	3,305.94
01/19/18	597177	Source Incorporated of Missouri	2074	5,093.00
01/19/18	597178	Spokane Public Facilities District	1941	6,342.00
01/19/18	597179	Spokane County Treasurer	1603	87.99
01/19/18	597180	Spokane Regional Health District	1611	1,554.27
01/19/18	597181	Greater Spokane Valley Chamber of Commerce	1613	2,600.00
01/19/18	597182	Spokane Regional Transportation Council	1610	38,600.00
01/19/18	597183	Standard Digital Print Co Inc	1623	641.87
01/19/18	597184	State of Arizona	1770	308.33
01/19/18	597185	State of Arizona - Child Support Enforcement	1770	185.92
01/19/18	597186	Summit Law Group PLLC	1637	2,965.20
01/19/18	597187	Summit Law Group PLLC	1637	299.20
01/19/18	597188	Symetra Life Insurance Company	1562	3,681.31
01/19/18	597189	Stephen Hirano	1665	230.00
01/19/18	597190	Trapeze Software Group	1669	1,466.95
01/19/18	597191	United States Treasury	1357	120.21
01/19/18	597192	United Way of Spokane County	1684	526.60

Check Date	Check #	Payee	Reference	Amount
01/19/18	597193	Verizon Wireless LLC	1686	1,240.37
01/19/18	597194	American Federation of State County 2 WA Council	1705	1,711.92
01/19/18	597195	Washington State	1713	286.50
01/19/18	597196	WCP Solutions	1737	3,381.50
01/19/18	597197	Wells Fargo Financial Leasing Inc	1735	1,294.76
01/19/18	597198	Washington Finance Officers Assoc	1701	50.00
01/19/18	597199	Whitley Fuel LLC	2016	111,086.02
01/19/18	597200	Washington State Ridesharing Org	1714	225.00
01/19/18	597201	Washington State Transit Insurance Pool	1703	1,637,715.00
01/22/18	597202	US Bank	1678	22,643.62
01/25/18	597203	Amazon Capital Services Inc	2098	464.93
01/25/18	597204	Appleway Chevrolet Inc	1068	1,216.76
01/25/18	597205	Avista Utilities	1081	2,176.00
01/25/18	597206	Battery Systems Inc	1089	1,577.60
01/25/18	597207	Broadway Industrial Supply Co LLC	1120	153.41
01/25/18	597208	Camp Automotive Inc	1024	3,255.09
01/25/18	597209	Carquest Auto Parts	1025	1,900.95
01/25/18	597210	City of Spokane	1601	506.00
01/25/18	597211	Comcast Holdings Corporation	1170	347.89
01/25/18	597212	Compunet Inc	1166	836.30
01/25/18	597213	Michael Hugh Maycumber	1179	2,067.20
01/25/18	597214	Corporate Technologies LLC	1355	2,664.47
01/25/18	597215	Critical Data Inc	2003	16,073.00
01/25/18	597216	Cummins Inc	1027	7,103.07
01/25/18	597217	Delta Dental of Washington	1726	52,545.45
01/25/18	597218	Delta Dental of Washington	1726	391.40
01/25/18	597219	El Jay Oil Co Inc	1003	1,798.36
01/25/18	597220	First Data Merchant Services Corporation	1257	4,794.02
01/25/18	597221	Fraser Tool & Gauge LLC	2165	2,885.95
01/25/18	597222	Gordon Truck Centers Inc	1018	58.40
01/25/18	597223	Freightliner Northwest	1018	125.42
01/25/18	597224	Galls LLC	1271	2,202.42
01/25/18	597225	The General Store	1956	61.52
01/25/18	597226	Gillig LLC	1279	18,025.37
01/25/18	597227	Diamond Auto Glass Inc	1308	320.96
01/25/18	597228	W.W. Grainger Inc	1285	5,890.89
01/25/18	597229	Spokane Area Chamber of Commerce	1291	8,160.00
01/25/18	597230	Helm Incorporated	1311	650.00
01/25/18	597231	Hightail	1761	1,958.40
01/25/18	597232	Hogan Mfg Inc	1008	1,001.27
01/25/18	597233	Home Depot Credit Services	1318	313.21
01/25/18	597234	Cramblit Inc	1322	568.48
01/25/18	597235	Humanix Corp	1329	601.25
01/25/18	597236	Oil Price Information Service LLC	1346	125.12
01/25/18	597237	Kershaw's Inc	1374	82.99
01/25/18	597238	Lithia of Spokane II Inc	1088	33.34
01/25/18	597239	Mohawk Manufacturing & Supply Co	1011	356.54
01/25/18	597240	Mor/Ryde Int'l Inc	1447	515.21
01/25/18	597241	Motion Auto Supply Inc	1012	446.09
01/25/18	597242	Genuine Parts Company	1014	2,635.56
01/25/18	597243	NAPA Auto Parts Inc	1014	340.09
01/25/18	597244	National Color Graphics Inc	1455	24,314.12
01/25/18	597245	The Aftermarket Parts Company LLC	1015	3,600.60
01/25/18	597246	Northwest Bus Stamp Wbe	1472	284.51
01/25/18	597247	Dominic Hall	900	6.40
01/25/18	597248	Dwain Weems	900	6.53
01/25/18	597249	Pacific Power Group LLC	1496	71.59
01/25/18	597250	Purchase Power	1513	1,032.27
01/25/18	597251	Pressworks Inc	1522	494.66
01/25/18	597252	Professional Finishes	1526	6,495.49
01/25/18	597253	Roadwise Inc	1546	11,783.15
01/25/18	597254	Safety Vision LLC	1565	165.87
01/25/18	597255	Schetky Northwest Sales Inc	1570	573.48
01/25/18	597256	Six Robblees Inc	1017	1,789.63
01/25/18	597257	Spokane House of Hose Inc	1605	1,155.04
01/25/18	597258	Spokane Optical Company LLC	1607	484.00
01/25/18	597259	Sportworks Northwest Inc	1617	183.95
01/25/18	597260	Standard Digital Print Co Inc	1623	114.25
01/25/18	597261	Staples Business Credit	1627	322.40
01/25/18	597262	Summit Rehabilitation Associates PLLC	1638	175.00
01/25/18	597263	Symetra Life Insurance Company	1562	3,711.31

Check Date	Check #	Payee	Reference	Amount
01/25/18	597264	Verizon Wireless LLC	1686	5,784.19
01/25/18	597265	Washington State	1710	20,329.31
01/25/18	597266	Washington State Dept of Labor and Industries	1208	94,536.16
01/25/18	597267	WCP Solutions	1737	4,844.45
01/25/18	597268	Wells Fargo Financial Leasing Inc	1735	1,067.37
01/25/18	597269	Wendle Motors Incorporated	1021	149.06
01/25/18	597270	Westmatic Corporation	1742	2,481.73
01/25/18	597271	Whitley Fuel LLC	2016	112,391.38
01/25/18	597272	Washington State Transit Insurance Pool	1703	375.00
		TOTAL JANUARY ACCOUNTS PAYABLE		8,288,097.93
1/1/18 - 1/31/18	220949 - 221152	WORKER'S COMPENSATION WARRANTS	VARIES	111,811.99
		TOTAL JANUARY WORKER'S COMPENSATION DISBURSEMENTS		111,811.99
1/5/18	724390 - 724428	PAYROLL AND TAXES PR 01,18	VARIES	1,769,751.16
1/19/18	724429 - 724467	PAYROLL AND TAXES PR 02,18	VARIES	1,152,896.06
		TOTAL JANUARY PAYROLL AND TAXES		2,922,647.22
1/22/18	ACH	WA STATE - DOR (USE TAX)	1767	6,583.15
		TOTAL JANUARY EXCISE TAX DISBURSEMENT		6,583.15
		TOTAL JANUARY DISBURSEMENTS FROM TO1 ACCOUNTS		11,329,140.29
		TOTAL JANUARY DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT		0.00
		TOTAL JANUARY DISBURSEMENTS TO1 & TO5 ACCOUNTS		11,329,140.29

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2018

AGENDA ITEM 5.C. : AWARD OF CONTRACT FLUID MANAGEMENT SYSTEM

REFERRAL COMMITTEE: Performance Monitoring & External Relations *(Haley)*

SUBMITTED BY: Roger Watkins, Chief Operations Officer

SUMMARY: In accordance with Spokane Transit's (STA) adopted 2016-2021 Capital Improvement Program (CIP), the vehicle maintenance department requires the integration of a Fluid Management system with the ERP Maintenance Management system. The system will track and integrate diesel and gasoline dispensing used in STA's 249+ fleet of buses, vans, and service vehicles at three locations STA currently operates, as well as the Boone NW Garage when completed in 2019. It will also track vehicle mileage during the refueling process, eliminating the need to manually record odometer readings each fueling. The system will replace Transit Management Information System (TMIS), the Agency's current outdated fluid management system.

Staff issued a Request for Proposals (RFP) August 18, 2017. The proposal due date was September 25, 2017, which was extended to October 12, 2017, to allow vendors to review the three amendments and additional information.

The Evaluation Committee comprised of STA employees Todd Griffith, Krissy Ellis, John Rockwell, Darin Hoffman, Ralph Wilder, and Jacque Tjards met on October 26, 2017, to review the proposals. All of the proposals received significantly exceeded the CIP budget of $550,000 and only two of the three proposals were determined to be responsive. The committee met again November 14, 2017, to determine how best to proceed. Staff modified the Scope of Work to remove Vanpool vehicles and any fluids (anti-freeze, transmission, oil, etc.) other than diesel or unleaded fuel.

