

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

NOTICE OF BOARD MEETING

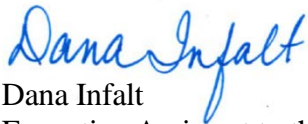
NOTICE IS HEREBY GIVEN by the Board of Directors of the Spokane Transit Authority of Spokane County, Washington, that the Board will hold a meeting at 1:30 p.m. on Thursday, November 19, 2020, via Webex video conference.

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 19th day of November 2020.



Dana Infalt
Executive Assistant to the CEO
& Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 19, 2020

AGENDA ITEM 2 : APPROVE BOARD AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, STA Board Chair

SUMMARY:

At this time, the STA Board will review and approve the meeting agenda with any revisions provided.

RECOMMENDATION TO BOARD: Approve Board agenda.

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

BOARD MEETING

Thursday, November 19, 2020, at 1:30 p.m.
Spokane Transit Authority
Via Video Conference

Board Members: [Board Members Join Here](#)

General Public: [Public Attendees Join Here](#)

Audio Conference 1-408-418-9388; Event #:146 478 1582; Password: 1234

DRAFT AGENDA

Estimated meeting time: 60 minutes

1. Call to Order and Roll Call
2. Approve Board Agenda (*Al French*)
3. Recognitions and Presentations: *5 minutes*
 - A. 3rd Quarter Employee Recognition (*Nancy Williams*)
 - B. 3rd Quarter Years of Service (*Nancy Williams*)
4. Public Hearing: *10 minutes*
 - A. Proposed 2021 Operating and Capital Budgets
A video presentation of the budget is available on STA's website: [Budget presentation](#)
Comments should be addressed to STA Chief Financial Officer: budget@spokanetransit.com
(Action on December 17, 2020, at the STA Board meeting)
5. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the October 15, 2020, Board Meeting – Corrections/Approval
 - B. October 2020 Vouchers (*Monique Liard*)
 - C. Recommended Draft 2021 Strategic Plan (*Karl Otterstrom*)
 - D. STA Moving Forward: 2020 Plan Amendment (*Karl Otterstrom*)
 - E. Medical Lake Interchange Transit Access – WSDOT Agreement Amendment (*Karl Otterstrom*)
 - F. Plaza Garage Doors Construction Final Acceptance (*Brandon Ropez-Betty*)
 - G. Plaza 2nd Floor Restroom Remodel Construction Final Acceptance (*Brandon Ropez-Betty*)
 - H. 2019 Transit Enhancements Construction Final Acceptance (*Karl Otterstrom*)
6. Board Action – Other: *10 minutes*
 - A. City of Spokane Riverside Project Order Agreements (*Karl Otterstrom*)
7. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Al French*)
8. Planning & Development Committee: *5 minutes*
 - A. Chair Report (*Chris Grover*)

9. Performance Monitoring & External Relations Committee: *5 minutes*
 - A. Chair Report (*Lori Kinnear*)
10. CEO Report: *10 minutes*
11. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. October 2020 Sales Tax Revenue (*Monique Liard*)
 - C. September 2020 Financial Results Summary (*Monique Liard*)
 - D. September 2020 Operating Indicators (*Fred Nelson*)
 - E. Third Quarter Performance Measures (*Fred Nelson*)
 - F. STA Moving Forward Quarterly Project Delivery Report (*Karl Otterstrom*)
 - G. Third Quarter 2020 Service Planning Input Report (*Karl Otterstrom*)
 - H. STA Holiday Service and Office Hours (*Dana Infalt*)
12. Executive Session (*Laura McAloon*) – *5 minutes*
13. New Business
14. Board Members' Expressions
15. Adjourn

Cable 5 Broadcast Dates and Times of November 19, 2020, Board Meeting:

Saturday, November 21, 2020	4:00 p.m.
Monday, November 23, 2020	10:00 a.m.
Tuesday, November 24, 2020	8:00 p.m.

Next Committee Meetings:

Planning & Development	December 2, 2020, 10:00 a.m. -Via Video Conference
Performance Monitoring & External Relations	December 2, 2020, 1:30 a.m. -Via Video Conference
Board Operations	December 9, 2020, 1:30 a.m. -Via Video Conference

Next Board Meeting:

Thursday, December 17, 2020, 1:30 p.m., Via Video Conference

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

November 19, 2020

AGENDA ITEM 3A : 2020 3rd QUARTER EMPLOYEE RECOGNITION WINNERS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Nancy Williams, Director of Human Resources & Labor Relations

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.



**2020 3rd QUARTER
EMPLOYEE RECOGNITION WINNERS**

<i>Gayzell Rhodes</i>	<i>Lead Customer Service Representative</i>
<i>Tom Stokes</i>	<i>Fixed Route Operator</i>
<i>Brant Zwick</i>	<i>Fixed Route Operator</i>
<i>Angela Brown</i>	<i>Paratransit Supervisor</i>
<i>Michael Crosby</i>	<i>Fixed Route Supervisor</i>
<i>Dave Schmoe</i>	<i>Fixed Route Supervisor</i>

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 19, 2020

AGENDA ITEM 3B : YEARS OF SERVICE AWARDS – RECOGNITION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Nancy Williams, Director of Human Resources & Labor Relations

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

Trainer - Maintenance

Jerry Lemke

30 Years

Fixed Route Coach Operator

Teresa Moore

Maintenance Admin Assistant

Betty Stansbury

Customer Service Representative

Lonnie Olson

25 Years

Paratransit Van Operator

Lisa McMaster

Terry Mourin

Reservationist

Toby Herman

Cleaner

Jose Rodriguez

20 Years

Paratransit Van Operator

Robbin Simmons

Glenda Tyler-Kappen

15 Years

Fixed Route Coach Operator

Stephen Davis

Dan Franks

Zachary Grimm

Raymond Grineau

Bruce Martin

Dina Minchey

Charlene Wright

Journeyman Vehicle Technician

Kevin Clark

Storeroom Accounting Specialist

Mark Costigan

10 Years

Executive Assistant to CEO/

Clerk of the Authority

Dana Infalt

5 Years

Fixed Route Coach Operator

Mary Clarry

Jared Conklin

Troy Jacob

Jason Jacobson

Timothy Musa

Paratransit Van Operator

Sam Harris

Traci Hicks

Associate Building Maintenance

Specialist

Kevin Franklin

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 19, 2020

AGENDA ITEM 4A : PUBLIC HEARING:

A. Proposed 2021 Operating & Capital Budgets

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Dana Infalt, Executive Assistant to the CEO & Clerk of the Authority

SUMMARY: The Chairman will conduct the public hearing as follows:

1. Open public hearing.
2. Call upon staff for a video presentation. (*Monique Liard*)
3. Ask the board for questions or comments.
4. Open for comments from the public (ask 3 times for comments).
5. Close the hearing.

RECOMMENDATION TO BOARD: Conduct public hearing.
(*Action at December 17, 2020, Board Meeting*)

FINAL REVIEW FOR BOARD BY:

Division Head di Chief Executive Officer 830M Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 19, 2020

AGENDA ITEM 5A : MINUTES OF THE OCTOBER 15, 2020, BOARD MEETING -
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Dana Infalt, Executive Assistant to the CEO and Clerk of the Authority

SUMMARY: The minutes of the October 15, 2020, 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 di

Chief Executive Officer BSM

Legal Counsel LM

Attachment

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

BOARD OF DIRECTORS

Draft Minutes of the October 15, 2020, Board Meeting
Via Video Conference

MEMBERS PRESENT

Al French, Spokane County, *Chair*
Candace Mumm, City of Spokane
Chris Grover, Small Cities Representative (Cheney)
Kate Burke, City of Spokane
Josh Kerns, Spokane County
Karen Stratton, City of Spokane
Lori Kinnear, City of Spokane
Pamela Haley, City of Spokane Valley
Tim Hattenburg, City of Spokane Valley
Mike Kennedy, Small Cities Representative (Liberty Lake) *Ex Officio*
Veronica Messing, Small Cities Representative (Airway Heights) *Ex Officio*
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Kevin Freeman, Small Cities Representative (Millwood) *Ex Officio*

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
Brandon Rapez-Betty, Director of Communications & Customer Service
Karl Otterstrom, Director of Planning & Development
Monique Liard, Chief Financial Officer
Nancy Williams, Director of Human Resources & Labor Relations
Fred Nelson, Interim Chief Operations Officer
Dana Infalt, Clerk of the Authority

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

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

Chair French called the meeting to order at 1:30 p.m. and Dana Infalt conducted roll call.

2. **APPROVE BOARD AGENDA**

Mr. Grover moved to approve the agenda. Ms. Burke seconded, and the motion passed unanimously.

3. **PUBLIC HEARING**

A. **STA Moving Forward: 2020 Plan Amendment**

Mr. Otterstrom briefed the STA Moving Forward: 2020 Plan Amendment as reviewed by the Planning and Development Committee. The amendment was completed after receiving Board guidance in July to bring the STA Moving Forward plan into alignment in response to the pandemic.

He explained the proposed changes and the proposed Plan Amendment Appendix C to amend the target year(s) for completion of 12 identified projects, amend the project description of one project, keep all projects from the adopted STA Moving Forward plan, and continue to meet the overall timeline for the adopted plan.

He reviewed the timeline variations and showed a map of the adjustments. Mr. Otterstrom advised the amendment timeline included the following:

- **September 2020**; introduce full amendment for review by P&D and conduct public outreach beginning September 30th.
- **October 2020**; Public Notice published October 4th in the Spokesman Review with a Public Hearing on the amendment at the October 15th Board meeting.

- November 2020; Present final amendment to the P&D committee for recommendation to the full board, along with a draft resolution for approval at the November 19th STA Board meeting.

After providing Board members an opportunity to present questions to Mr. Otterstrom, Chair French opened the hearing at 1:39 pm. He explained that each speaker would be allowed three minutes to share comments and asked that all speakers state their name and address prior to speaking. All attendees of the virtual meeting were unmuted to allow for anyone to comment.

Chair French asked three times for comments from the public. He confirmed with Mr. Otterstrom that people were given the opportunity to send in written comments and that none were received.

Hearing no comments, he closed the public hearing at 1:41 pm and noted this item would be referred back to the Planning and Development Committee for a recommendation to the Board as outlined previously.

4. BOARD ACTION – CONSENT AGENDA

Chair French noted in the absence of anyone requesting an item be removed from the Consent Agenda he was open to a motion to approve the Consent Agenda.

Ms. Bowers requested item 4H be removed for discussion. Chair French noted item 4H was being removed from the Consent Agenda. He asked if there was a motion to approve items Consent Agenda items 4A through 4G.

Mr. Hattenburg moved to approve the modified Consent Agenda items 4A through 4G. Ms. Stratton seconded, and the motion passed unanimously.

- A. Approve the minutes of the September 17, 2020, Board Meeting
- B. Approve the minutes of the September 2, 2020, STA Board Workshop
- C. Approve the following vouchers and payroll for September 2020

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (September)	Nos. 609398 – 609752	\$ 4,449,711.89
Workers Comp Vouchers (September)	ACH – 2286	\$ 70,608.76
Payroll 09/11/2020	ACH – 09/11/2020	\$ 1,986,851.81
Payroll 09/25/2020	ACH – 09/25/2020	\$ 1,422,848.55
WA State – DOR (Use Tax) (September)	ACH – 1767	\$ 3,238.67
SEPTEMBER TOTAL		\$ 7,933,259.68

- D. Approve the acceptance of the contract with Wm. Winkler Company for the Division Stops Phase II project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law
- E. Approve the acceptance of the contract with LaRiviere Inc. for the Moran Station Park and Ride as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
- F. Approve the acceptance of the contract with Bacon Concrete for the Monroe-Regal Line, Phase I project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
- G. Approve authorization of the CEO to negotiate and execute a five-year contract for a Fare Collection System to INIT for a rounded price not to exceed \$8,186,000, inclusive of Washington State sales tax.
- H. Ratification and Approval of Amendments to First Transit Contract
Approve, as presented, the ratification and approval of Amendments to the First Transit Contract.

Chair French requested Ms. Liard provide an overview of the agenda item.

Ms. Liard presented information on the ratification and approval of the amendments to the First Transit contract. She advised the contract was authorized for award by the Board in July 2019 as a five-year contract, with two, one-year renewal options at a rate of \$72.74 per hour for the first contract year.

Ms. Liard informed of the 2020 key events and responses and she reviewed the three key elements of the amendment.

She advised the full recommendation of the Committee to the STA Board was: *1) ratify the emergency contract amendments and adjustments to contract #2019-10313 establishing temporary compensation on a cost reimbursement model and implemented by the CEO to address decreased ridership conditions caused by the pandemic; and 2) authorize the CEO to amend contract #2019-10313 with First Transit, Inc. to reflect the recommended change in cost based on the revised revenue hour forecast, updates to liquidated damages and the addition of average fleet mileage.*

Chair French asked Ms. Bowers for questions or comments. Ms. Bowers posed her questions and Ms. Liard answered. Ms. Burke contributed to the discussion and Ms. Mumm asked a clarifying question. Discussion ensued and Ms. Burke reiterated she would like to look at this at one of the committees in the future.

After the presentation and discussion of the item, Chair French clarified he was hearing two things; 1) Item 4H was moved to the Board Consent Agenda. 2) Ms. Burke would like to engage in a conversation about the general concept of contracting at a committee meeting, keeping dollars local rather than outside the community.

Chair French indicated he was open to a motion for Item 4H.

Mr. Grover moved to approve Consent Agenda Item 4H as presented. Ms. Haley seconded, and the motion passed by a 7-2 vote.

5. BOARD ACTION – OTHER - None

6. BOARD OPERATIONS COMMITTEE

A. Chair Report

Chair French mentioned the APTA conference was being held virtually this year. He advised if members were interested in participating to contact Ms. Meyer or Dana Infalt to be registered. Chair French also expressed his continued appreciation to STA staff for their hard work during the Covid pandemic.

i. Draft 2021 Annual Strategic Plan

Mr. Otterstrom noted this plan will come back for Board approval next month.

He provided a review of the plan and in his review of the plan goal and strategies, he advised the four major strategies included 1) design and deliver core infrastructure, 2) advance and implement high performance transit, 3) improve customer experience, and 4) look to the future.

Following his presentation, Mr. Otterstrom asked for questions. None were forthcoming.

7. PLANNING AND DEVELOPMENT COMMITTEE

A. Chair Report

Mr. Grover said the Board has approved and discussed many items that had been presented to and referred by the Planning and Development (P&D) Committee. He noted the next committee meeting will be November 4th and then he asked Ms. Liard to present the draft budget.

i. Draft 2021 Operating and Capital Budgets

Ms. Liard provided a detailed presentation of STA's Draft Operating and Capital budgets for 2021. She said outreach will occur in November and the proposed budget will be presented to the P&D committee for recommendation to the Board on November 4th. There will be a public hearing for the 2021 proposed budget at the Board meeting and the request for final adoption will be coming to the Board in December. There were no questions or comments.

8. PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

A. Chair Report

Mr. Kinnear gave a review of the items covered by the committee and noted the next meeting will be November 4th.

Mr. Otterstrom advised the public can participate online at www.spokanetransit.com/input for the preliminary proposal of the 2022 service changes and the survey.

Ms. Mumm noted there was a great presentation at Emerson Garfield last night by Kathleen Weinand about service changes and she said they are getting great feedback already.

9. CEO REPORT

Ms. Meyer reported on the following topics:

- Ridership:
 - Fixed Route is down 48.7% September 2020 vs. September 2019
 - Paratransit is showing a 60.9% decrease over last September
 - Vanpool is down 46% (66 active groups) for the same periodShe noted ridership is increasing month over month, but year over year is still showing a decline. She also reviewed the ridership trends since the pandemic began for Fixed Route and Paratransit.
- Community Access Pilot (CAP) program update noted 2,565 trips taken in the first month. The number of passes purchased by organization for September were shown.
- Sales Tax update for September showed sales tax revenue collected was 1.5% above September 2019 actual. Year to date is 0.5% above budget.
- Expenditure Update for August is \$50.9M
- City Line budget update as well as the status of current and upcoming items. Ms. Meyer noted Jeff Logan is the construction manager and is doing a great job. She also provided contact information for the City Line construction liaison with Cameron-Reilly, Tina Brisson, www.cityline-construction.com; cityline@spokanetransit.com; and the Hotline: 1-844-879-3988 for construction questions.
- Route 633 Geiger Shuttle which serves the Amazon Fulfillment Center indicates that from May to current, ridership has grown dramatically. Ms. Meyer provided ridership observations and the top ten routes by likely Amazon 31-day passholders. Also shown was a ridership heatmap indicating where the trips originated. Chair French stated that it was important to note that all those trips were not adding to the congestion of Spokane roads.
- Washington State Supreme Court struck down Initiative 976 as unconstitutional because it contained more than one subject, and its subject was not accurately expressed in its title. State and local car tab fees will remain the same. State funding for transit comes from fee revenue, not gas tax revenue, and affects funding for things such as City Line Bus Rapid Transit, Special Needs Transportation, and other competitive capital grants.
- APTA TRANScend – Board members are to let staff know by October 16th for attendance. She reviewed a few of the topics to be covered at the conference.
- FAST Act has been extended one year and signed by the President on October 1st.

10. BOARD INFORMATION

- A. Committee Minutes
- B. August 2020 Sales Tax Revenue
- C. July 2020 Financial Results Summary
- D. July 2020 Operating Indicators
- E. June 2020 Semi-Annual Financial Reports
- F. Second Quarter 2020 Service Planning Input Report
- G. I-90 / Valley High Performance Transit Project Overview
- H. Division *Connects* Study Update
- I. 2021-2023 Regional Mobility Grants Submission

11. EXECUTIVE SESSION

The Chair requested Ms. McAloon introduce the Executive Session.

Ms. McAloon stated that at this time the Board of Directors will adjourn to executive session for the purpose of:

- 1) Discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining.
- 2) Discussion with legal counsel representing STA in litigation or potential litigation to which STA, the STA Board of Directors or employees are or are likely to become a party when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence.

The STA Board of Directors will reconvene in open session at approximately 3:10 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.

The Board of Directors reconvened at 3:10. No action was taken.

12. NEW BUSINESS – *None*

13. BOARD MEMBERS' EXPRESSIONS – *None*

14. ADJOURNED

With no further business to come before the Board, Chair French adjourned the meeting at 3:12 p.m.

Respectfully submitted,



Dana Infalt
Clerk of the Authority

Next Committee Meetings:

Planning & Development	November 4, 2020, 10:00 a.m. WebEx Video Conference
Performance Monitoring & External Relations	November 4, 2020, 1:30 p.m. WebEx Video Conference
Board Operations	November 11, 2020, 1:30 p.m. WebEx Video Conference

Next Board Meeting: Thursday, November 19, 2020, 1:30 p.m., WebEx Video Conference

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 19, 2020

AGENDA ITEM 5B : OCTOBER 2020 VOUCHERS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Monique Liard, Chief Financial Officer
Tammy Johnston, Senior Financial Services Manager

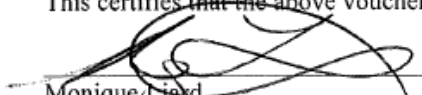
SUMMARY: The following warrants and ACH transfers for the period of October 1 through 31, 2020, have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department for review.

