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, October 17, 2019, in the Spokane Transit Boardroom, 1230 West Boone Avenue, Spokane, Washington.

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

THE MEETING SHALL BE OPEN TO THE PUBLIC.

BY ORDER OF THE STA BOARD OF DIRECTORS.

DATED this 17th day of October, 2019.

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 17, 2019

AGENDA ITEM 2: APPROVE BOARD AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Candace Mumm, STA Board Chair

SUMMARY:

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

RECOMMENDATION TO BOARD: Approve Board agenda.

FINAL REVIEW FOR BOARD BY:

Division Head // Chief Executive Officer // Legal Counsel //

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

BOARD MEETING

Thursday, October 17, 2019, at 1:30 p.m.
Spokane Transit Authority Boardroom
1230 West Boone Avenue, Spokane, Washington

AGENDA

Estimated meeting time: 70 minutes

1. Call to Order and Roll Call

2. Approve Board Agenda *(Candace Mumm)*

3. Public Expressions

4. Recognitions and Presentations: *10 minutes*
   A. Lynda (Warren) Palmer – Retirement *(E. Susan Meyer)*
   B. Third Quarter 2019 Years of Service Awards *(Nancy Williams)*
   C. Third Quarter 2019 Employee Recognition Winners *(Nancy Williams)*

5. Public Hearing: *20 minutes*
   A. Proposed 2020 Operating and Capital Budgets *(Lynda Palmer)*
   A video presentation of the budget is available on STA's website:
   2020 Proposed Operating & Capital Budget.
   Comments should be addressed to STA Chief Financial Officer:
   budget@spokanetransit.com (Action at November 21, 2019, Board meeting)

6. Board Action - Consent Agenda: *10 minutes*
   A. Minutes of the September 19, 2019, Board Meeting – Corrections/Approval
   B. September 2019 Vouchers *(Lynda Palmer)*
   C. Recommended Draft 2020 Annual Strategic Plan *(Karl Otterstrom)*
   D. Acceptance of the Boone Northwest Garage Contract as Complete *(Roger Watkins)*
   E. Central City Line Temporary Construction Easements *(Karl Otterstrom)*

7. Board Action – Committee Recommendations: *(None)*

8. Board Action – Other: *(None)*

9. Board Operations Committee: *5 minutes*
   A. Chair Report *(Candace Mumm)*

10. Planning & Development Committee: *5 minutes*
    A. Chair Report *(Chris Grover)*

11. Performance Monitoring & External Relations Committee: *5 minutes*
    A. Chair Report *(Lori Kinnear)*

12. CEO Report: *10 minutes*

13. Board Information – *no action or discussion*
    A. Committee Minutes
    B. September 2019 Sales Tax Revenue *(Lynda Palmer)*
    C. August 2019 Financial Results Summary *(Lynda Palmer)*
    D. August 2019 Operating Indicators *(Roger Watkins)*

14. New Business

15. Board Members' Expressions

16. Executive Session *(McAloon Law PLLC): None*

17. Adjourn

Cable 5 Broadcast Dates and Times of October 17, 2019, Board Meeting:

Saturday, October 19, 2019	4:00 p.m.
Monday, October 22, 2019	10:00 a.m.
Tuesday, October 23, 2019	8:00 p.m.

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

Planning & Development	Nov. 6, 2019, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	Nov. 6, 2019, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	Nov. 13, 2019, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting:

Thursday, November 21, 2019, 1:30 p.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.

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.

3.

PUBLIC EXPRESSIONS

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

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 17, 2019

AGENDA ITEM 4A : LYNDA (WARREN) PALMER, CHIEF FINANCIAL OFFICER – RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED: E. Susan Meyer, Chief Executive Officer

SUMMARY: Lynda (Warren) Palmer is retiring at the end of October.

When Lynda's daughter, son-in-law, and granddaughter moved to the Spokane area in 2011, she applied for and was hired as the Director of Finance and Information Services. Her title was later changed to Chief Financial Officer.

She came to STA from Rogue Community College in southern Oregon where she was Chief Financial Officer and Vice President of College Services. Lynda earned her Master's and Bachelor's degrees in Finance from the University of Illinois.

For the past eight years, Lynda has been responsible for the operations and activities of Finance, Budgeting, Accounting, Auditing, Forecasting, Purchasing, Payroll Service, Contract Compliance, Risk Management, and all other financial functions of the organization. She has had regular contact with state and federal agencies, local governments, employees and other stakeholders, and coordinated work with departments as it related to all fiscal functions. Throughout her tenure with STA, Lynda could be counted on for her expertise, problem-solving skills, and easygoing nature.

She and husband, Steve, plan to share their time between the Spokane area and Southern Illinois, where they grew up. We wish them both much happiness in retirement.

RECOMMENDATION TO BOARD: Recognize Lynda Palmer for her years of service and leadership to STA.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 17, 2019

AGENDA ITEM 4B : THIRD QUARTER 2019 YEARS OF SERVICE AWARDS – RECOGNITION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Nancy Williams, Director of Human Resources

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

40 Years

Office Assistant
Kim Freeman

30 Years

Fixed Route Coach Operator
Steven Nelson

25 Years

Buyer
Steven Williams

Fixed Route Coach Operator
Glenn Schultheis

20 Years

Budget and Accounting Manager
Tamara Johnston

Foreperson
Brian Conley

Journeyman Vehicle Technician
Michael Howard

General Repair Vehicle Technician
Jose Campos

Fixed Route Coach Operator
Patrick Davis
Steven Welp

15 Years

Fixed Route Supervisor
Mark Fischer
Chris Norton

10 Years

Fixed Route Coach Operator
Travis Hall
Gary Hanson
Joe Medina

5 Years

Fixed Route Supervisor
Thomas Brown

Fixed Route Coach Operator
Todd Collins
Jay Edwards
Christopher Hoeck
Cassidy Laughary
Jeremy McGrath
Ronald Meserve
Thomas Palmer
Theodore Propst
Robert Steen
David Todd
Charles Turner

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 17, 2019

AGENDA ITEM 4C : 2019 THIRD QUARTER EMPLOYEE RECOGNITION WINNERS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Nancy Williams, Director of Human Resources

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

RECOMMENDATION TO BOARD: Receive report.

2019 - 3rd QUARTER EMPLOYEE RECOGNITION WINNERS

July 2019	Haley Pauley	Shipping & Receiving Clerk
	Robbin Simmons	Paratransit Operator
	Sam Hairston	Fixed Route Supervisor
August 2019	Leticia Medina	Fixed Route Operator
	Mitch Bright	Fixed Route Supervisor
	Bert Simmons	Paratransit Operator
Sept 2019	No Nominations	

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 17, 2019

AGENDA ITEM 5A : PUBLIC HEARING:

A. Proposed 2019 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. *(Lynda Warren)* *Budget Presentation Link*
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 November 21, 2019, Board Meeting)

FINAL REVIEW FOR BOARD BY:

Division Head *di* Chief Executive Officer Legal Counsel

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 17, 2019

AGENDA ITEM 6A : MINUTES OF THE SEPTEMBER 19, 2019, 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 September 19, 2019, 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 [signature] 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 September 19, 2019, Board Meeting
Spokane Transit Boardroom
1230 West Boone Avenue, Spokane, Washington

MEMBERS PRESENT
Candace Mumm, City of Spokane, *Chair*
Al French, Spokane County
Chris Grover, Small Cities Representative (Cheney)
Lori Kinnear, City of Spokane
Josh Kerns, Spokane County
Pamela Haley, City of Spokane Valley
Karen Stratton, City of Spokane
Arne Woodard, Alternate City of Spokane Valley
Kate Burke, City of Spokane
Veronica Messing, Small Cities Representative (Airway Heights) *Ex Officio*
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT
Sam Wood, City of Spokane Valley
Kevin Freeman, Small Cities Representative (Millwood) *Ex Officio*
Mike Kennedy, Small Cities Representative (Liberty Lake) *Ex Officio*

STAFF PRESENT
E. Susan Meyer, Chief Executive Officer
Roger Watkins, Chief Operations Officer
Karl Otterstrom, Director of Planning & Development
Nancy Williams, Director of Human Resources
Brandon Rapez-Betty, Director of Communications & Customer Service
Dana Infalt, Clerk of the Authority

PROVIDING LEGAL COUNSEL
Laura McAloon, McAloon Law PLLC

---

1. CALL TO ORDER AND ROLL CALL -

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

2. APPROVE BOARD AGENDA

   Mr. French moved to approve the agenda. Mr. Grover seconded and the motion passed unanimously.

3. PUBLIC EXPRESSIONS - *None*

4. RECOGNITIONS AND PRESENTATIONS

   A. Mike Christensen, Coach Operator Retirement. Mr. Watkins acknowledged Mr. Christensen and thanked him for his 36 years of service and dedication to STA.

   B. Wall of Fame – Ms. Williams advised that Washington State Department of Transportation annually honors two exemplary individuals and one team from each transit agency to receive the Wall of Fame award. This year winners included Bryon Adams, Security, Paul Hoffman, Trainer, and the Paratransit Supervisor team (Lance Durbin, Angela Brown and Matt Kampster).

Ms. Haley arrived at 1:41

C. Spokane Youth Card – Ms. Meyer provided program background and Mr. Rapez-Betty introduced the guest speakers.
   - Brandon Meiers, PMP, Senior Project Manager, City of Spokane
   - Amanda Donovan, Marketing & Communications Director, Spokane Library
   - Fianna Dickson, Communications Manager, Parks and Recreation
   - Brian Coddington, Communications and Community Relations Director, Spokane Public Schools.

   The speakers offered their gratitude and provided feedback on the success of the Spokane Youth Card program. They advised it was a pilot program and that 5,319 cards were checked out by students. Facebook social media was utilized to reach 40,000 citizens and their comments were very positive.

   Mr. Otterstrom reported the program resulted in 118,000 passengers boarding the bus. He provided additional statistics/trends on the individual routes and ridership, noting the areas with the heaviest ridership were Shadle and the Plaza.

   Mr. Rapez-Betty reported the cost for the pilot program amounted to $131,945. He informed that the agreement between STA and the City of Spokane stipulated the City of Spokane would have a not to exceed (NTE) amount of $62,000. Therefore, the program cost was split $62,000 paid by City of Spokane and $69,945 by Spokane Transit. Next steps presented included looking at a 2020 program, expanded scope, regional program sponsorship, corporate sponsorship, and others services that might be included.

   Chair Mumm asked if there were any questions or comments. Ms. Burke asked if there is a plan in place to continue a program like this and if it was started before summer, would ridership go up again? Chair Mumm noted it was a pilot program to offer proof of concept. She said it would be great to find a regional program sponsor, and that some corporations are interested in sponsoring the program in the future. The Urban Development Committee at the City is keeping it on their radar and trying to make it an ongoing program.

   Ms. Bowers advised that she was in a unique position to comment because she drives a bus and provided a story about one of her passengers and how this program allowed her to keep her job.

   Ms. Messing asked if the smaller cities wanted to set up a meeting, who should they contact. Mr. Rapez-Betty is the point of contact at STA.

   Ms. Meyer thanked the partners and STA team, noting that when the Mayor originally talked to staff, they suspected there wasn't enough time to implement. He pressed and STA and the partners made it happen. The success exceeded expectations.

5. BOARD ACTION – CONSENT AGENDA

Mr. French moved to approve the Consent Agenda items 4A through 4F. Ms. Haley seconded and the motion passed unanimously.

A. Approve the minutes of the July 25, 2019, Board meeting.
B. By motion, confirm the Board Chair's appointment of Karen Stratton to the Planning & Development Committee for the remainder of 2019.

C. Approve the following July and August 2019 Vouchers:

DESCRIPTION	VOUCHER/ACH NUMBERS		AMOUNT
Accounts Payable Vouchers (July)	Nos. 603909 – 604251	$	4,232,078.66
Workers Comp Vouchers (July)	ACH – 2286	$	142,996.16
Payroll 07/05/19	ACH – 07/05/19	$	1,409,920.82
Payroll 07/19/19	ACH – 07/19/19	$	1,864,857.37
WA State – DOR (Use Tax) (July)	ACH – 1767	$	5,931.70
JULY TOTAL		**$**	**7,655,784.71**

DESCRIPTION	VOUCHER/ACH NUMBERS		AMOUNT
Accounts Payable Vouchers (August)	Nos. 604252 – 604717	$	8,407,476.23
Workers Comp Vouchers (August)	ACH – 2286	$	110,248.18
Payroll 08/02/19	ACH – 08/02/19	$	1,271,246.52
Payroll 08/16/19	ACH – 08/16/19	$	1,835,127.36
Payroll 08/30/19	ACH – 08/30/19	$	1,338,599.76
WA State – DOR (Use Tax) (August)	ACH – 1767	$	5,811.78
AUGUST TOTAL		**$**	**12,968,509.83**

D. By motion, award Section 5310 funding to the grantees for the amounts listed and authorize staff to adjust project funding as necessary.
E. Authorize the CEO to execute closing documents to acquire property and accept a temporary construction easement (TCE).
F. Adopt, by Resolution, the Special Events Fare Structure for Bloomsday, Hoopfest, Spokane County Fair, and Valleyfest as outlined in the Tariff Policy.

6. BOARD ACTION – COMMITTEE RECOMMENDATIONS - *None*

7. BOARD ACTION – OTHER- *None*

8. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

i. Ms. Mumm had nothing to report at this time.

9. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

i. 2020 Annual Strategic Plan

Mr. Otterstrom reported that the Draft 2020 Strategic Plan is included in the packet. He noted the expectation is to have action/approval at the October Board meeting, with a recommendation from the Planning and Development Committee. He reviewed the highlights and goals to increase ridership in Fixed Route, Paratransit, and Vanpool. He spoke about the plan strategies to 1) add more and better bus service, 2) design and deliver core infrastructure, 3) advance and implement high performance transit, 4) expand marketing and communication, and 5) look to the future.

CM Mumm commented she was happy to see the expansion of marketing and communication included in the strategy. She thought the community could benefit from additional communication of how great the service is and asked if STA is increasing the budget in 2020. Mr. Rapez-Betty commented that he plans to expand the effort within the existing budget. He believes everyone will be pleased with what is planned.

Mr. Otterstrom provided detail on the other strategies and how they worked into the plan. He asked if there were any questions or if there was anything the Board would like staff to add to the plan. No questions or recommendations were forthcoming.

ii. 2020 Draft Annual Operating and Capital Budgets

Ms. Meyer advised that in Ms. Warren's absence, she would present the budget. She introduced Tammy Johnston, Senior Manager of Accounting and Finance who was in attendance. Ms. Meyer noted that staff presents the Annual Strategic Plan and then the budget that funds it.

She reviewed STA's Organizational Priorities and the 2020 Budget Guidance received from the Board to foster and sustain quality, maintain a state of good repair, expand ridership, proactively partner in the community, advance and adapt the system growth, and continue with a sustainable plan that avoids debt.

She noted the difference between the 2020 operating revenue vs. 2019 operating revenue. Ms. Meyer provided detail of the sources of revenue and reminded members of the sales tax revenue assumptions.

She explained the Operating Budget assumptions as they pertain to 1) Revenue-Sales Tax Revenue Budget, 2) Revenue-Fare and Other Transit, 3) Revenue-Grants and Miscellaneous.

Ms. Meyer spoke about the Operating Expense portion of the budget. She reminded of the service increases outlined in the STA Moving Forward plan in 2018 and 2019 and the percentages as they applied to the operating expense budget. She noted this year provided the largest service increase in STA's history and will be second only to the year the Central City Line service is introduced.

She outlined the Operating Expense Budget and showed the breakdown of the 6.3% increase between 1) Labor/Benefits, 2) Services, 3) Contracted Transportation, 4) Materials, and 5) Insurance, Utilities, and Other.

She asked if there were questions to this point. None were forthcoming.

She proceeded to show the Expenses-Personnel breakdown by Division (Fixed Route, Paratransit, Vanpool, and Administrative) for an increase of 22 positions in 2020. Percentages of increase for the Benefits costs were also reviewed.

Ms. Meyer reviewed the fuel assumptions and explained how they are reached.

The Capital Budget including fleet replacement contribution for 2020 is estimated to be $72.3M. Ms. Meyer provided a breakdown of Federal, State, and Local funding and then described the Capital Budget as it was broken down by department. Ms. Meyer compared the 2020 Moving Forward vs. the current service level Capital Budget by department.

The 2020 Cash and Reserve Analysis was reviewed and she noted the objective is to always have more revenue than operating expenses and difference is applied to capital.

Ms. Meyer offered to provide detailed review to anyone who wants additional information. She reviewed the next steps between now and November 21 when the budget is presented to the Board for approval.

Ms. Bowers asked about an increase in sales tax. She asked about the average monthly increase in sales tax calculated in previous years. Ms. Meyer clarified that what she had reported.

Chair Mumm commented there had been a slide that said that something was flat and that might have been confusing. Ms. Meyer reviewed slide 53, "Staff is recommending that the sales tax be budgeted flat with the 2019 projection" which included actual through August and budgeted September through December.

Discussion ensued.

Chair Mumm suggested Lynda Palmer could clarify if needed for Ms. Bowers when she returns. Ms. Bowers agreed she would ask Ms. Warren.