Letters were mailed to the two responsive proposers on December 27, 2017, requesting Best and Final Offers (BAFO). The committee met to review on January 18, 2018, and selected S&A Systems, Inc. based on the BAFO. Final evaluation results are listed below.

Company	Total Price	Average Evaluation Points Earned
S&A Systems, Inc.	$589,482 plus sales tax	96.16
SME Solutions	$637,385 plus sales tax	56.50

The evaluation committee recommends an award of contract to S&A Systems, Inc. in the amount of $589,482, plus applicable Washington State Sales Tax. This project is 80% federally funded.

Although this is a Board Approved CIP project, the total project cost exceeds the budgeted amount of $550,000. Staff is bringing it to the Committee to recommend Board award of contract.

RECOMMENDATION TO COMMITTEE: Review and recommend the Board approve an award of contract for a Fluid Management System to S&A Systems, Inc. for $589,482.00, applicable Washington State Sales Tax, and up to a 10% project contingency.

COMMITTEE ACTION: Approved as presented and forwarded to the consent agenda.

RECOMMENDATION TO BOARD: By motion, approve an award of contract for a Fluid Management System to S&A Systems, Inc. for $589,482.00, applicable Washington State Sales Tax, and up to a 10% project contingency.

FINAL REVIEW FOR BOARD BY:

Division Head RW Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2018

AGENDA ITEM 8.A. BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE: Board Operations *(Freeman)*

SUBMITTED BY: Kevin Freeman, Committee & Board Chair

SUMMARY:

A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head ✓ Chief Executive Officer ESM Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2018

AGENDA ITEM 9.A. PLANNING & DEVELOPMENT COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE: Planning & Development *(French)*

SUBMITTED BY: Al French, Committee Chair

SUMMARY:

A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head ✓ Chief Executive Officer ESM Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2018

AGENDA ITEM 10.A. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE: Performance Monitoring & External Relations *(Haley)*

SUBMITTED BY: Pam Haley, Committee Chair

SUMMARY:

A verbal report will be given at the Board meeting including:

i. 2017 Communications Recap & 2018 Plan Review

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head ✓ Chief Executive Officer ESM Legal Counsel CM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2018

AGENDA ITEM 10.A.i.: 2017 COMMUNICATIONS PLAN RECAP AND 2018 COMMUNICATIONS PLAN REVIEW

REFERRAL COMMITTEE: Performance Monitoring & External Relations *(Haley)*

SUBMITTED BY: Beth Bousley, Director of Communications and Customer Service

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SUMMARY: The Spokane Transit Communications Plan provides an overview of the 2018 communications priorities to support STA's goals.

2017 Communications Objectives - Results

Support STA goals to:

- Sustain 2016 fixed route ridership level (10.25 million trips)
  Results: There were 10.26 million fixed route rides given in 2017
- Continue to maintain and enhance community perception according to the annual community perception survey question, "STA does a good job of listening to the public" (rated 3.74 out of 5 in 2016; up from 3.37 in 2014)
  Results: 2017 Community Perception results 3.75 out of 5

2018 Communications Plan Overview

Support STA Goals to:

- Increase fixed route ridership by 1.5%
- Continue to improve community perception

Communications Priorities:

- Ridership
- STA Moving Forward
- Strategic Communications
- New Employee Recruitment
- Internal Communications
- Customer Service

Ridership

- Increase pass sales through pass sales analysis, targeted sales, commuter packages, promotion
- Grow university and college ridership through relationship building, advocacy, promotion
- Develop broad awareness of new fare through active education, public relations, and regular communications to ensure transparency and sustained/increased ridership
- Increase confidence and awareness of how to use the STA system through Real Time Information and SmartBus promotion, education, customer appreciation initiatives
- Implement events, destinations and partnership efforts to educate, demonstrate, and position STA as a valued service provider
- Implement Plaza events, programming, customer appreciation and rider education programs to build positive perception, support system operations, and improve customer experience

STA Moving Forward

- Build public trust through transparent and accessible information
- Educate and engage our audiences about STA Moving Forward projects and progress
- Demonstrate that we are fulfilling our promises through consistent communication and outreach
- Be proactive in developing a narrative that anticipates public perception through regular community and media relations
- Increase ridership through key projects including the new center and service changes on the West Plains, new articulated buses and amenities on the Division Street corridor, and more frequent and increased service in the Indian Trail area.

Strategic Communications

- Continue to establish STA as a key player and leader in the region's future growth and development

New Employee Recruitment

- Support STA's recruiting efforts with integrated communications program to recruit talented, committed candidates for employment.

Internal Communications

- Maximize internal communications to improve employee engagement
    - Ensure employees understand and are invested in STA
    - Continue to test and refine communication vehicles
    - Improve quality of employee engagement survey

Customer Service

- Improve quality of customer service to improve community perception and increase ridership
    - Engage in strategic planning for customer service and identify barriers and opportunities
    - Enhance public-facing communication

Web Governance

- Assess and develop recommendations for STA web governance, which is the staff, technical systems, policies and procedures to manage STA's web properties to best inform and educate the community through schedules, route information, and other tools on how to use the STA system.

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head BB Chief Executive Officer ESM Legal Counsel

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2018

AGENDA ITEM 12.A.: COMMITTEE MINUTES – INFORMATION

- Board Operations Committee
- Planning & Development Committee
- Performance Monitoring & External Relations Committee

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Jan Watson, Executive Assistant to CEO & Clerk of the Authority

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SUMMARY:

Minutes of the January 10, 2018 Board Operations Committee meeting are attached. The Planning & Development Committee and Performance Monitoring & External Relations Committee did not meet in January.

RECOMMENDATION TO BOARD: Information only.

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

BOARD OPERATIONS COMMITTEE MEETING

Draft Minutes of the January 10, 2018 Meeting
Spokane Transit Northside Conference Room

MEMBERS PRESENT
Kevin Freeman, Small Cities Representative (Millwood), *STA Board Chair*, by phone
Al French, Spokane County
Pamela Haley, City of Spokane Valley
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

MEMBERS ABSENT

STAFF PRESENT
Emily Arneson, *Ombudsman & Accessibility Officer*
Beth Bousley, *Director of Communications & Customer Service*
Karl Otterstrom, *Director of Planning & Development*
Lynda Warren, *Director of Finance & Information Services*
Roger Watkins, *Chief Operations Officer*
Jan Watson, *Clerk of the Authority*
Nancy Williams, *Director of Human Resources*
Jessica Charlton, *Capital Project Manager*

PROVIDING LEGAL COUNSEL
Laura McAloon, Witherspoon Brajcich McPhee PLLC

GUESTS
Candace Mumm, City of Spokane
John Schlabach, ATU 1598 Representative

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1. **CALL TO ORDER AND ROLL CALL**
   Acting Chair French called the meeting to order at 1:36 p.m. Roll call was conducted.

2. **APPROVE COMMITTEE AGENDA**
   Committee members reviewed the agenda.

   Ms. Haley moved approval of the January 10, 2018 agenda as submitted, Mr. Freeman seconded and the motion passed unanimously.

3. **CHAIR'S COMMENTS**
   No comments.

4. **COMMITTEE ACTION/DISCUSSION**
   a. **December 6, 2017 Committee Meeting Minutes**
   b. **December 7, 2017 Special Committee Meeting Minutes**

   Mr. Freeman moved approval of the December 6, 2017 and December 7, 2017 committee meeting minutes as written, Ms. Haley seconded and the motion passed unanimously.

5. **COMMITTEE CHAIR REPORTS**
   a. **Planning & Development (P&D)**
   b. **Performance Monitoring & External Relations (PM&ER)**

   No reports; the committees did not meet.

6. **AWARD OF CONTRACT FOR BOONE NORTHWEST GARAGE**
   The project is included in the Board approved Capital Improvement Program. The planning budget for the overall project is $16.5M, which includes: a 68,640 square foot building; 20,000 gallon fuel facility; bus washer; fare handling equipment; expanded parking; vacation of a portion of Sharp Avenue; infrastructure capacity to charge battery electric buses; and the potential for rooftop solar panels. STA received three (3) bids and an evaluation committee composed of internal stakeholders participated in the bid review. The evaluation committee determined that Garco Construction, Inc. is the lowest, most responsive bidder. Due to the cost and the estimated 20+ year payback for solar panels, staff does not recommend acceptance of the rooftop solar panel bid option at this time. The facility will be configured to accommodate solar panels should that technology become cost effective in the future.

Phase 1 of the project will be construction of a parking lot near the 1212 Sharp facility to replace some of the employee parking that will be lost due to the construction of the garage. Sharp Avenue will be vacated allowing the project to stay on level ground.

Staff recommends the Board Award Contract #17-STA-579 for the construction of the Boone Northwest Garage to Garco Construction, Inc. for an amount of $7,539,000 plus applicable sales tax and allow CEO to apply 15% contingency funds, if necessary, within the construction budget.

Ms. Mumm asked if a 15% contingency was STA's standard for projects and what percentage the County used; the City is usually 10%. Mr. French responded that the County typically uses 10%; however, given the unknowns of the project site he believes 15% is reasonable. Mr. Otterstrom replied that STA typically uses 10%; however, 15% was used for the West Plains Transit Center because of potential water issues. With this project, STA anticipates there may be some dirty soil to remove given the site history as a former rail line. Ms. Mumm asked if STA has the ability to have some type of brownfield remediation. Mr. Otterstrom replied that STA has not pursued that because of the extra time it would take, the relatively small size of the property, and the fact that bids were under the expected project budget and there is room in the budget to fund the contingency.

Ms. Haley moved to approve and forward the staff recommendation to the Board consent agenda as presented. Mr. Freeman seconded and the motion passed unanimously.