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (October)	Nos. 609753 – 610209	\$ 5,600,010.09
Workers Comp Vouchers (October)	ACH – 2286	\$ 150,928.77
Payroll 10/09/2020	ACH – 10/09/2020	\$ 1,982,999.57
Payroll 10/23/2020	ACH – 10/23/2020	\$ 1,344,819.66
WA State – DOR (Use Tax) (October)	ACH – 1767	\$ 5,316.19
OCTOBER TOTAL		\$ 9,084,074.28

Certified:


Tammy Johnston
Senior Financial Services Manager

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


Monique Liard
Chief Financial Officer
(Auditing Officer)

RECOMMENDATION TO BOARD: Approve claims as listed above.

FINAL REVIEW FOR BOARD BY:

Division Head ML Chief Executive Officer gsm Legal Counsel LM

Spokane Transit Authority
Vouchers - October 2020

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
8/21/2020	609222	Avista Utilities Contract	VOID	-27,254.83
9/25/2020	609688	D-MCP CONSTRUCTION LLC	VOID	-72,404.56
10/2/2020	609753	Inland Welding Supply Inc	1032	326.70
10/2/2020	609754	Ash & Rowan Hardware LLC	2278	28.92
10/2/2020	609755	Francis Avenue Hardware	2279	80.13
10/2/2020	609756	Jant Group II	2263	13.49
10/2/2020	609757	Alcobra Metals Inc	2140	29.80
10/2/2020	609758	Amazon Capital Services Inc	2098	1,138.95
10/2/2020	609759	Steven W Niles Jr	2276	30.49
10/2/2020	609760	Avista Corporation	1081	38,647.78
10/2/2020	609761	B L Best	1083	VOID
10/2/2020	609762	Battery Systems Inc	1089	1,769.63
10/2/2020	609763	Gerald R Walker	2570	95.00
10/2/2020	609764	Canon Financial Services Inc	1154	468.82
10/2/2020	609765	Carquest Auto Parts	1025	283.66
10/2/2020	609766	The Coeur D'Alenes Company	2441	240.45
10/2/2020	609767	Consolidated Electrical Distributors Inc	1133	19,769.90
10/2/2020	609768	Center for Transportation and the Environment	2335	1,075.94
10/2/2020	609769	QWEST Corporation	1148	470.10
10/2/2020	609770	QWEST Corporation	1148	126.76
10/2/2020	609771	City of Spokane	1601	2,314.07
10/2/2020	609772	City of Spokane	1601	76,166.08
10/2/2020	609773	City of Spokane	1601	1,164.45
10/2/2020	609774	Coffman Engineers Inc	1162	27,618.06
10/2/2020	609775	Comcast	1170	195.00
10/2/2020	609776	Comcast	1170	139.57
10/2/2020	609777	CompuNet Inc	1166	6,296.84
10/2/2020	609778	Occupational Health Centers of Washington PS	2313	198.00
10/2/2020	609779	Cummins Inc	1027	20,922.36
10/2/2020	609780	Delta Dental of Washington	1726	42,124.42
10/2/2020	609781	Edge Construction Supply Inc	1224	109.40
10/2/2020	609782	El Jay Oil Co Inc	1003	1,822.01
10/2/2020	609783	Electrical Service Products Inc	1230	86.58
10/2/2020	609784	Fastenal Company	1249	4,290.94
10/2/2020	609785	FedEx	1808	10.95
10/2/2020	609786	First Data Merchant Services Corporation	1257	1,597.45
10/2/2020	609787	Free Press Publishing Inc	1985	410.00
10/2/2020	609788	Galls LLC	1271	390.02
10/2/2020	609789	Gard Communications Inc	1272	2,613.75
10/2/2020	609790	The General Store	1956	23.66
10/2/2020	609791	Gibson's Nursery & Landscape Supply Inc	1278	608.76
10/2/2020	609792	Gillig LLC	1279	5,970.93
10/2/2020	609793	Glass Doctor	1308	1,505.00
10/2/2020	609794	W.W. Grainger Inc	1285	771.35
10/2/2020	609795	H & H Business Systems	1298	110.89
10/2/2020	609796	Horizon	1321	550.97
10/2/2020	609797	Humanix Corp	1329	1,404.08
10/2/2020	609798	William Corp	1363	427.65
10/2/2020	609799	Kaiser Foundation Health Plan of Washington	1296	42,672.38
10/2/2020	609800	Kaiser Foundation Health Plan of Washington	1296	309,304.59
10/2/2020	609801	Kaiser Foundation Health Plan of WA Options Inc	1295	4,744.44
10/2/2020	609802	Kaiser Foundation Health Plan of WA Options Inc	1295	22,430.65
10/2/2020	609803	Kershaw's Inc	1374	147.08
10/2/2020	609804	Kirk's Automotive Inc	1007	218.00
10/2/2020	609805	Life Ins Co of N America	1397	16,504.09
10/2/2020	609806	M & L Supply Co Inc	1413	162.91
10/2/2020	609807	MaCon Supply Inc	2573	554.68
10/2/2020	609808	Maintenance Solutions	1418	730.53
10/2/2020	609809	McGuire Bearing Company	1010	289.54
10/2/2020	609810	Michelin North America Inc	2325	42,518.30
10/2/2020	609811	Milliman Inc	1435	756.86
10/2/2020	609812	Mohawk Manufacturing & Supply Co	1011	90.42
10/2/2020	609813	Motion Auto Supply Inc	1012	23.54
10/2/2020	609814	MultiCare Health Systems	2453	2,980.00
10/2/2020	609815	Black Realty Management Inc	1658	11,045.08
10/2/2020	609816	Genuine Parts Company	1014	513.51
10/2/2020	609817	NAPA Auto Parts Inc	1014	1,288.42
10/2/2020	609818	The Aftermarket Parts Company LLC	1015	322.53
10/2/2020	609819	Office Depot Inc	1483	135.32

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10/2/2020	609820	Emily Arneson	903	60.00
10/2/2020	609821	Kolten Missamore	903	72.00
10/2/2020	609822	Pacific Office Solutions	2288	1,068.96
10/2/2020	609823	People 2.0 Global LP	2472	9,561.58
10/2/2020	609824	Professional Finishes	1526	3,243.96
10/2/2020	609825	Red Gate Software Ltd	2167	8,574.50
10/2/2020	609826	Redmon Group Inc	2229	3,901.13
10/2/2020	609827	Rehn & Associates	2395	77.00
10/2/2020	609828	Science English LLC	2537	10,454.40
10/2/2020	609829	John Latta Associates Inc	1936	10.82
10/2/2020	609830	Society For Human Resource Management	1555	219.00
10/2/2020	609831	Six Robblees Inc	1017	111.08
10/2/2020	609832	STA Operations	1556	163.68
10/2/2020	609833	Staples Business Credit	1627	22.65
10/2/2020	609834	Summit Law Group PLLC	1637	2,331.00
10/2/2020	609835	Summit Rehabilitation Associates PLLC	1638	74.00
10/2/2020	609836	Symetra Life Insurance Company	1562	4,063.02
10/2/2020	609837	Trapeze Software Group	1669	7,130.01
10/2/2020	609838	Uline Inc	2401	145.05
10/2/2020	609839	US Bank	1678	4,755.92
10/2/2020	609840	Walter E Nelson Co	1721	2,922.66
10/2/2020	609841	Western States Equipment	1740	739.66
10/2/2020	609842	Whitley Fuel LLC	2016	50,898.19
10/2/2020	609843	Wm. Winkler Company	1752	421,847.92
10/2/2020	609844	Washington Self-Insurers Association	1728	199.00
10/2/2020	609845	WTS	2007	149.00
10/2/2020	609846	Verizon	2142	661.35
10/2/2020	609847	D-MCP CONSTRUCTION LLC	2536	72,404.56
10/9/2020	609848	Inland Welding Supply Inc	1032	306.55
10/9/2020	609849	AFSCME	1328	441.58
10/9/2020	609850	AFSCME	1328	126.00
10/9/2020	609851	Alcobra Metals Inc	2140	140.96
10/9/2020	609852	AlSCO Inc	2196	10,662.73
10/9/2020	609853	Amazon Capital Services Inc	2098	1,803.90
10/9/2020	609854	Atlas Boiler & Equipment Co.	2420	5,706.25
10/9/2020	609855	ATS Inland NW LLC	1916	9,958.90
10/9/2020	609856	Amalg Transit Union #1015	1055	18,171.03
10/9/2020	609857	Amalg Transit Union #1598	1056	781.62
10/9/2020	609858	B & H Foto & Electronics Corp	1082	436.76
10/9/2020	609859	Battery Systems Inc	1089	1,769.63
10/9/2020	609860	Robert J Berg	1099	265.72
10/9/2020	609861	BDI	1022	935.56
10/9/2020	609862	Daniel H Brunner Trustee	1124	2,866.13
10/9/2020	609863	California Department of Child Support Services	1130	189.69
10/9/2020	609864	Camp Automotive Inc	1024	414.55
10/9/2020	609865	Carquest Auto Parts	1025	296.67
10/9/2020	609866	CDW-Government	1132	5,673.97
10/9/2020	609867	Consolidated Electrical Distributors Inc	1133	4,447.38
10/9/2020	609868	QWEST Corporation	1148	1,250.10
10/9/2020	609869	Cerium Networks Inc	1149	630.18
10/9/2020	609870	Child Support Enforcement Agency	1825	392.30
10/9/2020	609871	CHK America Inc	1155	14,280.00
10/9/2020	609872	City of Spokane	1601	359.00
10/9/2020	609873	City of Spokane	1601	56.19
10/9/2020	609874	City of Spokane	1601	4,008.00
10/9/2020	609875	COAST Transportation	2040	1,078.00
10/9/2020	609876	Coffman Engineers Inc	1162	192,640.49
10/9/2020	609877	Comcast	1170	110.00
10/9/2020	609878	Comcast	1170	827.14
10/9/2020	609879	Conseal Containers LLC	1176	347.40
10/9/2020	609880	Contrast Design Studio	2569	2,000.00
10/9/2020	609881	CCGS Holdings Corp	1511	1,954.84
10/9/2020	609882	Cummins Inc	1027	11,533.35
10/9/2020	609883	The Whalley Glass Co	1028	1,950.00
10/9/2020	609884	Desautel Hege	1839	7,684.13
10/9/2020	609885	DeVries Business Records Management Inc	1766	160.00
10/9/2020	609886	Employee Advisory Council	1236	548.50
10/9/2020	609887	Energy Saving Products Inc	1238	5,084.54
10/9/2020	609888	Wireless Investors LLC	2517	662.11
10/9/2020	609889	Robert S Letson	2206	5,295.03
10/9/2020	609890	Fastenal Company	1249	916.89

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
10/9/2020	609891	Federal Express Corporation	1808	210.41
10/9/2020	609892	The Fig Tree	2465	355.00
10/9/2020	609893	First Data Merchant Services Corporation	1257	1,942.38
10/9/2020	609894	Galls LLC	1271	2,943.40
10/9/2020	609895	The General Store	1956	127.41
10/9/2020	609896	Gillig LLC	1279	13,048.50
10/9/2020	609897	Goodson Manufacturing Company	1284	204.06
10/9/2020	609898	W.W. Grainger Inc	1285	672.87
10/9/2020	609899	Guardian Security Systems Inc	2199	117.61
10/9/2020	609900	H & H Business Systems	1298	31.11
10/9/2020	609901	Humanix Corp	1329	423.30
10/9/2020	609902	Northwest Business Press Inc	1366	1,517.25
10/9/2020	609903	Kershaw's Inc	1374	237.41
10/9/2020	609904	Kirk's Automotive Inc	1007	218.00
10/9/2020	609905	Lithia of Spokane II Inc	1088	94.84
10/9/2020	609906	McKinstry	2493	1,238.28
10/9/2020	609907	Mohawk Manufacturing & Supply Co	1011	557.64
10/9/2020	609908	Black Realty Management Inc	1658	6,709.02
10/9/2020	609909	Genuine Parts Company	1014	1,657.01
10/9/2020	609910	NAPA Auto Parts Inc	1014	7,684.16
10/9/2020	609911	Legend Investments Inc	1454	1,348.62
10/9/2020	609912	The Aftermarket Parts Company LLC	1015	1,699.60
10/9/2020	609913	Newark element14	1463	13.98
10/9/2020	609914	CSWW Inc	1102	352.35
10/9/2020	609915	North 40 Outfitters	1102	125.22
10/9/2020	609916	Northwest Lift & Equipment LLC	1952	1,378.64
10/9/2020	609917	Tammy Lynne Glidewell	1282	2,027.40
10/9/2020	609918	OCCOutdoors Inc	2544	4,624.82
10/9/2020	609919	Office Depot Inc	1483	531.06
10/9/2020	609920	Pacific Office Solutions	2288	14.71
10/9/2020	609921	Patriot Fire Protection Inc	2436	6,615.67
10/9/2020	609922	People 2.0 Global LP	2472	3,432.08
10/9/2020	609923	Power Machine Service Inc	1519	826.03
10/9/2020	609924	Premera Blue Cross	1521	308,931.04
10/9/2020	609925	Professional Finishes	1526	7,907.43
10/9/2020	609926	Multi Service Technology Solutions Inc	2146	410.54
10/9/2020	609927	Romaine Electric Corporation	1548	1,033.96
10/9/2020	609928	S T A - Well	1557	396.50
10/9/2020	609929	Safety-Kleen Systems Inc	1564	2,678.93
10/9/2020	609930	SageView Advisory Group LLC	1955	9,375.00
10/9/2020	609931	SBA Towers II LLC	1569	2,149.33
10/9/2020	609932	Securitas Security Services USA Inc	1574	17,494.24
10/9/2020	609933	Vanessa Bogensberger	1582	394.46
10/9/2020	609934	Six Robbles Inc	1017	4.44
10/9/2020	609935	Spokane Neighborhood Action Partners	2571	1,557.64
10/9/2020	609936	Source Incorporated of Missouri	2074	759.04
10/9/2020	609937	Special Mobility Services	2122	4,106.50
10/9/2020	609938	Spokane County Treasurer	1603	1,442.30
10/9/2020	609939	Spokane House of Hose Inc	1605	1,374.27
10/9/2020	609940	The Spokesman Review	1616	959.30
10/9/2020	609941	Standard Digital Print Co Inc	1623	803.45
10/9/2020	609942	Staples Business Credit	1627	264.34
10/9/2020	609943	Team Torque Inc	1644	141.00
10/9/2020	609944	Thermo King Northwest	1650	1,838.31
10/9/2020	609945	Tolar Manufacturing Company, Inc.	2065	5,800.00
10/9/2020	609946	Trapeze Software Group	1669	4,573.80
10/9/2020	609947	Transit Solutions LLC	2440	564,694.41
10/9/2020	609948	United Way of Spokane County	1684	253.00
10/9/2020	609949	US Bank National Association	1698	7,762.91
10/9/2020	609950	American Federation of State County 2 WA Council	1705	1,563.14
10/9/2020	609951	Walt's Mailing Service	1976	1,012.71
10/9/2020	609952	Walter E Nelson Co	1721	1,863.75
10/9/2020	609953	West Central Community Development Association	2262	875.00
10/9/2020	609954	Wells Fargo Financial Leasing Inc	1735	595.69
10/9/2020	609955	Westmatic Corporation	1742	5,763.82
10/9/2020	609956	Whites Boots Inc	1744	546.07

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10/9/2020	609957	Whitley Fuel LLC	2016	27,848.47
10/9/2020	609958	Zones LLC	2562	10,257.89
10/15/2020	609959	Access	2340	535.12
10/15/2020	609960	Ash & Rowan Hardware LLC	2278	11.77
10/15/2020	609961	Amazon Capital Services Inc	2098	103.92
10/15/2020	609962	Arctic Lighting & Electric LLC	2100	4,995.00
10/15/2020	609963	Avista Corporation	1081	27,624.53
10/15/2020	609964	Battery Systems Inc	1089	2,123.55
10/15/2020	609965	Blanchard Auto Electric Co	1109	337.59
10/15/2020	609966	Budinger & Associates Inc	2149	7,706.72
10/15/2020	609967	Carquest Auto Parts	1025	363.49
10/15/2020	609968	Consolidated Electrical Distributors Inc	1133	4,658.25
10/15/2020	609969	QWEST Corporation	1148	215.96
10/15/2020	609970	City of Cheney - Utility	1158	373.26
10/15/2020	609971	City of Medical Lake	1424	94.91
10/15/2020	609972	City of Spokane	1601	12,893.66
10/15/2020	609973	Kathleen M Collins	1163	5,000.00
10/15/2020	609974	CompuNet Inc	1166	3,614.61
10/15/2020	609975	Consolidated Irrigation	1177	127.65
10/15/2020	609976	Copiers Northwest Inc	2429	163.36
10/15/2020	609977	Michael Hugh Maycumber	1179	2,014.65
10/15/2020	609978	Creative Bus Sales Inc	1233	80,387.62
10/15/2020	609979	Cummins Inc	1027	7,617.04
10/15/2020	609980	Downtown Spokane Development Association	1217	262.00
10/15/2020	609981	Edge Construction Supply Inc	1224	175.62
10/15/2020	609982	Energy Saving Products Inc	1238	2,080.22
10/15/2020	609983	Fastenal Company	1249	3,349.46
10/15/2020	609984	FP Mailing Solutions	1878	500.00
10/15/2020	609985	Galls LLC	1271	260.07
10/15/2020	609986	Gillig LLC	1279	1,498.22
10/15/2020	609987	W.W. Grainger Inc	1285	611.33
10/15/2020	609988	H & H Business Systems	1298	682.51
10/15/2020	609989	HRA Veba Trust	1415	23,563.30
10/15/2020	609990	Humanix Corp	1329	2,057.84
10/15/2020	609991	Oil Price Information Service LLC	1346	150.28
10/15/2020	609992	IR Specialty Foam LLC	1345	650.58
10/15/2020	609993	William Corp	1363	68.00
10/15/2020	609994	KHQ - Spokane	2575	6,755.00
10/15/2020	609995	Kirk's Automotive Inc	1007	308.00
10/15/2020	609996	KREM	2559	5,610.00
10/15/2020	609997	krem.com	2559	992.93
10/15/2020	609998	Lithographic Reproductions Inc	1403	1,293.73
10/15/2020	609999	Modern Electric Water Co Inc	1439	1,837.56
10/15/2020	610000	Mohawk Manufacturing & Supply Co	1011	1,180.22
10/15/2020	610001	Motion Auto Supply Inc	1012	140.40
10/15/2020	610002	Black Realty Management Inc	1658	6,903.36
10/15/2020	610003	Genuine Parts Company	1014	903.70
10/15/2020	610004	National Color Graphics Inc	1455	706.76
10/15/2020	610005	The Aftermarket Parts Company LLC	1015	2,060.63
10/15/2020	610006	Norlift Inc	1470	1,027.90
10/15/2020	610007	North Coast Electric Company	1469	133.02
10/15/2020	610008	Office Depot Inc	1483	1,347.33
10/15/2020	610009	Oil Re-Refining Co Inc	1486	3,378.08
10/15/2020	610010	Pacific Office Solutions	2288	666.23
10/15/2020	610011	Pacific Power Group LLC	1496	11,194.37
10/15/2020	610012	Professional Finishes	1526	777.03
10/15/2020	610013	Pure Filtration Products Inc	1531	219.02
10/15/2020	610014	KXLY-FM	2318	1,540.00
10/15/2020	610015	92.9 ZZU	2318	1,540.00
10/15/2020	610016	Multi Service Technology Solutions Inc	2146	199.00
10/15/2020	610017	Safety-Kleen Systems Inc	1564	200.00
10/15/2020	610018	Jeffrey S Sears	1573	607.67
10/15/2020	610019	Securitas Security Services USA Inc	1574	11,435.20
10/15/2020	610020	Senske Lawn & Tree Care Inc	2194	107.81
10/15/2020	610021	Sound Logic Audio Inc	2558	1,199.00
10/15/2020	610022	Spokane Public Facilities District	1941	1,834.00
10/15/2020	610023	Spokane County Environmental Services	1603	368.63
10/15/2020	610024	Spokane House of Hose Inc	1605	466.40
10/15/2020	610025	Spokane Power Tool	1608	43.54
10/15/2020	610026	Spokane Pump Inc	1609	1,317.14