There were no further questions. Ms. Meyer noted this is an information item and will return as a report with an automated presentation to Planning and Development in October, then a Public Hearing at the October Board Meeting, with a recommendation for approval at the November Board meeting.

iii. Zero Emissions Technology

Mr. Grover asked Mr. Watkins to brief on the Zero Emissions Technology Fleet Transition Evaluation Update. Mr. Watkins was pleased to offer a summary of the progress staff is making on the bus analysis. He noted the recommendation will be presented to the CEO for decision and will be brought to the Board as information as this is a replacement bus purchase.

10. PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

i. 2nd Quarter Performance Measures

In light of the fact that 2nd Quarter is a few months ago, Ms. Kinnear provided a brief summary of the quarterly performance measures in lieu of Mr. Watkins' full report.

ii. Income Based Transit Access

Ms. Kinnear advised that Ms. Arneson provided an in depth analysis and provided a lot of information. However, the report was inconclusive. The subject was left with Ms. Burke to continue the research and come back with suggestions at a later time, if applicable.

iii. Service Change Communication

Ms. Kinnear noted that a report was provided by Mr. Rapez-Betty with very detailed and informative communications going out for the service change.

11. CEO REPORT

- Ridership in Fixed Route increased 1.5% with one less weekday in the month and showed a 93% on time performance rating.
- Paratransit Ridership decreased 6.4% for the month and 7.0% year to date. On time performance was 93.7%.

- Vanpool experienced a 10.7% decrease in August and is down 1.8% year to date. The service added 19 riders and removed 17. Staff are working on a better way to promote.
- Brandon shared at PMER the significant amount of communication STA did in advance of this very large service change September 15, 2019. A few of the highlights include:
  - Street teams were out in force to help customers navigate route changes –staff from all departments volunteered
  - New Ride to the Southside / New Ride to the Northside; new Route 4
  - New Route 144 – South Commuter Express route
  - New Route 63 – Airway Heights; 7 days a week
  - Liberty Lake changes– not boarding passengers in front of SRBC – now in Zone 1
  - Monroe Regal HPT - new stops and stations between 5 Mile and Moran Station.
  - Spokane Falls Station / SCC Transit Center

12. BOARD INFORMATION

A. Committee Minutes
B. August 2019 Sales Tax Revenue Information
C. July 2019 Financial Results Summary
D. June 2019 Semi-Annual Financial Reports
E. July 2019 Operating Indicators
F. Second Quarter 2019 Service Planning Input Report
G. Division Line High Performance Transit (HPT) Study Overview

13. NEW BUSINESS

At the April meeting of the STA Board of Directors, at Mr. French's suggestion, the Board directed staff to assess the opportunity for transit signal priority at traffic signals on Sprague at Napa and Helena streets and to bring back information for the Board's consideration within 60 days. Staff provided an update to this assignment during the committee meeting on May 1, 2019.

Ms. Kinnear shared a Resolution that she and Council Member Mumm co-sponsored at the City of Spokane based on Commissioner French's suggestion to explore traffic signal prioritization (TSP) on East Sprague. She advised they received a strongly worded briefing paper from the Director of Public Works Division, City of Spokane, saying "we do not recommended that". She said they went ahead and put it on the agenda as a Resolution and asked the Council to commit to it and coordinate with STA. She said it passed unanimously, which shows a commitment by the Council. She thanked Commissioner French for bringing it forward.

Chair Mumm noted that Council Member Kinnear responded to the previously mentioned briefing paper with current facts and trends. Ms. Mumm said as some of the Board travel to APTA in New York in October she hopes to see more information on that technology and to be able to share it with the city engineers.

14. BOARD MEMBERS' EXPRESSIONS - *None*

15. EXECUTIVE SESSION

At 3:02, Chair Mumm announced the Board would adjourn for an Executive Session for the purpose of:

> 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. *(RCW 42.30.110(1)(b)*

At 3:17, the Board reconvened and Chair Mumm declared the meeting back in public session.

Ms. McAloon recited the following motion at Mr. French's request.

> Move to authorize the CEO to take all actions necessary and execute all documents necessary to close the acquisition of real property interests from Gonzaga University prior to September 30, 2019, for the purchase price recommended by the CCL real estate acquisition agent, HDR, Inc.

Mr. French moved to approve the recommendation as presented. Ms. Haley seconded and the motion passed unanimously.

16. ADJOURNED

With no further business to come before the Board, Chair Mumm adjourned the meeting at 3:20 p.m.

Respectfully submitted,

Dana Infalt
Clerk of the Authority

Cable 5 Broadcast Dates and Times of September 19, 2019, Board Meeting:

Saturday, September 21, 2019	4:00 p.m.
Monday, September 23, 2019	10:00 a.m.
Tuesday, September 24, 2019	8:00 p.m.

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

Planning & Development	October 2, 2019, 10:00 a.m. (Southside) 1230 West Boone
Performance Monitoring & External Relations	October 2, 2019, 1:30 p.m. (Southside) 1230 West Boone
Board Operations	October 9, 2019, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, October 17, 2019, 1:30 p.m., STA Boardroom, 1230 West Boone Avenue, Spokane, Washington.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 17, 2019

AGENDA ITEM 6B : SEPTEMBER 2019 VOUCHERS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Lynda Palmer, Chief Financial Officer
Tammy Johnston, Senior Financial Services Manager

SUMMARY: The following warrants and ACH transfers for the period of September 1 through 30, 2019, 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 (September)	Nos. 604718 – 605057	$ 6,744,201.65
Workers Comp Vouchers (September)	ACH – 2286	$ 96,177.94
Payroll 09/13/19	ACH – 09/13/19	$ 2,162,674.81
Payroll 09/27/19	ACH – 09/27/19	$ 1,269,407.30
WA State – DOR (Use Tax) (September)	ACH – 1767	$ 6,729.66
Travel Advance	No. 2029	$ 268.80
SEPTEMBER TOTAL		**$ 10,279,460.16**

Certified:
Tammy Johnston
Tammy Johnston
Senior Financial Services Manager

This certifies that the above vouchers have been audited and certified as required by RCW 42.24.080
Lynda Palmer
Lynda Palmer
Chief Financial Officer
(Auditing Officer)

RECOMMENDATION TO BOARD: Approve claims as listed above.

FINAL REVIEW FOR BOARD BY:

Division Head *lp* Chief Executive Officer [illegible] Legal Counsel LM

Spokane Transit Authority
Vouchers - September 2019

Check Date	Check #	Payee	Reference	Amount
09/06/19	604718	Alsco Inc	2196	6,484.31
09/06/19	604719	Amazon Capital Services Inc	VOID	0.00
09/06/19	604720	Aronson Security Group	1070	603.03
09/06/19	604721	Appleway Chevrolet Inc	1068	171.32
09/06/19	604722	Battery Systems Inc	1089	3,986.77
09/06/19	604723	Camp Automotive Inc	1024	5,242.10
09/06/19	604724	Carquest Auto Parts	1025	343.51
09/06/19	604725	QWEST Corporation	1148	132.21
09/06/19	604726	Cerium Networks Inc	1149	2,329.19
09/06/19	604727	Idaho Truck Specialties LLC	1161	424.17
09/06/19	604728	Coffman Engineers Inc	1162	15,199.14
09/06/19	604729	Compunet Inc	1166	66,562.27
09/06/19	604730	Occupational Health Centers of Washington PS	2313	91.00
09/06/19	604731	Washington State Dept of Corrections	1708	3,375.90
09/06/19	604732	Creative Bus Sales Inc	1233	182.55
09/06/19	604733	Cummins Inc	1027	22,641.33
09/06/19	604734	The Whalley Glass Co	1028	2,145.00
09/06/19	604735	Dell Marketing LP	1204	3,397.46
09/06/19	604736	Desautel Hege	1839	9,253.56
09/06/19	604737	Fastenal Company	1249	268.22
09/06/19	604738	FedEx	1808	203.19
09/06/19	604739	Freedman Seating Company	1827	2,308.93
09/06/19	604740	General Fire Extinguisher Service Inc	1274	602.76
09/06/19	604741	Gillig LLC	1279	3,089,276.76
09/06/19	604742	Goodson Manufacturing Company	1284	95.42
09/06/19	604743	W.W. Grainger Inc	1285	22.44
09/06/19	604744	Hogan Mfg Inc	1008	114.60
09/06/19	604745	IBI Group	1336	2,725.00
09/06/19	604746	Life Ins Co of N America	1397	15,476.75
09/06/19	604747	Mohawk Manufacturing & Supply Co	1011	3,018.87
09/06/19	604748	Motion Auto Supply Inc	1012	387.46
09/06/19	604749	Genuine Parts Company	1014	2,839.48
09/06/19	604750	The Aftermarket Parts Company LLC	1015	12,444.44
09/06/19	604751	Oak Harbor Freight Lines Inc	1835	221.37
09/06/19	604752	Pacific Office Solutions	2288	145.29
09/06/19	604753	Premera Blue Cross	1521	321,829.98
09/06/19	604754	Professional Finishes	1526	255.58
09/06/19	604755	Vanessa Bogensberger	1582	279.31
09/06/19	604756	Six Robblees Inc	1017	220.95
09/06/19	604757	Spokane County Treasurer	VOID	0.00
09/06/19	604758	Spokane House of Hose Inc	1605	1,077.82
09/06/19	604759	STA Operations	1556	150.16
09/06/19	604760	Standard Digital Print Co Inc	1623	220.53
09/06/19	604761	Terminal Supply Inc	1648	104.54
09/06/19	604762	Thermo King Northwest	1650	42.99
09/06/19	604763	Washington State Department of Licensing	1713	316.50
09/06/19	604764	Walter E Nelson Co	1721	5,723.33
09/06/19	604765	Wells Fargo Financial Leasing Inc	1735	660.56
09/06/19	604766	Amazon Capital Services Inc	2098	4,844.92
09/12/19	604767	US Bank National Association	1698	14,931.77
09/13/19	604768	Francis Avenue Hardware	2279	172.89
09/13/19	604769	AFSCME	1328	554.71
09/13/19	604770	AFSCME	1328	140.00
09/13/19	604771	AliMed Inc	1048	279.51
09/13/19	604772	Amazon Capital Services Inc	2098	5,228.83
09/13/19	604773	American Public Transportation Association	1060	451.50
09/13/19	604774	Amalg Transit Union #1015	1055	18,145.47
09/13/19	604775	Amalg Transit Union #1598	1056	602.51
09/13/19	604776	Avista Corporation	1081	25,958.00
09/13/19	604777	Battery Systems Inc	1089	1,769.63
09/13/19	604778	Benjamin H Rioux	2268	1,800.00
09/13/19	604779	Blanchard Auto Electric Co	1109	2,162.22
09/13/19	604780	The Braun Corporation	1117	195.40

Check Date	Check #	Payee	Reference	Amount
09/13/19	604781	Daniel H Brunner Trustee	1124	605.83
09/13/19	604782	California Department of Child Support Services	1130	198.92
09/13/19	604783	Camp Automotive Inc	1024	431.63
09/13/19	604784	Canon Financial Services Inc	1154	196.02
09/13/19	604785	Cardinal Infrastructure LLC	2059	12,000.00
09/13/19	604786	Carquest Auto Parts	1025	1,083.99
09/13/19	604787	Consolidated Electrical Distributors Inc	1133	739.87
09/13/19	604788	Center for Transportation and the Environment	2335	44,392.69
09/13/19	604789	QWEST Corporation	1148	176.77
09/13/19	604790	Child Support Enforcement Agency	1825	392.30
09/13/19	604791	City of Cheney - Utility	1158	302.04
09/13/19	604792	City of Medical Lake	1424	92.34
09/13/19	604793	City of Spokane	1601	16,372.92
09/13/19	604794	City of Spokane	1601	7,241.67
09/13/19	604795	City of Spokane	1601	13,551.14
09/13/19	604796	Coffman Engineers Inc	1162	69,526.41
09/13/19	604797	Comcast	1170	252.74
09/13/19	604798	Compunet Inc	1166	6,563.98
09/13/19	604799	Michael Hugh Maycumber	1179	3,147.21
09/13/19	604800	Creative Bus Sales Inc	1233	238.91
09/13/19	604801	CCGS Holdings Corp	1511	1,878.93
09/13/19	604802	Cummins Inc	1027	8,163.74
09/13/19	604803	DCT Controls Inc	1198	794.98
09/13/19	604804	Desautel Hege	1839	3,411.33
09/13/19	604805	DeVries Business Records Management Inc	1766	240.00
09/13/19	604806	DLT Solutions LLC	2076	355.74
09/13/19	604807	DW Excavating Inc	2297	3,016.00
09/13/19	604808	Employee Advisory Council	1236	536.00
09/13/19	604809	El Jay Oil Co Inc	1003	3,354.12
09/13/19	604810	Electrical Service Products Inc	1230	2,277.61
09/13/19	604811	Equipment Sales Company Inc	2381	928.15
09/13/19	604812	Robert S Letson	2206	6,743.04
09/13/19	604813	Fastenal Company	1249	1,685.90
09/13/19	604814	Francotyp-Postalia Inc	1878	3,000.00
09/13/19	604815	Galls LLC	1271	2,218.94
09/13/19	604816	The General Store	1956	31.47
09/13/19	604817	Gillig LLC	1279	2,853.35
09/13/19	604818	W.W. Grainger Inc	1285	271.94
09/13/19	604819	H & H Business Systems	1298	438.28
09/13/19	604820	Haskins Steel Co	1309	1,346.28
09/13/19	604821	HRA Veba Trust	1415	23,154.97
09/13/19	604822	Humanix Corp	1329	3,895.56
09/13/19	604823	Inland Medical & Rehab Inc	1349	751.96
09/13/19	604824	Jacobs Engineering Group Inc	2285	2,076.76
09/13/19	604825	William Corp	1363	127.14
09/13/19	604826	Kershaw's Inc	1374	140.14
09/13/19	604827	LaRiviere Inc	2366	858,909.17
09/13/19	604828	LifeMed Safety Inc	1398	1,714.41
09/13/19	604829	M & L Supply Co Inc	1413	201.29
09/13/19	604830	McCarty's Sacro Ease	2406	339.11
09/13/19	604831	Michelin North America Inc	2325	23,971.21
09/13/19	604832	Modern Electric Water Co Inc	1439	2,209.12
09/13/19	604833	Mohawk Manufacturing & Supply Co	1011	107.70
09/13/19	604834	Motion Auto Supply Inc	1012	548.51
09/13/19	604835	Black Realty Management Inc	1658	14,700.05
09/13/19	604836	Black Realty Management Inc	1658	2,250.00
09/13/19	604837	Genuine Parts Company	1014	2,286.08
09/13/19	604838	NAPA Auto Parts Inc	1014	4,412.06
09/13/19	604839	National Color Graphics Inc	1455	2,797.64
09/13/19	604840	The Aftermarket Parts Company LLC	1015	3,607.32
09/13/19	604841	Tammy Lynne Glidewell	1282	369.00
09/13/19	604842	Occupational Medicine Associates PS	1482	3,360.00

Check Date	Check #	Payee	Reference	Amount
09/13/19	604843	Office Depot Inc	1483	2,079.68
09/13/19	604844	Pacific Office Solutions	2288	405.56
09/13/19	604845	Pacific Power Group LLC	1496	174.34
09/13/19	604846	Power Machine Service Inc	1519	243.16
09/13/19	604847	Pressworks Inc	1522	2,175.82
09/13/19	604848	S T A - Well	1557	382.50
09/13/19	604849	Safety Kleen Systems Inc	1564	208.90
09/13/19	604850	Safety Vision LLC	1565	3,948.35
09/13/19	604851	SBA Towers II LLC	1569	2,112.16
09/13/19	604852	Schindler Elevator Corporation	1930	909.60
09/13/19	604853	Securitas Security Services USA Inc	1574	31,728.35
09/13/19	604854	Senske Lawn & Tree Care Inc	2194	80.59
09/13/19	604855	Vanessa Bogensberger	1582	2,721.77
09/13/19	604856	Six Robblees Inc	1017	1,906.78
09/13/19	604857	Solarwinds Inc	1812	3,382.34
09/13/19	604858	Spokane Public Facilities District	1941	8,976.00
09/13/19	604859	Spokane County Treasurer	1603	1,442.30
09/13/19	604860	Spokane County Auditor	1603	110.50
09/13/19	604861	Spokane House of Hose Inc	1605	218.10
09/13/19	604862	Spokane Optical Company LLC	1607	223.00
09/13/19	604863	Spokane Regional Health District	1611	13,607.91
09/13/19	604864	The Spokesman Review	1616	1,048.34
09/13/19	604865	Sportworks Northwest Inc	1617	28,144.61
09/13/19	604866	Standard Digital Print Co Inc	1623	2,981.80
09/13/19	604867	Stanley Convergent Security Solutions	1624	774.54
09/13/19	604868	State of Arizona	1770	347.45
09/13/19	604869	State of Arizona - Child Support Enforcement	1770	185.92
09/13/19	604870	Stoneway Electric Supply Co	1633	13.01
09/13/19	604871	Summit Law Group PLLC	1637	5,391.98
09/13/19	604872	Thermo King Northwest	1650	1,822.22
09/13/19	604873	Stephen Hirano	1665	115.00
09/13/19	604874	Internal Revenue Service	1357	22.00
09/13/19	604875	United Way of Spokane County	1684	270.00
09/13/19	604876	Verizon Wireless LLC	1686	6,996.65
09/13/19	604877	American Federation of State County 2 WA Council	1705	1,720.52
09/13/19	604878	WA State Dept of Ecology	1706	632.55
09/13/19	604879	Walter E Nelson Co	1721	95.51
09/13/19	604880	Washington State	1709	12,144.98
09/13/19	604881	Wells Fargo Financial Leasing Inc	1735	903.88
09/13/19	604882	Wendle Motors Incorporated	1021	4,272.42
09/13/19	604883	Whites Boots Inc	1744	156.77
09/13/19	604884	Whitley Fuel LLC	2016	57,747.13
09/13/19	604885	Whitworth Water District	1746	195.84
09/13/19	604886	Wilbur Ellis Company	1747	401.13
09/19/19	604887	Inland Welding Supply Inc	1032	704.95
09/19/19	604888	Access	2340	439.47
09/19/19	604889	AliMed Inc	1048	736.89
09/19/19	604890	Amazon Capital Services Inc	2098	732.70
09/19/19	604891	Aronson Security Group	1070	603.03
09/19/19	604892	Associated Credit Service Inc	1882	579.25
09/19/19	604893	NAF Fairchild AFB	1466	109.60
09/19/19	604894	NAF Fairchild AFB	1466	108.00
09/19/19	604895	Appleway Chevrolet Inc	1068	7.06
09/19/19	604896	Avista Corporation	1081	11,974.95
09/19/19	604897	Battery Systems Inc	1089	1,769.63
09/19/19	604898	Cleland Investments	2038	124.15
09/19/19	604899	Benjamin H Rioux	2268	659.88
09/19/19	604900	Blanchard Auto Electric Co	1109	1,339.92
09/19/19	604901	The Braun Corporation	1117	1,348.68
09/19/19	604902	Calvary Spokane	1136	3,786.81
09/19/19	604903	Carquest Auto Parts	1025	1,408.73
09/19/19	604904	Consolidated Electrical Distributors Inc	1133	72.20
09/19/19	604905	QWEST Corporation	1148	269.77
09/19/19	604906	City of Spokane	VOID	0.00
09/19/19	604907	City of Spokane	1601	3,581.44