7. **BOONE NORTHWEST GARAGE CONSTRUCTION COMMUNICATION PLAN**

The Board is required to approve Communication Plans for construction projects greater than $5 million. The main focus of the plan is employees who will experience the greatest impact from this project, but it also addresses neighboring residents and businesses. The Committee reviewed the main objectives of the plan and communication tactics for each target audience. Ms. Mumm suggested adding a category for general public information. Mr. French suggested a groundbreaking ceremony for the project as it is a major project that was funded as part of STA Moving Forward and something to celebrate. Mr. Freeman agreed with Mr. French's suggestion given this project is the first phase for electrification of the some of the fleet and the future of STA as it moves to an electric fleet. March 5 is the tentative date for the contractor to begin onsite work. Ms. Bousley will update the Communication Plan to include today's recommendations.

Ms. Haley moved to approve and forward to the Board consent agenda, the Boone Northwest Garage Construction Communication Plan with the addition of a category for general public information and plans for a groundbreaking ceremony. Mr. Freeman seconded the motion and the motion passed unanimously.

8. **APPROVAL FOR BOARD MEMBER TRAVEL TO 2018 APTA MEETINGS**

As part of Board development, STA has budgeted eight Board member trips to attend 2018 American Public Transportation Association (APTA) Conferences. The first is the 2018 Legislative Conference in Washington, D.C. and second is the Fall Annual Meeting in Nashville, Tennessee. There will be opportunities to meet with legislators and Federal Transit Administration staff.

Ms. Haley moved to approve and forward to the Board consent agenda travel for up to eight board members to attend APTA conferences in 2018. Mr. Freeman seconded the motion and the motion passed unanimously.

9. **APPOINTMENT OF CHAIRS & BOARD MEMBERS TO THE P&D AND PM&ER COMMITTEES FOR 2018**

The Board Chair appoints Board members to chair and serve on the Planning & Development Committee and the Performance Monitoring & External Relations Committee, subject to confirmation by the STA Board. Mr. Freeman made the following appointments:

Planning & Development (P&D) Committee
1. Chair - Al French, Spokane County
2. Candace Mumm, City of Spokane
3. Sam Wood, City of Spokane Valley
4. Chris Grover, Small Cities *(Cheney)*
5. TBD, Small Cities *(Airway Heights) (Ex-Officio)*
6. E. Susan Meyer *(Ex-Officio)*

Performance Monitoring & External Relations (PM&ER) Committee
1. Chair - Pamela Haley, City of Spokane Valley
2. Josh Kerns, Spokane County
3. Lori Kinnear, City of Spokane
4. Shirley Maike, Small Cities (Medical Lake)
5. Rhonda Bowers (non-voting labor representative)
6. Odin Langford, Small Cities (Liberty Lake) (Ex-Officio)
7. E. Susan Meyer (Ex-Officio)

Ms. Haley moved to forward to the Board consent agenda for confirmation the above-referenced Chair and Board member appointments to the Planning & Development and Performance Monitoring & External Relations committees for 2018. Mr. Freeman seconded the motion and the motion passed unanimously.

10. LEGAL SERVICES CONTRACT

STA legal counsel, Laura McAloon, notified Ms. Meyer that she is leaving Witherspoon Brajcich McPhee PLLC to open her own firm, McAloon Law. Legal Counsel is a direct report to the Board and to the Chief Executive Officer. The attorneys at Witherspoon will continue to work on the ATU legal action on STA's behalf, but will be paid by the Washington State Transit Insurance Pool (WSTIP). Ms. Mumm asked if McAloon Law anticipated hiring additional attorneys. Ms. McAloon anticipates hiring additional attorneys in the future, but not immediately. Mr. Freeman asked who would be Ms. McAloon's back-up and/or alternate in the event she is unable to provide services. Ms. McAloon explained that she will separately engage outside attorneys with specific legal expertise to support clients as necessary. Ms. McAloon will develop a plan for backup counsel and has several well qualified people in mind. Ms. Meyer asked if the Board wants to contract for legal counsel as a back-up to its general counsel or should Ms. McAloon consult with the Board as she contracts for legal counsel back-up. Mr. French responded that his preference would be that the Board have one point of contact and that Ms. McAloon coordinate communication with backup general counsel. All committee members concurred with Mr. French.

Ms. Meyer explained that STA will need to terminate the contract with Witherspoon effective January 30 and enter into a new contract with McAloon Law effective February 1. Mr. French noted that per STA Bylaws the Board hires the positions of legal counsel and chief executive officer (CEO). The CEO administers the contract with legal counsel on behalf of the Board. Mr. French suggested that the contract for legal services go the Board for approval. Ms. Mumm asked if there is a process to end the contract with Witherspoon. STA has the right to give notice to terminate the contract. Ms. McAloon explained Witherspoon's process to end its contract and transfer files to Ms. McAloon.

Ms. Haley moved to recommend and forward to the Board consent agenda termination of the existing general counsel legal services contract and approval of a new contract for general counsel legal services. Mr. Freeman seconded the motion and the motion passed unanimously.

11. BOARD OF DIRECTORS REVISED AGENDA JANUARY 18, 2018

Committee members reviewed the agenda. The agenda was amended to include the actions noted above for STA's general counsel legal services contract.

Mr. Freeman moved approval of the amended agenda, Ms. Haley seconded, and the motion passed unanimously.

12. CEO REPORT

No report.

13. EXECUTIVE SESSION

At 2:20 p.m., Acting Chair French announced the Committee would adjourn for an Executive Session for the following purpose:

> Consider the selection of a site, the acquisition of real estate by lease or purchase, or the sale of real estate when public knowledge regarding such consideration would cause a likelihood of increased or decreased price.

The Committee will reconvene in open session at approximately 2:30 p.m. If it becomes necessary to extend the Executive Session, legal counsel or a staff member will return to announce the time at which the Board will reconvene.

At 2:30 p.m., the Committee reconvened and Acting Chair French declared the meeting back in public session.

Ms. Hayley moved to forward to the Board consent agenda approval and ratification of the Purchase and Sale Agreement dated January 10, 2018 and executed by the CEO and Sellers T. Patrick Lacy Jr. and Monte J. Kestell Jr. for the price of $1,131,186.00, and to authorize CEO to execute all documents necessary to close the purchase and transfer title to STA pursuant to the terms of the Purchase and Sale Agreement. Mr. Freeman seconded the motion and the motion passed unanimously.

14. NEW BUSINESS – None.

15. ADJOURN

With there being no further business to come before the Committee, Acting Chair French adjourned the meeting at 2:32 p.m.

Respectfully submitted,

Kathleen Roberson

Kathleen Roberson
Executive Assistant to the Director of Finance & Information Services

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2018

AGENDA ITEM 12.B. JANUARY 2018 SALES TAX REVENUE INFORMATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Lynda Warren, Director of Finance & Information Services
Lynn Holmes, Financial Services Manager
Tammy Johnston, Budget and Accounting Manager

SUMMARY: Attached is January 2018 sales tax revenue information.

January sales tax revenue, which represents sales for November 2017, was:

+27.0% over January 2017 actual
+27.0% above YTD actual
+14.9% YTD above budget*

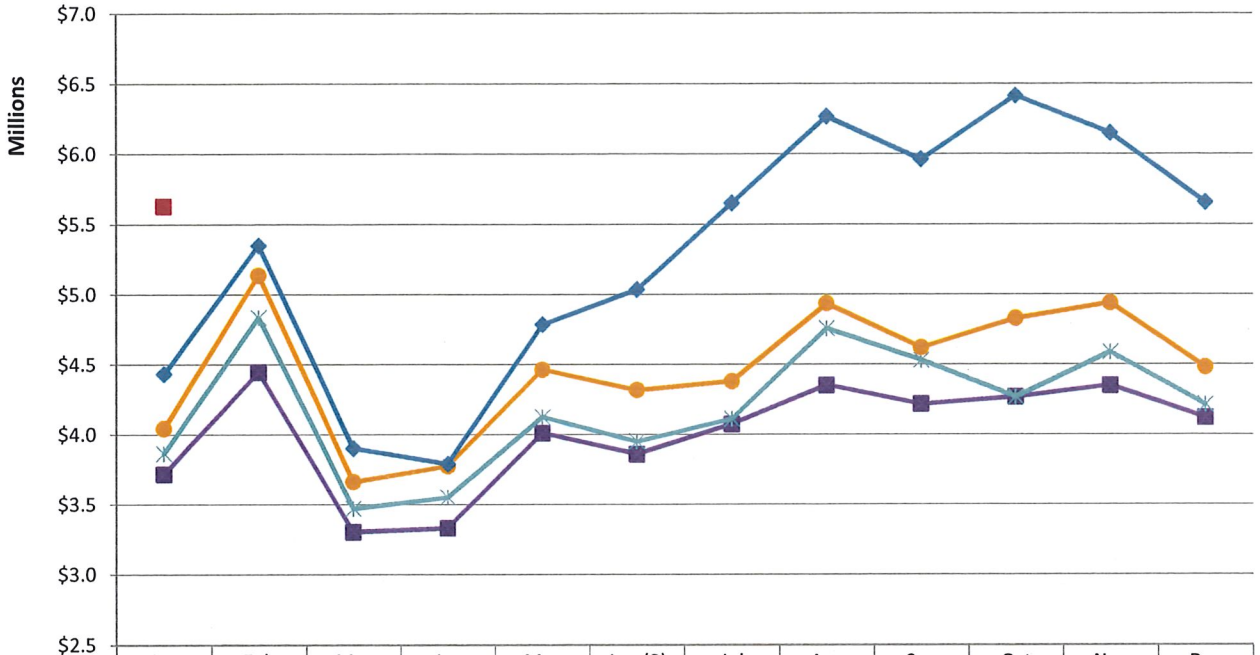
*Monthly budget amounts were updated on February 1, 2018.