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10/15/2020	610027	Sportworks Northwest Inc	1617	392.04
10/15/2020	610028	Square Peg Multimedia LLC	2468	375.00
10/15/2020	610029	Stoneway Electric Supply Co	1633	266.05
10/15/2020	610030	Terminal Supply Inc	1648	2,325.30
10/15/2020	610031	Thrifty Supply Company Inc	2513	121.52
10/15/2020	610032	Tolar Manufacturing Company, Inc.	2065	272,240.00
10/15/2020	610033	Caracal Enterprises LLC	2419	26.10
10/15/2020	610034	Verizon Wireless LLC	1686	3,817.81
10/15/2020	610035	Washington State	1209	1,911.96
10/15/2020	610036	Walter E Nelson Co	1721	2,098.01
10/15/2020	610037	Waste Management Spokane	1702	370.11
10/15/2020	610038	Whitley Fuel LLC	2016	50,949.19
10/15/2020	610039	Whitworth Water District	1746	291.46
10/15/2020	610040	Wm. Winkler Company	1752	17,017.65
10/15/2020	610041	Communy Colleges of Spokane	1174	52,742.73
10/15/2020	610042	McAloon Law PLLC	2178	15,987.50
10/23/2020	610043	Francis Avenue Hardware	2279	140.87
10/23/2020	610044	AFSCME	1328	444.34
10/23/2020	610045	AFSCME	1328	130.00
10/23/2020	610046	Amazon Capital Services Inc	2098	489.60
10/23/2020	610047	Amalg Transit Union #1015	1055	18,158.30
10/23/2020	610048	Amalg Transit Union #1598	1056	781.62
10/23/2020	610049	Amalgamated Transit Union	1057	283.86
10/23/2020	610050	Auto B Clean Inc	1077	420.88
10/23/2020	610051	NAF Fairchild AFB	1466	127.50
10/23/2020	610052	Avista Corporation	1081	15,754.69
10/23/2020	610053	Avista Corporation	1081	38,200.00
10/23/2020	610054	Battery Systems Inc	1089	2,632.01
10/23/2020	610055	Cleland Investments	2038	83.85
10/23/2020	610056	Cheryl Beckett	1092	250.00
10/23/2020	610057	Blanchard Auto Electric Co	1109	41.38
10/23/2020	610058	BDI	1022	523.97
10/23/2020	610059	Daniel H Brunner Trustee	1124	2,866.13
10/23/2020	610060	Budinger & Associates Inc	2149	27,349.26
10/23/2020	610061	California Department of Child Support Services	1130	189.69
10/23/2020	610062	Cardinal Infrastructure LLC	2059	12,000.00
10/23/2020	610063	Child Support Enforcement Agency	1825	392.30
10/23/2020	610064	Cintas Corporation No 2	2383	923.47
10/23/2020	610065	City of Spokane	1601	2,318.07
10/23/2020	610066	Coffman Engineers Inc	1162	25,494.31
10/23/2020	610067	CompuNet Inc	1166	12,956.31
10/23/2020	610068	Occupational Health Centers of Washington PS	2313	99.00
10/23/2020	610069	Corporate Translation Services Inc	2158	4.03
10/23/2020	610070	Cummins Inc	1027	10,606.69
10/23/2020	610071	Employee Advisory Council	1236	545.50
10/23/2020	610072	Elevator Consulting Services Inc	2512	2,250.00
10/23/2020	610073	El Jay Oil Co Inc	1003	3,354.12
10/23/2020	610074	Employment Security Department	1237	41,745.10
10/23/2020	610075	Fastenal Company	1249	1,063.54
10/23/2020	610076	FedEx	1808	177.98
10/23/2020	610077	Francotyp-Postalia Inc	1878	173.15
10/23/2020	610078	Galls LLC	1271	3,495.07
10/23/2020	610079	SPX Corpration	1268	1,057.80
10/23/2020	610080	Gillig LLC	1279	11,810.70
10/23/2020	610081	H & H Business Systems	1298	406.44
10/23/2020	610082	H W Lochner Inc	1405	8,489.48
10/23/2020	610083	Humanix Corp	1329	1,303.48
10/23/2020	610084	Idaho State Tax Commission	2504	13,113.00
10/23/2020	610085	Jacobs Engineering Group Inc	2285	44,737.82
10/23/2020	610086	Kirk's Automotive Inc	1007	457.95
10/23/2020	610087	KPFF Inc	2510	43,922.85
10/23/2020	610088	KSKN Television Inc	2577	270.00
10/23/2020	610089	L&E Park LLC	2391	3,862.50
10/23/2020	610090	Lamar Texas Limited Partnership	1938	3,000.00
10/23/2020	610091	Les Schwab Tire Centers of Washington Inc	1393	1,906.86
10/23/2020	610092	Loomis Armored US LLC	1408	4,568.84
10/23/2020	610093	Michael Boodel	1804	752.30
10/23/2020	610094	Magaldi & Magaldi Inc	1416	278.85
10/23/2020	610095	Maintenance Solutions	1418	274.43
10/23/2020	610096	McAloon Law PLLC	2178	13,687.50
10/23/2020	610097	McCarty's Sacro Ease	2406	1,168.00
10/23/2020	610098	Peggy McManus	1547	191.95

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10/23/2020	610099	Mohawk Manufacturing & Supply Co	1011	657.05
10/23/2020	610100	Motion Auto Supply Inc	1012	107.26
10/23/2020	610101	Black Realty Management Inc	1658	23,570.40
10/23/2020	610102	Genuine Parts Company	1014	1,764.46
10/23/2020	610103	NAPA PAINT STORE	1014	6,400.12
10/23/2020	610104	The Aftermarket Parts Company LLC	1015	2,433.93
10/23/2020	610105	Office Depot Inc	1483	1,015.43
10/23/2020	610106	Kaleb Simmons	903	45.00
10/23/2020	610107	Professional Finishes	1526	5,326.23
10/23/2020	610108	Racom Corp	2567	132.88
10/23/2020	610109	Romaine Electric Corporation	1548	1,720.66
10/23/2020	610110	S T A - Well	1557	393.50
10/23/2020	610111	Securitas Security Services USA Inc	1574	15,869.92
10/23/2020	610112	Senske Lawn & Tree Care Inc	2194	107.81
10/23/2020	610113	Six Robbles Inc	1017	166.88
10/23/2020	610114	Spokane County Good Roads Association	1598	150.00
10/23/2020	610115	Sportworks Northwest Inc	1617	490.05
10/23/2020	610116	Standard Digital Print Co Inc	1623	2,627.76
10/23/2020	610117	Tennant Sales & Service Company	1647	2,225.37
10/23/2020	610118	Thermo King Northwest	1650	631.10
10/23/2020	610119	United Way of Spokane County	1684	253.00
10/23/2020	610120	Veracity Networks	2461	1,233.88
10/23/2020	610121	Verizon Wireless LLC	1686	8,391.15
10/23/2020	610122	American Federation of State County 2 WA Council	1705	1,581.62
10/23/2020	610123	Walter E Nelson Co	1721	2,826.03
10/23/2020	610124	Washington State	1709	9,597.42
10/23/2020	610125	WFG National Title Insurance Company of Eastern WA	2467	444.20
10/23/2020	610126	Whitley Fuel LLC	2016	37,695.09
10/23/2020	610127	Wm. Winkler Company	1752	75,181.47
10/23/2020	610128	Verizon	2142	5,286.12
10/23/2020	610129	Zayo Group LLC	2321	11,992.05
10/29/2020	610130	Abadan	1034	625.73
10/29/2020	610131	AlSCO Inc	2196	5,594.29
10/29/2020	610132	Amazon Capital Services Inc	2098	581.64
10/29/2020	610133	Northwest Industrial Services LLC	1058	115.00
10/29/2020	610134	Amerigas 1790	1064	6.37
10/29/2020	610135	Northwest Center Services	2271	60,614.29
10/29/2020	610136	Avista Corporation	1081	2,295.91
10/29/2020	610137	Budinger & Associates Inc	2149	7,874.86
10/29/2020	610138	Cameron-Reilly LLC	1137	578,944.13
10/29/2020	610139	Canon Financial Services Inc	1154	523.84
10/29/2020	610140	Carquest Auto Parts	1025	291.02
10/29/2020	610141	Catholic Charities of Spokane	2418	4,058.60
10/29/2020	610142	Consolidated Electrical Distributors Inc	1133	4,573.80
10/29/2020	610143	Center for Transportation and the Environment	2335	685.37
10/29/2020	610144	QWEST Corporation	1148	868.84
10/29/2020	610145	QWEST Corporation	1148	126.88
10/29/2020	610146	Cintas Corporation No 2	2383	550.24
10/29/2020	610147	City of Spokane	1601	1,185.46
10/29/2020	610148	COAST Transportation	2040	470.50
10/29/2020	610149	Coffman Engineers Inc	1162	212,847.45
10/29/2020	610150	CompuNet Inc	1166	5,471.14
10/29/2020	610151	Washington State Dept of Corrections	1708	387.14
10/29/2020	610152	Cummins Inc	1027	5,310.69
10/29/2020	610153	The Whalley Glass Co	1028	2,140.00
10/29/2020	610154	D-MCP CONSTRUCTION LLC	2536	VOID
10/29/2020	610155	Delta Dental of Washington	1726	57,609.18
10/29/2020	610156	DeVries Business Records Management Inc	1766	190.00
10/29/2020	610157	Energy Saving Products Inc	1238	4,503.98
10/29/2020	610158	Fastenal Company	1249	841.26
10/29/2020	610159	Galls LLC	1271	442.81
10/29/2020	610160	Gard Communications Inc	1272	1,197.25
10/29/2020	610161	SPX Corporation	1268	928.21
10/29/2020	610162	Gillig LLC	1279	9,018.89
10/29/2020	610163	Imagine GPS Inc	2568	498.87
10/29/2020	610164	H & H Business Systems	1298	252.67
10/29/2020	610165	Hogan Mfg Inc	1008	56.12
10/29/2020	610166	Kaiser Foundation Health Plan of Washington	1296	44,674.58
10/29/2020	610167	Kaiser Foundation Health Plan of Washington	1296	324,023.93
10/29/2020	610168	Kaiser Foundation Health Plan of WA Options Inc	1295	4,744.44
10/29/2020	610169	Kaiser Foundation Health Plan of WA Options Inc	1295	22,430.65
10/29/2020	610170	Kershaw's Inc	1374	58.63

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
10/29/2020	610171	Kirk's Automotive Inc	1007	218.00
10/29/2020	610172	Liberty Lake Sewer and Water District	1396	431.29
10/29/2020	610173	Life Ins Co of N America	1397	16,682.08
10/29/2020	610174	Portfolio Recovery Associates LLC	2511	1,235.71
10/29/2020	610175	McKinstry Essention LLC	1422	98,738.69
10/29/2020	610176	Michelin North America Inc	2325	42,246.12
10/29/2020	610177	Mohawk Manufacturing & Supply Co	1011	1,058.40
10/29/2020	610178	Genuine Parts Company	1014	896.35
10/29/2020	610179	National Color Graphics Inc	1455	33,996.02
10/29/2020	610180	The Aftermarket Parts Company LLC	1015	49.74
10/29/2020	610181	CSWW Inc	1102	262.95
10/29/2020	610182	North 40 Outfitters	1102	412.68
10/29/2020	610183	Office Depot Inc	1483	164.73
10/29/2020	610184	Pacific Office Solutions	2288	3,097.70
10/29/2020	610185	Pacific Power Group LLC	1496	2,820.05
10/29/2020	610186	People 2.0 Global LP	2472	8,923.42
10/29/2020	610187	Platt Electric Supply	1517	89.65
10/29/2020	610188	Multi Service Technology Solutions Inc	2146	109.00
10/29/2020	610189	Schindler Elevator Corporation	1930	7,538.57
10/29/2020	610190	Vanessa Bogensberger	1582	3,103.93
10/29/2020	610191	Special Mobility Services	2122	3,599.72
10/29/2020	610192	Spokane County Treasurer	1603	122.72
10/29/2020	610193	Spokane County Solid Waste	1603	21.68
10/29/2020	610194	Spray Center Electronics Inc	1619	724.85
10/29/2020	610195	Staples Business Credit	1627	4,229.02
10/29/2020	610196	Symetra Life Insurance Company	1562	4,055.52
10/29/2020	610197	Trans Machine Corporation	1019	369.00
10/29/2020	610198	Stephen Hirano	1665	115.00
10/29/2020	610199	Trapeze Software Group	1669	7,130.01
10/29/2020	610200	US Bank	1678	12,786.56
10/29/2020	610201	Virtual Graffiti Inc	2432	760.00
10/29/2020	610202	Voith US Inc	2460	2,009.04
10/29/2020	610203	Walter E Nelson Co	1721	256.13
10/29/2020	610204	Wendle Motors Incorporated	1021	331.41
10/29/2020	610205	Westmatic Corporation	1742	526.79
10/29/2020	610206	Washington Finance Officers Assoc	1701	175.00
10/29/2020	610207	Whites Boots Inc	1744	398.48
10/29/2020	610208	Whitley Fuel LLC	2016	67,258.09
10/29/2020	610209	Zipline Communications Inc	2492	5,460.00
10/30/2020	ACH	WA State Department of Revenue - Leasehold Tax	1767	4,196.34
TOTAL OCTOBER ACCOUNTS PAYABLE				5,600,010.09
10/1/2020-10/31/2020	ACH	WORKER'S COMPENSATION	2286	150,928.77
TOTAL OCTOBER WORKER'S COMPENSATION DISBURSEMENTS				150,928.77
10/9/2020	727162-727191	PAYROLL AND TAXES PR 21,2020	VARIABLES	1,982,999.57
10/23/2020	727192-727215	PAYROLL AND TAXES PR 22,2020	VARIABLES	1,344,819.66
TOTAL OCTOBER PAYROLL AND TAXES				3,327,819.23
10/25/2020	ACH	WA STATE - DOR (USE TAX)	1767	5,316.19
TOTAL OCTOBER EXCISE TAX DISBURSEMENT				5,316.19
TOTAL OCTOBER DISBURSEMENTS FROM TO1 ACCOUNTS				9,084,074.28
TOTAL OCTOBER DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL OCTOBER DISBURSEMENTS TO1 & TO5 ACCOUNTS				9,084,074.28

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 19, 2020

AGENDA ITEM 5C : RECOMMENDED DRAFT 2021 ANNUAL STRATEGIC PLAN

REFERRAL COMMITTEE: Planning and Development (*Grover*)

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development

SUMMARY: A critical review of the organization's fundamental direction is important to meet new opportunities and challenges. The Annual Strategic Plan provides guidance to help shape Spokane Transit's activities for the upcoming year.

The draft 2021 Annual Strategic Plan was reviewed by the Board Operations Committee on October 7. Staff presented a summary overview at the October 15 Board meeting. The only material changes to the attached plan since the draft was presented last month is the correction to projected 2021 Paratransit ridership (234,000).

RECOMMENDATION TO COMMITTEE: Recommend approval to the Board of the 2021 Annual Strategic Plan as presented.

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

RECOMMENDATION TO BOARD: Approve, by motion, the draft 2021 Annual Strategic Plan as presented.

FINAL REVIEW FOR BOARD BY:

Division Head KO Chief Executive Officer SON Legal Counsel LM

2021 Strategic Plan

Recommended for approval on November 4, 2020

INTRODUCTION

The 2021 Strategic Plan describes activities in what will be the fifth year of delivering the commitments in the *STA Moving Forward* plan and voter approval of its funding. Our hope is that 2021 will be a year of recovery from the pandemic and its impacts on public health, the economy, employment and transit ridership. We will track external indicators and encourage riders and the community that transit is still a safe way to travel. In spite of the uncertainty created by COVID-19, we will strive to exemplify resiliency and excellence. Our focus will continue to be on making transit an even easier, more convenient option for travelers, which will support economic growth and address growing traffic challenges. We will also continue with the preparation and implementation of the most ambitious phase of the *STA Moving Forward* plan toward launch of the City Line in 2022, the region's first Bus Rapid Transit line. As described later in this plan, there are four strategies STA to advance this effort:

1. Design and deliver core infrastructure
2. Advance and implement High Performance Transit (HPT)
3. Improve Customer Experience
4. Look to the future.

PLAN BASIS

The 2021 Strategic Plan provides a focused view of the specific activities Spokane Transit will take in the coming year. The strategy elements represent the agency's highest priorities, and are guided by its vision and mission statements, as well as publicly vetted and Board-approved plans including STA's comprehensive plan, *Connect Spokane*, the six-year *Transit Development Plan (TDP)*, and the 10-year plan, *STA Moving Forward*.

PLAN CONTEXT

Against the backdrop of near-universal COVID-related uncertainty this plan focuses specifically on the priority strategies for 2021. It is important to acknowledge they are enabled by the foundational work performed by STA and our

VISION

Spokane Transit aspires to be a source of pride for the region.

MISSION

We are dedicated to providing safe, accessible, convenient, and efficient public transportation services to the Spokane region's neighborhoods, business and activity centers.

We are leaders in transportation and a valued partner in the community's social fabric, economic infrastructure and quality of life.

partners in the region to address transportation challenges, as well as population and employment growth.

Ridership projections for 2021 are necessary for budgeting purposes notwithstanding the uncertainty surrounding such figures.

- ☞ **Fixed-Route Bus** – STA’s goal is to begin to recover fixed-route bus ridership. The budget assumes 8.09 million rides.
- ☞ **Paratransit** – STA projects 234,000 passengers on the service, a decline from pre-pandemic levels. The recovery in Paratransit ridership is projected to take several years to recover, likely longer than bus ridership.
- ☞ **Vanpool** – STA’s goal is to stabilize Vanpool ridership at 155,000 rides in 2021. This will be strongly influenced by when and how many workers return to their worksites.

PLAN FUNDING

Operating and capital funding for new investments, as well as maintaining the already robust regional system, is provided by three major sources: fares paid by passengers, federal and state grants, and local, voter-approved sales tax.

NATIONAL & REGIONAL CHALLENGES

The strategies in the 2021 plan originate from a variety of documents approved by STA’s Board of Directors, composed of elected officials appointed by their jurisdictions in the Public Transportation Benefit Area and a non-voting representative of labor. Those plans provide conceptual and specific solutions that aim to address challenges at the local and national levels:

- ☞ Economic uncertainty arising from the COVID-19 pandemic.
- ☞ Major shifts in travel patterns intertwined with temporary changes will result in an uncertain picture of the future transportation system.
- ☞ Significant regional growth in Spokane County will continue to strain the region’s transportation infrastructure.
- ☞ Congestion mitigation efforts must include a multi-modal approach to maximize transportation investments.