Check Date	Check #	Payee	Reference	Amount
09/19/19	604908	Coaching Systems LLC	1160	720.00
09/19/19	604909	Coffman Engineers Inc	1162	24,357.53
09/19/19	604910	Compunet Inc	1166	21,584.79
09/19/19	604911	WA State Consolidated Technology Services	1712	160.17
09/19/19	604912	Waterco of the Pacific North West Inc	2230	68.06
09/19/19	604913	Cummins Inc	1027	7,672.73
09/19/19	604914	Dell Marketing LP	1204	31,018.54
09/19/19	604915	Designer Decal Inc	2257	6,486.69
09/19/19	604916	Fastenal Company	1249	349.08
09/19/19	604917	Galls LLC	1271	2,495.99
09/19/19	604918	Gillig LLC	1279	21,453.98
09/19/19	604919	H & H Business Systems	1298	1,631.81
09/19/19	604920	Humanix Corp	1329	1,761.12
09/19/19	604921	Kershaw's Inc	1374	165.62
09/19/19	604922	Kirk's Automotive Inc	1007	239.95
09/19/19	604923	LaRiviere Inc	2366	50,074.25
09/19/19	604924	Les Schwab Tire Centers of Washington Inc	1393	2,122.48
09/19/19	604925	Michael Boodel	1804	786.10
09/19/19	604926	Maintenance Solutions	1418	388.77
09/19/19	604927	Mohawk Manufacturing & Supply Co	1011	1,119.42
09/19/19	604928	Black Realty Management Inc	1658	33,176.18
09/19/19	604929	Genuine Parts Company	1014	1,343.01
09/19/19	604930	NAPA Auto Parts Inc	1014	1,414.90
09/19/19	604931	The Aftermarket Parts Company LLC	1015	5,713.14
09/19/19	604932	Office Relief Inc	1991	1,442.00
09/19/19	604933	Pacific Radiator Mfg Ltd	2308	246.00
09/19/19	604934	S & A Systems Inc	2223	4,345.11
09/19/19	604935	Vanessa Bogensberger	1582	539.59
09/19/19	604936	Six Robblees Inc	1017	82.07
09/19/19	604937	Social Security Administration	2364	919.97
09/19/19	604938	Spokane Art Supply Inc	1599	48.45
09/19/19	604939	Spokane County Treasurer	1603	188.58
09/19/19	604940	STA Operations	1556	452.89
09/19/19	604941	Standard Digital Print Co Inc	1623	3,775.78
09/19/19	604942	Summit Rehabilitation Associates PLLC	1638	145.00
09/19/19	604943	Thermo King Northwest	1650	970.76
09/19/19	604944	Toyota Tsusho Material Handling America Inc	2218	28,146.29
09/19/19	604945	Veritech Inc	2049	882.00
09/19/19	604946	Washington State	1209	1,415.17
09/19/19	604947	Washington Assoc of Public Records Officers	1725	175.00
09/19/19	604948	Wells Fargo Financial Leasing Inc	1735	1,068.32
09/19/19	604949	Zayo Group LLC	2321	4,048.98
09/19/19	604950	City of Spokane	1601	8,218.75
09/26/19	604951	4Imprint Inc	1263	3,988.69
09/26/19	604952	AFSCME	1328	554.71
09/26/19	604953	AFSCME	1328	140.00
09/26/19	604954	Amazon Capital Services Inc	2098	2,236.12
09/26/19	604955	Northwest Industrial Services LLC	1058	87.00
09/26/19	604956	American Public Transportation Association	1060	39,250.00
09/26/19	604957	Northwest Center Services	2271	51,817.47
09/26/19	604958	Amalg Transit Union #1015	1055	17,777.31
09/26/19	604959	Amalg Transit Union #1598	1056	670.36
09/26/19	604960	Amalgamated Transit Union	1057	303.53
09/26/19	604961	Appleway Chevrolet Inc	1068	351.98
09/26/19	604962	Avista Corporation	1081	408.73
09/26/19	604963	Battery Systems Inc	1089	4,409.57
09/26/19	604964	Robert J Berg	1099	130.68
09/26/19	604965	Blanchard Auto Electric Co	1109	1,686.75
09/26/19	604966	BDI	1022	150.67
09/26/19	604967	Daniel H Brunner Trustee	1124	605.83
09/26/19	604968	California Department of Child Support Services	1130	198.92
09/26/19	604969	Carquest Auto Parts	1025	202.20
09/26/19	604970	Catholic Charities of Spokane	2418	3,527.66
09/26/19	604971	CDW-Government	1132	48,124.11
09/26/19	604972	Child Support Enforcement Agency	1825	392.30
09/26/19	604973	City of Spokane	1601	4,628.14
09/26/19	604974	COAST Transportation	2040	721.50

Check Date	Check #	Payee	Reference	Amount
09/26/19	604975	Coffman Engineers Inc	1162	41,928.84
09/26/19	604976	Kathleen M Collins	1163	5,120.20
09/26/19	604977	Compunet Inc	1166	5,248.98
09/26/19	604978	Occupational Health Centers of Washington PS	2313	186.00
09/26/19	604979	Michael Hugh Maycumber	1179	2,090.88
09/26/19	604980	Creative Bus Sales Inc	1233	91,236.04
09/26/19	604981	Corporate Translation Services Inc	2158	8.78
09/26/19	604982	Cummins Inc	1027	12,204.50
09/26/19	604983	The Whalley Glass Co	1028	1,950.00
09/26/19	604984	Delta Dental of Washington	1726	54,893.85
09/26/19	604985	DW Excavating Inc	2297	137,777.00
09/26/19	604986	Employee Advisory Council	1236	537.00
09/26/19	604987	Fastenal Company	1249	2,275.65
09/26/19	604988	First Data Merchant Services Corporation	1257	6,175.35
09/26/19	604989	FP Mailing Solutions	1878	173.15
09/26/19	604990	Galls LLC	1271	4,914.76
09/26/19	604991	Gard Communications Inc	1272	2,012.25
09/26/19	604992	The General Store	1956	127.41
09/26/19	604993	SPX Corpration	1268	993.86
09/26/19	604994	Gillig LLC	1279	7,820.22
09/26/19	604995	H & H Business Systems	1298	1,188.72
09/26/19	604996	Hotsy of Spokane LLC	2370	598.95
09/26/19	604997	Humanix Corp	1329	2,655.18
09/26/19	604998	IdentiSys Inc	2159	95.34
09/26/19	604999	Oil Price Information Service LLC	1346	141.57
09/26/19	605000	Kaiser Foundation Health Plan of Washington	1296	34,390.25
09/26/19	605001	Kaiser Foundation Health Plan of Washington	1296	280,678.30
09/26/19	605002	Kaiser Foundation Health Plan of WA Options Inc	1295	21,022.33
09/26/19	605003	Kaiser Foundation Health Plan of WA Options Inc	1295	4,949.80
09/26/19	605004	Kajeet Inc	2284	2,095.04
09/26/19	605005	KEPRO	2258	1,062.66
09/26/19	605006	Kershaw's Inc	1374	527.89
09/26/19	605007	L&E Park LLC	2391	3,750.00
09/26/19	605008	LaRiviere Inc	2366	19,482.00
09/26/19	605009	Loomis Armored US LLC	1408	6,469.69
09/26/19	605010	M & L Supply Co Inc	1413	6,610.23
09/26/19	605011	Modern Construction	1438	60,514.70
09/26/19	605012	Mohawk Manufacturing & Supply Co	1011	648.24
09/26/19	605013	Motion Auto Supply Inc	1012	480.41
09/26/19	605014	Motorola Solutions Inc	1448	32,030.72
09/26/19	605015	Black Realty Management Inc	1658	32,071.05
09/26/19	605016	Genuine Parts Company	1014	2,653.81
09/26/19	605017	NAPA Auto Parts Inc	1014	463.60
09/26/19	605018	National Color Graphics Inc	1455	38,369.93
09/26/19	605019	The Aftermarket Parts Company LLC	1015	4,510.86
09/26/19	605020	Occupational Medicine Associates PS	1482	3,343.00
09/26/19	605021	Office Depot Inc	1483	534.01
09/26/19	605022	Pacific Power Group LLC	1496	208.29
09/26/19	605023	Pacific Radiator Mfg Ltd	2308	29.33
09/26/19	605024	Pressworks Inc	1522	951.79
09/26/19	605025	Professional Finishes	1526	159.31
09/26/19	605026	Pure Filtration Products Inc	1531	205.49
09/26/19	605027	Rehn & Associates	2395	125.00
09/26/19	605028	S & A Systems Inc	2223	4,241.26
09/26/19	605029	S T A - Well	1557	384.50
09/26/19	605030	Schetky Northwest Sales Inc	1570	331.88
09/26/19	605031	Securitas Security Services USA Inc	1574	45,553.12
09/26/19	605032	Source Incorporated of Missouri	2074	2,044.44
09/26/19	605033	Special Mobility Services	2122	4,667.32
09/26/19	605034	Spokane County Treasurer	1603	133.03
09/26/19	605035	Spokane County Solid Waste	1603	15.50
09/26/19	605036	Spokane County Environmental Services	1603	403.51
09/26/19	605037	Sportworks Northwest Inc	1617	205.15
09/26/19	605038	Staples Business Credit	1627	73.76
09/26/19	605039	State of Arizona	1770	347.45
09/26/19	605040	State of Arizona - Child Support Enforcement	1770	185.92
09/26/19	605041	Summit Law Group PLLC	1637	1,890.00

Check Date	Check #	Payee	Reference	Amount
09/26/19	605042	Summit Rehabilitation Associates PLLC	1638	290.00
09/26/19	605043	The Engraver Inc	1242	50.64
09/26/19	605044	TRISTAR Risk Management	2124	12,972.50
09/26/19	605045	Internal Revenue Service	1357	22.00
09/26/19	605046	United Way of Spokane County	1684	270.00
09/26/19	605047	United States Seating	1676	906.46
09/26/19	605048	Verizon Wireless LLC	1686	1,443.05
09/26/19	605049	American Federation of State County 2 WA Council	1705	1,698.64
09/26/19	605050	Walt's Mailing Service	1976	2,172.56
09/26/19	605051	Walter E Nelson Co	1721	480.43
09/26/19	605052	Mike Walters	1722	230.85
09/26/19	605053	Waste Management Spokane	1702	347.54
09/26/19	605054	Whitley Fuel LLC	2016	164,395.07
09/26/19	605055	JL Woodward Co Inc	1755	134.74
09/26/19	605056	Washington State Transit Assoc	1715	2,025.00
09/26/19	605057	Verizon	2142	12,217.01
		TOTAL SEPTEMBER ACCOUNTS PAYABLE		6,744,201.65
9/1/19-9/30/19	ACH	WORKER'S COMPENSATION	2286	96,177.94
		TOTAL SEPTEMBER WORKER'S COMPENSATION DISBURSEMENTS		96,177.94
9/13/19	726184-726216	PAYROLL AND TAXES PR 19,19	VARIES	2,162,674.81
9/27/19	726217-726250	PAYROLL AND TAXES PR 20,19	VARIES	1,269,407.30
		TOTAL SEPTEMBER PAYROLL AND TAXES		3,432,082.11
9/12/19	ACH	WA STATE - DOR (USE TAX)	1767	6,729.66
		TOTAL SEPTEMBER EXCISE TAX DISBURSEMENT		6,729.66
		TOTAL SEPTEMBER DISBURSEMENTS FROM TO1 ACCOUNTS		10,279,191.36
09/13/19	2029	Thomas F Barber	1931	268.80
		TOTAL SEPTEMBER DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT		268.80
		TOTAL SEPTEMBER DISBURSEMENTS TO1 & TO5 ACCOUNTS		10,279,460.16

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 17, 2019

AGENDA ITEM 6C : RECOMMENDED DRAFT 2020 ANNUAL STRATEGIC PLAN

REFERRAL COMMITTEE: Planning and Development Committee *(Grover)*

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer
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 2020 Annual Strategic Plan was reviewed by the Committee at the September 4th meeting and presented to the board meeting on September 20th. There have been no material changes to the attached plan since the draft was presented last month. Staff is seeking approval to recommend the Board approve the draft 2020 Annual Strategic Plan.

RECOMMENDATION TO COMMITTEE: Recommend approval to the Board of the draft 2020 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 2020 Annual Strategic Plan as presented.

FINAL REVIEW FOR BOARD BY:

Division Head *ko* Chief Executive Officer ESM Legal Counsel LM

2020 Strategic Plan

Draft: September 4, 2019

INTRODUCTION

The 2020 strategic plan is the road map for the fourth year of wise investments in expanded and improved service, along with the infrastructure and amenities to support them, consistent with the commitments in the *STA Moving Forward* plan and voter approval of its funding. Our focus is on making transit an even easier, more convenient option for travelers, which will support economic growth and address growing traffic challenges. Even while we continue to complete new projects and services, in 2020 we will launch our planning effort to define what transit might look like beyond *STA Moving Forward.*

2020 GOAL & STRATEGY OVERVIEW

Goal: Increase Ridership

Strategies

1. Add more and better bus service
2. Design and deliver core infrastructure
3. Advance and implement High Performance Transit (HPT)
4. Expand marketing and communication
5. Look to the future

PLAN BASIS

The 2020 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

While this plan focuses specifically on the priority strategies for 2020, 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.

DRAFT

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

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 2020 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:

- Traffic congestion and shifting employment centers create challenges for transit usage throughout the country.
- Transportation Network Companies (TNCs) like Uber and Lyft provide a transportation alternative, but add to traffic challenges, are not affordable to many low-income travelers or accessible to some people with disabilities.
- Significant economic 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

Goal: Increased Ridership

- **Fixed-Route Bus** – STA's goal is to increase fixed-route bus ridership to 10.6 million rides, approximately 5% above 2019 levels. Significant new and improved services were added in 2017, 2018 and 2019, and will increase another 2.8% in 2020. Ridership response to new service can take 18 to 36 months to fully develop.
- **Paratransit** – STA projects a 1.5% increase in Paratransit ridership over 2019 to 472,000 rides. Mobility Training will continue to encourage fixed-route bus ridership, reserving Paratransit service for those whose disabilities prevent them from using regular bus service.
- **Vanpool** STA's goal is to increase Vanpool ridership by 1% to 163,000 rides.

DRAFT

Strategy 1: Add More and Better Bus Service

- **Further Improve West Plains Service** – As a partnership with WSDOT and in fulfillment of the *STA Moving Forward* plan, the West Plains Transit Center will have direct transit-only access to the I-90 Medical Lake Interchange in the second half of 2020. Service adjustments will allow more buses traveling between Cheney and Spokane to use the facility, and, enable service to extend to the University District, creating a direct link between EWU and the University District.
  Other Service Improvements – New HPT service and capital projects will enable other improvements to optimize the network. STA has begun a public outreach process to develop service change recommendations to coincide with the implementation of the Central City Line. When possible, some of these improvements may be accelerated.

Strategy 2: Design and Deliver Core Infrastructure

- **Fare Collection System** – Implementation of the fare collection system update will begin in 2020 and is expected to be completed in 2021. While this project was originally expected to begin in 2019, technological advances shifted the focus from an upgrade to the farebox to a myriad of fare options. This includes ticket vending machines, four of which will be installed as a pilot on Sprague Avenue by the end of 2019, and the capability for mobile ticketing with validators that can read a variety of fare instruments. The system will also be account based which will allow customers to load smart cards via the internet or phone. 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.
- **Plaza Operations** – In pursuit of STA's commitment to limit bus-boarding activity to the curb space around The Plaza, the second phase of implementation will include changes on Riverside and the west side of Wall street to allow larger buses to load on southbound Wall Street. This will enable all routes serving the lower South Hill to load in the same location.