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head LLW Chief Executive Officer [signature] Legal Counsel [signature]

Sales Tax Revenue History-January 2018(1)



	Jan	Feb	Mar	Apr	May	Jun (2)	Jul	Aug	Sep	Oct	Nov	Dec
2014	$3.7	$4.4	$3.3	$3.3	$4.0	$3.9	$4.1	$4.4	$4.2	$4.3	$4.3	$4.1
2015	$3.9	$4.8	$3.5	$3.6	$4.1	$3.9	$4.1	$4.8	$4.5	$4.3	$4.6	$4.2
2016	$4.0	$5.1	$3.7	$3.8	$4.5	$4.3	$4.4	$4.9	$4.6	$4.8	$4.9	$4.5
2017	$4.4	$5.4	$3.9	$3.8	$4.8	$5.0	$5.7	$6.3	$6.0	$6.4	$6.2	$5.7
2018	$5.6											

(1) Sales tax distributions lag two months after collection by the state. For example, collection of January taxable sales are distributed in March.

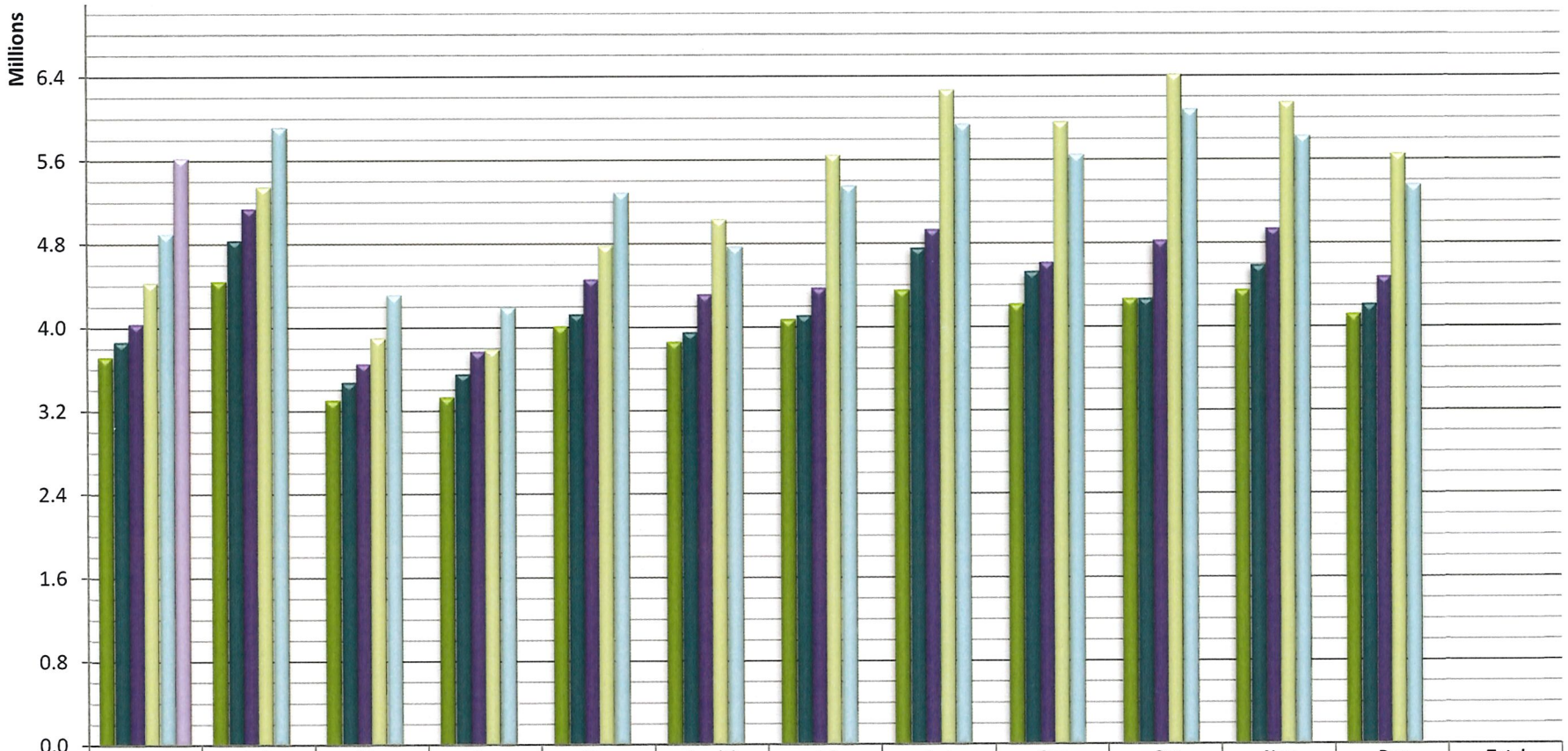
(2) June distribution is April taxable sales in which the sales and use tax rate increased one-tenth of one percent (.001) from .006 to .007.

Sales Tax Summary (with Mitigation for All Jurisdictions)

Jan-18

	YTD 2017	YTD 2018	$ CHANGE	% CHANGE
AIRWAY HEIGHTS	133,371	170,090	36,719	27.5%
STA	$ 4,432,233	$ 5,628,134	$ 1,195,900	27.0%
SPOKANE COUNTY	2,026,033	2,305,712	279,679	13.8%
SPOKANE VALLEY	1,664,983	1,856,989	192,006	11.5%
MILLWOOD	38,157	41,993	3,836	10.1%
PFD	786,331	859,868	73,537	9.4%
MEDICAL LAKE	19,495	20,975	1,480	7.6%
SPOKANE	3,555,766	3,772,644	216,878	6.1%
LIBERTY LAKE	231,906	231,868	(38)	0.0%
CHENEY	112,518	111,198	(1,320)	-1.2%
ALL	**$ 13,000,794**	**$ 14,999,471**	**$ 1,998,677**	**15.4%**

2014 - 2018 SALES TAX RECEIPTS [1]



	Jan	Feb	Mar	Apr	May	Jun (2)	Jul	Aug	Sep	Oct	Nov	Dec	Total
2014 Act.	3,717,183	4,445,759	3,303,019	3,331,820	4,010,737	3,860,469	4,073,091	4,352,108	4,215,907	4,267,406	4,349,765	4,119,702	48,046,965
2015 Act.	3,865,250	4,835,478	3,471,459	3,550,797	4,124,484	3,949,801	4,109,906	4,756,705	4,530,359	4,265,975	4,587,132	4,211,936	50,259,282
2016 Act.	4,040,342	5,138,043	3,659,616	3,772,996	4,462,273	4,315,784	4,378,473	4,933,936	4,618,531	4,826,474	4,936,883	4,477,725	53,561,075
2017 Act.	4,432,233	5,350,787	3,901,562	3,790,349	4,783,883	5,035,578	5,651,610	6,268,031	5,961,836	6,416,307	6,150,443	5,656,970	63,399,589
2018 Bud.	4,899,774	5,915,222	4,313,124	4,190,180	5,288,518	4,771,511	5,355,239	5,939,334	5,649,197	6,079,834	5,827,913	5,360,318	63,590,163
2018 Act.	5,628,134	-	-	-	-	-	-	-	-	-	-	-	
$ Mo. Var.	1,195,900	-	-	-	-	-	-	-	-	-	-	-	
% Mo. Var.	27.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
$ YTD Var.	1,195,900	-	-	-	-	-	-	-	-	-	-	-	
% YTD Var.	27.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
% YTD Bud. Var.	14.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

[1] Sales tax distributions lag two months after collection. For example, collection of January taxable sales are distributed in March.

[2] June distribution is April taxable sales in which the sales and use tax rate increased one-tenth of one percent (.001) from .006 to .007.

Updated 2/1/2018

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2018

AGENDA ITEM 12.C.: DECEMBER 2017 OPERATING INDICATORS

REFERRAL COMMITTEE: Performance Monitoring & External Relations *(Haley)*

SUBMITTED BY: Roger Watkins, Chief Operations Officer
Karl Otterstrom, Director of Planning and Development

SUMMARY: There was one less weekday in December 2017 compared to December 2016.

FIXED ROUTE

Fixed Route 2017 ridership goal is to sustain 2016 ridership levels. Total ridership decreased 1.8% (755,961 vs. 770,037) in December 2017 and is up 0.1% (10,264,971 vs. 10,255,861) YTD.

Overall ridership increased very slightly this year at 0.1% (9,110). Staff saw a slight decrease in December compared to last year due to one less workday in the month. Monthly and Community Colleges of Spokane (CCS) passes were the strongest ridership generators. There was some migration from both the monthly and daily passes to the new 7 day passes (average 14,310 per month). The goal for 2018 is to increase ridership by 1.5%. Of note, new service on Route 95 continues to grow and shows great promise.

Detailed breakdown:

- Adult ridership decreased 1.0% (458,063 vs. 462,888) in December 2017 and is up 1.3% (6,347,880 vs. 6,264,130) YTD.
  - CCS Pass ridership increased 50.0% (43,316 vs. 28,877) in December 2017 and is up 5.8% (632,221 vs. 597,746) YTD.
  - Eagle Pass ridership decreased 16.2% (25,726 vs. 30,706) in December 2017 and is down 0.8% (730,965 vs. 737,138) YTD.
  - GU Bulldogs Pass ridership decreased 4.3% (2,801 vs. 2,927) in December 2017 and is down 12.0% (40,613 vs. 46,145) YTD.
- Youth ridership increased 8.7% (51,229 vs. 47,140) in December 2017 and is down 0.5% (655,688 vs. 658,940) YTD.
- Reduced Fare / Para ridership decreased 3.4% (103,191 vs. 107,139) in December 2017 and is down 5.3% (1,382,168 vs. 1,460,017) YTD.