PRIORITIES

Ensure Safety

Earn and Retain
the Community’s Trust

Provide Outstanding
Customer Service

Enable
Organizational Success

Exemplify
Financial Stewardship

GOAL & STRATEGIES

It is Spokane Transit's goal in 2021 to implement *STA Moving Forward* and exemplify resiliency and excellence. In addition to its ongoing operations performance measures, STA will track outcomes against the following four strategies and associated objectives.

Strategy 1: Design and Deliver Core Infrastructure

STA will continue to design and deliver infrastructure that ensures a state of good repair and improve public transportation service for the community as set forth in the agency's transit development plan and the approved operating and capital budgets. In 2021 STA will make progress on three major initiatives that, in each case, have a significant influence on the quality and demand for public transportation in the future and align with the agency's mission, vision and priorities.

- ☞ **Fare Collection System** – Implementation of the fare collection system update began in earnest in 2020. The new system will also be account-based which will allow customers to load smart cards via the internet or phone. Most elements of the project will be in place to support the City Line and other service improvements in 2022. Due to the significant changes anticipated with the new fare system, staff recommends any fare changes be postponed until after the system is fully implemented.
- ☞ **Battery Electric Technology** – STA completed a comprehensive assessment of zero emission fleet technology in 2020. The study points to a measured approach to pursuing Battery Electric technology while allowing it to mature before planning for a fleet-wide transition. In 2021 STA will have charging infrastructure in place at the Boone Northwest Garage, SCC Transit Center and Moran Station Park and Ride. Delivery of 10 battery electric, five door buses for the City Line will be completed in the first half of 2021. Four 40' battery electric buses will be delivered for use on Route 4 Monroe-Regal Line. STA expects to order 4 more 40' battery electric buses in 2021. STA expects to reassess the state of technology as early as 2023 to determine if there are expanded opportunities for funding to increase the adoption of zero emission vehicles.
- ☞ **May 2022 Fixed Route Network Service Revisions** –The launch of the City Line is anticipated to be a major milestone in the evolution of the network, extended the benefits of our region's central transit station, the STA Plaza, by providing frequent, all-day service connections along the 5.8-mile route. This level of change introduces the opportunity to restructure the network for efficiencies and for better connections that don't require traveling downtown. To achieve these outcomes in May 2022, 2021 will be a significant year of preparation, design and building new bus stops, developing new timepoints and schedules for new and revised routes, and extensive guidance to our customers to prepare for the change. Public outreach on the proposed May 2022 service revisions began mid-2019 and will continue until spring 2021, with Board action expected in the early fall.

Strategy 2: Advance and Implement High Performance Transit (HPT)

Since 2010, STA's central vision for its fixed route network has included a series of connected corridors with frequent, easy to use service with enhanced amenities. Six corridors in that network are included in the *STA Moving Forward* plan. The improvements included in the plan for Division Street were completed in 2020. The other five corridors are listed below along with a summary of anticipated progress in 2021.

- ☞ **City Line** – The planned 5.8-mile corridor-based Bus Rapid Transit route from Browne's Addition to Spokane Community College by way of downtown and the University District, including Gonzaga University, was awarded \$54.3 million in federal Small Starts funds in January 2020. The first construction contract was awarded in March 2020 and construction began early May 2020. The Pandemic has impacted community celebrations of construction milestones, yet the project is moving forward on time and on budget for launch of revenue service in May 2022. STA expects 2021 will be the busiest year for the project yet. Core construction will be complete and station amenities will be installed at more than half of the locations by the end of the year. Charging infrastructure will be in place and buses delivered to allow for testing and training activities.
- ☞ **Cheney Line** – The Cheney Line will extend across a regional corridor to connect Cheney and the West Plains to Spokane. State and federal funding for the project has been secured. The construction contract for the Four Lakes Station is expected to be awarded by the end of 2020 to allow spring construction. STA has also begun design of Eagle Station to be located next to the EWU Campus and is slated for construction in 2021.
- ☞ **Monroe-Regal Line** – Route 4 launched in September 2019 and has served over 700,000 passengers since that time. There have been 15 stops upgraded to stations and 19 new shelters installed. A second phase of station and stop improvements is wrapping up in 2020. This includes more shelters and improved ADA access. Additional elements are planned for 2021, including station and access improvements at South Hill Park and Ride, wayfinding markers and real time signs at stations in the corridor. We are partnering with the City of Spokane to find paths for the line to access northbound Monroe Street Bridge to improve reliability and passenger safety.
- ☞ **Sprague Line** – The design and engineering of station and stop improvements along the Sprague Line (stretching between downtown Spokane and the Valley Transit Center) will begin in the second half of 2021. We will continue to partner with the cities of Spokane and Spokane Valley on locations that can be integrated into other road improvements. A state regional mobility grant may be awarded in 2021 for this project.
- ☞ **I-90/Valley Corridor** – STA will be completing the corridor plan for the I-90/Valley corridor in 2021. This plan will identify preferred locations of corridor infrastructure to include a transit center and expanded park and ride capacity. A state regional mobility grant may be awarded in 2021 for this project.

Strategy 3: Improve Customer Experience

- ☞ **Focus Communication Efforts** – STA will focus its efforts on assuring riders and the community that it is safe to ride transit. Emphasizing vehicle and facility cleaning, air circulation and filtering, social distancing, and compliance with state and federal health requirements should communicate confidence in STA’s diligence to keeping a healthy environment for employees and customers.
- ☞ **Design and Deliver New Customer Information Systems** – In addition to the Fare Collection project that will enable customers to manage their fares online, STA will coordinate the introduction of other digital communication functions to provide customers with important information where it is most convenient for them – on their mobile or desktop devices. A redeveloped website, designed for transit customers’ convenience, will launch in 2021. It will provide easy access to trip planning, real-time information, improved schedules and detour notifications, as well as fare management and mobile ticketing.
- ☞ **Begin Digital Signage Implementation** – STA will begin to transition away from displaying important customer information at high ridership locations on printed temporary signage. Instead, in a phased approach, digital signs will be installed to display more timely and relevant information for customers. Real-time schedule information, system alerts, emergency notifications, rider tips and other helpful messages will be delivered to digital screens throughout the transit network via a newly acquired content management software service. This system will lay the foundation for on-board digital signage on City Line buses when that service begins in 2022.

Strategy 4: Look to the Future

- ☞ **Complete a major update to *Connect Spokane*** – STA’s comprehensive plan, *Connect Spokane*, has been instrumental in a visionary, policy-grounded framework for planning decisions. A major update is underway and will improve plan usability, refine policy outcomes and provide a framework for preparing a new (roadmap??) as we anticipate the completion of *STA Moving Forward* investments in 2025 and continued regional growth and change.
- ☞ **Reimagine Division Street Corridor** - Informed by the *DivisionConnects* Study, the region expects to identify a preferred alternative for bus rapid transit in this corridor by early 2021. The study will continue to explore other land use and multimodal opportunities in the corridor. Meanwhile, STA has set aside funding to begin planning, environmental scoping, and preliminary design in the corridor in 2021. This phase of project planning is critical for future advancement of the project into the federally recognized project development phase.
- ☞ **Prepare an updated facilities master plan** – This plan will address future system-wide requirements for maintenance, operations, and administration. It is anticipated to identify requirements that are beyond our current capital program and will support strategic actions, such as fleet electrification.

Additional information about each project can be found online at www.stamovingforward.com.

CONCLUSION

On March 10, 1981, voters overwhelmingly approved sales tax funding that allowed transit to be sustained and be an instrument in supporting a growing region. In a time of great uncertainty, the 40th anniversary of this milestone goal will be to strengthen our resolve and fortify our capacity to prepare for what the future may bring. We remain dedicated to strong collaborative partnerships with the cities and Spokane County, whose residents we are privileged to serve. The strategies outlined in this document reflect our ongoing commitment to bringing the *STA Moving Forward* vision to life.

DRAFT

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 19, 2020

AGENDA ITEM 5D : STA MOVING FORWARD: 2020 PLAN AMENDMENT

REFERRAL COMMITTEE: Planning and Development (*Grover*)

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development

SUMMARY: The COVID-19 Pandemic has significantly disrupted social activity, transit ridership and the region's economic expectations. In many ways, the extent and duration of these disruptions are unknown and unpredictable. In response, STA is adjusting the timeline for planned service growth and new capital projects that are identified in the *STA Moving Forward* plan. These adjustments are reflected in the recently adopted Transit Development Plan: 2021-2026.

STA Moving Forward included a list of projects for implementation and a "targeted year for project completion" for each project. Page 12 of the plan stated "For the purposes of creating this plan, the projects contained herein have been conceptually placed on a conservative timeline for implementation. Should more funding become available, projects may advance more quickly than originally envisioned and conversely, a project could be delayed due to an unexpected drop in revenue." While the original plan could not have predicted our current circumstances, it recognized that adjustments to the plan were inevitable.

During the September 30 committee meeting, staff presented proposed revisions to the plan, with a new appendix that identifies adjustments in project timing.

A public hearing was held at the October 15, 2020 Board meeting, with no public comments submitted.

An associated online survey, promoted through the STA website and social media sites, had 32 total responses, with most respondents being neutral or in favor of the timeline adjustments.

RECOMMENDATION TO COMMITTEE: Recommend the STA Board of Directors adopt, by resolution, the STA Moving Forward 2020 Plan Amendment.

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

RECOMMENDATION TO BOARD: Adopt, by resolution, the STA Moving Forward 2020 Plan Amendment.

FINAL REVIEW FOR BOARD BY:

Division Head KO Chief Executive Officer KON Legal Counsel LM

RESOLUTION NO. 781-20

A RESOLUTION FOR THE PURPOSE OF AMENDING STA MOVING FORWARD: A PLAN FOR MORE AND BETTER TRANSIT SERVICES

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, the STA Board of Directors adopted Resolution No. 727-14 on December 18, 2014, a plan entitled *STA Moving Forward: A Plan for More and Better Transit Services* (“the Plan”); and,

WHEREAS, the Plan sets forth objectives for maintaining and expanding the transit system, including fixed-route bus, paratransit and vanpool service in order to connect the community to public services, improve travel flow by connecting jobs and workers and partner in advancing regional economic development; and

WHEREAS, the Plan was amended by Resolution 744-16 on June 16, 2016, to reflect changed assumptions related to the timing and sequence of projects in the Plan; and,

WHEREAS, the primary funding source of the Plan, in the form of an additional 2/10 of 1% sales tax, was approved by area voters on November 8, 2016, in an election duly called by the STA Board of Directors; and

WHEREAS, since the voter approval of the additional sales tax, STA has implemented many projects contained within the Plan; and

WHEREAS, due to changed conditions beginning in early 2020, including the COVID-19 pandemic and unknown regional economic consequences of the pandemic, the timeline for improvements yet to be completed needs to be updated to reflect current conditions;

WHEREAS, the STA Board of Directors conducted a duly noticed public hearing on October 15, 2020, concerning a proposed amendment to the Plan, including timeline adjustments and other revisions to more accurately reflect the multiple impacts of the pandemic on the implementation of improvements identified in the Plan, all as reflected in Exhibit A to this resolution; and,

WHEREAS, a Washington State Environmental Policy Act (SEPA) Checklist was completed for the proposed amendments and a determination of non-significance (DNS) was issued on October 30, 2020; and,

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

Section 1. *STA Moving Forward: A Plan for More and Better Transit Services* is hereby amended with the addition of a new Appendix C entitled *2020 Amendment to STA Moving Forward*, and attached hereto and incorporated herein as Exhibit A.

Section 2. This resolution shall take effect and be in force immediately upon passage.

ADOPTED by STA at a regular meeting thereof held on the 19th day of November 2020.

ATTEST:

SPOKANE TRANSIT AUTHORITY

Dana Infalt
Clerk of the Authority

Al French
STA Board Chair

Approved as to form:

Laura McAloon
Legal Counsel

Appendix C – 2020 Amendment to STA Moving Forward

The table below amends the revised the targeted year for completion of the identified projects. The left-most column represents the project descriptions found in Appendix B for reference. The “Project Short Descriptions” are simplified descriptions currently in use, except where proposed revisions are noted in underline.

STA Moving Forward Project Description	Project Short Descriptions (revisions in underline)	Previous Targeted Year for Project Completion (2016 amendment)	Revised Targeted Year for Project Completion
Implement frequent and convenient HPT service on the Central City Line and change how bus loading occurs at the STA Plaza	City Line (CL) opens and STA Plaza bus operations are streamlined*	2021	2022
Improve routes and frequency to Hillyard / Northeast Spokane	Improved routes/frequency to Hillyard	2021	2022
Implement Cheney HPT service to expand capacity, quality and reliability	Implement HPT: Cheney Line service	2021	2023
Improve West Plains Rural Highway Stops	Improve West Plains Rural Highway Stops	2020	2024
Provide improved amenities and infrastructure for a reliable HPT "Lite" bus line on East Sprague Avenue	Provide improved amenities and infrastructure for HPT: Sprague Line service	2023	2024
Add more trips and buses to Airway Heights during busy travel times Phase 2 - Weekdays	Additional weekday trips and buses to Airway Heights (<i>Phase 2</i>)	2021	2025
Add direct service between the Logan and Lincoln Heights neighborhoods	Direct service between Logan and Lincoln Heights neighborhoods	2021	2025
Construct a new Mirabeau Transit Center with expanded passenger and vehicle capacity to allow for a continued service growth in the City of Spokane Valley	Construct a new Mirabeau Transit Center (<i>I-90/Valley HPT Infrastructure</i>)	2022	2025
Relocate and expand the Liberty Lake Park & Ride, providing over 300 parking stalls for commuters	<u>Expand commuter parking capacity east of Sullivan Road (Barker to Stateline)</u> (<i>I-90/Valley HPT Infrastructure</i>)	2023	2025
Provide direct, non-stop service between Liberty Lake and Spokane during peak hours	Direct, non-stop peak hour service between Liberty Lake and Spokane (<i>I-90/Valley HPT service element</i>)	2023	2025
Upgrade to HPT "Lite" service along I-90 between Spokane and Liberty Lake via Spokane Valley including a new night and weekend service Phase 2 - Nights and weekend service	Introduce more nights and weekend service along I-90 between Spokane and Liberty Lake (<i>Phase 2</i>) (<i>I-90/Valley HPT service element</i>)	2024	2025
Create an extension of HPT "Lite" service on I-90 East to Post Falls and Coeur d'Alene on a pilot basis	<u>As a cross-state partnership</u> , create an extension of HPT: I-90/Valley to Post Falls (ID) and Coeur d'Alene (ID) on a <u>two-year</u> pilot basis	2025	2026

*The amendment reflects the updated City Line project timeline as previously stated in STA Board Resolution 774-19.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 19, 2020

AGENDA ITEM 5E : MEDICAL LAKE INTERCHANGE TRANSIT ACCESS – WSDOT AGREEMENT AMENDMENT

REFERRAL COMMITTEE: Board Operations (*French*)

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development

SUMMARY: Staff is seeking Board approval of an amendment to an existing agreement with the Washington State Department of Transportation (WSDOT) (GCB 3134), increasing the maximum contract value to \$1.25 million to address necessary cost increases during construction and to capture project costs omitted from the original agreement cost estimate.

BACKGROUND: In March 2019, the CEO executed an agreement on behalf of STA with WSDOT to fund the construction of bus-only lanes and a multi-use pathway leading from the Medical Lake Interchange directly into the West Plains Transit Center. These improvements were contemplated as a second phase of the West Plains Transit Center and are referenced in Appendix B of the *STA Moving Forward* plan as amended in June 2016. Improvements were to be designed and constructed by WSDOT and its contractors and funded by STA. The agreement estimated the value of the improvements at \$800,000 and a contingency of 25% (\$200,000). STA's funding for the agreement included approximately \$710,000 in WSDOT regional mobility grant funding, awarded in 2015 and appropriated over multiple biennia for the West Plains Transit Center, and matching local funds.

The work was bid out as part of the Medical Lake Interchange project last year. Construction of the bus-only lanes and related improvements began earlier this year. Two significant change orders have been necessary for the project, including the need to address issues with underlying soil conditions, as well as unforeseen redesign and excavation work as part of the off-ramp.

STA staff sought more information from WSDOT concerning the change orders relative to the contract value, especially as it related to the actual base costs. In developing a response WSDOT discovered they had unintentionally omitted certain costs from the cost estimate in the agreement, including engineering costs, sales tax, and indirect overhead, pushing the overall project cost significantly higher than the \$1 million estimate.

Based on staff discussions with WSDOT, some of the project costs are related to removing and replacing the interchange's eastbound off-ramp, work that was necessary to accommodate the bus lanes. This work could be reallocated to the Connecting Washington statewide transportation program as it is an essential highway element of the interchange, thereby reducing the costs to STA for the bus-only lanes.

The proposal is to seek Board approval to authorize the CEO to negotiate an amendment to the original agreement to establish a new not-to-exceed as is necessary of \$1.25 million. Staff will continue its analysis and negotiation with WSDOT to bring the overall cost of the project to an amount deemed fair and reasonable of the work performed. Funding for this proposed amendment will be derived from favorable variances in the 2020 Capital Budget.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve a motion to authorize the CEO to negotiate and execute an amendment to Agreement No. GCB 3134 with WSDOT, to allow an increase in the contract not-to-exceed value to a maximum \$1.25 million.

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

RECOMMENDATION TO THE BOARD: By motion, authorize the CEO to negotiate and execute an amendment to Agreement No. GCB 3134 with WSDOT, to allow an increase in the contract not-to-exceed value to a maximum \$1.25 million.

FINAL REVIEW FOR BOARD BY:

Division Head KO

Chief Executive Officer [Signature]

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 19, 2020

AGENDA ITEM 5F: PLAZA GARAGE DOORS CONSTRUCTION FINAL ACCEPTANCE

REFERRAL COMMITTEE: Performance Monitoring and External Relations (*Kinnear*)

SUBMITTED BY: Brandon Rapez-Betty, Director of Communications & Customer Service
Jessica Charlton, Capital Projects Manager

SUMMARY: On March 24, 2020, the CEO awarded a contract to Modern Construction and Consulting Services, Inc. (MCCS) in the amount of \$120,954 to perform construction activities associated with replacing two overhead garage doors at STA's Plaza. MCCS and their subcontractors began work on May 25, 2020, and reached substantial completion on June 4, 2020. All punch list items and clean up marked completion of all work at the site the following week.

The work performed successfully removed two existing roll-up garage doors, motors, and all wiring that was original to the building and replaced them with new. The project also added several additional safety features including: an audible warning of door opening for the exiting side of the garage, flashing lights for both doors signaling opening and closing, as well as an additional set of photo-eyes placed at 36" to prevent the doors from inadvertently lowering when the opening is not fully cleared.

Throughout construction, additive and deductive change orders were executed. Changes were made due to varying unknown field conditions. In all, changes during construction resulted in \$912 increase to the MCCS Contract resulting in a final contract value of \$121,866.