Strategy 3: Advance and Implement High Performance Transit (HPT)

- **Central 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, reached major milestones in 2019, including identifying all project funding and completion of design. Battery electric buses will be ordered in late 2019 and construction is expected to begin in the first quarter 2020. Upon guidance from FTA, the project completion has extended to summer 2022 from the original target fall 2021 identified in *STA Moving Forward*. Proactive and engaging communications with our customers, neighborhood and business stakeholders and the public at large will be sustained through the construction phase.
- **Cheney Line** – The Cheney Line will extend across a regional corridor to connect Cheney and the West Plains to Spokane. STA will deliver a new Four Lakes Station and the new Eagle Station to be located on Elm Street near the EWU Pence Union Building (PUB) in 2020. Design work will take place during 2020 to prepare for construction of the remaining stations and stops in 2021.

DRAFT

- **Division Line** –Service is provided every 15 minutes with larger vehicles to meet demand on this route with the highest ridership in the system. Since 2018, STA has delivered over 5,500 linear feet of new sidewalk, provided 16 new sheltered stops, and improved ADA accessibility and upgraded shelters at another 13 stops. Because of favorable bids and cost savings in the project, STA will be able to provide additional sidewalk and more bus stops than originally planned, extending work into 2020.
- **Monroe-Regal Line** – Route 4 will launch September 2019 with frequent service spanning an 11-mile, crosstown route. Additional shelters and infrastructure that will accommodate high performance transit elements at nearly a dozen locations are in place. During 2020 HPT amenities will be added at many of the busiest stops and stations. We will also order battery electric buses for use on the corridor in 2021.
- **Sprague Line** –Ahead of schedule, the City of Spokane continues to advance work along Sprague between Division Street and the Hamilton Street Bridge that will include HPT stations. We will seek state funding opportunities to leverage local commitment in high performance transit in the corridor to expand the number of improvements that can be accomplished.
- **I-90/Valley Line** – In preparation for future implementation, public outreach and design work has begun. We will be seeking opportunities to leverage state funding for this important regional mobility project.

Strategy 4: Expand Marketing and Communication

- **Focus Marketing and Communication Efforts** – Travelers value transportation options in different ways. Marketing and communications will highlight specific transit improvements and how they create practical value to various audiences.
- **Expand Pass Sales Outreach** – STA will increase participation in the Employer Sponsored Bus Pass program, the Shuttle Park program (formerly named City Ticket), and to increase group pass sales. The 2019 Spokane Youth Card pilot program points to expanded opportunities to work with key demographics to expand ridership and community interest in transit.
- **Implement an "On-Demand Mobility" pilot** – As a second phase of the 2019 mobility management efforts, STA will test one or more on-demand mobility pilot projects to address the provision of service to places without fixed route bus service.

Strategy 5: Look to the Future

- **Launch a major update to *Connect Spokane*** – In 2010 the STA Board of Directors adopted its first comprehensive plan in more than a decade. That plan, including major updates in 2013 and 2017, has been instrumental in guiding the agency through the planning and design of STA Moving Forward. A major update is warranted as we anticipate the completion of *STA Moving Forward* investments in 2025 and continued regional growth and change.

DRAFT

- **Reimagine Division Street Corridor** - During 2020 the Spokane Regional Transportation Council (SRTC) and STA will develop a preferred alternative for a bus rapid transit alignment along this important corridor. This milestone is part of the "Division Reimagined" study that is being done in partnership with the City of Spokane, WSDOT and Spokane County to explore land use and multi-modal alternatives along the corridor. STA will seek grant opportunities to fund continued environmental and planning studies into 2022 to prepare for project development.
- **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 address strategic actions, such as fleet electrification.

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

CONCLUSION

Two thousand twenty will see the next phase of growth in mobility in the greater Spokane region. 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

October 17, 2019

AGENDA ITEM 6D : ACCEPTANCE OF THE BOONE NORTHWEST GARAGE CONTRACT

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

SUBMITTED BY: Roger Watkins, Chief Operations Officer
Jessica Charlton, Capital Projects Manager

SUMMARY: On January 18, 2018, the Board of Directors awarded a contract to Garco Construction, Inc. in the amount of $7,539,000 to perform construction activities associated with the Boone Northwest Garage project. The CEO executed the contract on January 18, 2018. Garco Construction and their subcontractors immediately began work on January 22, 2018, and reached substantial completion on June 12, 2019.

Work occurred in two phases. Phase I consisted of mitigation of impacted soils along the former rail line and construction of a new employee parking lot and landscaping at the southwest corner of Jefferson Avenue and Sinto Street. Completion of Phase I allowed employee parking impacts to be minimized as well as giving the contractor a place to lay down materials and install temporary job trailers. Phase II included all public utility and roadway adjustments, construction of the new garage and associated infrastructure, reconstruction of an employee parking lot and landscaping.

Throughout construction change orders were executed. Changes were made due to varying or unknown conditions and omissions or errors in the plans and specs. Each were required for successful completion of the project. In all, changes during construction resulted in a $200,170 (or approximately 2.6%) increase to the Garco Construction contract resulting in a final contract value of $7,739,170. This relatively low use of construction contingency is a testament to the thorough and professional work of the consulting team as well as the contracted construction team.

Operations and Maintenance manuals have been received. All affidavits of wages paid have been received. Notice of Completion has been 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 Board approved budget of $11.5M. The project is under budget. Costs associated with the project include but are not limited to the Garco Contract.

Authorized Budget	**$11,500,000**
Garco Contract	$7,539,000
Applied construction contract contingency	$200,170
Washington State Sales Tax on Garco Contract	$118,307
*Other *(Permits, Fees, A&E, Security Systems, Public & Private utilities, radio controls, equipment, fixtures, etc.)*	$1,829,080
Total Project Expenses	**$9,686,557**
*Approximate Favorable Variance	$1,813,443

**Some contracts and other operations specific contracts or purchase orders are not yet complete. Some of those may come in under budget. These values reflect encumbered dollar amounts therefore the Other category could end up lower and the Favorable Variance may be higher.*

RECOMMENDATION TO COMMITTEE: Recommend the Board accept the Garco Construction contract as complete and conditionally authorize release of $347,693.15 in retainage. Release is conditioned on receipt of pending certificates from the Department of Revenue, the Department of Labor and Industries, and the Employment Security Department.

COMMITTEE ACTION: Approve as presented and forward to the Board Consent agenda.

RECOMMENDATION TO THE BOARD: Approve, by motion, the acceptance of the Garco Construction contract as complete and conditionally authorize release of $347,693.15 in retainage. Release is conditioned on receipt of pending certificates from the Department of Revenue, the Department of Labor and Industries, and the Employment Security Department.

FINAL REVIEW FOR BOARD BY:

Division Head *RHW* Chief Executive Officer Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 17, 2019

AGENDA ITEM 6E : CENTRAL CITY LINE TEMPORARY CONSTRUCTION EASEMENTS

REFERRAL COMMITTEE: Planning and Development Committee *(Grover)*

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Don Skillingstad, Capital Projects Manager

SUMMARY: The Central City Line project will require the acquisition of several small slivers of parcels and temporary construction easements (TCEs) for the construction of station platforms and street improvement projects. STA has been in contact with all of the property owners regarding these acquisitions and easements, and all are willing partners.

On May 16, 2019, the STA Board of Directors approved Resolution 770-19, which established the public use and necessity of acquiring all parcels and easements for the Central City Line and expressed the Board's intent to take all steps necessary to complete such acquisitions. Attached is a temporary construction easement (TCE) for Board approval.

The property subject to the TCE is located at the northeast corner of the intersection of Sharp Avenue and construction of the future roundabout at this intersection. The easement encompasses approximately 1,250 square feet. The Spokane Transit Real Property Acquisition Manual allows for an exemption from preparing a formal appraisal if the acquisition is less than $10,000. This easement is valued at less than the maximum amount and so an appraisal has not been completed. However, the value has been established by STA's licensed appraiser and an offer of compensation in the appraised value of $7,000 was conveyed to the landowner by STA's real estate acquisition agent. The landowner has accepted STA's monetary offer for the temporary construction easement. Funding for this property easement acquisition will be provided by the Central City Line project budget.

RECOMMENDATION TO COMMITTEE: Recommend Board approval of the Temporary Construction Easement between James and Anita Hull and Spokane Transit for $7,000, and authorize the CEO to execute all documents necessary to acquire the easement on behalf of Spokane Transit.

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

RECOMMENDATION TO BOARD: Approve, by motion, to authorize the CEO to execute all documents necessary to acquire a temporary construction easement upon property owned by James and Anita Hull for $7,000 and accepted by them.

FINAL REVIEW FOR BOARD BY:

Division Head KO Chief Executive Officer Legal Counsel LM

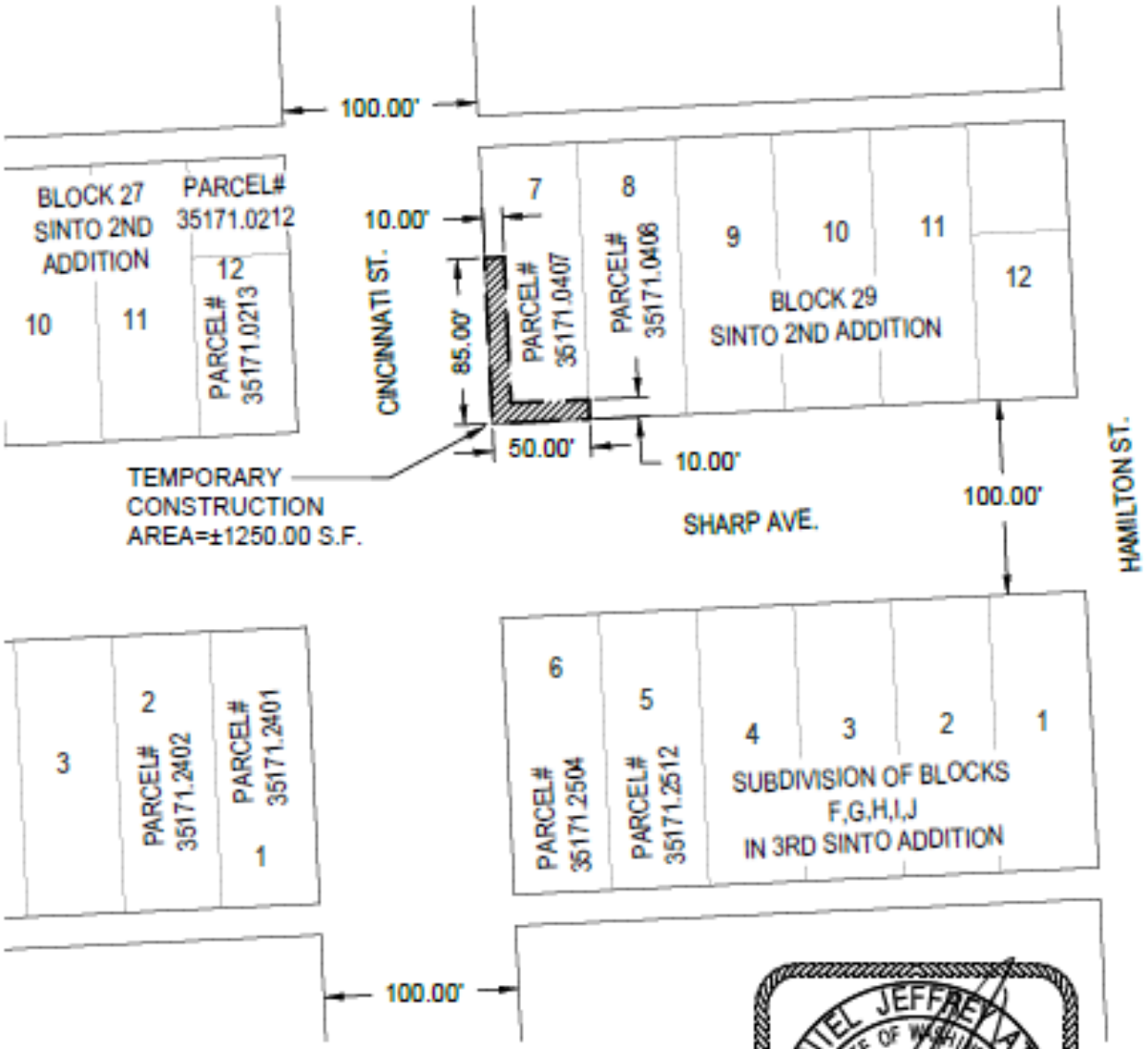
James and Anita Hull
Temporary Construction Easement

Property Fact Sheet

Owner Information	
Property Owner:	James and Anita Hull
Owner Address:	4108 W. Livingston Rd. Pasco, WA 99301
Property Information	
Site Address:	803 E. Sharp Avenue
Parcel Number(s):	35171.0407
Property Size:	7,810 SqFt (total)
Temporary Construction Easement	
Easement Size:	1,250 SqFt
Easement Dimensions:	Varies
Appraised Value:	$7,018.23 ($5.61/SqFt)
Total Acquisition Value (rounded)	**$7,000**

TEMPORARY CONSTRUCTION EASEMENT
S. 17, 25N, R43E

SCALE: 1"=100'



DANIEL JEFFREY ATHA
STATE OF WASHINGTON
46775
REGISTERED
PROFESSIONAL LAND SURVEYOR

6/28/19

COFFMAN ENGINEERS 10 N. Post Street, Suite 500 Spokane, WA 99201 ph 509.328.2994 www.coffman.com	PROJECT: CENTRAL CITY LINE TEMPORARY CONSTRUCTION EASE.		PROJECT NO. 171483
	LOCATION: CINCINNATI ST AND SHARP AVE		
	CLIENT: JACOBS	DATE: 06/28/2019	SHEET NO: 1 of 1

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 17, 2019

AGENDA ITEM 9A : BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE: Board Operations *(Mumm)*

SUBMITTED BY: Candace Mumm, 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

September 19, 2019

AGENDA ITEM 10A : PLANNING & 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

October 17, 2019

AGENDA ITEM 11A : 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

October 17, 2019

AGENDA ITEM 13A : 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 September 11, 2019, Board Operations Committee meeting are attached. Minutes of the September 4, 2019, meeting of the Planning & Development Committee are attached and the July 10, 2019, and September 4, 2019, Performance Monitoring & External Relations Committee minutes are also attached.

RECOMMENDATION TO BOARD: Information only.

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

BOARD OPERATIONS COMMITTEE MEETING

Draft Minutes of the September 11, 2019 Meeting
Spokane Transit Northside Conference Room

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

MEMBERS ABSENT

STAFF PRESENT
Emily Arneson, *Ombudsman & Accessibility Officer*
Dana Infalt, *Clerk of the Authority*
Karl Otterstrom, *Director of Planning & Development*
Brandon Rapez-Betty, *Director of Communications & Customer Service*
Lynda Palmer, *Chief Financial Officer*
Roger Watkins, *Chief Operations Officer*
Nancy Williams, *Director of Human Resources*

PROVIDING LEGAL COUNSEL
Laura McAloon, McAloon Law PLLC

GUEST
Kendel Froese, McAloon Law PLLC

---

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVE COMMITTEE AGENDA

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

3. CHAIR'S COMMENTS

Ms. Mumm traveled to today's meeting via Monroe Street. She was behind a bus and did not feel that the stops to board and drop off passengers unreasonably impacted her commute.

4. COMMITTEE ACTION/DISCUSSION

a. July 17, 2019 Committee Minutes

Mr. Grover moved to approve the July 17, 2019, 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)

The Committee reviewed staff recommendations for the FTA Section 5310 Funding Awards and forwarded a recommendation to approve the Awards to the Board consent agenda. Ms. Mumm asked if there were excess funds that could be approved at a later date. Mr. Otterstrom said yes, and STA may have a second call for projects. The Committee reviewed the 2020 Draft Strategic Plan and 2020 Draft Operating and Capital Budgets. Committee members discussed the Division Line High Performance Transit Study and received an update on the Zero Emission Technology Fleet Transition Evaluation.

b. Lori Kinnear, Chair, Performance Monitoring & External Relations (PMER)
The Committee reviewed the proposed 2020 Community Events Fare Structure which it forwarded to the Board consent agenda for approval. Mr. Watkins reported on the Second Quarter Performance Measures. Mr. Rapez-Betty presented information on the Marketing and Communications outreach for the September Service Changes. Ms. Arneson gave an update on the Income-Based Transit Access research. Ms. Kinnear thanked Ms. Arneson and Ms. Palmer for their time spent researching the subject and the comprehensive information provided to the Committee.

6. APPOINTMENT OF BOARD MEMBER TO PLANNING & DEVELOPMENT COMMITTEE

On July 29, 2019, the Spokane City Council appointed Council Member Karen Stratton to the STA Board of Directors after the resignation of Mayor David Condon. Chair Mumm has appointed Ms. Stratton to serve on the Planning & Development Committee for the remainder of 2019, subject to confirmation by the Board.

Ms. Haley moved to recommend the Board confirm the appointment of Spokane City Council Member Karen Stratton to the Planning and Development Committee for the remainder of 2019, and forward to the Board consent agenda. Mr. Grover seconded and the motion passed unanimously.