Fixed Route On Time Performance for December 2017 was 92%. The goal for 2017 is 90%.

PARATRANSIT

Paratransit 2017 ridership goal is to manage growth at a 0.5% increase over 2016 ridership level. Combined total ridership for Paratransit has increased 0.3% (36,523 vs. 36,419) in December 2017, and is up 1.9% (477,010 vs. 468,050) YTD. Non-revenue ridership continues to increase and is up 15.8% YTD.

Detailed breakdown:

- Directly Operated Service decreased 1.3% (17,333 vs 17,563) in December and is up 4.7% (221,788 vs 211,871) YTD.
- MV Contracted service increased 4.5% (14,566 vs 13,944) in December and is down 0.1% (186,613 vs 186,736) YTD.
- SUV ridership decreased 15.9% (1,847 vs 2,195) in December and is down 14.3% (33,589 vs 39,197) YTD.
- Non-revenue ridership increased 2.2% (2,777 vs 2,717) in December and is up 15.8% (35,020 vs 30,246) YTD.

Paratransit's On-Time Performance for December 2017 was 88.4%. The goal for 2017 is 95%.

VANPOOL

Vanpool experienced a 7.5% decrease for the year. Some of Vanpool's largest consumer worksites all experienced decreased vanpool groups including Triumph, Air National Guard, Sacred Heart Medical, and the VA Hospital. Vanpool's new initiative of Flex Van service (1st mile/Last Mile) and focused marketing and outreach efforts should help Vanpool rebound in 2018 and achieve a goal of 2.5% increase in trips.

Detailed Breakdown:

Vanpool customer trips were down 16.7% in December 2017 vs December 2016 (11,839 vs 14,217) and down 7% year to date (178,457 vs. 193,006). There were 82 vans in service in December 2017 vs 87 in December 2016. One less van in service for December 2017 vs November 2017 (82 vs 83).

578 riders took at least one trip in December 2017 vs 695 in December of 2016.

- Riders added were 22 vs 31 December 2016.
- Riders removed were 36 vs 19 December 2016.
- Days operated per van 16 (out of 20) vs 17 (out of 21) December 2016.
- Average Trips Per van is 144 vs 179 December 2016.
- Average vanpool round trip is up 53.5 vs 52.7 December 2016

CUSTOMER SERVICE

Pass sales generally trend with ridership. The City Ticket continues to grow as a popular option since the closure of the Bosch parking lot on the north side of the Spokane River. There continues to be some migration from the monthly and daily passes to the 7-day pass, likely in response to the fare increase.

Detailed breakdown:

Total monthly pass sales decreased 7.9% (8,751 vs. 9,502 in 2016). YTD pass sales increased 2.0% (115,751 vs. 113,490 in 2016).

Monthly Adult Pass Sales decreased 17.6% (4,838 vs. 5,873 in 2016). YTD increased by 1.3% (65,893 vs. 65,055 in 2016).

- Adult Pass monthly sales decreased 23.8% (3,271 vs. 4,295 in 2016). YTD sales decreased 0.6% (45,923 vs. 46,213 in 2016).
- Smart Card (Adult) monthly sales increased 13.4% (287 vs. 253 in 2016). YTD sales increased by 4.7% (3,278 vs. 3,130in 2016).
- ESBP monthly sales decreased 9.5% (809 vs 894 in 2016). YTD pass sales increased 6.2% (10,991 vs 10,347 in 2016).
- City Ticket monthly sales increased 14.4% (453 vs. 396 in of 2016). YTD pass sales increased 12.4% (5,474 vs. 4,868 in 2016).
- Student Pass monthly sales decreased 48.6% (18 vs. 35 in 2016). YTD pass sales decreased 54.3% (227 vs. 497 in 2016).

Youth Pass Sales for December increased 161.5% (1,530 vs 585 in 2016). YTD pass sales increased 11.9% (19,131 vs 17,089) in 2016).

Reduced Fare monthly sales decreased 30.5% (1,545 vs. 2,222 in 2016). YTD pass sales decreased by 4.4% (20,613 vs. 21,571 in 2016).

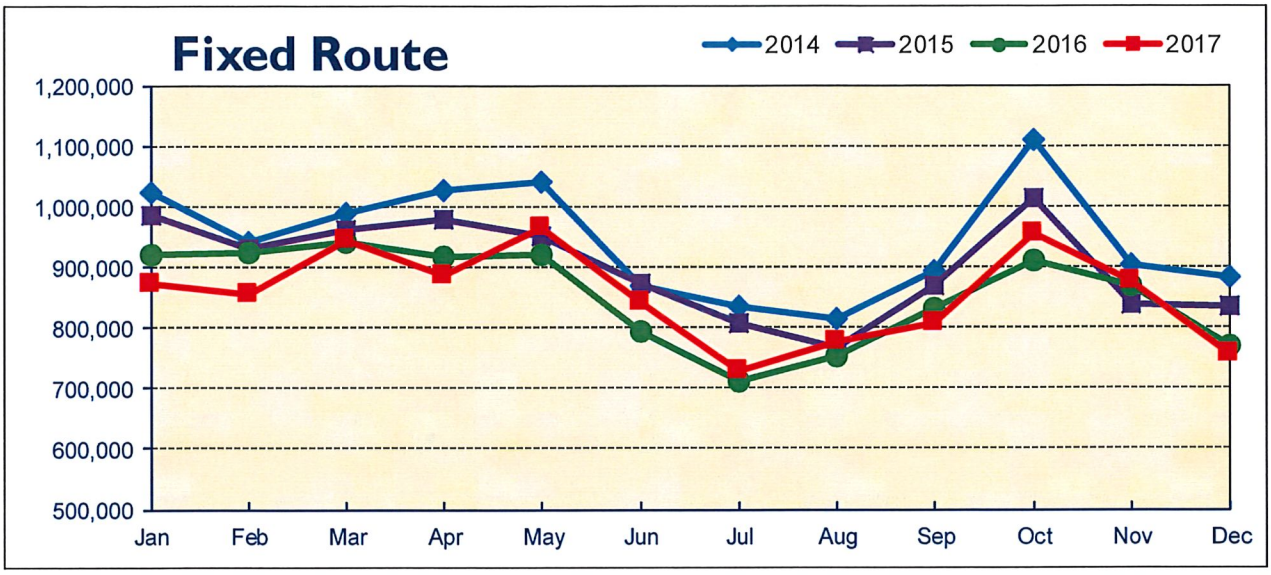
Paratransit monthly pass sales increased by 1.9% (838 vs. 822 in 2016). YTD pass sales increased by 3.5% (10,114 vs. 9,775 in 2016).

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

RIDERSHIP


Fixed Route
2014
2015
2016
2017
1,200,000
1,100,000
1,000,000
900,000
800,000
700,000
600,000
500,000
Jan
Feb
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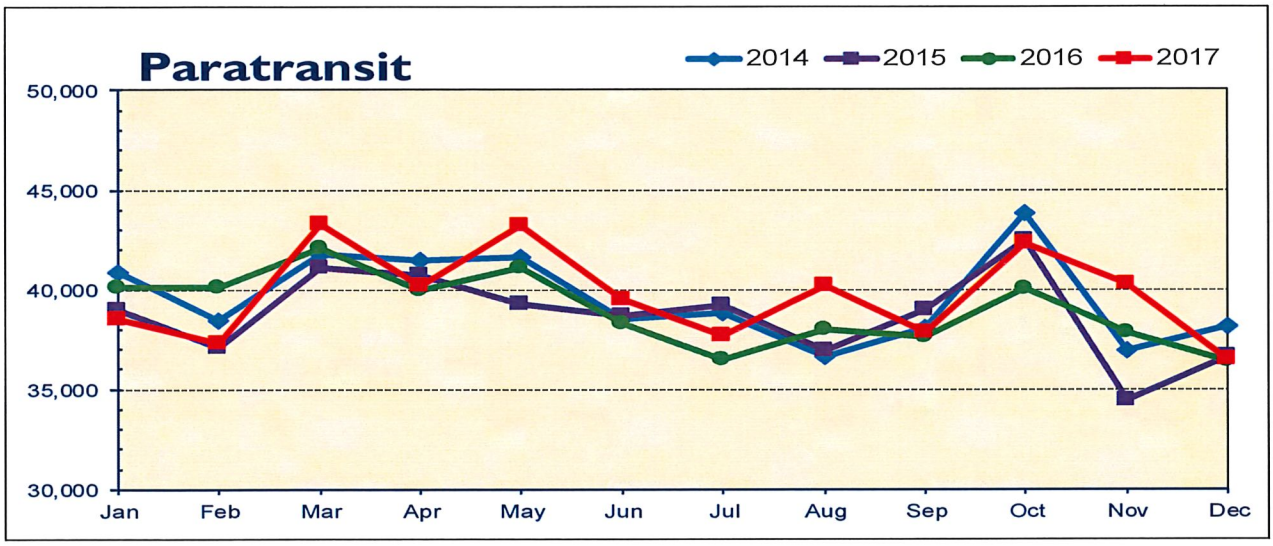
Dec