All affidavits of wages paid were received the first week of August 2020. On August 5, 2020, the Notice of Completion was sent to the Department of Revenue, the Department of Labor and Industries, and the Employment Security Department as required for any project over \$35,000.

The project was included in the Capital Improvement Program with a budget of \$85,000. Costs associated with the project include but are not limited to Architectural and Engineering Services, Advertising of the Invitation for Bid, the MCCS Contract, contingency funds and sales tax. Upon completion, once retainage is paid, the project will be \$54,473 (45%) over budget. Savings from other capital projects throughout the year offset this variance to stay within the overall approved 2020 capital budget.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve a motion to accept the contract with Modern Construction and Consulting Service, Inc. for the Plaza Garage Doors Construction Project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

COMMITTEE ACTION: Approved as presented and forwarded to the Board Consent Agenda.

RECOMMENDATION TO THE BOARD: Approve, by motion, the acceptance of the contract with Modern Construction and Consulting Service, Inc. for the Plaza Garage Doors Construction Project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

FINAL REVIEW FOR BOARD BY:

Division Head BRB Chief Executive Officer SON Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 19, 2020

AGENDA ITEM 5G : PLAZA SECOND FLOOR RESTROOM REMODEL FINAL ACCEPTANCE

REFERRAL COMMITTEE: Performance Monitoring and External Relations (*Kinnear*)

SUBMITTED BY: Brandon Rapez-Betty, Director of Communications & Customer Service
Jessica Charlton, Capital Projects Manager

SUMMARY: On May 20, 2019, the CEO awarded a contract to Modern Construction and Consulting Services, Inc. (MCCS) in the amount of \$212,480 to perform construction activities associated with renovation of the second-floor men's and women's restrooms at STA's Plaza. MCCS and their subcontractors began work on July 8, 2019, and reached substantial completion on October 3, 2019. All clean-up and punch list items were complete on November 4, 2019, and marked completion of the contracted work.

The work included removing all existing restroom fixtures, partitions, lighting, mirrors, flooring, and selective demolition of wall and ceiling drywall to accommodate new amenities. The restroom partition frames were connected to the structure above the ceiling in order to provide structural support to the frames, increasing their strength and durability, and was followed by installation of partitions and doors with a lower profile that maintain necessary privacy but also allow for better management of inappropriate activity.

Throughout construction, additive and deductive change orders were executed. Changes were made due to varying unknown field conditions. In all, changes during construction resulted in \$16,563 increase to the MCCS Contract resulting in a final contract value of \$229,043.

All affidavits of wages paid were received August 2020. On August 25, 2020, the Notice of Completion was sent to the Department of Revenue, the Department of Labor and Industries, and the Employment Security Department as required for any project over \$35,000.

The project was included in the Capital Improvement Program with a budget of \$140,000. Costs associated with the project include but are not limited to Architectural and Engineering Services, Advertising of the Invitation for Bid, the MCCS Contract, contingency funds and sales tax. Upon completion, once retainage is paid, the project will be \$63,889 (30%) over budget. Savings from other capital projects throughout the year offset this variance to stay within the overall approved 2020 capital budget.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve a motion to accept the contract with Modern Construction and Consulting Services, Inc. for the Plaza Second Floor Restroom Remodel Project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

COMMITTEE ACTION: Approved as presented and forwarded to the Board Consent Agenda.

RECOMMENDATION TO THE BOARD: Approve, by motion, the acceptance of the contract with Modern Construction and Consulting Services, Inc. for the Plaza Second Floor Restroom Remodel Project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

FINAL REVIEW FOR BOARD BY:

Division Head BRB Chief Executive Officer BRB Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 19, 2020

AGENDA ITEM 5H : 2019 TRANSIT ENHANCEMENTS FINAL ACCEPTANCE

REFERRAL COMMITTEE: Planning and Development (*Grover*)

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Jessica Charlton, Capital Projects Manager

SUMMARY: On February 2, 2020, the CEO awarded a contract to Toners Excavating, Inc. in the amount of \$88,470 to perform construction activities associated with improving pedestrian and ADA accessibility at eight (8) bus stops in the City of Cheney. Toners Excavating began work on June 8, 2020, and reached substantial completion on June 18, 2020. All punch list items and clean up were completed the following month.

The work included a variety of concrete walks, reinforced concrete shelter pads, concrete ADA boarding and alighting pads along with grading and landscaping repair as needed.

Throughout construction one deductive change order was executed. Work was reduced at two stops at the request of STA due to routing changes. The \$2,400 deductive change resulted in a decreased final contract value of \$86,070.

All affidavits of wages paid were received end of June 2020. On July 17, 2020, the Notice of Completion was sent to the Department of Revenue, the Department of Labor and Industries, and the Employment Security Department as required for any project over \$35,000.

The project was included in the Capital Improvement Program with a budget of \$100,000. Costs associated with the project include but are not limited to Architectural and Engineering Services and the Toners Excavating, Inc. contract. Upon completion, once retainage is paid, the project will be \$11,766.57 under budget.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve a motion to accept the contract with Toners Excavating, Inc. for the 2019 Transit Enhancements Project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

COMMITTEE ACTION: Approved as presented and forwarded to the Board Consent Agenda.

RECOMMENDATION TO THE BOARD: Approve, by motion, the acceptance of the contract with Toners Excavating, Inc. for the 2019 Transit Enhancements Project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

FINAL REVIEW FOR BOARD BY:

Division Head KO Chief Executive Officer JOM Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 19, 2020

AGENDA ITEM 6A : CITY OF SPOKANE RIVERSIDE PROJECT ORDER AGREEMENTS

REFERRAL COMMITTEE: Planning and Development (*Grover*)

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Rob Bielaski, Capital Projects Manager

SUMMARY: Riverside Avenue in downtown Spokane is the westbound alignment for the City Line between Howard and Pine streets. It also accommodates more than half of STA bus routes in the eastbound lanes, both at the STA Plaza and at bus stops between Monroe and Browne streets. To support rehabilitation of the road and introduction of the City Line, the City of Spokane plans to resurface the road and bring curb ramps to ADA standards. STA proposes to partner with the City of Spokane in constructing three City Line stations and two eastbound stations for other routes by way of project order enabled by the board-authorized Spokane Transit Authority Infrastructure Improvement Master Design & Construction Agreement (2018-10267).

BACKGROUND:

Following the adoption of Riverside Avenue as the preferred westbound alignment for the City Line between Pine Street and Howard Street in April 2016, the City of Spokane prioritized the full reconstruction of Riverside Avenue in its six-year capital programming. Scoping on the future of the corridor began in 2018 to seek matching funds from the Washington Transportation Improvement Board (TIB) and to complete the segment upon which the City Line depends before opening of the transit project. It was anticipated that the infrastructure for three City Line stations would be built by the City of Spokane and funded by STA. Despite assurances that the project would rate very well for state funding, the City's grant request was not funded by the TIB. Despite the funding setback, the City of Spokane has maintained plans to rehabilitate the roadway surface with a grind and overlay project.

STA has collaborated with the City of Spokane to devise an integrated project that includes improvements necessary for the City Line and enhances passenger facilities along eastbound bus routes, in concert with the City's grind and overlay project on Riverside Avenue. As part of the collaboration, it has been envisioned the City of Spokane will undertake the design and construction of the following improvements on Riverside Avenue:

- Federally funded improvements as part of the City Line
 - Construction of three City Line stations on westbound Riverside Avenue
 - Riverside and Stevens
 - Riverside and Bernard
 - Riverside and Division
- Locally funded improvements
 - Construction of two bus stations on eastbound Riverside Avenue
 - Riverside and Washington
 - Riverside and Bernard
 - Signal Improvements (Optional – if funding allows)
 - Riverside and Howard
 - Riverside and Stevens

As part of this arrangement, STA would agree to fully fund the westbound City Line stations using STA and FTA Small Starts funds as part of the City Line project budget. This is estimated to cost \$1.2 million, of which 58.94% is derived of federal funds and the remainder projected to be state/local funds. These expenses are already captured within the City Line budget.

Local funds in approved CIP No. 805 were originally planned to be used for westbound City Line stations on Riverside Avenue. Since the City Line stations will now be federally funded through the FTA grant, the \$600,000 in local funds may be reallocated. Presently the eastbound stations and signal improvements are unfunded. STA agrees-intends to fund the eastbound bus stations and signal improvements with \$600,000 in local funding previously associated with the westbound City Line stations, as budget will allow if the Board approves use of the \$600,000 in CIP no. 805 for use on these improvements. (Subsequent to the Planning and Development Committee meeting, legal counsel determined a reallocation of funds is unnecessary since it does not increase the approved capital improvement program).

STA proposes two Project Orders with the City of Spokane to fund these transit improvements. The Project Orders are allowed by the Master Design and Construction Agreement (2018-10267) executed on February 14, 2019.

As of October 26, 2020, engineering staff with the City of Spokane ~~had~~ indicated a preference to undertake the eastbound stops only due to the added complexity of federal funding requirements associated with the City Line stations. This would mean the final design and construction contracting for City Line stations would remain with STA. Because this preference of engineering staff is not yet an official City position, we are pursuing authorization to enable agreements for both eastbound (non-City Line) and westbound (City Line) stations. Additional dialogue with city leadership of engineering services is pending.

RECOMMENDATION TO COMMITTEE: Recommend STA Board approval of the “City Line Stations – Riverside Avenue” Project Order and authorize the CEO to execute the agreement on behalf of Spokane Transit. The agreement will be executed with a not-to-exceed amount of \$1.2M. The Project Order is allowed under Master Design and Construction Agreement 2018-10267.

Recommend STA Board approval of the “Eastbound Bus Stop & Intersection Improvements – Riverside Avenue” Project Order and authorize the CEO to execute the agreement on behalf of Spokane Transit. The agreement will be executed with a not-to-exceed amount of \$600,000. The Project Order is allowed under Master Design and Construction Agreement 2018-10267.

Recommend STA Board approval for reallocation of \$600,000 of local funds in CIP no. 805 for eastbound bus stations and signal improvements (if funding allows) on Riverside Avenue.

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

RECOMMENDATION TO BOARD: Approve, by motion, the “City Line Stations – Riverside Avenue” Project Order and authorize the CEO to execute the agreement on behalf of Spokane Transit. The agreement will be executed with a not-to-exceed amount of \$1.2M. The Project Order is allowed under Master Design and Construction Agreement 2018-10267.

Approve, by motion, the “Eastbound Bus Stop & Intersection Improvements – Riverside Avenue” Project Order and authorize the CEO to execute the agreement on behalf of Spokane Transit. The agreement will be executed with a not-to-exceed amount of \$600,000. The Project Order is allowed under Master Design and Construction Agreement 2018-10267.

Approve, by motion, reallocation of \$600,000 of local funds in CIP no. 805 for eastbound bus stations and signal improvements (if funding allows) on Riverside Avenue.

FINAL REVIEW FOR BOARD BY:

Division Head KO Chief Executive Officer SEM Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 19, 2020

AGENDA ITEM 7A : BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE: Board Operations (*French*)

SUBMITTED BY: Al French, Committee & Board Chair

SUMMARY:

A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 19, 2020

AGENDA ITEM 8A : PLANNING AND DEVELOPMENT COMMITTEE CHAIR'S
REPORT

REFERRAL COMMITTEE: Planning & Development (*Grover*)

SUBMITTED BY: Chris Grover, Committee Chair

SUMMARY:

A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 19, 2020

AGENDA ITEM 9A : PERFORMANCE MONITORING AND EXTERNAL RELATIONS
COMMITTEE CHAIR'S REPORT

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

SUBMITTED BY: Lori Kinnear, Committee Chair

SUMMARY:

A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 19, 2020

AGENDA ITEM 11A : COMMITTEE MINUTES – INFORMATION
- Board Operations Committee
- Planning & Development Committee
- Performance Monitoring & External Relations Committee

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Dana Infalt, Executive Assistant to CEO & Clerk of the Authority

SUMMARY: Minutes of the October 7, 2020, Board Operations Committee meeting and the September 30, 2020, (*October*) Planning & Development Committee and Performance Monitoring & External Relations Committee meetings are attached.

RECOMMENDATION TO BOARD: Information only.

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the October 7, 2020 Meeting
Via Webex Video Conference

MEMBERS PRESENT

Al French, Spokane County, *Chair*
Pamela Haley, City of Spokane Valley, *Chair Pro Tempore*
Chris Grover, Small Cities Representative (Cheney),
Planning & Development Committee Chair
Lori Kinnear, City of Spokane, *Performance Monitoring & External Relations Committee Chair*
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

STAFF PRESENT

Emily Arneson, *Ombudsman & Accessibility Officer*
Dana Infalt, *Clerk of the Authority*
Monique Liard, *Chief Financial Officer*
Fred Nelson, *Interim Chief Operations Officer*
Karl Otterstrom, *Director of Planning & Development*
Brandon Rapez-Betty, *Director of Communications & Customer Service*
Nancy Williams, *Director of Human Resources & Labor Relations*

MEMBERS ABSENT

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

Chair French called the meeting to order at 1:32 p.m. and conducted roll call.

2. APPROVE COMMITTEE AGENDA

The agenda was amended to add item 6.1 Ratification and Approval of Amendments to the First Transit Contract.

Ms. Haley moved to approve the agenda as amended, Mr. Grover seconded and the motion passed unanimously.

3. CHAIR'S COMMENTS

Chair French gave kudos to STA staff, leadership, and those who work on the frontline for continuing to deliver quality services to the community during these challenging times. The Spokane Regional Transportation Council (SRTC) is discussing its Board membership based on a change in State law requiring all Regional Transportation Planning Organizations to offer voting membership to local Tribes (RCW 47.80.050(2)). Ms. Meyer represents STA on the SRTC Board and Ms. McAloon is involved in discussions to implement the new statute.

Chair French asked Ms. Liard how sales tax revenue year-to-date compares to last year. Ms. Liard said sales tax is up from last year about 7.5% with significant increases occurring in Retail offset by Accommodations and Food Service. Construction reflects a slight increase over last year.

4. COMMITTEE ACTION/DISCUSSION

a. September 9, 2020 Committee Minutes

Mr. Grover moved to approve the September 9, 2020, committee meeting minutes as submitted, Ms. Haley seconded and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

a. Chris Grover, Chair, Planning & Development (P&D)

Mr. Grover said the Committee received reports on the Draft 2021 Annual Strategic Plan, the Draft 2021 Operating and Capital Budgets, and the *STA Moving Forward* 2020 Plan Amendment. One element in *STA Moving Forward* is a proposal to extend the I-90/Valley High Performance Transit line to Post Falls and Coeur d'Alene on a two-year pilot basis. Chair French shared he has met with County Commissioners in Kootenai County over the past ten years about their interest in supporting a cross-line shuttle to Kootenai County and Coeur d'Alene, or Post Falls at the least. They have all been very supportive of it. The challenge is the state hasn't created a funding mechanism to allow that to happen. They are working on trying to overcome that challenge. There is interest on the other side of the line to try to do something.

b. Lori Kinnear, Chair, Performance Monitoring & External Relations (PMER)

Ms. Kinnear reported the Committee forwarded to the Board consent agenda an Award of Contract for the Fare Collection System and Final Acceptance for Division Street Stops Phase II, Moran Station Park and Ride Construction, and Monroe-Regal Phase I Construction. Mr. Otterstrom presented a Preliminary Proposal for 2022 Service Revisions. In general, STA is still growing service in line with *STA Moving Forward*; however, at a slower pace due the impact of COVID-19. STA will seek public input before presenting the Board with draft recommendations in March 2021 for May 2021 approval.

6. DRAFT 2021 ANNUAL STRATEGIC PLAN

Mr. Otterstrom reported the Annual Strategic Plan is developed each year in companionship with the Operating and Capital Budgets to identify major priorities for STA. The 2021 Strategic Plan provides a focused view of specific activities Spokane Transit will take in the coming year. The strategy elements represent the agency's highest priorities, and are guided by its vision and mission statements, as well as publicly vetted and Board-approved plans including: STA's comprehensive plan, *Connect Spokane*, the six-year *Transit Development Plan*, and the 10-year plan, *STA Moving Forward*.

Staff is seeking Board feedback on the draft 2021 Strategic Plan today through this Committee, the October 15, 2020, Board of Directors Meeting, and the November 4, 2020, Planning and Development Committee. The final 2021 Strategic Plan will be presented to the Board of Directors for approval at the November 19, 2020 meeting.

6.1. RATIFICATION & APPROVAL OF AMENDMENTS TO THE FIRST TRANSIT CONTRACT

In July 2019, STA's Board of Directors authorized the Chief Executive Officer (CEO) to award a 5-year contract (#2019-10313), plus two 1-year options for renewal, for supplemental ADA Paratransit services to First Transit, Inc. commencing January 1, 2020. Staff recommends a formal amendment to the contract due to the impact of the COVID-19 pandemic on paratransit ridership.

Paratransit ridership has experienced a steep decline of nearly 85% since the Governor's emergency declaration in March. STA and First Transit agreed to temporarily operate under a cost reimbursement model which would allow First Transit time to evaluate their operations and allow STA to make a determination on future ridership demand. This temporary arrangement has been in effect from May to October 2020, and documented through contract modifications and amendments executed by the CEO under emergency powers granted under RCW 38.52.070 and STA Emergency Proclamation 2020-01 dated March 24, 2020.

Staff recommends a formal amendment to the contract to adopt a revised compensation model, cap liquidated damages, and change on-time performance thresholds. Additionally, to keep maintenance costs as predictable as possible, staff recommends adding a section to target an average mileage of 121,000 per vehicle maintained across the fleet operated by First Transit.

Mr. Grover moved to forward to the Board consent agenda a recommendation to: 1) ratify the emergency contract amendments and adjustments to contract #2019-10313 establishing temporary compensation on a cost reimbursement model and implemented by the CEO to address decreased ridership conditions caused by the pandemic; and 2) authorize the CEO to amend contract #2019-10313 with First Transit, Inc. to reflect the recommended change in cost based on the revised revenue hour forecast, updates to liquidated damages and the addition of average fleet mileage. Ms. Haley seconded and the motion passed unanimously.

7. BOARD OF DIRECTORS AGENDA OCTOBER 15, 2020

Mr. Grover moved to approve the Board of Directors agenda as presented, Ms. Haley seconded and the motion passed unanimously.

8. CEO REPORT

Ms. Meyer said City Line construction is underway at Sprague and 1st Avenues near Adams Street on both sides of the block. STA is working with the City of Spokane to open some parking spaces in the evening and weekends for use by local businesses. Mr. Ropez-Betty has met with the businesses along the blocks to discuss the project, its duration, and provide contact information for questions or concerns. The next City Line stop scheduled for construction is near the Fox Theatre.

Ms. Meyer sent an email to Board members last week regarding the American Public Transportation Association's (APTA) virtual conference scheduled for October 21-22, 2020. STA will pay the registration for Board members who want to participate. Contact Dana Infalt before October 16, to register for the event. The APTA Annual Conference and Expo is scheduled for March 14-17, 2021, in Anaheim, California. The APTA Legislative Conference is not yet scheduled.

Ms. Meyer thanked Ms. Liard and Mr. Nelson for their work to develop the amended contract with First Transit for paratransit services and Mr. Otterstrom and Mr. Ropez-Betty for their work on the draft 2021 Strategic Plan.