7. CENTRAL CITY LINE REAL ESTATE ACQUISITION

Mr. Otterstrom presented information on a temporary construction easement and the acquisition of property owned by the National Association of Letter Carriers (NALC) to accommodate a Central City Line station. The NALC has agreed to $10,000 for the acquisition of approximately 462 square feet of property and a temporary construction easement.

Mr. French moved to recommend the STA Board of Directors authorize the CEO to execute all closing documents necessary to acquire property and to accept a temporary construction easement owned by the National Association of Letter Carriers for the amount of $10,000, and forward to the Board consent agenda. Mr. Grover seconded and the motion passed unanimously.

7. BOARD OF DIRECTORS AGENDA SEPTEMBER 19, 2019

Committee members reviewed the agenda. Ms. Meyer said STA staff participated in a presentation at the Spokane Mayor's Cabinet meeting on September 10, regarding the City of Spokane Youth Pass results to-date. Staff were present from the City, Spokane Public Schools, Parks Department and Libraries. She asked if Chair Mumm would like to add the presentation to the September Board meeting. Chair Mumm said yes and requested the presentation be added to the agenda. Staff will invite the staff from the other agencies noted above to participate in the presentation.

Mr. French moved to approve the Board agenda as amended above. Ms. Haley seconded and the motion passed unanimously.

9. CEO REPORT

Fall 2019 Service Changes are effective September 15, 2019. This is STA's single largest service change, before the Central City Line. STA is introducing new South Hill and West Plains connections, schedule adjustments to several routes, and boarding zone reassignments at the Plaza. Many staff have been involved with outreach to customers at the Plaza and transit stations to help with the transition. Staff will also be present at the Plaza on Monday, September 16, in the morning and the afternoon. Customer Service representatives will provide additional support throughout the week. Three new transit facilities will begin operating in the fall: Spokane Community College Transit Center, Spokane Falls Station, and the Moran Station Park and Ride. One element of the change is that STA will no longer board passengers in front of the Spokane Regional Business Center building at Riverside and Post; Route 174 passengers will now board in Zone 1 at the Plaza.

Mr. French asked if the Real Time bus information application (app) is in use. Mr. Rapez-Betty said the app is available on the STA website and staff continue to work on enhancements to improve the user experience before it is broadly promoted to the public. When the announcement is ready, Ms. Kinnear asked Mr. Rapez-Betty to send the information to the Council members who are on the Board so the information can be posted on the Council website and Facebook page.

STA plans to sign the Small Starts Grant Agreement for the Central City Line by mid-December. Staff will give a schedule update at the Board meeting.

10. NEW BUSINESS

Ms. Kinnear introduced a resolution at the September 9, 2019, City Council meeting supporting traffic signal prioritization for STA buses on high-performance transit routes at key/critical intersections as a one-year pilot, starting with the East Sprague Avenue corridor. The resolution (#2019-0073) passed the Council 7-0. Mr. Otterstrom said STA is currently working with the City on transit signal prioritization for the Central City Line.

Mr. French said he will make a presentation to the Board of the Spokane Regional Transportation Council to preserve the old Milwaukee Railroad Right of Way to the state line as a future location for a High-Performance Transit/Congestion Reduction Corridor.

11. EXECUTIVE SESSION

At 2:20 p.m., Chair Mumm announced that the Committee would adjourn for an Executive Session for the purposes of:

1. Considering the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. (RCW 42.30.110(1)(b))
2. Discussing with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency (RCW 42.30.110(1)(i))

The Committee will reconvene in open session at approximately 2:35 p.m. If it becomes necessary to extend the Executive Session, Legal Counsel or a staff member will return to announce the time at which the Board will reconvene.

At 2:35 p.m., the Committee reconvened and Chair Mumm declared the meeting back in public session. No action was taken.

12. ADJOURN

With no further business to come before the Committee, Chair Mumm adjourned the meeting at 2:35 p.m.

Respectfully submitted,

Kathleen Roberson

Kathleen Roberson
Executive Assistant to the Chief Financial Officer

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

PLANNING & DEVELOPMENT
COMMITTEE MEETING

Minutes of the September 04, 2019 Meeting
10:00 a.m. Spokane Transit Southside
Conference Room

MEMBERS PRESENT
Chris Grover, Small Cities Representative * *(Cheney)*
Al French, Spokane County
Pam Haley, City of Spokane Valley
E. Susan Meyer, Chief Executive Officer *Ex-Officio*

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

*Chair

STAFF PRESENT
Karl Otterstrom, Director of Planning & Development
Roger Watkins, Chief Operations Officer
Lynda (Warren) Palmer, Chief Financial Officer
Nancy Williams, Director of Human Resources
Brandon Rapez-Betty, Director of Communications & Customer Service
Dan Wells, Deputy Director of Capital Development
Emily Arneson, Ombudsman & Accessibility Officer
Dana Infalt, Executive Assistant to the CEO & Clerk of the Authority
Sam Guzman, Executive Assistant, Operations
Mike Tresidder, Associate Transit Planner

GUESTS
Karen Stratton, City of Spokane
Mike Kunder, AFSCME 3939, President
Kendel Froese, McAloon Law PLLC

PROVIDING LEGAL COUNSEL
Laura McAloon, McAloon Law PLLC

---

1. CALL TO ORDER AND ROLL CALL
   Chair Chris Grover called the meeting to order at 10:00 a.m. Roll was called and introductions were made.

2. PUBLIC EXPRESSIONS
   None.

3. COMMITTEE CHAIR REPORT
   None.

4. COMMITTEE ACTION

   A. MINUTES OF THE JULY 10, 2019 COMMITTEE MEETING

   Ms. Pam Haley moved to recommend approval of the July 10, 2019 Planning and Development Committee meeting minutes. The motion was seconded by Mr. Al French and passed unanimously.

5. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. FTA SECTION 5310 FUNDING AWARDS RECOMMENDATION

Mr. Otterstrom reported that the purpose of the Federal Transit Authority (FTA) Section 5310 Funding Awards program is to fund projects that improve mobility for seniors and people with disabilities by expanding transportation options. The total available for the 2019 call for projects is $512,319. This amount is the total of the 2019 apportionment ($398,319) and the 2018 carry over ($114,000). A minimum of 55% of the 2019 apportionment must be spent on "Traditional" capital projects and the remainder may be spent on "Other" projects (operating and capital). Spokane Transit solicited applications during a 30-day period from non-profits, local jurisdictions and transportation providers in the area with the following methods:

- Email and/or letter notice of available funding
- Newspaper notice
- Spokane Transit & SRTC website posting
- Informational meeting – April 22nd
- Follow-up contact with interested organizations

Mr. Otterstrom recommended funding be awarded to the following organizations at full requested amounts:

Table 3. Section 5310 Recommended Project Funding*

Applicant	Project Name	Funding Category	Recommended Federal Award Amount
Arc of Spokane	Transportation Win	Traditional	$88,860*
SNAP (Operating)	Ride to Health	Other	$119,052
SNAP (Capital)	Dispatch Software and Equipment	Traditional	$11,200
Southside Community Center	Van Replacement	Traditional	$55,250*
Spokane Area Jewish Family Services	Transportation Program	Other	$1,430
Subtotal			**$275,792**
STA	Eligible 5310 Projects (includes service contracts, vehicle purchase, etc.)	Traditional / Other	$236,527
TOTAL			**$512,319**

**Project funding may vary due to vehicle pricing and project revisions. Staff is requesting the ability to modify the award amount based on applicable costs such as tax, licensing fees, changes in the vehicle purchase price and other costs related to the vehicle procurement as needed.*

Currently, the requests from outside agencies do not meet the 55% threshold for traditional projects. The recommendation includes funding to STA for eligible 5310 projects, particularly those that are considered traditional projects. This may include a second solicitation for projects. Mr. Otterstrom indicated that some agencies have expressed a need for additional funding should it available.

Mr. Al French moved that the Committee recommend the Board award Section 5310 funding to the grantees and for the amounts listed in Table 3 "Section 5310 Recommended Project Funding" and that the Board authorizes staff to adjust project funding as necessary to account for vehicle pricing, project revisions and to ensure all costs are included for projects. The motion was seconded by Ms. Haley and passed unanimously.

B. BOARD DISCUSSION AGENDA

(No items being presented this month.)

6. REPORTS TO COMMITTEE

A. DRAFT 2020 ANNUAL STRATEGIC PLAN

Mr. Otterstrom presented the draft of the 2020 Annual Strategic Plan which is laid out very similarly to last year. National and regional challenges include traffic congestion and shifting employment, Transportation Network Companies (TNCs), significant economic growth and congestion mitigation efforts using multi-modal approaches. Increasing ridership to serve the public is the focus using the following strategies:

- Add More and Better Bus Service – further improving West Plains Service; new HPT service and capital projects to optimize the network.
- Design and Deliver Core Infrastructure – fare collection system update to begin in 2020; Plaza operation changes.
- Advance and Implement High Performance Transit (HPT) – Central City Line construction expected to begin in the first quarter for 2019. The first projects along the future Cheney Line will be constructed in 2020, include the Four Lakes and Eagle stations.
- Expand Marketing and Communication – focused marketing efforts, expanded pass sales outreach and the implementation of an "On-Demand Mobility" pilot.
- Look to the Future – this strategy is new this year. STA continues to look ahead to ensure preparations for continued growth, increased congestion, etc. This strategy includes launching a major update to *Connect Spokane*, reimagining Division Street Corridor, and preparing an updated facilities master plan.

Staff will bring a final draft to the Committee next month.

B. DRAFT 2020 OPERATING AND CAPITAL BUDGETS

Ms. Palmer presented the Draft 2020 Operating and Capital Budgets and distributed a copy of the 2020-2025 Capital Programs (by Program and Project). The Draft 2020 Operating Budget increased 6.3% from last year, from $79,541,505 to $84,530,689. This is due in large part to increases in Paratransit and fixed route service growth. Ms. Palmer's presentation included a review of operating budget assumptions, revenues, and expenses; capital/fleet replacement contribution budget, the capital budget, and the service level capital budget as well as the following:

Budget Comparison 2019 to 2020

	2019 Budget	2020 Budget-Draft Level Budget	$ Change from 2019 Budget	% Change from 2019 Budget
Estimated Revenues:				
Fares & Other Transit Revenue	$11,807,075	$12,242,543	$435,468	3.7%
Sales Tax	77,271,349	84,988,609	7,717,260	10.0%
State Grants	1,409,615	1,604,616	195,001	13.8%
Miscellaneous Revenue	1,080,926	1,559,803	478,877	44.3%
Federal Preventive Maintenance	8,281,473	8,457,040	175,567	2.1%
Subtotal: Operating Revenues	**$99,850,438**	**$108,852,611**	**$9,002,173**	**9.0%**
Federal Capital Revenue	$9,989,810	$30,062,480	$20,072,670	200.9%
State Capital Revenue	18,469,709	8,120,093	(10,349,616)	-56.0%
Subtotal: Capital Revenue	**$28,459,519**	**$38,182,573**	**$9,723,054**	**34.2%**
Total Revenue	$128,309,957	$147,035,184	$18,725,227	14.6%
Decrease in Cash Balance*	20,727,619	9,796,506	(10,931,113)	-52.7%
Total Source of Funds	**$149,037,576**	**$156,831,690**	**$7,794,114**	**5.2%**
Estimated Expenditures:				
Fixed Route	$52,327,727	$54,580,233	$2,252,506	4.3%
Paratransit	14,909,917	17,155,000	2,245,083	15.1%
Vanpool	706,231	708,120	1,889	0.3%
Plaza	1,876,554	1,883,379	6,825	0.4%
Administration	9,721,075	10,203,957	482,881	5.0%
Total Operating Expenses	**$79,541,505**	**$84,530,689**	**$4,989,184**	**6.3%**
Capital Expenditures - Includes FR & PT Fleet	$57,367,759	$63,464,547	$6,096,788	10.6%
FR & PT Fleet Replacement Allocation	12,128,312	8,836,454	(3,291,858)	-27.1%
Total Use of Funds	**$149,037,576**	**$156,831,690**	**$7,794,114**	**5.2%**

2020 Cash and Reserve Analysis

	2020 Draft Level Budget
OPERATING ACTIVITIES	
Revenue (excluding capital grants)	$108,852,611
Operating Expense	($84,530,689)
Revenue Over / (Under) Operating Expenses	$24,321,922
CAPITAL ACTIVITIES (Local Funds)	
Purchase of Property, Plant, and Equipment	(18,167,188)
FR & PT Fleet Replacement Allocation	(8,836,454)
Total Local Cash Used for Capital Activities	(27,003,642)
NET DECREASE IN CASH	(2,681,720)
CASH (Projected beginning 2020)	45,423,218
CASH (Projected ending 2020)	42,741,498
BOARD DESIGNATED RESERVES	
Operating Reserve (15% of Operating Expenses)	(12,679,603)
Risk Reserve	(5,500,000)
Right of Way Acquisition Reserve	(4,950,000)
Total Board Designated Reserves[1]	(23,129,603)
2020 Estimated End of Year Cash Balance After Reserves[2]	$19,611,895

[1] In addition to the Board designated reserves, STA maintains a cumulative reserve for unforeseen claim costs of $357,000 which is part of the public entity surety required by the Department of Labor and Industries.

[2] Estimated end of year cash balance after reserves are used for future capital expenditures included in the 2020-2025 Capital Improvement Plan. This excludes the projected end of year cash balance in the Fleet Replacement Fund projected to be $24,178,433 as of December 31, 2020.

Next steps include a presentation of the Draft 2020 Operating and Capital Budgets to the STA Board on September 19th, a citizen and employee outreach in October, the proposed budgets presentation to the Planning & Development Committee on October 2nd, a public hearing for the proposed budgets on October 17th, recommendations of the final proposed budgets on November 6th and Board adoption of the final proposed operating and capital budgets on November 21st.

C. DIVISION LINE HIGH PERFORMANCE TRANSIT (HPT) STUDY OVERVIEW

Mr. Otterstrom presented the Division Line High Performance Transit (HPT) Study Overview. This project is in regional planning documents and is identified in both *Connect Spokane* and STA *Moving Forward* (STAMF). A jointly funded project with Spokane Regional Transportation Council (SRTC), the SRTC funding agreement passed unanimously at the February 21, 2019 STA Board meeting.

The study is to be completed in two phases. Phase I involves analysis and ultimately the selection of a preliminary HPT preferred alternative. Phase I study findings will inform the scope of the next phase. Project Kick-off is anticipated for fall 2019, with Phase I completion expected in late 2020. Phase II will continue from that point with an expected completion in late 2021 or early 2022. The overall scope and schedule of community outreach efforts are being negotiated at this time.

D. ZERO EMISSION TECHNOLOGY FLEET TRANSITION EVALUATION UPDATE

Mr. Watkins presented the Monroe-Regal Line Zero Emission Bus Deployment Implementation Plan. This highly detailed, 59-page plan includes: route and bus modeling, rate modeling, bus procurement plan, infrastructure requirements/recommendations, training, deployment strategy, data collection plan and the project schedule. The total round-trip distance is a little over 22 miles and takes about two hours and seven minutes (not including recharge time.) Under nominal conditions and strenuous conditions (about 20° Fahrenheit and full utilization of the heating system) both Proterra and New Flyer 40-foot battery electric buses exceed the charging capacity requirements per route. The Moran Station does include an on-route charging station. STA will procure up to ten 40-foot battery electric buses (BEBs) for this project. Both classroom and hands on training will be provided for operators, maintenance employees, facilities and grounds employees and First Responders.

7. COMMITTEE INFORMATION

(No information included this month.)

8. REVIEW OCTOBER 2, 2019 COMMITTEE MEETING AGENDA

Mr. Otterstrom noted Division Street may shift from the October Planning and Development Committee meeting agenda to November.

9. NEW BUSINESS

(No information included this month.)

10. COMMITTEE MEMBERS' EXPRESSIONS

Ms. Meyer requested that members review the additional meeting handouts:

- "Life in Motion" brochure – from Communications. A year in review and a look ahead.
- "Try Route 95" – from Communications. A coupon for a free two-hour pass on the Route 95.
- Curing Spokane Claims Email – from Brandon Rapez-Betty. Accurate information in response to the "Curing Spokane" claims and media questions.

Chair Grover thanked Mr. Rapez-Betty for the impressive STA information on social media.

11. ADJOURN

Chair Grover adjourned the meeting at 11:02 a.m.

12. NEXT COMMITTEE MEETING: WEDNESDAY, OCTOBER 2, 2019 at 10:00 a.m. (STA SOUTHSIDE CONFERENCE ROOM, 1230 W. BOONE AVENUE, SPOKANE, WA)

Respectfully submitted,

Victoria L. Clancy, Executive Assistant

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

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Minutes of the July 10, 2019, Meeting
Southside Conference Room

MEMBERS PRESENT

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

MEMBERS ABSENT

Veronica Messing, City of Airway

* Chair

STAFF PRESENT

Roger Watkins, Chief Operations Officer
Karl Otterstrom, Director of Planning and Development
Lynda Palmer, Director of Finance and IS
Nancy Williams, Director of Human Resources
Sam Guzman, Executive Assistant to the COO
Emily Arneson, Community Ombudsman and Accessibility Officer

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

GUESTS

(none)

---

1. CALL TO ORDER AND ROLL CALL

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

2. PUBLIC EXPRESSIONS

   (none)

3. COMMITTEE CHAIR REPORT

   Chair Kinnear had no report at this time.