Paratransit
2014
2015
2016
2017
50,000
45,000
40,000
35,000
30,000
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May
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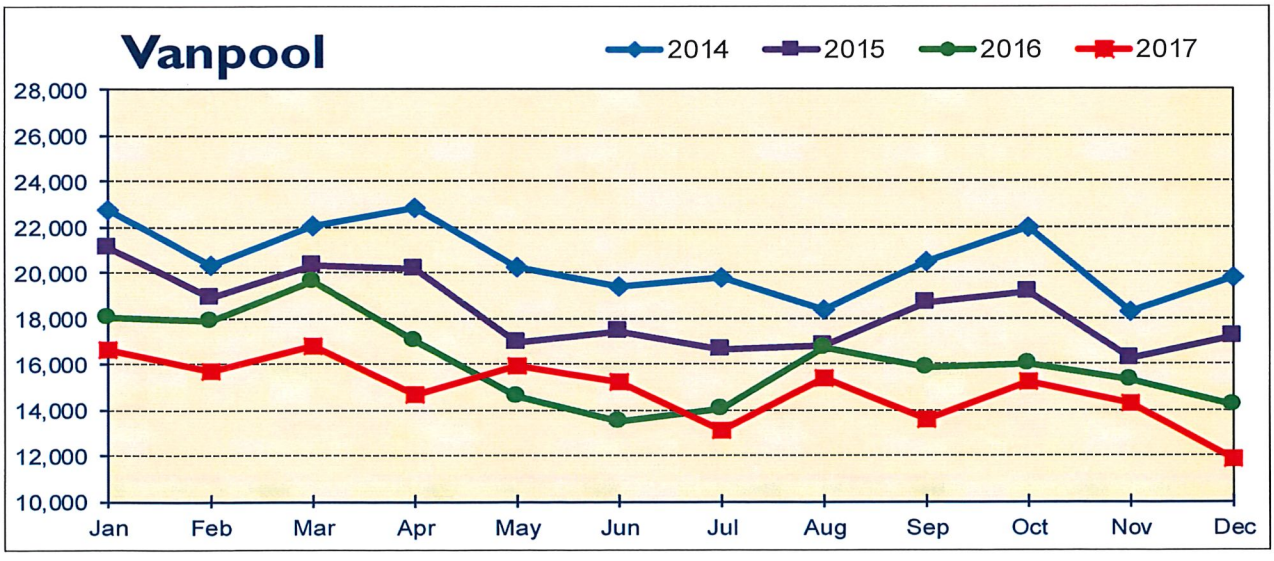
Nov
Dec


Vanpool
2014
2015
2016
2017
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26,000
24,000
22,000
20,000
18,000
16,000
14,000
12,000
10,000
Jan
Feb
Mar
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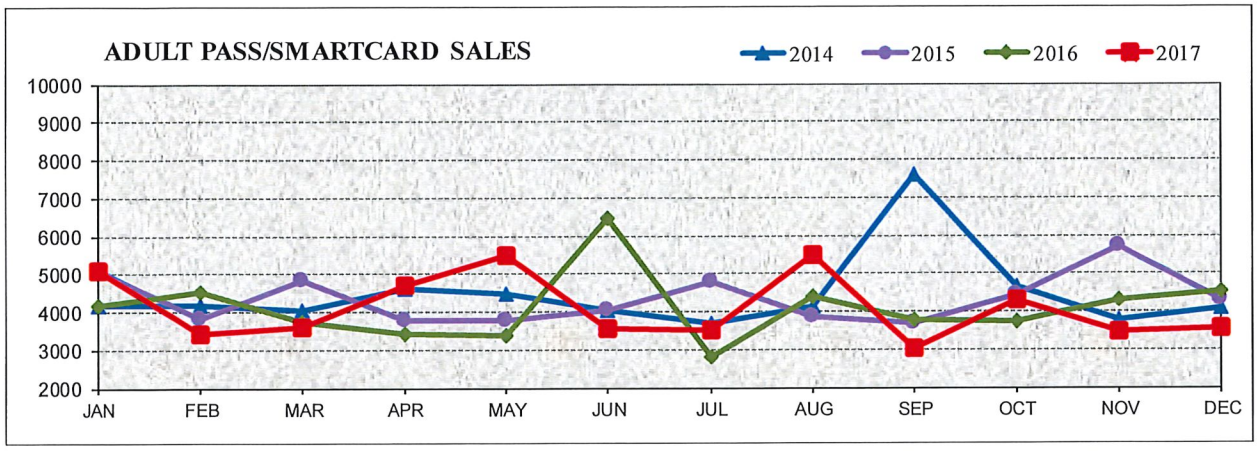
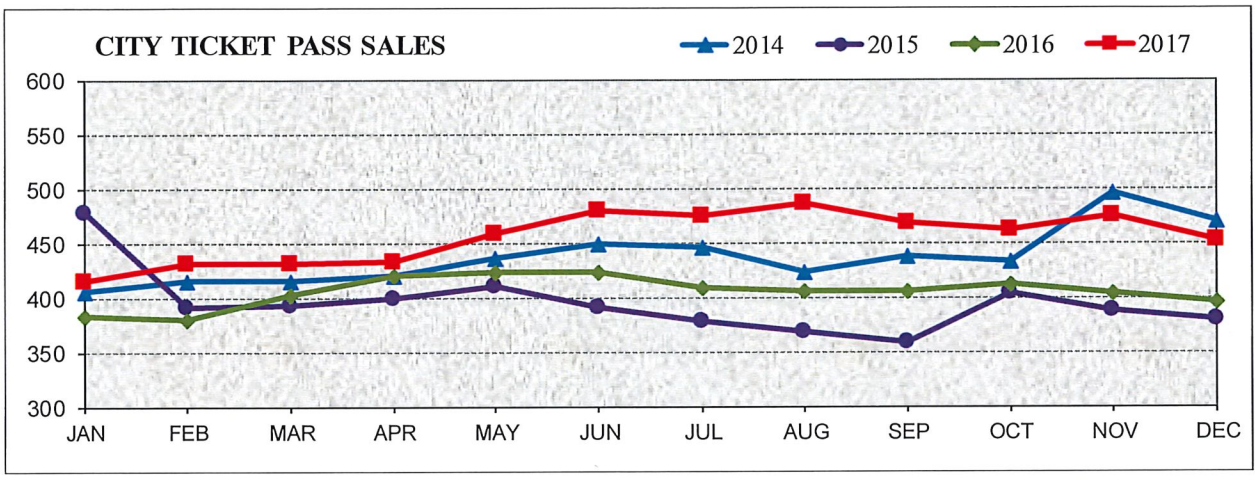
Sep
Oct
Nov
Dec

PASS SALES


ADULT PASS/SMARTCARD SALES
2014
2015
2016
2017
10000
9000
8000
7000
6000
5000
4000
3000
2000
JAN
FEB
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC