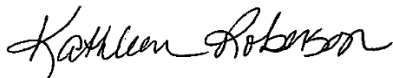
9. NEW BUSINESS

None

10. ADJOURN

With no further business to come before the Committee, Chair French adjourned the meeting at 2:11 p.m.

Respectfully submitted,



Kathleen Roberson
Executive Assistant to the Chief Financial Officer

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

PLANNING AND DEVELOPMENT COMMITTEE

Minutes of the September 30, 2020, Meeting
Via Video Conference

MEMBERS PRESENT

Chris Grover, Small Cities Representative
(Cheney) – *Chair*
Candace Mumm, City of Spokane
Pamela Haley, City of Spokane Valley
Karen Stratton, City of Spokane
Kevin Freeman, Small Cities Representative
(Millwood) *Ex Officio*
E. Susan Meyer, Chief Executive Officer
Ex Officio

STAFF PRESENT

Karl Otterstrom, Director of Planning & Development
Brandon Ropez-Betty, Director of Communications
& Customer Service
Fred Nelson, Chief Operations Officer
Monique Liard, Chief Financial Officer
Nancy Williams, Director of Human Resources &
Labor Relations
Vicki Clancy, Executive Assistant to Director of
Planning and Development

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

Chair Grover called the meeting to order at 10:00 a.m. and conducted roll call.

2. COMMITTEE CHAIR REPORT

None.

3. COMMITTEE ACTION

A. Minutes of the September 2, 2020 Committee Meeting

Chair Grover moved to approve the September 2, 2020, Planning and Development Committee meeting minutes. Ms. Candace Mumm seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

(No items being presented this month.)

B. BOARD DISCUSSION AGENDA

(No items being presented this month.)

5. REPORTS TO COMMITTEE

A. DRAFT 2021 ANNUAL STRATEGIC PLAN

Mr. Otterstrom presented. According to the STA Board Resolution 681-11, the Planning and Development Committee is accountable for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning. This includes an annual strategic plan that is operationalized by the annual operating and capital budgets that addresses major objectives, goals, and strategies for the year.

Mr. Otterstrom briefly reviewed notable projects that will be completed in 2021 and projects that will be underway during the year. Staff hopes to present this draft to the Board Operations Committee next week.

Ms. Candace Mumm requested additional information on the fare collection system upgrade project, a project that will be underway in 2021. Ms. Monique Liard responded that staff will present the selection process to the PMER Committee later this afternoon.

Chair Grover welcomed Mayor Kevin Freeman and Councilmember Karen Stratton.

B. DRAFT 2021 OPERATING AND CAPITAL BUDGETS

Ms. Liard presented the Draft 2021 Operating and Capital Budgets. As in past years, staff prepares the draft budget in line with the STA Vision and Mission statements and with board guidance. The draft budgets align with the organizational priorities.

Operating Budget --The draft budgets assume \$96,994,755 in operating revenues, a decrease of \$14,203,143 (-12.8%) compared to the 2020 adopted budget. The decrease is driven by a reduction in fare and sales tax revenues. Pandemic economic conditions this year have reframed the operating budget assumptions.

The draft budget proposes \$82,089,991 in operating expenditures, a decrease of \$2,031,297 (-2.4%) compared to the 2020 adopted budget. The decrease reflects the actions, both current and proposed, to constrain and reduce costs.

Capital Budget --2021 will feature significant investments in capital projects, with a total draft Capital Budget of \$71,916,086. Funding sources include federal (\$36,229,851 / 50.4% of the total), state (\$2,604,909 / 3.6% of the total), and local (\$33,081,326 / 46.6% of the total). STA does not have a fleet replacement contribution planned for in 2021 as the fleet replacement fund balance was deemed sufficiently funded for upcoming vehicle replacement expenditures.

Ms. Liard reviewed the budget comparison 2020 to 2021 and the 2021 cash and reserve analysis. Staff expect almost \$15M of revenue over operating expenses, along with the cash on hand funding the local share of capital projects included in the draft budget. The 2021 estimated end of year cash balance after reserves is projected to total \$77,373,686.

This draft budget will be reviewed at the October Board meeting. Citizen and employee outreach will take place in November. A public hearing will be held at the November 19 Board meeting along with the adoption of the 2021 Strategic Plan. A recommendation of the 2021 final budgets will be presented at the December 2 Planning and Development Committee. Board adoption of the 2021 Final Proposed Budget-Operating and Capital is at the December 17 Board meeting.

C. STA MOVING FORWARD: 2020 PLAN AMENDMENT

Mr. Otterstrom presented. The COVID-19 Pandemic has significantly disrupted social activity, transit ridership and the region's economic expectations. In many ways, the extent and duration of these disruptions are unknown and unpredictable. In response, STA is adjusting the timeline for planned service growth and new capital projects that are identified in the *STA Moving Forward* plan. These adjustments are reflected in the recently adopted Transit Development Plan: 2021-2026.

For reference, the current version of the plan may be found online here:

https://s3.us-west-2.amazonaws.com/stamovingforward/documents/STAMF-Plan_June-2016_Final.pdf?mtime=20160720122727

Mr. Otterstrom reviewed the proposed revisions to this plan, compiled as a new appendix that identifies adjustments in project timing.

New Appendix C proposes the following:

- Amends the target year for completion of 12 identified projects
- Amends project description for one project
- Keeps all projects from the adopted STA Moving Forward
- Projects still meet overall timeline for adopted plan

A public hearing took place at the October 15 Board meeting. The committee is scheduled to make a recommendation to the board on November 4, 2020.

One of the original projects of the *STA Moving Forward* plan that has a proposed adjustment in timing is a pilot project to extend service along I-90 to Post Falls and Coeur d'Alene. The pilot project has been timed to be the last project in the plan's implementation timeline. Mr. Otterstrom reviewed previous outreach that led to inclusion of the project in *STA Moving Forward* and data related to travel demand in the corridor.

Ms. Mumm requested that verbiage be changed to reflect the collaboration of funding resources for the Coeur d'Alene extension with the word, "partnership". Mr. Otterstrom agreed to make this revision prior to the public hearing at the October 15 Board meeting.

6. CEO REPORT

Ms. Meyer presented the CEO Report:

September Sales Tax Update – Revenue collected on July retail sales was 1.5% above September 2019 (\$0.1M), 7.5% YTD above 2018 actual (\$4.6M), and 0.5% YTD above budget (\$0.3M).

City Line Construction – Crews are currently constructing a City Line station on Main Avenue at Division Street. There is about four weeks of construction left on that street. There is a lane open so cars can still get through; however, parking is constrained. A flagger will be added to aid in making parking available in the construction zone. Cameron-Reilly will open up some parking areas after hours. There will be two spaces for food delivery and 12 additional parking spaces on weekends and evenings for customers. There is a public liaison for this project, Tina Brisson. Contact the City Line Hotline (1-844-879-3988) with questions and/or comments. This will be communicated to the downtown businesses later this afternoon.

Battery Electric Bus Infrastructure Charging Project – Earlier this week STA hosted Proterra, the company providing an inter-operable charging system, for a kickoff of the Battery Electric Bus Infrastructure Charging Project. Both Proterra and New Flyer buses will charge with the interoperable systems that will be installed. The equipment will be installed at Boone Northwest Garage, Spokane Community College Transit Center and Moran Station Park and Ride.

Spokane Community College Ground Lease Amendment Finalization – STA is finalizing this ground lease agreement with Community Colleges of Spokane to cover the way that STA provides security at

the Spokane Community College Transit Center. There will be an agreement to bring to the committee next month.

Plaza Security – STA pays \$117,000/year for a Spokane Police Department (SPD) officer to be at the Plaza full time under an agreement approved by the board. The precinct across the street is now open which provides synergy. There are ten parking spaces in the garage for the officers to support the precinct. Ms. Mumm suggested if the parking spots are not being used, that those should be freed up. Usage of the parking spots are being monitored and Ms. Meyer will get back to the committee at a later date.

Ms. Pam Haley commented that there has been an amazing difference for the downtown community since the SPD Officer began walking around. She is very thankful.

7. COMMITTEE INFORMATION

- Connect Spokane Update – *as presented*

8. REVIEW DECEMBER 2, 2020, COMMITTEE MEETING AGENDA

9. NEW BUSINESS -- *None*

Ms. Mumm asked if any virtual events are being offered in place of the regular on ground APTA Conference. Ms. Meyer responded that there is a virtual meeting, and an agenda will be sent to the committee. Dana will coordinate registrations for interested members. APTA has not yet indicated if their March event will take place. Staff will need to review transit climate with legislatures in Washington D.C. to determine if an in-person visit is appropriate.

10. COMMITTEE MEMBER'S EXPRESSIONS -- *None*

11. ADJOURNED

With no further business to come before the Board, Chair Grover adjourned the meeting at 11:30 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, DECEMBER 2, 2020, 10:00 a.m. VIA WEBEX.

Respectively submitted,

Vicki Clancy

Vicki Clancy, Executive Assistant
Planning and Development Department

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Minutes of the September 30, 2020, Meeting
Virtual WebEx

MEMBERS PRESENT

Lori Kinnear, City of Spokane *
Josh Kerns, Spokane County
Tim Hattenburg, City of Spokane Valley
Kate Burke, City of Spokane
Rhonda Bowers, Labor Representative
Mike Kennedy, City of Liberty Lake (*Ex-Officio*)
E. Susan Meyer, CEO (*Ex-Officio*)

MEMBERS ABSENT

Veronica Messing, City of Airway Heights
(*Ex-Officio*)

GUESTS

none

STAFF PRESENT

Fred Nelson, Chief Operations Officer
Karl Otterstrom, Director of Planning and Development
Monique Liard, Chief Financial Officer
Brandon Rapez-Betty, Director of Communications and
Customer Service
Nancy Williams, Director of Human Resources & Labor
Relations
Sam Guzman, Executive Assistant to the Chief Operations
Officer

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

*Chair

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

Chair Kinnear called the meeting to order at 1:30 p.m. Introductions were made.

2. **COMMITTEE CHAIR REPORT**

Chair Kinnear thanked Mr. Rapez-Betty for stepping in and being the STA point of contact for the PMER committee.

3. **COMMITTEE APPROVAL**

A. Minutes of the September 2, 2020, Committee Meeting

Mr. Hattenburg moved to recommend approval of the September 2, 2020, Committee meeting minutes. Mr. Kerns seconded the motion, and it passed unanimously.

4. **COMMITTEE ACTION**

A. Board Consent Agenda

1. Award of Contract for Fare Collection System

The current fare collection system has been in place since 2006 and handles all existing fare media and programs that are in use at STA. That includes cash, magnetic strip, and smartcards.

Some of the goals for the fare collection system project are to further reduce cash transactions (currently 26% of collections), make sure riders are engaged, and offer more ways for passengers to be efficiently transported and pay for that transportation.

Moving to an account-based system will let riders manage their relationship with STA. They will get to govern when they buy passes, how they use passes, as well as review the history of their transactions and trips. This system also allows STA to equip the buses and platforms with validators that can read smart cards and barcodes on mobile devices, which will reduce dwell time by offering options that have a quick validation.

STA is planning to continue maintaining fare boxes to collect cash where appropriate.

The fare collection system was originally scoped and solicited in 2018. At that time STA did not make an award, as the project had a fairly broad scope that included all forms of fare collection, including ticket vending machines. Through that solicitation STA found that no single vendor was able to provide all the needed components, so the procurement was split up to have ticket vending machines as one scope and the account-based mobile ticketing as another.

In 2019, STA solicited the account-based mobile ticketing and conducted a virtual site visit with one of the customers of the top proposers and found that their reliability was not going to meet STA's expectations and that solicitation was canceled.

In late June, the third solicitation was advertised to ninety-six (96) different vendors. Eight (8) responses were received and on August 17th an evaluation committee met to evaluate those proposals. The responses were narrowed down from eight (8) to three (3), and those vendors were invited for demonstrations on September 11th.

The three (3) evaluated organizations were Kontron, INIT, and Scheidt & Bachmann. The committee then narrowed the scope down to two finalists, INIT and Scheidt & Bachmann. Final scoring ranked INIT at 90.8 and Scheidt & Bachmann at 84.8.

The five-year contract period with INIT is estimated at \$8.185M. There is a total of \$11.7M of available funding for this project from CIP 347 (\$3.3M for the City Line – Fare Collection SCC 50.06) and CIP 431 (\$8.39M for the Fare Collection Project).

Mr. Hattenburg moved to recommend the Board of Directors authorize the CEO to negotiate and execute a five (5) year contract for a Fare Collection System to INIT for a rounded price not to exceed \$8,186,000, inclusive of Washington State sales tax, Mr. Kerns seconded the motion, and it passed unanimously.

2. Division Street Stops, Phase II Final Acceptance

Mr. Otterstrom presented an overview of the Division Street stops project, phase I, was completed in 2019, phase II was completed in July 2020, and phase III is currently underway. The approved phase II contract amount was \$263,385.54, one stop location was removed resulting in a deductive change order making the final cost \$254,672.

Once all three phases are complete, the Division Street Stops project is expected to come in approximately \$75,000 under budget.

Mr. Kerns recommend the Board approve a motion to accept the contract with Wm. Winkler Company for the Division Stops Phase II project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law, Mr. Hattenburg seconded the motion, and it passed unanimously.

3. Moran Station Park and Ride Construction Final Acceptance

The Moran Station Park and Ride project had an authorized construction budget of \$4.7M. In addition to the contract with LaRiviere, expenses related to sales tax and security, and other professional services such as geotechnical inspections, construction management, and permits brought the total construction phase expenditures to \$4.2M. The remaining budget will accommodate other expenses that are still forthcoming (HPT shelters, real-time information, platform lighting, etc.).

Discussion ensued about the vetting process for contractors.

Mr. Hattenburg moved to recommend the Board approve a motion to accept the contract with LaRiviere Inc. for the Moran Station Park and Ride as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law, Mr. Kerns seconded the motion, and it passed unanimously.

4. Monroe-Regal Phase I Construction Final Acceptance

The Monroe-Regal Line provides a one-ride service from north Spokane to south Spokane and serves several neighborhoods across the city. Construction was staged over two phases to make sure the project right sized the scope of improvements relative to the budget. Most of the phase I improvements were completed in 2019 and the service launched in September 2019. Phase II will add more amenities to the corridor this fall and into next year, including a station marker, real-time information, and more station lighting. Phase I improvements included nine (9) station platforms with robust infrastructure to support future amenities, eleven (11) enhanced stops to improve ADA access, and nineteen (19) new shelters.

The total construction expenditures for phase I totals \$723,068 and the Board approved total project budget is \$5.435M.

Mr. Hattenburg moved to Recommend the Board approve a motion to accept the contract with Bacon Concrete for the Monroe-Regal Line, Phase I project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law, Mr. Kerns seconded the motion, and it passed unanimously.

B. Board Discussion Agenda

1. *(no items presented this month)*

5. REPORTS TO COMMITTEE

A. 2022 Service Revisions: Preliminary Proposal

Mr. Otterstrom reviewed the 2022 service revisions preliminary proposal. The complete report is available for review here:

https://www.spokanetransit.com/files/content/2022_Service_Revisions_Revised_Preliminary_Proposal.pdf

6. CEO REPORT

- September distribution of voter-approved sales tax that was collected on July retail sales was up 1.5% compared to last year and 7.5% year to date above 2019 actual.
- City Line construction is underway, and each station takes about six weeks to complete. STA is working with the city, the contractor (Cameron Riley), and local businesses to minimize the impact of the work. Currently, there are plans to remove traffic control cones/barrels that are blocking parking spots on West Main between Division and Browne during evenings and weekends. Options for food delivery access/parking are also being explored. STA will also promote on its social media channels that those businesses are open and that there is a project liaison available to answer any questions (1-844-879-3988).
- Kick-off meeting for battery-electric charging infrastructure installation with Proterra.
- The new police precinct has opened across the street from the Plaza and STA is paying for a full-time officer to be at the plaza every day. CM Haley spoke at the Planning and Development meeting this morning and said she could already see a difference in the environment around the Plaza.

7. COMMITTEE INFORMATION

- August 2020 Operating Indicators – *as presented*
- August 2020 Financial Results Summary – *as presented*
- September 2020 Sales Tax Revenue Information – *as presented*

8. NOVEMBER 4, 2020 - COMMITTEE PACKET DRAFT AGENDA REVIEW

(No changes requested)

9. NEW BUSINESS

(none)

10. COMMITTEE MEMBERS' EXPRESSIONS

(none)

11. ADJOURN

Chair Kinnear adjourned the meeting at 3:01 p.m.

11. NEXT MEETING – WEDNESDAY, NOVEMBER 4, 2020, 1:30 P.M, VIA WEBEX

Respectfully submitted,

Sam Guzman

Sam Guzman, Executive Assistant to the Chief Operations Officer

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 19, 2020

AGENDA ITEM 11B : OCTOBER 2020 SALES TAX REVENUE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Monique Liard, Chief Financial Officer
Tammy Johnston, Senior Financial Services Manager

SUMMARY: Attached is October 2020 voter-approved sales tax revenue information.