4. COMMITTEE APPROVAL

   A. Minutes of the June 5, 2019, Committee Meeting

   Mr. Woods moved to recommend approval of the June 5, 2019, Committee meeting minutes. Ms. Burke seconded the motion and it passed unanimously.

5. COMMITTEE ACTION

   A. Board Consent Agenda

   1. West Plains Transit Center (WPTC) Construction Contract Acceptance

   The construction budget for the WPTC was originally set at $9.332M, however the project was later adjusted to $5.908M. The difference was transferred to other projects such as the Spokane Community College and the WSDOT lane additions near the WPTC. The project expenses included $4.012M in construction costs, $245K for change orders, $32K in taxes, $16K for security, $971K for construction management and inspections, and $246K in miscellaneous expenses, for a total of $5.5M. The project is expected to be closed out underbudget.

   Mr. Kerns moved to approve item 5A1, Ms. Burke seconded the motion, and it passed unanimously.

2. Disadvantaged Business Enterprise: Adoption of Proposed 3-Year Goal

Every three years the Federal Transit Administration (FTA) requires the Department of Transportation (DOT) regulated the adoption of the Disadvantaged Business Enterprise (DBE) program goal, which needs to be completed by August 1, 2019.

A DBE is a for-profit small business where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations. It is a federally mandated program and is meant to level the playing field in the competitive bidding process. The projected DBE goal for Federal Fiscal Years (FFY) 2020, 2021 and 2022 is 1.13%.

Timeline:

- May 26th – Notice of proposed 3-year DBE goal and request for public comments
- June 5th – PMER Committee received information of proposed goal
- July PMER/Board – Request Board adoption
- August 1st – Goal submitted to FTA as mandated

STA's goal for FFYs 2017, 2018 and 2019 is 0.49%. That goal has been exceeded and the current utilization is 1.03%. Currently there are 22 certified DBE firms of varying crafts operating in Spokane County.

Mr. Kerns moved to approve item 5A2, Mr. Kerns seconded the motion, and it passed unanimously.

3. Award of Contract: Paratransit Purchased Transportation

Timeline:
April 3rd – PMER committee approved the SOW
April 12th – Request for proposals (RFP) published
April 22nd – Pre-proposal conference
May 31st – Proposals due, one responsive bid received

First Transit was the responsive bidder and proposed to place an emphasis on recruiting and retaining staff as well as enhancing safety and committing to comprehensive preventative maintenance inspections. The First Transit general manager and maintenance manager met with STA staff for a presentation and discussion.

The best and final offer was $72.74 per revenue hour for the first contract year. This puts the value of the contract for the first year at approximately $5.9M.

Ms. Bowers asked if STA had considered bringing the contracted service in house and if any cost comparisons were done. Ms. Meyer responded that contracting out night and weekend service is a long-term business strategy that STA has embraced. The cost is significantly lower to have a contractor provide part of the service.

Ms. Bowers clarified that she would like to have an idea of how much it would cost to bring the service in house. Ms. Meyer replied that it would be about $113 per hour.

Ms. Bowers also asked how much it costs to bring additional dispatchers (for nights and weekends) in house. Mr. Watkins responded that the cost difference of dispatching in house vs contracting out is $18,632 per year.

Mr. Kerns moved to approve item 5A2, Mr. Woods seconded the motion, and it passed with a vote of 3-1.

B. Board Discussion Agenda

(no items presented this month)

6. REPORTS TO COMMITTEE

(no items presented this month)

7. CEO REPORT

- Groundbreaking at the Moran Station Park and Ride scheduled to Wednesday, July 24th at 1pm
- Recent news coverage regarding the Plaza was proven to be unsupported
- A documentary to draw attention to crime/homelessness issues downtown has identified the Plaza block as an area of focus
- June sales tax was 11% over June of 2018

8. COMMITTEE INFORMATION

- May 2019 Operating Indicators – *as presented*
- May 2019 Financial Results Summary – *as presented*
- June 2019 Sales Tax Revenue Information – *as presented*

7. SEPTEMBER 4, 2019 - COMMITTEE PACKET DRAFT AGENDA REVIEW

(No changes were suggested)

8. NEW BUSINESS

(No new business at this time)

9. COMMITTEE MEMBERS' EXPRESSIONS

(None)

10. ADJOURN

Chair Kinnear adjourned the meeting at 2:21 p.m.

11. NEXT MEETING – WEDNESDAY, SEPTEMBER 4, 2019, 1:30 P.M, STA SOUTHSIDE CONFERENCE ROOM, 1230 WEST BOONE AVENUE

Respectfully submitted,

Sam Guzman, Executive Assistant

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

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Minutes of the September 4, 2019, Meeting
Southside Conference Room

MEMBERS PRESENT

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

MEMBERS ABSENT

Veronica Messing, City of Airway Heights (Ex-Officio)
Sam Wood, City of Spokane Valley

* Chair

STAFF PRESENT

Roger Watkins, Chief Operations Officer
Karl Otterstrom, Director of Planning and Development
Lynda Palmer, Director of Finance and IS
Brandon Rapez-Better, Director of Communications and Customer Service
Nancy Williams, Director of Human Resources
Sam Guzman, Executive Assistant to the COO
Emily Arneson, Community Ombudsman and Accessibility Officer

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

GUESTS

(none)

---

1. CALL TO ORDER AND ROLL CALL

   Chair Kinnear called the meeting to order at 1:32 p.m. Introductions were made.

2. PUBLIC EXPRESSIONS

   (none)

3. COMMITTEE CHAIR REPORT

   Chair Kinnear had no report at this time.

4. COMMITTEE APPROVAL

   A. Minutes of the July 10, 2019, Committee Meeting

   Mr. Kerns moved to recommend approval of the July 10, 2019, Committee meeting minutes. Ms. Bowers expressed an interest in having the additional language added to the minutes prior to approval. She requested the following information be added to item 5A3 - Award of Contract: Paratransit Purchased Transportation:

   - If STA had considered moving the contracted services in-house and the associated cost
   - If STA intended to make that change in the future
   - What the cost of additional dispatchers is

   The revisions will be made and brought back to the October 2nd PMER meeting for approval.

5. COMMITTEE ACTION

A. Board Consent Agenda

1. 2020 Special Community Events Fare Structure

Each year STA proposes a special event fare structure. In 2020 STA is requesting special fares for three repeat events and one new event. The events are:

- Bloomsday –Pre-purchased day pass for $2 (no discount for same-day purchased fares)
- Hoopfest – Day pass discounted to $2 on Saturday and Sunday on all routes and Hooploop Shuttle
- Valleyfest – No charge associated due to charter guidelines
- Spokane County Fair (new addition) – As part of the upcoming September service change service on Havana will be removed. This will be a mitigation effort to make sure fair service is still provided and incentivizing alternative modes to reduce traffic on Havana. The offering is a day pass discounted to $2 valid on the fare shuttle from Spokane Community College only.

Ms. Burke moved to approve item 5A1, Mr. Kerns seconded the motion, and it passed unanimously.

B. Board Discussion Agenda

(no items presented this month)

6. REPORTS TO COMMITTEE

A. 2nd Quarter 2019 Performance Measures

Mr. Watkins presented a condensed version of the 2nd quarter 2019 performance measures noting that a complete set was included in the committee packet.

Ridership:

- Fixed Route is down 1.9% year to date (YTD). Snow created a challenging February and March. While ridership numbers are recovering the overall percentage is still lagging.
- Paratransit had a very significant dip in February and March, and again in May and June. As a result, the YTD ridership is down 7.9%. Analysis into the ridership drop revealed that late 2018 on time performance (OTP) issues continued into early 2019 and caused some people to stop riding. There has also been a substantial decline in Special Use Van (SUV) ridership.
- Vanpool ridership is down 0.7% YTD. Vanpool has been tracking even and slightly above for much of 2019, but a few Vanpools closed in June causing the numbers to decrease.

Other Performance measures reported on included Passengers Per Revenue Hour, Professional & Courteous, On Time Performance, Operator Ride Checks, Cost per passenger*, and Cost Recovery from User Fees. The final statistic reported on was Preventable Accident rates.

*Mr. Watkins noted that Paratransit had a significant increase in operational costs for the 2nd quarter. This was due to a one-time operational purchase of $325K to replace the computers that are onboard the vans. These were originally budgeted in the capital budget, but because the cost per unit was less than $5K (threshold for capital purchases) the cost was reclassified as operational.

Discussion followed regarding the impact of Lyft/Uber and the summer city youth pass, how college enrollment affects ridership numbers, and vehicle accident prevention.

B. September Service Change Communications and Marketing

Mr. Rapez-Betty shared the communication and marketing strategies for the upcoming September service change. Some of the components include:

- Communications are sent to existing passengers as well as potential customers (letting them know about a specific improvement in their area)
- New color for all printed schedules to avoid confusion
- Stanchion signs in plaza with variety of messages
- User guide handout on coaches
- Service change information front-and-center on website
- STA informed and posters for employees, bulkhead posters on coaches, billboards, new publications, etc.

Video has also been a part of the September service change strategy. Videos are used on Facebook, Twitter, Plaza monitors, digital monitors at the West Plains Transit Center, and STA informed. The videos cover a range of topics, including a general overview of the changes, the new cross-town route #4, know your zones, and reduced wait times.

Additional marketing campaigns involve general lifestyle radio ads and campaigns at area colleges promoting the UTAP program.

Discussion followed about how college IDs function as a UTAP bus pass and how to best share how-to-ride videos/information (in-house videos, local news, Facebook live).

C. Income-Based Transit Access

Ms. Arneson began the presentation by reviewing the information presented at the June PMER Committee meeting.

STA staff met with Dr. Patrick Jones, the Executive Director of Institute for Public Policy and Economic Analysis at Eastern Washington University (per Chair Kinnear's suggestion). Dr. Jones primarily uses data from the American Community Survey and suggested that STA staff remove children 6 and under and riders 65 and older from their calculations since they already qualify for reduced fare programs.

STA staff also looked into how much households spend on transit (per Ms. Burke's request). Ms. Arneson reported that overall households spent $9,737 on transportation in 2017, however that figure includes travel costs as well. Transportation is the 2nd largest household expenditure after housing. Transportation costs have increased less than other major expenditures from 2000 to 2017. When breaking this data down into income quintiles the first quintile ($0-20,738) spends 13.4% of their income on transportation.

Lastly, STA staff contacted other agencies that have instituted low-income programs to find out their experiences. Since most of the programs are quite new, there isn't much data. However, Ms. Arneson went on to share the information that was gathered from TriMet, Metro, and Kitsap Transit.

Staff estimates that there are approximately 165,000 residents at or below 200% of the Federal Poverty Level (FPL) in the Spokane area. If you remove the population under 6 and over 65 as recommended by Dr. Jones, that brings the total eligible population to 130,700. Many UTAP riders would also fall into this population. Ms. Palmer added that the spring term enrollment at the colleges and universities is around 56,000.

Ms. Burke inquired about applying King County Metro active card users vs eligible population percentage (16%) to Spokane's numbers. Mr. Kerns calculated that it would reduce the number to about 22,000 including college students and 12,000 without.

Ms. Burke asked if that number (12,000-22,000) could be used to estimate a program cost. Ms. Palmer replied that it is difficult to calculate due to all the assumptions. If we assume that only a 30-day pass was

offered and sold 12,000 passes at $30 each, that would equal $360,000 a month, or $4.3M a year. Current fare revenue is around $11M.

Chair Kinnear suggested that Ms. Burke reach out to some agency partners and find out if they offer low-income passes, how many, and who receives them, then bring a recommendation back to the committee.

7. COMMITTEE INFORMATION

- July 2019 Operating Indicators – *as presented*
- July 2019 Financial Results Summary – *as presented*
- August 2019 Sales Tax Revenue Information – *as presented*
- June 2019 Semi-Annual Financial Reports – *as presented*
- 2nd Quarter 2019 Service Planning Input Report – *as reported*

8. October 2, 2019 - COMMITTEE PACKET DRAFT AGENDA REVIEW

- Ms. Burke requested a presentation on the Spokane Summer Youth Pass

9. NEW BUSINESS

(No new business at this time)

10. COMMITTEE MEMBERS' EXPRESSIONS

(None)

11. ADJOURN

Chair Kinnear adjourned the meeting at 3:03 p.m.

11. NEXT MEETING – WEDNESDAY, OCTOBER 2, 2019, 1:30 P.M, STA SOUTHSIDE CONFERENCE ROOM, 1230 WEST BOONE AVENUE

Respectfully submitted,

Sam Guzman, Executive Assistant

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 17, 2019

AGENDA ITEM 13B : SEPTEMBER 2019 SALES TAX REVENUE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Lynda Palmer, Chief Financial Officer
Tammy Johnston, Senior Financial Services Manager

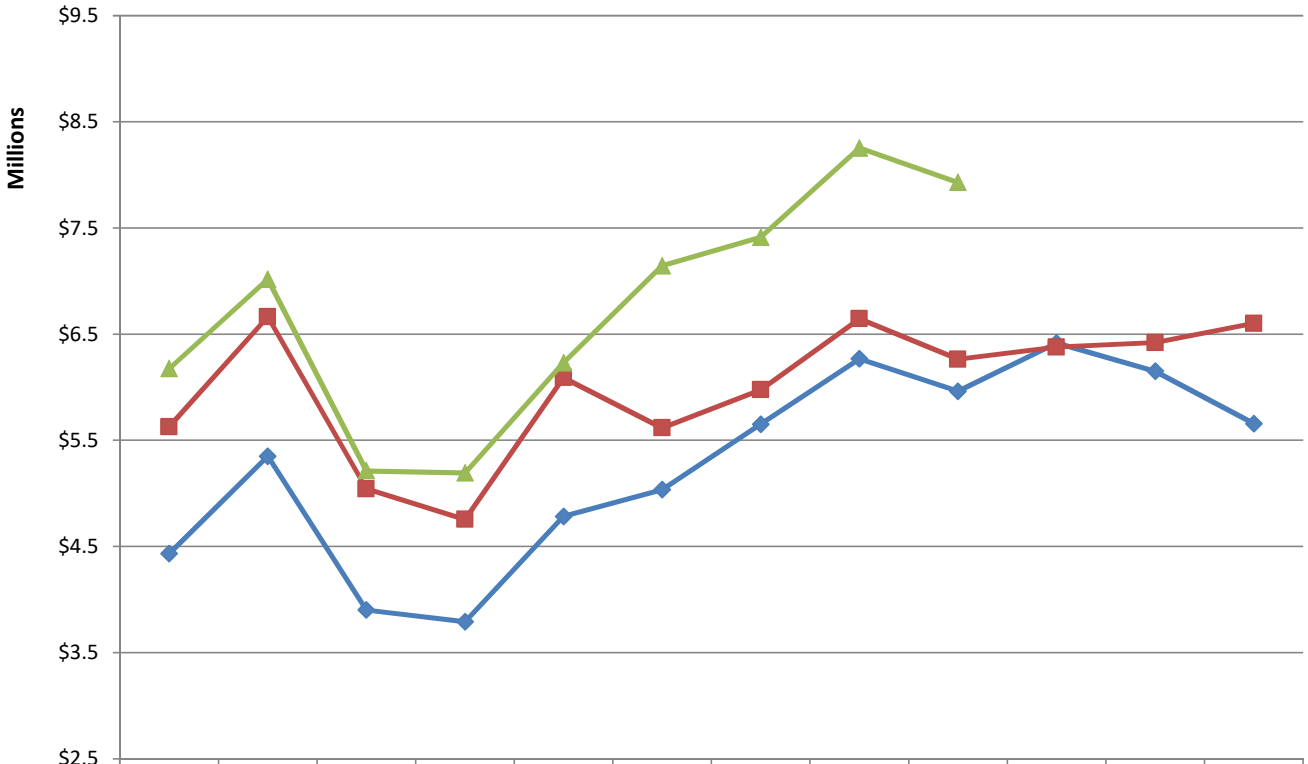
SUMMARY: Attached is September 2019 voter-approved sales tax revenue information.

September sales tax revenue, which represents sales for July 2019, was:

26.6% over September 2018 actual
15.0% above YTD actual
9.2% YTD above budget

RECOMMENDATION TO BOARD: For Information.