CITY TICKET PASS SALES
2014
2015
2016
2017
600
550
500
450
400
350
300
JAN
FEB
MAR
APR
MAY
JUN
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AUG
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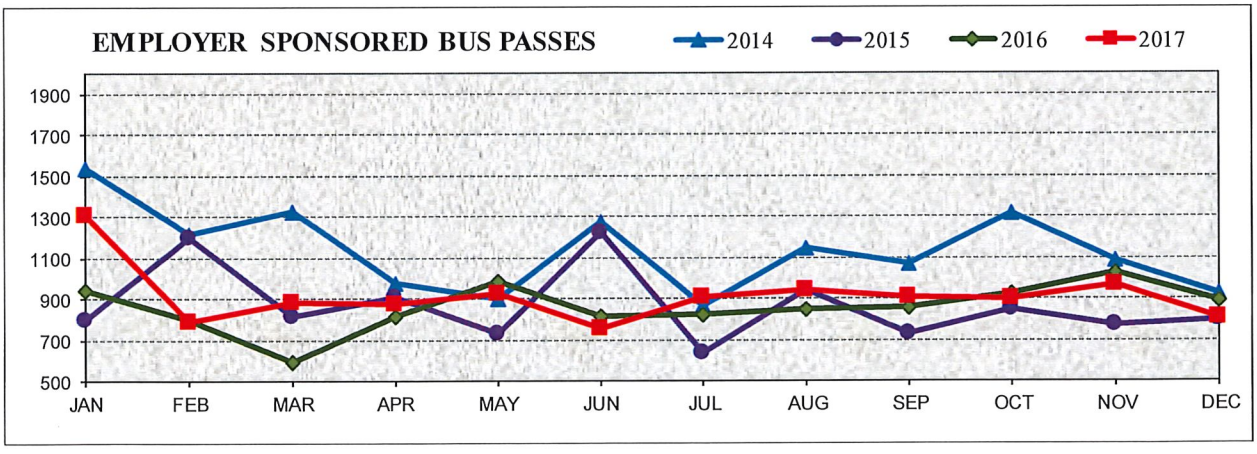
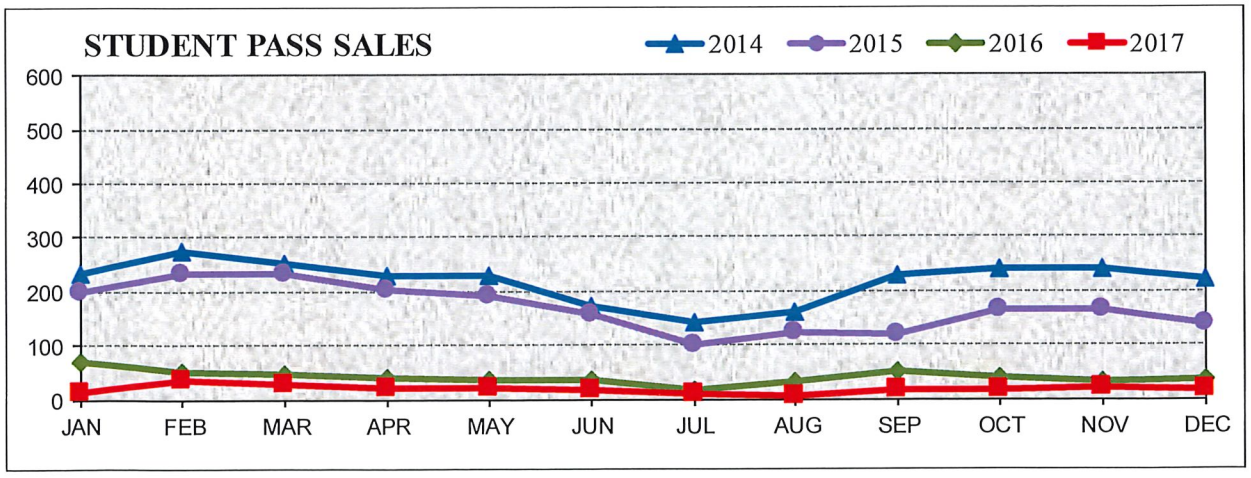
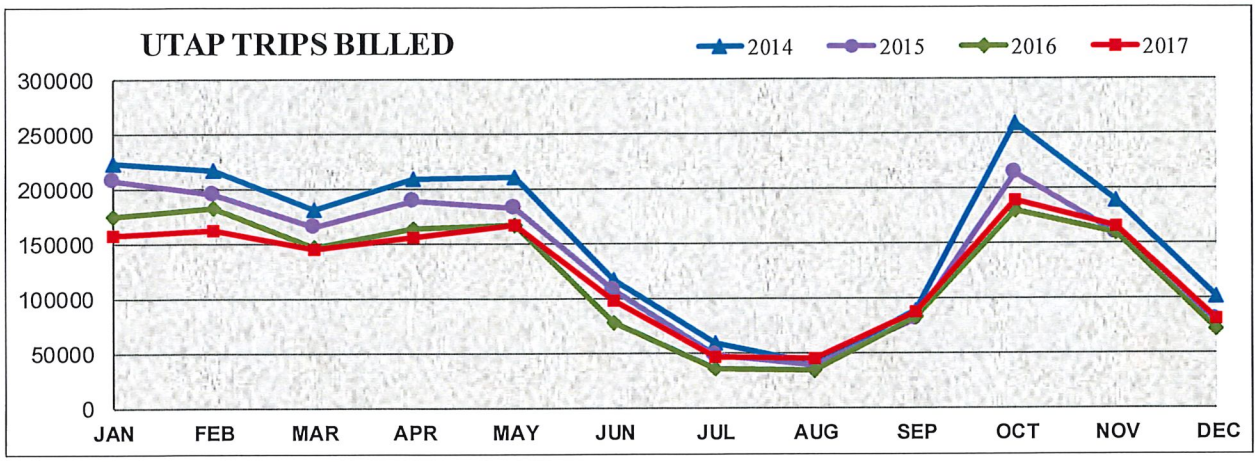
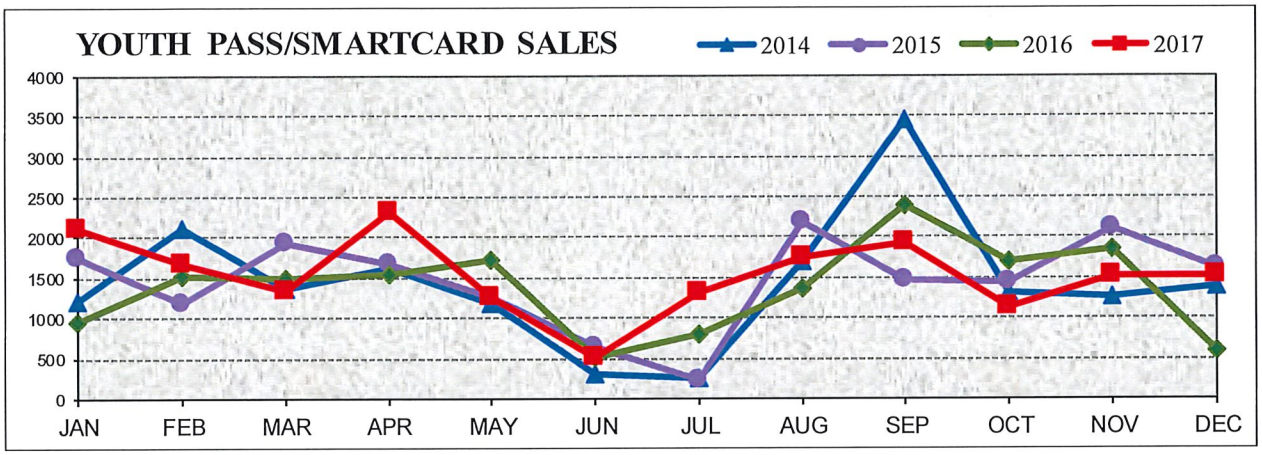
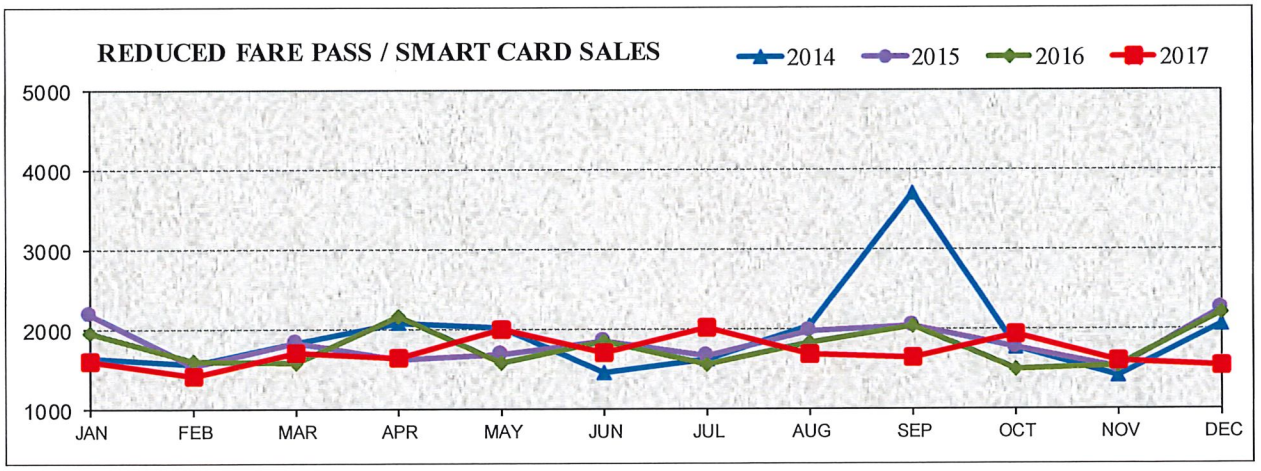
OCT
NOV
DEC

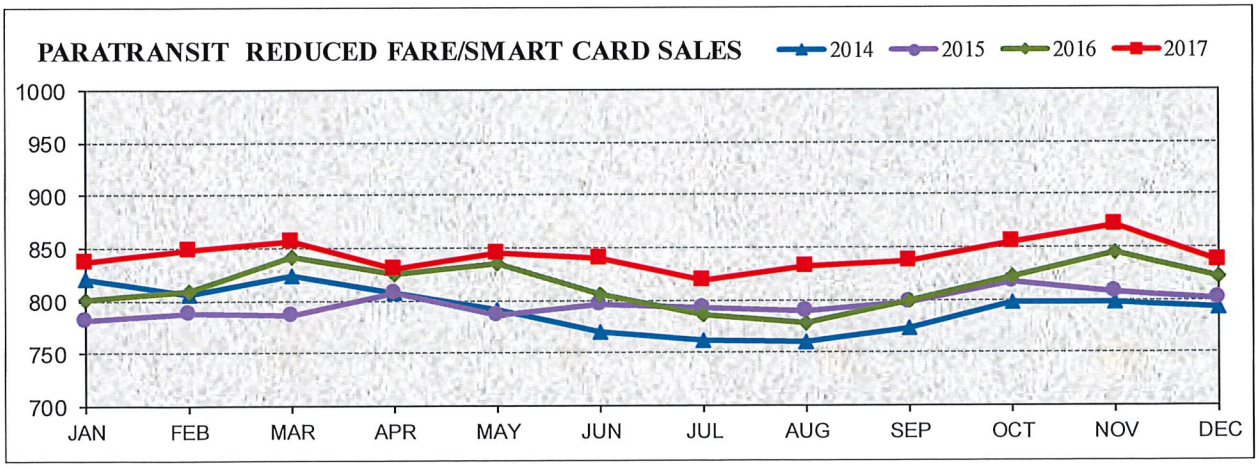

EMPLOYER SPONSORED BUS PASSES
2014
2015
2016
2017
1900
1700
1500
1300
1100
900
700
500
JAN
FEB
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC


STUDENT PASS SALES
2014
2015
2016
2017
600
500
400
300
200
100
0
JAN
FEB
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC


UTAP TRIPS BILLED
2014
2015
2016
2017
300000
250000
200000
150000
100000
50000
0
JAN
FEB
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC


YOUTH PASS/SMARTCARD SALES
2014
2015
2016
2017
4000
3500
3000
2500
2000
1500
1000
500
0
JAN
FEB
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC


REDUCED FARE PASS / SMART CARD SALES
2014
2015
2016
2017
5000
4000
3000
2000
1000
JAN
FEB
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC


PARATRANSIT REDUCED FARE/SMART CARD SALES
2014
2015
2016
2017
1000
950
900
850
800
750
700
JAN
FEB
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2018

AGENDA ITEM 12.D. 2018 TRANSIT DEVELOPMENT PLAN OVERVIEW

REFERRAL COMMITTEE: Planning & Development *(French)*

SUBMITTED BY: Karl Otterstrom, Director of Planning & Development

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SUMMARY: According to STA Board Resolution 681-11, the Planning & Development Committee is accountable for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning. The agency's primary mid-range planning document is the Transit Development Plan (TDP). The 2017 TDP may be viewed on STA's website at spokanetransit.com/projects-plans/transit-development-plan. The 2018 TDP is expected to be adopted in July 2018 and will include the Capital Improvement Program and the Service Implementation Plan. The planning horizon of the 2018 TDP is through 2024, which is six years plus the current year.