October sales tax revenue, which represents sales for August 2020, was:

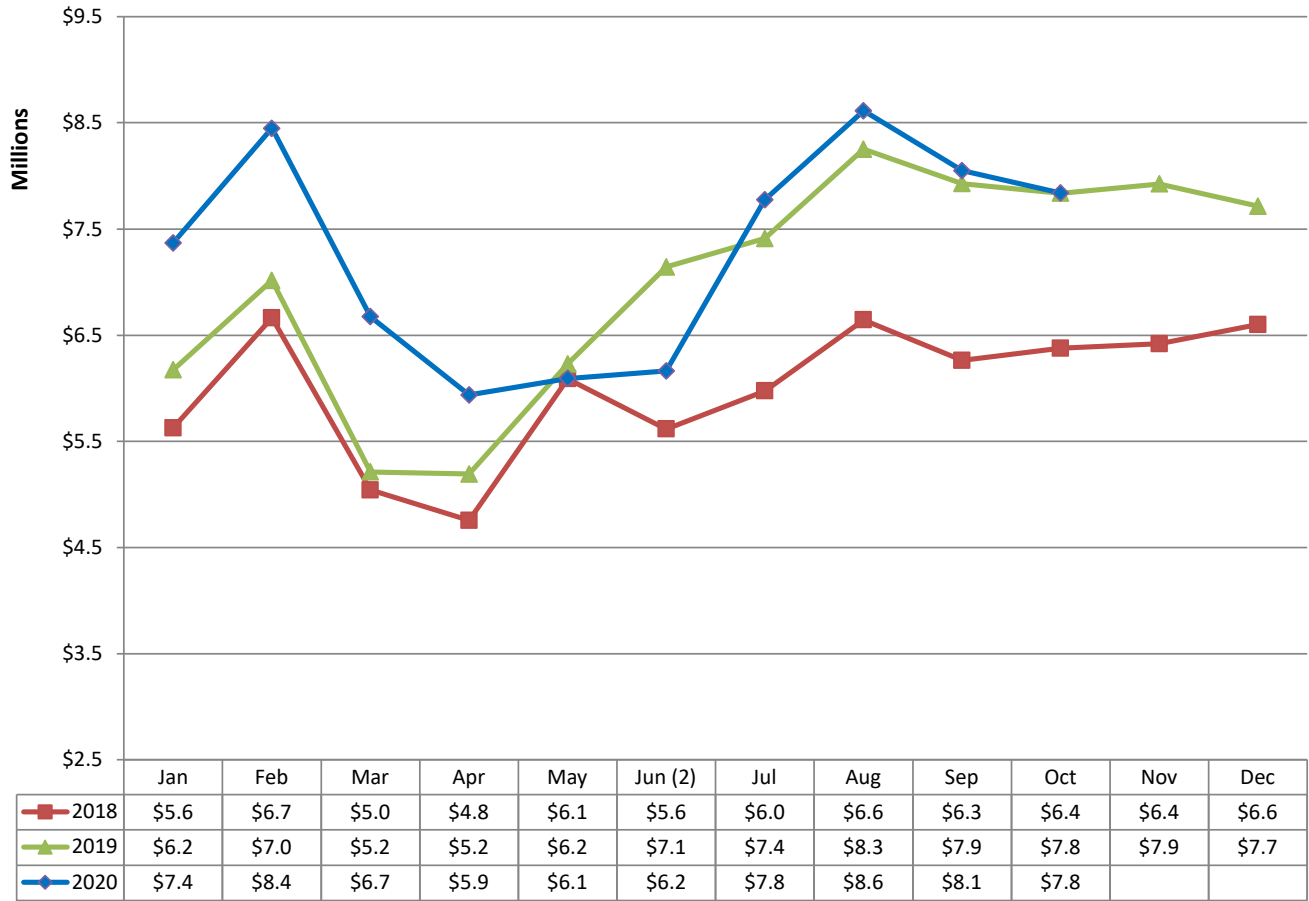
- 0.0% flat with the budget and October 2019 actual
- 6.7% YTD above 2019 actual
- 0.4% YTD above budget

Total taxable sales for August 2020 were *down* 0.1% from August 2019. August YTD is 1.0% *below* August 2019 YTD. Retail, Construction, and Accommodation and Food Services continue to be the top three rankings YTD, with Accommodation and Food Services experiencing significant decreases from prior years:

- Retail Trade *increased* by 8.9% in August 2020 vs August 2019 and is *up* by 5.6% (\$192.1M) August 2020 YTD vs August 2019 YTD
 - Other Miscellaneous Store Retailers *increased* 23.5% (\$80.6M) YTD over August 2019 YTD
 - Building Material & Supplies Dealers *increased* 17.8% (\$62.5M) YTD over August 2019 YTD
 - Electronics and Appliance Stores *increased* by 29.8% (\$52.5M) YTD over August 2019 YTD
 - Clothing Stores *decreased* 28.8% (\$43.4M) YTD from August 2019 YTD
 - Automobile Dealers *decreased* 5.5% (\$35.7M) YTD from August 2019 YTD
- Construction *increased* by 2.0% in August 2020 vs August 2019 and is *up* by 0.4% (\$4.0M) from August 2019 YTD
- Accommodation and Food Services *decreased* by 28.2% in August 2020 vs August 2019 and is *down* 26.7% (\$209.4M) from August 2019 YTD.

RECOMMENDATION TO BOARD: Information only.

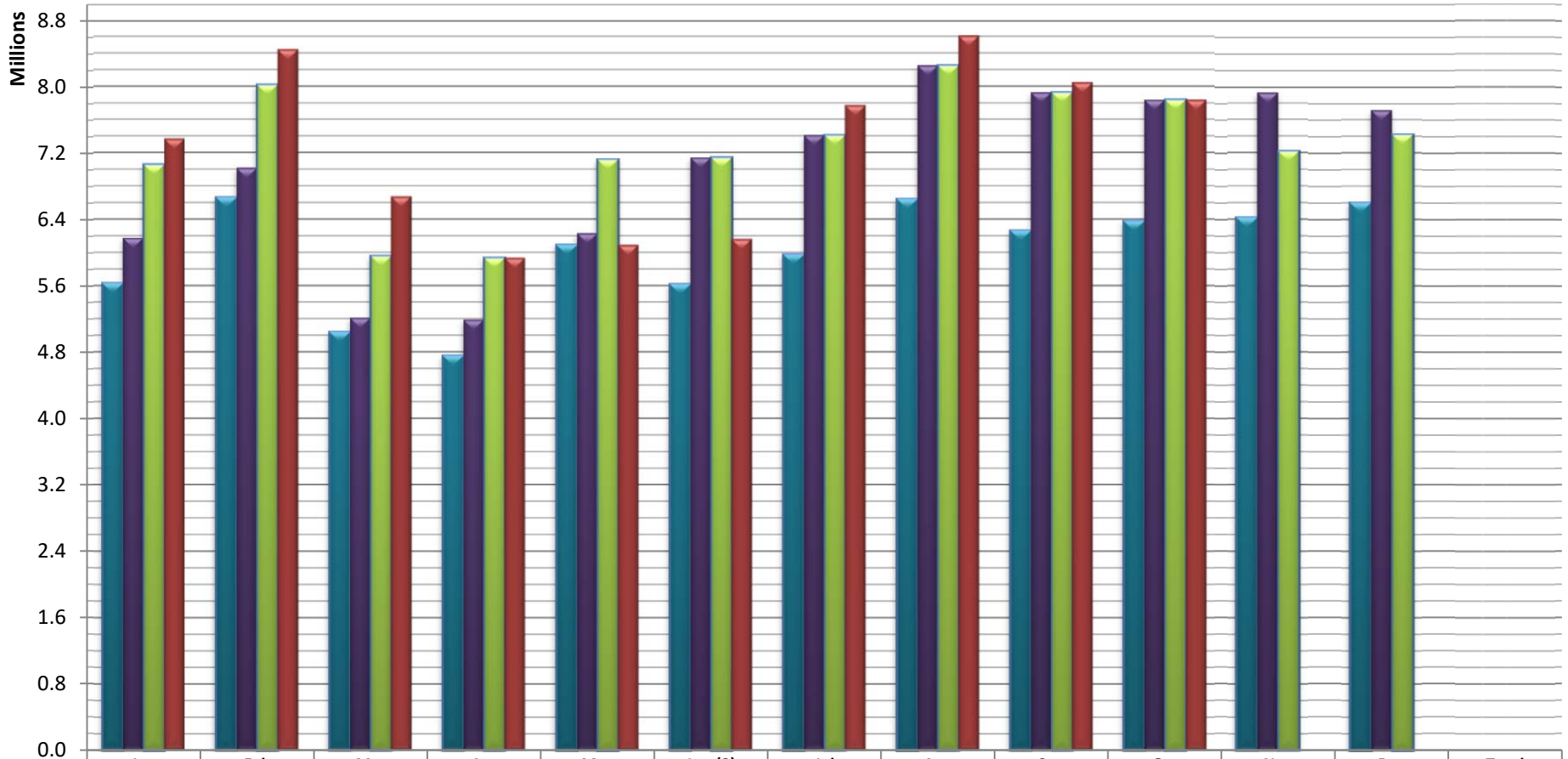
Sales Tax Revenue History-October 2020⁽¹⁾



(1) Voter approved 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 .007 to .008 in 2019.

2018 - 2020 SALES TAX RECEIPTS ⁽¹⁾



	Jan	Feb	Mar	Apr	May	Jun (2)	Jul	Aug	Sep	Oct	Nov	Dec	Total
2018 Act.	5,628,134	6,664,160	5,042,196	4,754,750	6,090,019	5,616,550	5,975,411	6,645,055	6,263,667	6,377,811	6,420,673	6,601,135	72,079,561
2019 Act.	6,174,964	7,017,558	5,212,448	5,191,296	6,230,070	7,142,964	7,412,766	8,253,600	7,928,815	7,838,478	7,925,862	7,717,259	84,046,080
2020 Bud.	7,057,102	8,020,066	5,957,084	5,932,909	7,120,079	7,142,964	7,412,766	8,253,600	7,928,815	7,838,478	7,223,009	7,426,024	87,312,896
2020 Act.	7,370,074	8,448,309	6,674,740	5,937,757	6,092,534	6,163,749	7,776,530	8,613,027	8,051,397	7,840,122	-	-	72,968,239
\$ Mo. Var.	1,195,110	1,430,751	1,462,292	746,461	(137,536)	(979,215)	363,764	359,427	122,582	1,644	-	-	
% Mo. Var.	19.4%	20.4%	28.1%	14.4%	-2.2%	-13.7%	4.9%	4.4%	1.5%	0.0%	0.0%	0.0%	
\$ YTD Var.	1,195,110	2,625,861	4,088,153	4,834,614	4,697,078	3,717,863	4,081,627	4,441,054	4,563,636	4,565,280	-	-	
% YTD Var.	19.4%	19.9%	22.2%	20.5%	15.7%	10.1%	9.2%	8.4%	7.5%	6.7%	0.0%	0.0%	
% YTD Bud. Var.	4.4%	4.9%	6.9%	5.4%	1.3%	-1.3%	-0.4%	0.3%	0.5%	0.4%	0.0%	0.0%	

⁽¹⁾ Voter approved 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 .007 to .008 in 2019.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 19, 2020

AGENDA ITEM 11C : SEPTEMBER 2020 FINANCIAL RESULTS SUMMARY

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Monique Liard, Chief Financial Officer
Tammy Johnston, Senior Financial Services Manager

SUMMARY: Attached are the September 2020 financial results. The emphasis is on what percent of the budget has been received or expended to date compared to where we are in the year. September equates to 75% of the year.

Revenue

Overall, year-to-date revenue is at 90.2% of budget (\$100.3M) which is 20.3% higher than the expected \$83.4M.

Fares & Other Transit Revenue is lower than the budget at 34.8%.

Sales Tax Revenue is lower than the budget at 74.6%.

Federal & State Grants is higher than the budget at 291.1%.

Miscellaneous Revenue is higher than the budget at 103.5%.

Operating Expenses

Year-to-date operating expenses at 68.9% of budget (\$58.0M) are 8.1% below the expected amount of \$63.1M.

Fixed Route 72.5% of budget expended

Paratransit 55.8% of budget expended

Vanpool 52.2% of budget expended

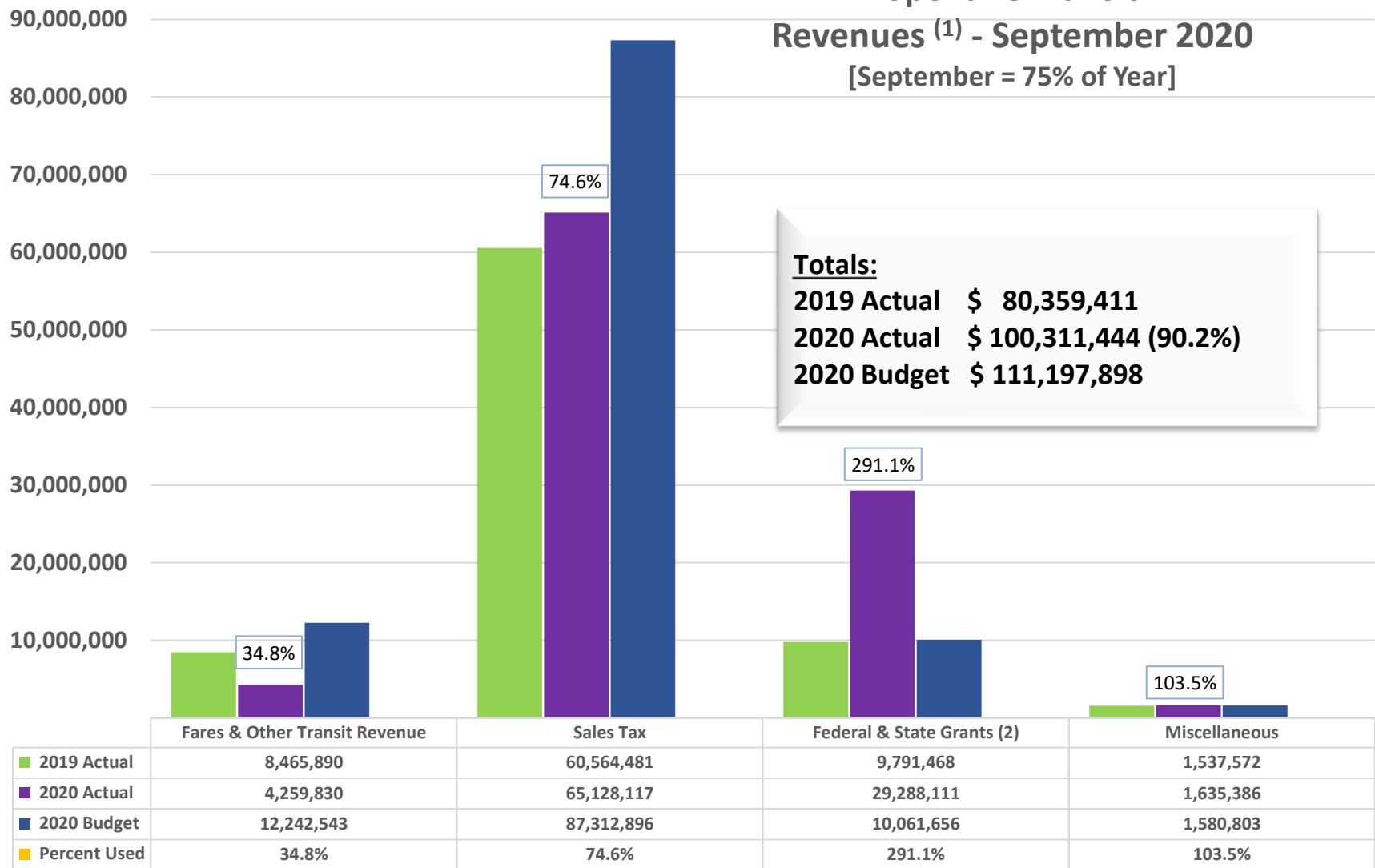
Plaza 82.3% of budget expended

Administration 70.5% of budget expended

Operating expenses are greatly influenced by the timing of payments.

RECOMMENDATION TO BOARD: Information only.

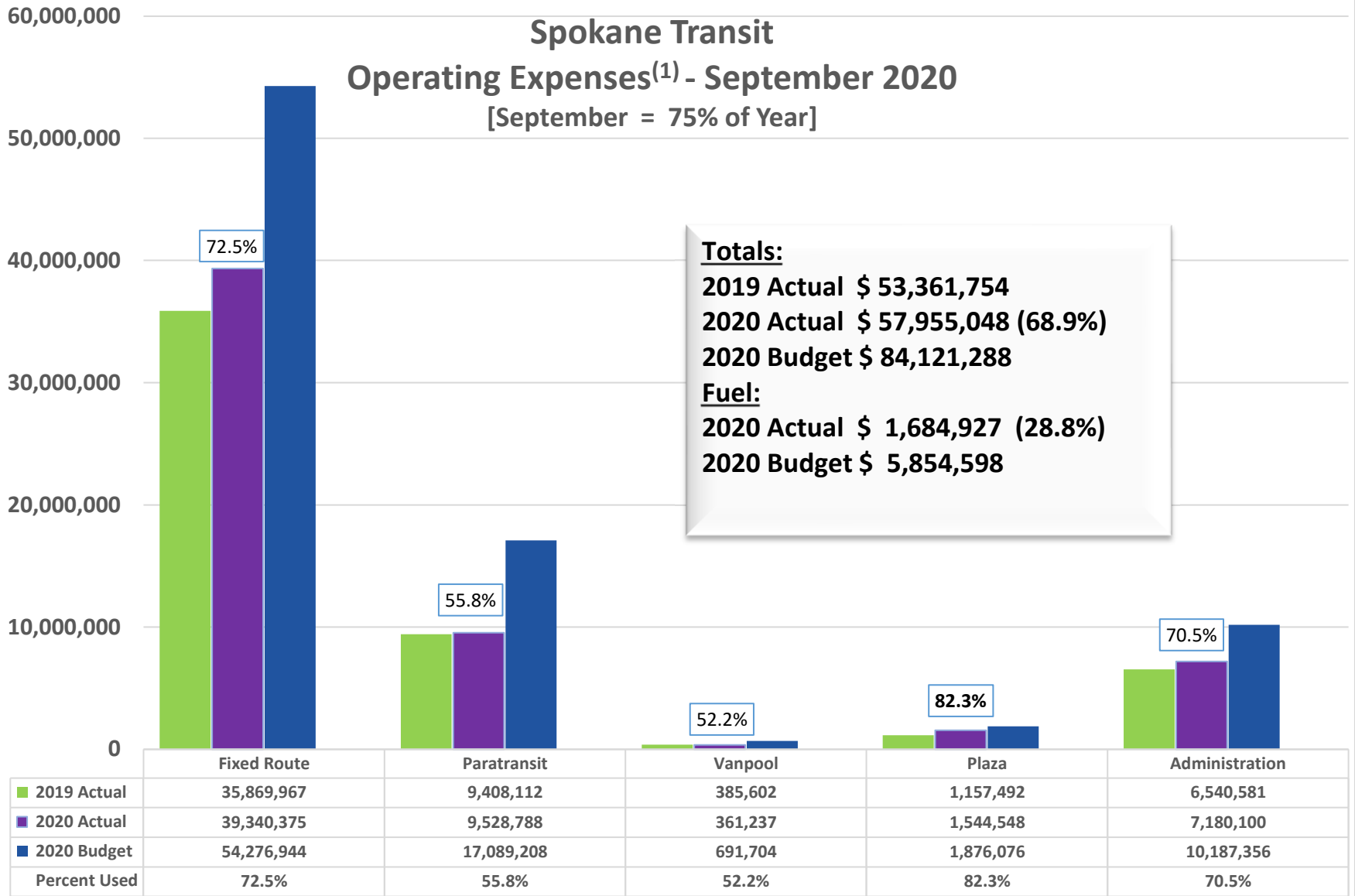
Spokane Transit Revenues ⁽¹⁾ - September 2020 [September = 75% of Year]



(1) Above amounts exclude grants used for capital projects. Year-to-date September state capital grant reimbursements total \$7,322,337 and federal capital grant reimbursements total \$793,505.

(2) Federal/State Grants over budget in 2020 due to Cares Act Funding of \$21,803,440 to date which is partially offset by the amount of the Washington State Consolidated Grant (Special Needs) drawn down in 2019 - \$1,604,616 in 2020 budget.

Spokane Transit Operating Expenses⁽¹⁾ - September 2020 [September = 75% of Year]



Totals:
 2019 Actual \$ 53,361,754
 2020 Actual \$ 57,955,048 (68.9%)
 2020 Budget \$ 84,121,288

Fuel:
 2020 Actual \$ 1,684,927 (28.8%)
 2020 Budget \$ 5,854,598

(1) Operating expenses exclude capital expenditures of \$13,402,895 and Street/Road cooperative projects of \$315,293 for year-to-date September 2020.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 19, 2020

AGENDA ITEM **11D** : SEPTEMBER 2020 OPERATING INDICATORS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Fred Nelson, Interim Chief Operations Officer

SUMMARY: There was one more weekday in September 2020 compared to September 2019. Covid-related restrictions to businesses and other activities continue to suppress mobility.

FIXED ROUTE

Average weekday ridership decreased 51.8% (15,667 vs. 32,509 in 2019) and is down 37.8% (20,374 vs. 33,787) Year to Date (YTD). Total monthly ridership decreased 48.7% (395,013 vs. 770,544 in 2019) and is down 37.8% (4,650,277 vs. 7,481,372) YTD.