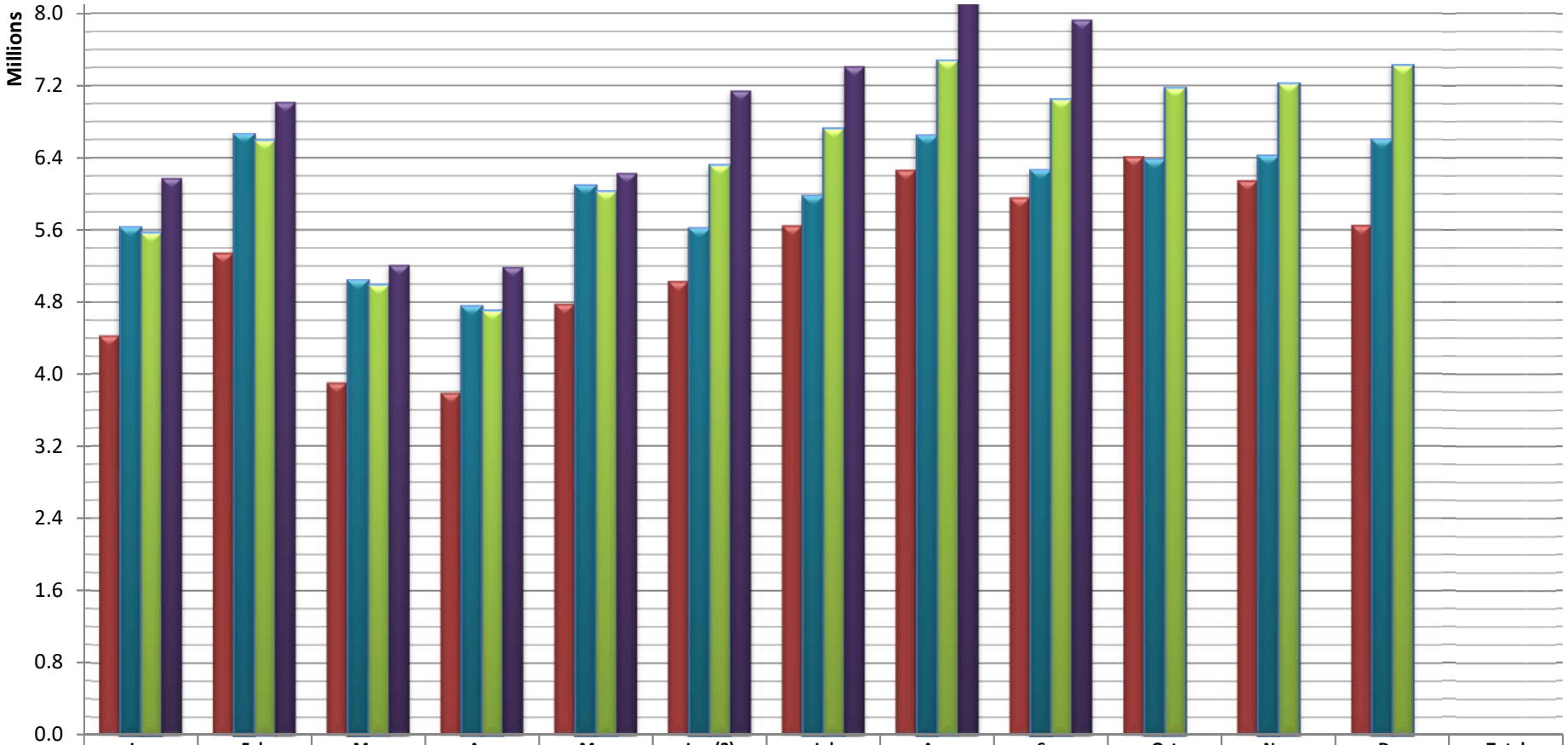
Sales Tax Revenue History-September 2019(1)



	Jan	Feb	Mar	Apr	May	Jun (2)	Jul	Aug	Sep	Oct	Nov	Dec
2017	$4.4	$5.4	$3.9	$3.8	$4.8	$5.0	$5.7	$6.3	$6.0	$6.4	$6.2	$5.7
2018	$5.6	$6.7	$5.0	$4.8	$6.1	$5.6	$6.0	$6.6	$6.3	$6.4	$6.4	$6.6
2019	$6.2	$7.0	$5.2	$5.2	$6.2	$7.1	$7.4	$8.3	$7.9			

(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 .006 to .007 in 2017 and from .007 to .008 in 2019.

2017 - 2019 SALES TAX RECEIPTS [1]



	Jan	Feb	Mar	Apr	May	Jun (2)	Jul	Aug	Sep	Oct	Nov	Dec	Total
2017 Act.	4,432,233	5,350,787	3,901,562	3,790,349	4,783,883	5,035,578	5,651,610	6,268,031	5,961,836	6,416,307	6,150,443	5,656,970	63,399,589
2018 Act.	5,628,134	6,664,160	5,042,196	4,754,750	6,090,019	5,616,550	5,975,412	6,645,055	6,263,667	6,377,811	6,420,673	6,601,136	72,079,561
2019 Bud.	5,569,403	6,594,618	4,989,580	4,705,133	6,026,468	6,318,402	6,722,107	7,475,431	7,046,383	7,174,792	7,223,009	7,426,023	77,271,349
2019 Act.	6,174,965	7,017,558	5,212,448	5,191,296	6,230,069	7,142,964	7,412,766	8,253,600	7,928,815	-	-	-	60,564,481
$ Mo. Var.	546,831	353,398	170,253	436,546	140,051	1,526,414	1,437,354	1,608,544	1,665,148	-	-	-	
% Mo. Var.	9.7%	5.3%	3.4%	9.2%	2.3%	27.2%	24.1%	24.2%	26.6%	0.0%	0.0%	0.0%	
$ YTD Var.	546,831	900,229	1,070,482	1,507,027	1,647,078	3,173,492	4,610,847	6,219,391	7,884,539	-	-	-	
% YTD Var.	9.7%	7.3%	6.2%	6.8%	5.8%	9.4%	11.6%	13.4%	15.0%	0.0%	0.0%	0.0%	
% YTD Bud. Var.	10.9%	8.5%	7.3%	7.9%	7.0%	8.1%	8.4%	8.7%	9.2%	0.0%	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 .006 to .007 in 2017 and from .007 to .008 in 2019.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 17, 2019

AGENDA ITEM 13C : AUGUST 2019 FINANCIAL RESULTS SUMMARY

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Lynda Palmer, Chief Financial Officer
Tammy Johnston, Senior Financial Services Manager

SUMMARY: Attached are the August 2019 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. August equates to 67% of the year.

Revenue

Overall, revenue is at 70.3% of budget ($70.2M) which is higher than the expected $66.9M.

Fares & Other Transit Revenue is slightly lower than the budget at 64.2%.
Year-to-date sales tax revenue is 108.7% of budget.
Federal & State Grants is higher than the budget at 88.7%.
Miscellaneous Revenue is higher than the expected budget at 125.3%.

Operating Expenses

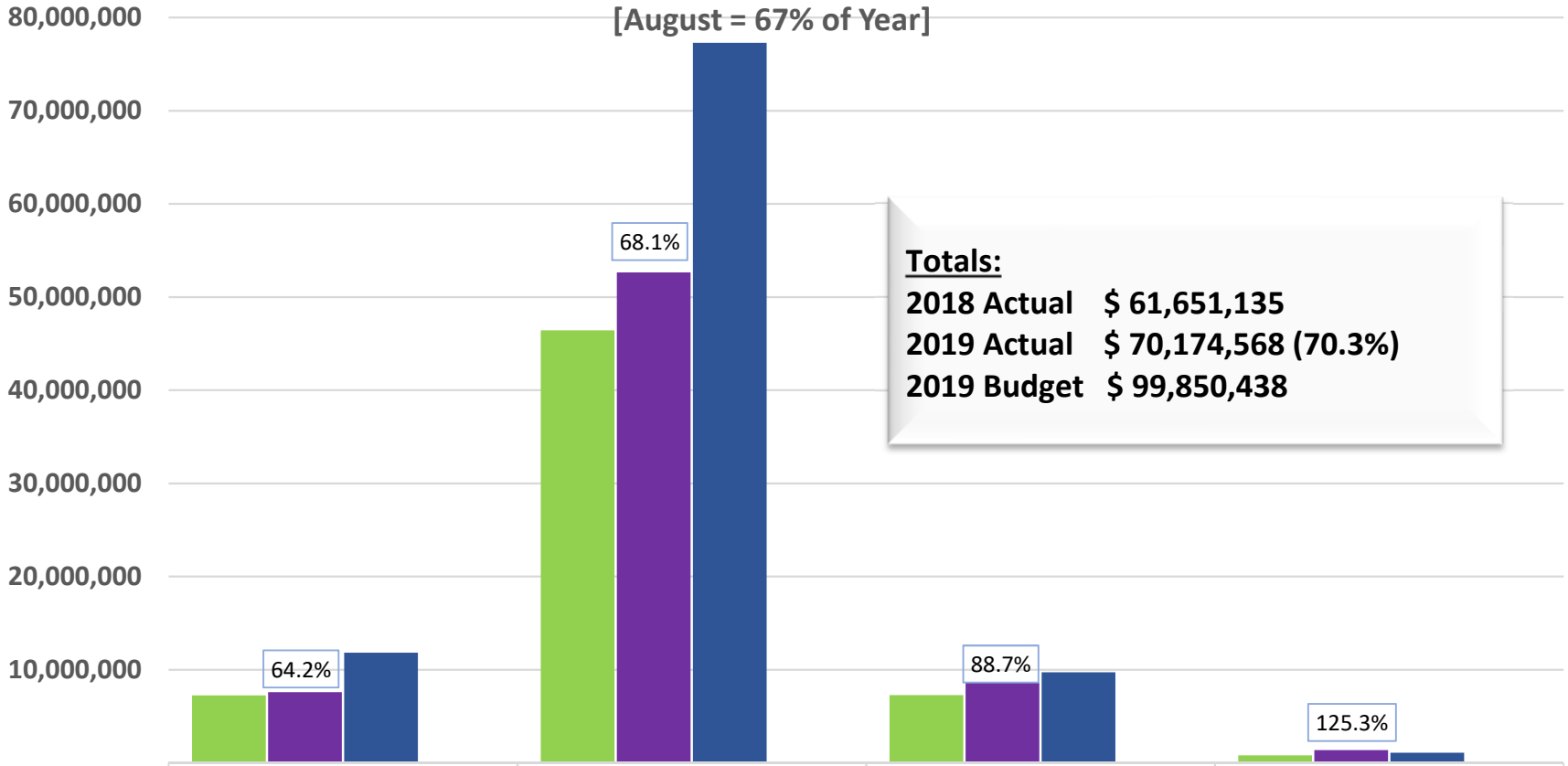
Operating expenses at 59.9% of budget ($47.6M) are 11% below the expected amount of $53.3M.

Fixed Route	61.1% of budget expended
Paratransit	56.4% of budget expended
Vanpool	49.5% of budget expended
Plaza	50.3% of budget expended
Administration	61.2% of budget expended

Operating expenses are greatly influenced by timing of payments.

RECOMMENDATION TO BOARD: For Information.

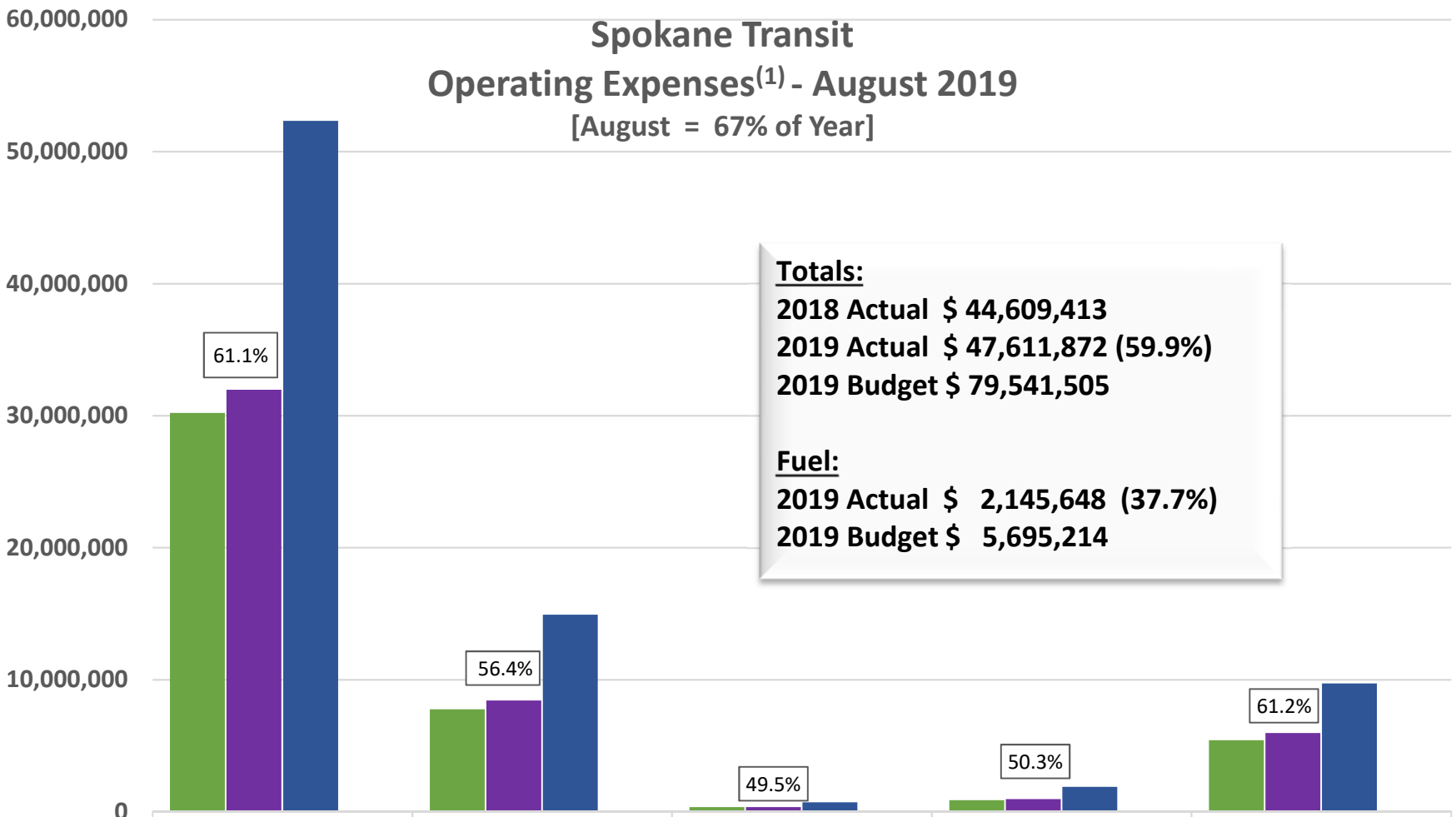
Spokane Transit
Revenues [1] - August 2019
[August = 67% of Year]



	Fares & Other Transit Revenue	Sales Tax (2)	Federal & State Grants	Miscellaneous
2018 Actual	7,208,699	46,416,275	7,247,896	778,266
2019 Actual	7,583,701	52,635,665	8,600,805	1,354,397
2019 Budget	11,807,075	77,271,349	9,691,088	1,080,926
Percent Used	64.2%	68.1%	88.7%	125.3%

[1] Above amounts exclude grants used for capital projects. Year-to-date August state capital grant reimbursements total $2,308,754 and federal capital grant reimbursements total $1,708,275.

[2] Year-to-date Sales Tax through August = 108.7% of year-to-date budget.



	Fixed Route	Paratransit	Vanpool	Plaza	Administration
2018 Actual	30,211,743	7,756,015	353,221	871,942	5,416,492
2019 Actual	31,953,588	8,415,115	349,845	944,548	5,948,776
2019 Budget	52,327,727	14,909,917	706,231	1,876,554	9,721,075
Percent Used	61.1%	56.4%	49.5%	50.3%	61.2%

(1) Operating expenses exclude capital expenditures of $10,440,154 and Street/Road cooperative projects of $3,652,561 for year-to-date August.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October , 2019

AGENDA ITEM 13D : AUGUST 2019 OPERATING INDICATORS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Roger Watkins, Chief Operations Officer

SUMMARY: There was one less weekday in August 2019 compared to August 2018.

FIXED ROUTE

Average weekday ridership increased 3.2% (29,714 vs. 28,790) in August 2019 compared to August 2018 and is down 0.8% (33,937 vs. 34,200) YTD. Total monthly ridership increased 1.5% (770,356 vs. 758,737) in August 2019 compared to August 2018 and is down 0.7% (6,705,118 vs. 6,750,684) YTD.

- Adult ridership decreased 0.7% (449,701 vs. 452,979) in August 2019 compared to August 2018 and is down 0.5% (4,162,720 vs. 4,181,678) YTD.
  - CCS Pass ridership increased 2.1% (19,154 vs. 18,762) in August 2019 compared to August 2018 and is up 1.8% (409,989 vs. 402,870) YTD.
  - Eagle Pass ridership increased 1.9% (10,693 vs. 10,494) in August 2019 compared to August 2018 and is down 9.9% (416,627 vs. 462,278) YTD.
  - GU Bulldogs Pass ridership decreased 12.8% (2,936 vs. 3,367) in August 2019 compared to August 2018 and is up 1.0% (30,352 vs. 30,048) YTD.
- Youth ridership increased 75.3% (63,656 vs. 36,307) in August 2019 compared to August 2018 and is up 14.1% (501,093 vs. 439,313) YTD.
- Reduced Fare / Para ridership decreased 3.9% (119,032 vs. 123,805) in August 2019 compared to August 2018 and is down 1.5% (921,676 vs. 935,245) YTD.

Fixed Route on time performance for August 2019 was at 93%.

PARATRANSIT

Paratransit's ridership goal for 2019 is to increase 2018 ridership levels by no more than 1.5%. Combined total ridership for August 2019 was 36,022 compared to August 2018 which was 38,495, a decrease of 6.4% for the month. Combined total ridership year to date is 295,978 in 2019 compared to 318,213, a decrease of 7%.