Per RCW 35.58.2795, the Transit Development Plan (TDP) needs to:

- Be consistent with comprehensive plans of the jurisdictions we serve
- Document how we intend to implement the state and local long-range plans for:
  - Public transportation
  - Capital improvements
  - Significant operating changes
  - Funding for program needs
- Set forth regionally significant projects

This document provides updated information to the Washington State Department of Transportation (WSDOT) on the development of the various transit activities undertaken by STA.

The first step in the development of the TDP is for the Board to set forth six-year planning guidance statements. The TDP project schedule proposes that the Planning and Development Committee will develop the Mid-Range Planning Guidance over the next three meetings. Beginning in May, the Committee will review the draft sections of the plan, working toward board approval of the plan in July, consistent with the schedule shown below.

February	March	April
Overview of the 2018 TDP process and requirements	Preparing Mid-range Planning Guidance; first touch on major activities	Final Recommendation on Mid-Range Planning Guidance, first look at revenue/expenditure forecasts, CIP

May	June	July
Review of preliminary Draft TDP	Draft TDP presented	P&D Committee recommendation on Final Plan

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head ___ICO___ Chief Executive Officer ___BSM___ Legal Counsel ___LM___

Transit Development Plan

LINK

spokanetransit.com/projects-plans/transit-development-plan

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2018

AGENDA ITEM 12.E. FTA SECTION 5310 FUNDING CALL FOR PROJECTS TIMELINE

REFERRAL COMMITTEE: Planning & Development *(French)*

SUBMITTED BY: Karl Otterstrom, Director of Planning & Development

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SUMMARY: Spokane Transit Authority (STA) is the designated recipient for federal funds from the Enhanced Mobility of Seniors and Individuals with Disabilities program, known as Section 5310. The goal of the 5310 program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding transportation options. Spokane Transit has the responsibility of administering and managing Section 5310 funds among subrecipients. Section 5310 funding must be allocated at 55% spent on Traditional Capital Projects, which are projects carried out by private, non-profit organizations to meet the special needs of seniors and individuals with disabilities. Non-profits, local governments, and other public transportation providers may use the remaining 45% (categorized as "Other"). Public Transportation projects under this category can be for capital or operating and must exceed the requirements of ADA Paratransit services. FTA is estimated to apportion to the Spokane Urbanized Area $768,205 in Section 5310 funds for federal fiscal years 2017-2018. Below is a table showing how the "Traditional" and "Other" categories should be distributed.

Year	Annual Apportionment	Category Allocation	
		Traditional	Other
2017	$383,138	$210,726	$172,412
2018	$385,067 (estimate)	$211,786	$173,280
Total	**$768,205**	**$422,513**	**$345,692**

The table below outlines the expected timeline for this call and selection for projects.

Date	Action
February 4, 2018	Issue Call for Projects (Posted on STA and SRTC websites, published in paper, direct mailings to eligible applicants)
March 5, 2018	Project Applications Due
May 2, 2018	Present to Planning and Development Committee for Board recommendation of prioritized list for funding
May 17, 2018	STA Board takes action on recommended project applications.

Staff will provide an overview of the grant program and the evaluation criteria for prioritizing projects for board selection.

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head JCO Chief Executive Officer [signature] Legal Counsel [signature]

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2018

AGENDA ITEM 12.F.: SEPTEMBER 2018 SERVICE REVISION – DRAFT RECOMMENDATION

REFERRAL COMMITTEE: Performance Monitoring & External Relations *(Haley)*

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development

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SUMMARY: Consistent with the *STA Moving Forward* (STAMF) plan approved by the board and funding authorized by voters, a collection of Fixed Route bus improvements are scheduled to take place in September. The full Draft Recommendation Report, which will be available beginning Tuesday, January 30, is an important step toward board consideration and action toward implementing service changes and improvements.

Staff presented a 2018 September Service Preliminary Proposal to the PMER Committee and Board in October 2017, sought public input on this proposal through an online survey, presentations at the city councils of Cheney and Medical Lake and at three neighborhood council meetings, coordinated with jurisdictional staff, posted notices on-board coaches and at bus stops/park & ride lots, and held a Facebook Live event. Close to 2,000 people participated in the online survey and the Facebook was viewed over 800 times. Staff has prepared the draft recommendation based on a combination stakeholder feedback, STA's adopted principles and polices, and professional analysis.

Although some of the concepts listed in this Draft Recommendation have been generally outlined in the STAMF plan and included in the 2017 Transit Development Plan, this September 2018 service change will be brought forward through a public process to receive additional public input before service can begin. The changes are considered moderate (1.0% up to 5.0% growth or reduction in revenue hours of service in any calendar year) according to *Policy 1.1 of the Communications and Public Input Element* of STA's Comprehensive Plan. Required Board action is to be preceded by a public hearing. The Draft Recommendation represents the mid-point for public dialogue which will be critical for a Final Recommendation that will be prepared in advance of the April committee meeting. The timeline for receiving public input, refining, approving, and implementing the service revisions is provided below.

DATE	ACTIVITY
January 31, 2018	Present Draft Recommendation to Performance Monitoring & External Relations Committee
March 15, 2018	Public hearing on Draft Recommendation by Board of Directors
April 4, 2018	Present Final Recommendation to Performance Monitoring and External Relations Committee
April 19, 2018	Board of Directors action
September 16, 2018	Service revisions go into effect based on Board approval

Recommendation Overview

This Draft Recommendation incorporates phasing-in of fixed-route projects identified in STAMF to be implemented in 2018 as well as explore objectives listed in the Service Implementation Plan contained within the 2017 Transit Development Plan (TDP). The following table summarizes the draft recommendations.

PRELIMINARY PROPOSAL	DRAFT RECOMMENDATION
West Plains Routes Two options were provided for potential route changes related to the opening of Phase I of the West Plains Transit Center (STAMF project).	**West Plains Option A is recommended for implementation.** Route 62 Medical Lake • Terminate at the West Plains Transit Center (WPTC) • Increased mid-day frequency, introduce night & weekend service New Route 64 WPTC/Cheney • Enables connections at the WPTC Route 66 Cheney/EWU • New layover at the EWU Surbeck Service Building • Would not stop at WPTC Route 68 Cheney Local • Route revisions Discontinue Route 165 Cheney Express • Passengers served by other routes
Route 2 South Side Medical Shuttle Extend route to serve new University District Gateway Bridge.	**Recommended.** Additional route details have developed since the preliminary proposal and are included in the draft recommendation.
Routes 21 West Broadway & 90 Sprague • Plaza "Board and Go" for the Route 90 Sprague • Interline the Route 90 with the Route 21 Broadway • Increase frequency on the Route 21 (STAMF improvement).	**Recommended as proposed.**
Route 23 Maple/Ash • Extend the route to Indian Trail nights and weekends (STAMF improvement) • Move the route from Broadway Avenue to Boone Avenue between Monroe Street and Maple Street.	**Recommended as proposed.**
Route 25 Division • Improve weekday outbound departure reliability (STAMF improvement) by using a downtown layover location other than the Plaza; • Operate "Board and Go" at the Plaza	**Recommended as proposed.**
27 Hillyard Improve weekday afternoon reliability	**Recommended as proposed.**
Route 94 East Central/Millwood Modify inbound routing to eliminate out of direction service	**Recommended as proposed.**
124 North Express Two options were provided to change the routing to avoid the difficult left turn out of the Hasting Park and Ride.	Based on feedback, **neither option is recommended**. The routing is proposed to stay the same. It is recommended that the two AM 124 trips that conflict with peak Mead High School traffic will no longer serve the Hastings Park and Ride. Customers wishing to catch one of these two trips may use the near-by Fairwood Park and Ride.
173 VTC Express Route would be transformed into two new express Routes 190 and 194 serving the same corridor.	**Recommended as proposed.**

Further details on the specific changes to existing routes can be viewed via the following link, effective Tuesday, January 30: https://www.spokanetransit.com/files/content/Sept_2018_Draft_Recommendation.pdf

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head ___ Chief Executive Officer ___ Legal Counsel ___

Service Revision Link

https://www.spokanetransit.com/files/content/Sept_2018_Draft_Recommendation.pdf

15.
EXECUTIVE SESSION

At this time, the STA Board of Directors will adjourn to an executive session for the purpose of:

1. Discussing, planning or adopting the strategy or position to be taken by the STA Board of Directors during the course of ongoing collective bargaining.

2. Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency (RCW 42.30.110 (1)(i)(iii)

The STA Board of Directors will reconvene in open session at approximately ____ p.m. If it becomes necessary to extend the executive session, a member of the staff will return to announce the time at which the STA Board will reconvene.

If any action is to be taken as a result of discussions in the executive session, that action will occur at the open public session.

Estimated time - 15 minutes