- Adult ridership decreased 50.0% (231,580 vs. 463,572 in 2019) and is down 53.8% (2,136,188 vs. 4,626,302) YTD.
 - CCS Pass ridership decreased 78.8% (7,287 vs. 34,341 in 2019) and is down 61.7% (170,048 vs. 444,330) YTD.
 - Eagle Pass ridership decreased 86.2% (3,950 vs. 28,568 in 2019) and is down 51.8% (214,653 vs. 445,197) YTD.
- Youth ridership decreased 84.9% (9,925 vs. 65,514 in 2019) and is down 68.6% (178,109 vs. 566,610) YTD.
- Reduced Fare / Para ridership decreased 38.6% (69,199 vs. 112,677 in 2019) and is down 51.2% (504,802 vs. 1,034,358) YTD.

PARATRANSIT

Monthly ridership decreased 60.9% (13,814 vs 35,339 in 2019) and is down 50.6% (163,644 vs 331,175) YTD.

- Special Use Van ridership decreased 73.8% (660 vs. 2,523 in 2019) and has decreased 66.7% (7,313 vs. 21,981) YTD.

VANPOOL

Vanpool customer trips were down 45.9% (6,511 vs. 12,046 in 2019) and are down 37.9% (72,632 vs 116,862) YTD.

- Vanpool vans in service decreased 13.2% (66 vs 76 in 2019). August 2020 had 69 vans. However, there is a significant decrease in use due to the pandemic:
 - 24 vans are operating with 5 or more participants
 - 37 vans are operating with less than 5 participants
 - 5 vans are on hold due to worksite restrictions or temporary closures

CUSTOMER SERVICE/PASS SALES

Total monthly pass sales decreased 24.6% (7,139 vs. 9,471 in 2019) and decreased 51.2% (39,422 vs. 80,849) YTD.

- Adult Pass/Smartcard monthly pass sales decreased 0.8% (3,378 vs. 3,404 in 2019) and decreased 55.9% (14,632 vs. 33,200) YTD.
- Shuttle Park monthly sales decreased 76.1% (131 vs. 558 in 2019) and decreased 57.0% (1,993 vs. 4,631) YTD.
- 7-Day Pass/Smartcard monthly sales increased 27.0% (1,617 vs. 1,273 in 2019) and decreased 39.3% (6,141 vs. 10,109 YTD).
- ESBP monthly sales decreased 73.8% (286 vs. 1,091 in 2019) and decreased 56.4% (4,045 vs. 9,283) YTD.

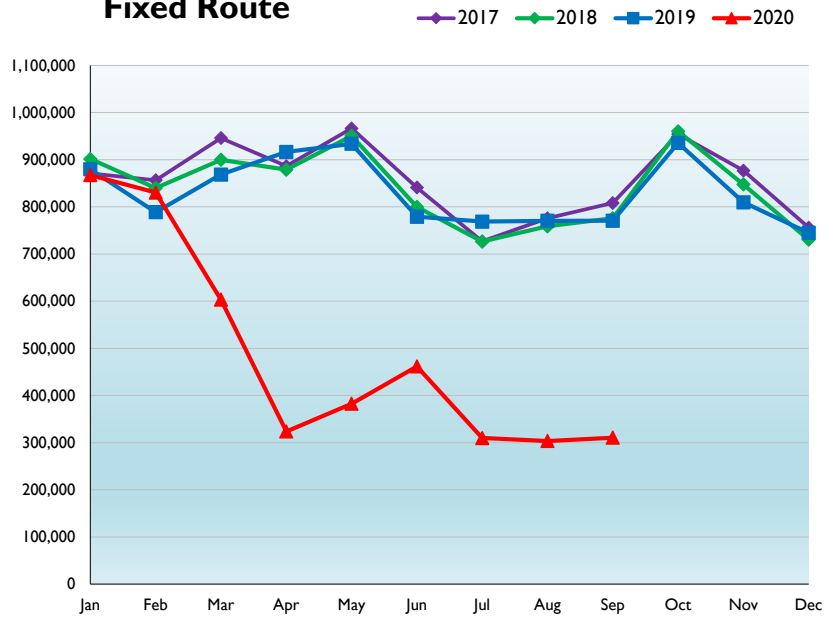
September 2020 Group Sales decreased 31.5% (12,759 passes vs. 18,622 in 2019) and decreased 48.2% (88,131 passes vs. 169,973) YTD.

UTAP monthly rides decreased 83.4% (17,007 vs. 102,571 in 2019) and decreased 62.3% (460,458 vs. 1,219,777) YTD. 2019 included City Summer Youth UTAP rides of 132,982 September YTD.

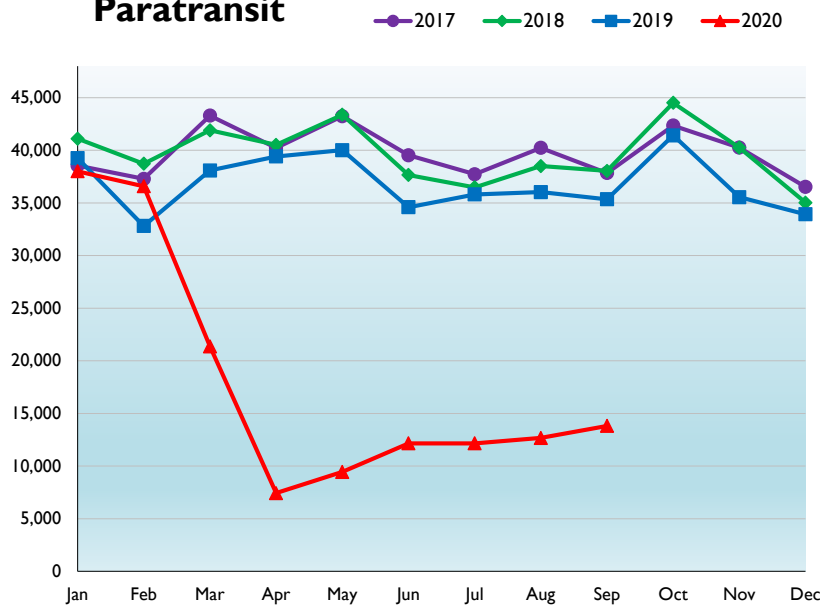
Community Access Program (CAP) sold 3,414 2hr passes and 1,912 Day passes in September. These passes are included in the pass sales above. This is the 1st month of this pilot program.

RECOMMENDATION TO BOARD: Information only.

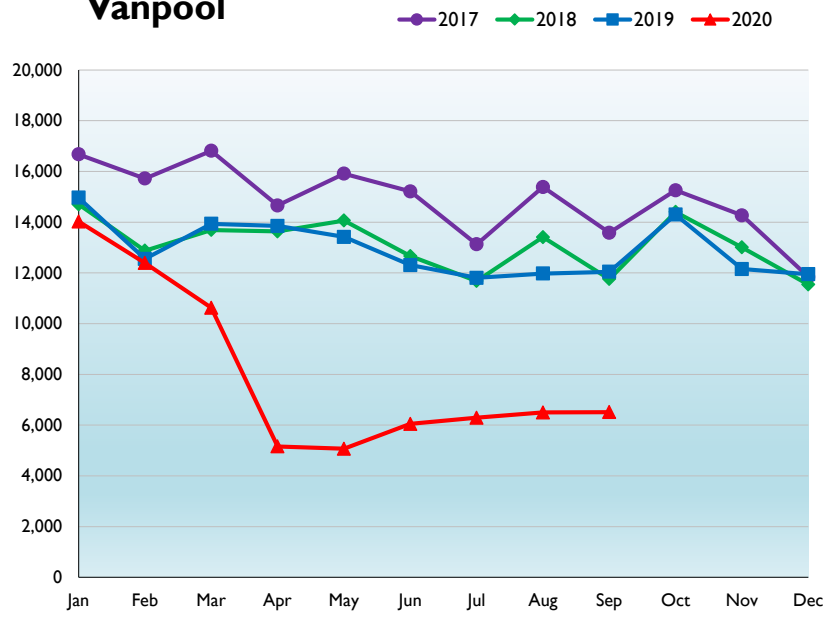
Fixed Route



Paratransit



Vanpool



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 19, 2020

AGENDA ITEM 11E : 3rd QUARTER 2020 PERFORMANCE MEASURES

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Fred Nelson, Interim Chief Operations Officer

SUMMARY: A complete set of the 3rd Quarter 2020 Performance Measures was attached to the end of the October Performance Monitoring and External Relations packet. The full report has been posted to the STA website at: <https://www.spokanetransit.com/about-sta/mission-priorities-performance-measures>

The following is a summary of significant measures that are of particular interest or the committee has provided guidance for staff to highlight on a routine basis.

Ensure Safety

Preventable Accident Rate

- At 0.07, Fixed Route was lower than STA's goal of 0.08 preventable accidents per 10,000 miles.
- At 0.04, Paratransit was substantially below STA's goal of 0.10 preventable accidents per 10,000 miles.

Earn and Retain the Community's Trust

Ridership

Ridership for Fixed Route ended the 3rd quarter down 37.8% compared to our ridership in 2019. Fixed Route provided 4,650,277 in 2020 vs. 7,481,372 in 2019. The ridership goal for Fixed Route in 2020 is a 5.0% increase from 2019 (approximately 10.6 million trips).

- The ridership decline has been felt across the system. This can be seen especially in the Universal Transit Access Pass (UTAP) program which is currently down 62.3%. With Eastern Washington University (EWU) and the Community Colleges of Spokane (CCS) canceling in-person classes, ridership recovery will continue to be a challenge.

STA's goal for Paratransit is to manage growth and maintain a 1.5% increase over 2019 ridership level. At the end of the 3rd Quarter, Paratransit ridership has decreased 50.6% compared to 2019 (163,644 vs. 331,175).

- Since Paratransit serves a vulnerable population, many regular customers have not been inclined to book rides.
- Record on-time performance was achieved when the service shifted to only transporting one customer per vehicle.
- To keep operators engaged and to better serve the community, Paratransit has taken on several extra missions including Meals on Wheels deliveries, implementing a Senior Ride Program, and assisting with on route disinfecting of coaches.

Vanpool ridership is also down, ending the 3rd quarter 37.9% lower than 2019 (72,632 vs. 116,862). STA's goal is to realize a 1.0% increase in ridership from 2019 (approximately 163,000 trips).

- 24 Vans are operating with 5 or more passengers
- 37 Vans are temporarily operating with less than 5 passengers
- 5 Van groups are on hold
- 15 Van groups have folded since March

Passengers per Revenue Hour (PPRH)

Fixed Route PPRH was 13.89

- This is below the goal of 25. Our normal PPRH is higher than any other agency outside of King County Metro.

Paratransit PPRH was 1.98

- This is below the goal of 2.8 PPRH. While our PPRH goal is down, it has allowed us to maintain a single person ride.

Provide Excellent Customer Service

On-Time Performance

- At 96.0% Fixed Route exceeded STA's goal of 93% of trips running on time (on time is measured as a bus departing between 0 to 5 minutes from the scheduled departure time).
- Paratransit's on-time performance was 97.0%, surpassing the goal of 93%. Lower ridership has allowed for excellent OTP.

Enable Organizational Success

Operator Ride Checks

- Fixed Route ride checks were suspended in March due to the pandemic.

Exemplify Financial Stewardship

Cost per Passenger

- Fixed Route and Paratransit surpassed STA's goal to keep the cost per passenger less than 95% of the average cost of the urban systems in Washington State. Fixed Route 3rd quarter year to date cost per passenger was \$9.96 which represents 78.3% of the urbanized average of \$12.72.
- Paratransit cost per passenger was \$68.56 which represents 78.3% of the urban systems' average of \$87.52

Cost Recovery from User Fees (Farebox Recovery).

The suspension of fare collection from March 30th to July 1st had a significant impact on the recovery percentage.

- Fixed Route farebox recovery is 7.8%, which is below the goal of 20%.
- Paratransit farebox recovery is 2.2%, which is below the goal of 5%.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 19, 2020

AGENDA ITEM 11F : STA MOVING FORWARD QUARTERLY PROJECT DELIVERY REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Mike Tresidder, Associate Transit Planner

SUMMARY: The *STA Moving Forward* Quarterly Project Delivery Report is a mechanism to communicate progress in implementing the 10-year plan to the public. Since 2017 it has been provided to the Citizen Advisory Committee. All of the quarterly status reports can be found on stamovingforward.com here: <http://stamovingforward.com/plan/documents>

The latest version of the quarterly report, 3rd quarter 2020, can be found here: https://s3.us-west-2.amazonaws.com/stamovingforward/documents/STAMF-Quarterly-Project-Delivery-Report_Q3_2020.pdf?mtime=20201014102355

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 19, 2020

AGENDA ITEM 11G : 3rd QUARTER 2020 SERVICE PLANNING INPUT REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Kathleen Weinand, Principal Transit Planner

SUMMARY: The Planning and Development Department receives comments from external sources and itemizes each comment to follow up and document feedback used for emerging opportunities for future service changes. These comments are obtained from a variety of sources since customer engagement cannot be a one-size-fits-all approach. Planning Department staff obtains feedback from customers at public meetings, through the Customer Service Department, phone calls, letters, emails, voice messages, emails from STA Questions (STA’s website comment portal), and feedback from coach operators and supervisors. Planning staff may also receive inquiry requests from STA Board Members. STA’s planning staff responds to every comment received when valid contact information is provided. Comments are also discussed at the internal Service Improvement Committee meetings.

The purpose of this summary is to inform the Performance Monitoring and External Relations Committee of the feedback received by the Planning and Development Department in the 3rd Quarter of 2020. It should be noted that this feedback summary applies only to department-related activities which include, but are not limited to, existing and potential bus service and/or feedback related to specific bus stops.

A total of 21 comments were received by the Planning and Development Department during the quarter. Of the comments received, four were related to requests for new service, seven were related to existing service, and 10 were related to bus stops. The comments are summarized below. It is also noted if any comments are addressed by the *STA Moving Forward* plan.

NEW SERVICE COMMENTS
1 request for service on N. Wandermere Road. <i>Not included in STA Moving Forward.</i>
1 request for late night bus service to the casinos. <i>Not included in STA Moving Forward.</i>
1 request for bus service for East Hillyard on N. Freya Street. <i>Not included in STA Moving Forward.</i>
1 request for service to the Latah Yokes Fresh Market on Cheney-Spokane Road and the Eagle Ridge Development. <i>Not included in STA Moving Forward.</i>

EXISTING SERVICE COMMENTS
3 requests for the 633 Geiger Shuttle (serves the Amazon Fulfillment facility) to operate later or earlier than STA service hours on weekends. <i>Hours of service are established in STA Comprehensive Plan Connect Spokane.</i>

EXISTING SERVICE COMMENTS (CONTINUED)

1 request that the Route 64 departing K-Street Station in Cheney at 5:02 AM be assigned a 60-foot-long vehicle to address crowding resulting from an influx of passengers connecting with the 633 Geiger Shuttle at the West Plains Transit Center. *The trip had previously been assigned a 35-foot-long vehicle. The vehicle assignment was changed to a 40-foot-long coach. Monitoring of the loads on the trip have indicated the crowding issue has been addressed.*

1 comment that the Route 61 is consistently more than 5 minutes late. *Arrival data was reviewed, and the reported condition was not confirmed.*

1 complaint about the Route 74 bus not using the Division Street exit in the mornings. *Changes to route interlines due to service changes in response to Eastern Washington University's "Max Flex Approach" which emphasizes online classes in response to COVID-19 resulted in this change.*

1 comment about difficulty connecting between the 4 and the Route 45 Perry District at the South Hill Park & Ride. *A change was made to the Route 45 schedule at the time of the September service change to address this comment.*

BUS STOP COMMENTS

1 comment that the stop on S. Hayford Road at W. 12th Avenue is located too close to the stop to the south. *The stop will be relocated in the future as part of planned street improvements and route changes in the area.*

1 comment about the view into the shelter on E. Sprague Avenue at Napa Street being obstructed by a garbage can. *The garbage can is strategically placed to cover up exposed conduit for future HPT amenities that is a trip hazard.*

1 request to install a bus shelter at W. 6th Avenue at S. Washington Street in Spokane. *The stop does not meet the minimum average daily boardings to warrant a shelter.*

1 comment regarding a destroyed bus bench near the corner of E. Hawthorne Avenue and N. Division Street. *Reported to Spokane County and Evergreen Outdoor Advertising for removal or repair.*

1 request for a bus stop on HWY 2 at Rambo Road. *STA previously had a bus stop at this location but had to remove it because it did not meet WSDOT standards.*

1 request for shelters at the bus stops on E. Mansfield at Cherry Street. *The westbound stop meets the warrants for a shelter. Additional right-of-way or easement would be required. The stop will be considered for a shelter in the future as feasible.*

1 report that the N. Nevada Street at E. Cozza Drive stop is blocked by trees and bushes obscuring the view of riders by Coach Operators. *Staff is working with the City and adjoining property owner to address.*

1 inquiry regarding why the shelter and stops at N. Monroe Street and W. Nora/W. Indiana Avenue were moved. *Both stops are being improved for ADA accessibility and will have new shelters installed as part of the Monroe-Regal HPT Phase II.*

1 comment regarding confusion caused by the relocation of the stop at N. Division Street and Price 100 feet to the south. The City of Spokane contracted bus bench was left at location causing confusion to the passenger who is blind. The passenger is also concerned about accessing the stop when it snows. *STA informed the City of the complaint so that their contractor can relocate the bus bench. Stop was relocated in order to provide for the installation of a shelter.*

1 request to remove benches at N. Ash Street at W. Sharp Avenue where there is no longer an active bus stop. *STA informed the City of the complaint so that their contractor can relocate the bus bench.*

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 19, 2020

AGENDA ITEM 11H : STA HOLIDAY SERVICES AND OFFICE HOURS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Dana Infalt, Clerk of the Authority

SUMMARY: The administrative office at Boone Avenue will be closed Thursday, November 26, 2020, to observe the Thanksgiving holiday; Friday, December 25, 2020, to observe the Christmas holiday; and Friday, January 1, 2021, to observe the New Year's holiday.

Fixed Route and Paratransit Holiday service will be provided on these days.

The following schedule outlines STA's holiday services:

Date:	Paratransit Service and Reservations	Fixed Route Service	Customer Service (at the Plaza)
November 26 (Thursday)	Holiday Service/ 8:00 am - 8:00 pm Paratransit Reservations 8:00 am - 5:00 pm	Holiday Service 8:00 am - 8:00 pm	Closed Call Center open 8:00 am - 6:00 pm
December 25 (Friday)	Holiday Service/ 8:00 am - 8:00 pm Paratransit Reservations 8:00 am - 5:00 pm	Holiday Service 8:00 am - 8:00 pm	Closed Call Center open 8:00 am - 6:00 pm
January 1 (Friday)	Holiday Service/ 8:00 am - 8:00 pm Paratransit Reservations 8:00 am - 5:00 pm	Holiday Service 8:00 am - 8:00 pm	Closed Call Center open 8:00 am - 6:00 pm

RECOMMENDATION TO COMMITTEE: Information only.

12.

EXECUTIVE SESSION

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

1. Discussion with legal counsel representing STA in litigation or potential litigation to which STA, the STA Board of Directors, or STA employees are, or are likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to STA.

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 - 5 minutes