Detailed Breakdown - Ridership

- Directly Operated Service ridership for August 2019 was 18,349 compared to 22,711 in August 2018, a 19% decrease. (In August of 2018 STA provided 59% of the service due to staffing issues with the contractor. In August 2019 STA provided 51% of the service)
- Directly Operated Service ridership year to date for 2019 is 157,446 compared to 172,239 in 2018. This is an 8.6% decrease.
- MV Contracted Service ridership for August 2019 was 15,192 compared to 13,186 in August 2018. This is a 15.2% increase.
- MV Contracted Service ridership year to date for 2019 is 119,074 compared to 122,217. This is a 2.6% decrease.
- SUV ridership for August 2019 was 2,481 compared to 2,598 in August 2018, a 4.5% decrease.

- SUV ridership year to date for 2019 is 19,458 compared to 23,757 in 2018, an 18.1% decrease.
- Combined ridership without SUV was 33,541 in August 2019 compared to 35,897 in August 2018, a 6.6% decrease.
- Combined ridership without SUV year to date is 276,520 in 2019 compared to 294,456 in 2018, a 6.1% decrease.

Detailed Breakdown – Performance

- Directly Operated Service had an OTP of 96% in August 2019 compared to 94.04 in August 2018.
- MV Contracted Service had an OTP of 90.8% in August 2019 compared to 83.86 in August 2018.
- Combined Service had an OTP of 93.67 in August 2019 compared to 90.38 in August 2018.
- Directly Operated Service had a PPH of 2.78 in August 2019 compared to 2.83 in August 2018.
- MV Contracted Service had a PPH of 2.56 in August 2019 compared to 2.77 in August 2018.
- Combined Service had a PPH of 2.68 in August 2019 compared to 2.81 in August 2018.

VANPOOL

Vanpool customer trips were down 10.7% in August 2019 vs August 2018 (11,975 vs 13,409). Year to date ridership is down 1.79% (104,816 vs. 106,728). August 2019 had 75 van groups in operation versus 77 in August 2018. July 2019 had 74 vans operating.

August 2019

- 500 riders took at least one trip vs 501 last month.
- Riders added were 19.
- Riders removed were 17.
- Days operated per van 18 (out of 22)
- Average daily vanpool ridership 656 trips vs 659 last month.
- Average Participant per van was 6.67 vs 6.77 last month.
- Two vans were inactive due to vacation schedules.

Vanpool 2019 Ridership goal is to increase 2018 ridership by 1%.

One new van group started for Sacred Heart Medical Center.

CUSTOMER SERVICE

August 2019 ESBP sales were 31.9% higher (265 passes) than August 2018. YTD ESBP sales are 5.1% higher (396 passes) than 2018. Contributing to the YTD increase is Umpqua Bank (983 passes YTD 2019 vs. 0 YTD 2018), Ecova (342 passes YTD 2019 vs. 20 YTD 2018) and Rockwood Retirement South (100 passes YTD 2019 vs. 0 YTD 2018).

The largest decreases were from: Alorica (0 passes YTD 2019 vs. 871 YTD 2018), Travelers (550 passes YTD 2019 vs. 770 passes YTD 2018, and Dept. of Commerce (2 passes YTD 2019 vs. 135 YTD 2018).

August 2019 Group Sales decreased 25.5% (21,893 passes vs. 29,376 in 2018), YTD Group Sales decreased 26.3% (151,351 passes vs. 191,227 in 2018):

The largest YTD decreases were from:

- Spokane Mental Health -47,750 fewer 2hr and 4,000 fewer 2hr Paratransit passes than August YTD 2018
- Mukogawa- 6,448 fewer 2hr passes and 500 fewer Day passes than August YTD 2018
- Family Impact Network- 1,650 fewer Adult, 2,000 fewer 2hr and 500 fewer Youth passes than August YTD 2018
- Spokane County Juvenile- 2,595 fewer 2hr passes than August YTD 2018

The largest YTD increases were from:

- Spokane School District #81- 9,177 more 2hr passes than August YTD 2018
- Dept. of Children and Family Services- 3,000 more Adult, 1,000 more 2hr and 1,500 more Youth Passes than August YTD 2018
- Cheney Outreach- 4,550 more 2hr passes and 900 more Day passes than August YTD 2018
- Special Mobility Service- 700 more Adult passes, 3,100 more 2hr passes, 675 more 2hr Paratransit and 360 more 2hr Reduced passes than August YTD 2018

Pass Sales:

Total monthly pass sales increased 14.0% (9,172 vs. 8,047 in 2018), YTD pass sales decreased 5.4% (71,378 vs. 75,458 in 2018).

Adult Pass/Smartcard sales increased 35.5% (3,898 vs. 2,877 in 2018), YTD pass sales decreased 6.0% (29,796 vs. 31,690 in 2018).

Shuttle Park sales increased 15.9% (561 vs. 484 in 2018), YTD pass sales increased 4.9% (4,073 vs 3,881 in 2018).

7-Day Pass/Smartcard sales increased 93.7% (1,680 vs 867 in 2018), YTD pass sales increased 11.5% (8,836 vs. 7,926 in 2018).

ESBP sales increased 31.9% (1,097 vs 832 in 2018), YTD pass sales increased 5.1% (8,192 vs. 7,796 in 2018).

Student Pass sales decreased 50.0%. (4 vs. 8 in 2018), YTD pass sales decreased 68.0% (39 vs.122 in 2018).

Youth Pass/Smartcard monthly sales decreased 7.0% (1,370 vs. 1,473 in 2018), YTD pass sales decreased 0.5% (10,827 vs. 10,885 in 2018).

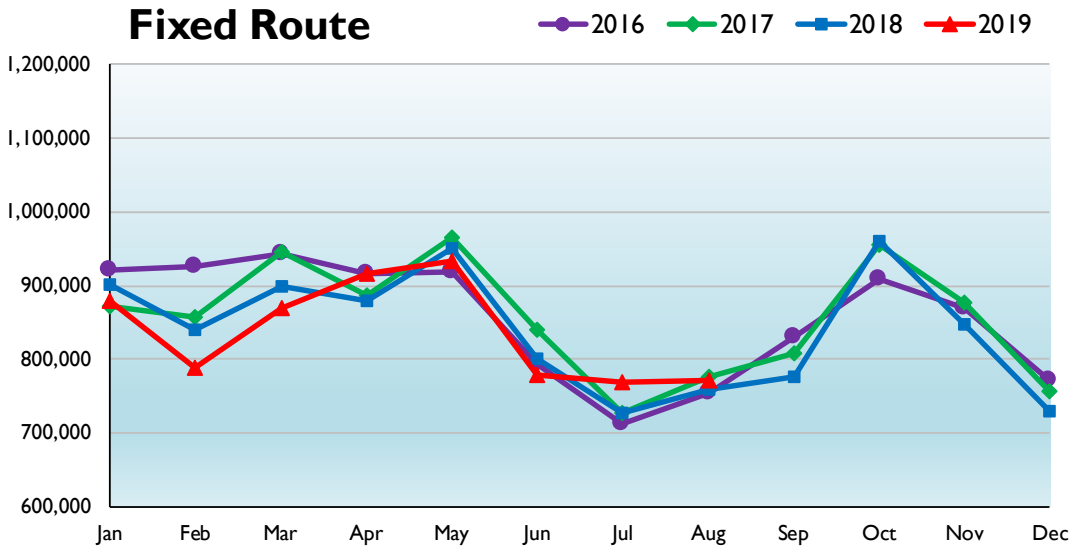
Summer Youth Pass had no sales in August. YTD pass sales decreased 68% (295 vs. 921 in 2018).

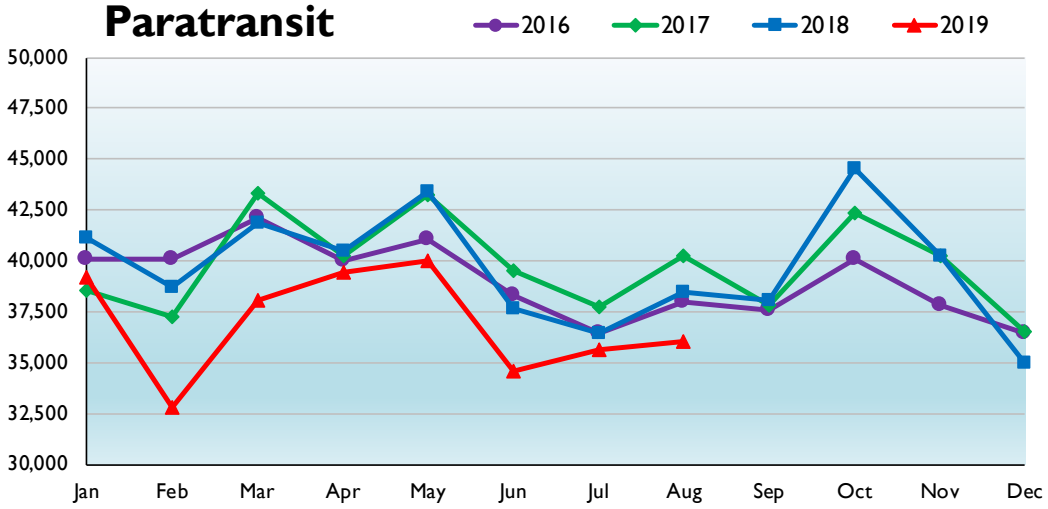
Reduced Fare Pass/Smartcard monthly sales decreased 3.9% (1,553 vs. 1,616 in 2018), YTD pass sales decreased 10.2% (12,281 vs. 13,671 in 2018).

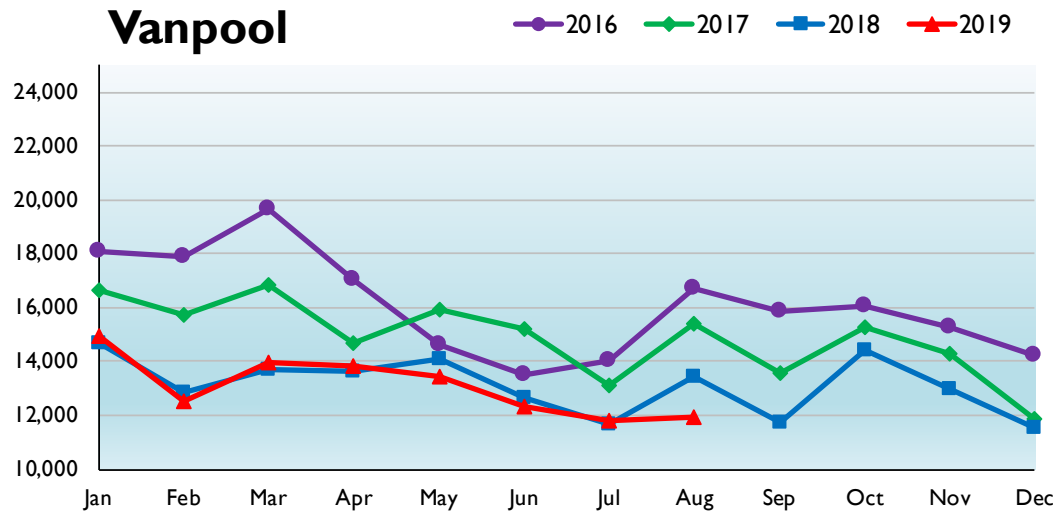
Paratransit Pass/Smartcard sales decreased 9.1% (689 vs. 757 in 2018), YTD pass sales decreased 9.5% (5,875 vs 6,492 in 2018).

RECOMMENDATION TO BOARD: For Information.

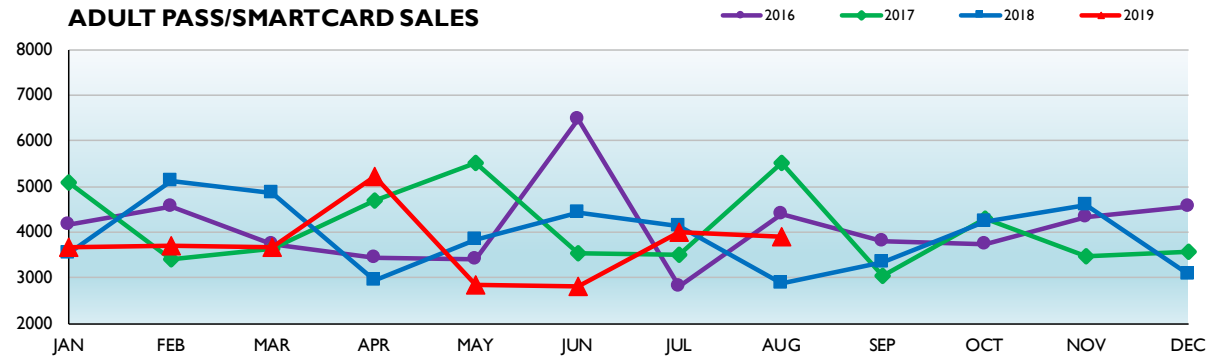
RIDERSHIP

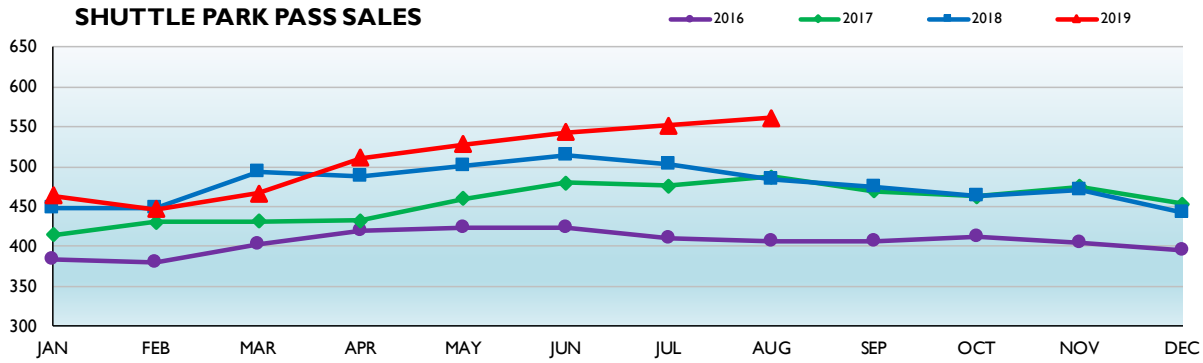

Fixed Route
2016
2017
2018
2019
1,200,000
1,100,000
1,000,000
900,000
800,000
700,000
600,000
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec

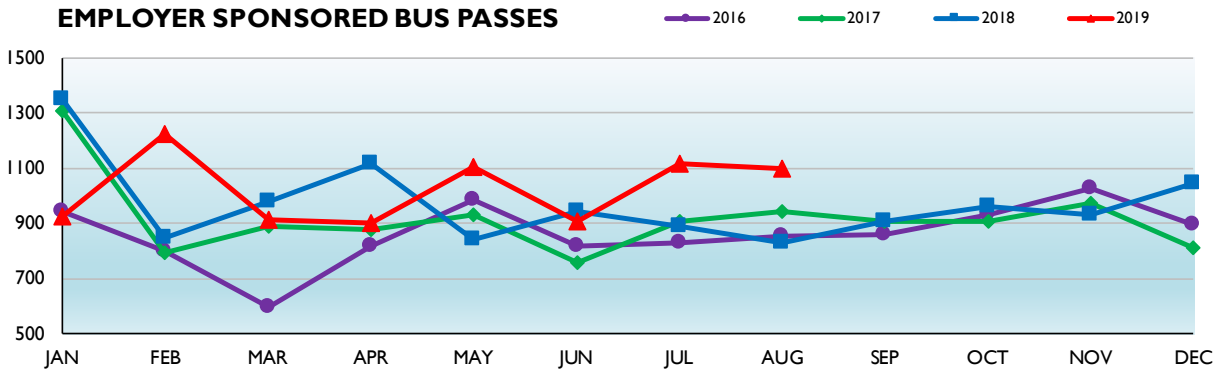

Paratransit
2016
2017
2018
2019
50,000
47,500
45,000
42,500
40,000
37,500
35,000
32,500
30,000
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec

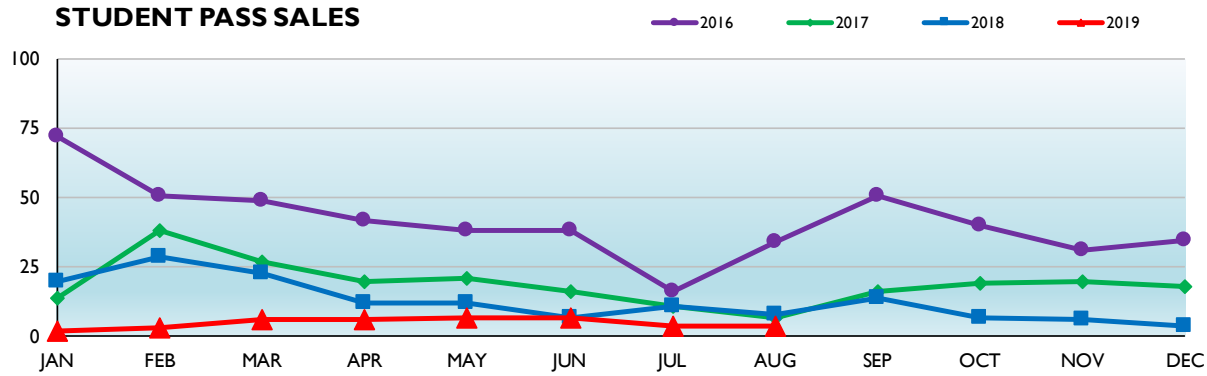

Vanpool
2016
2017
2018
2019
24,000
22,000
20,000
18,000
16,000
14,000
12,000
10,000
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec

PASS SALES

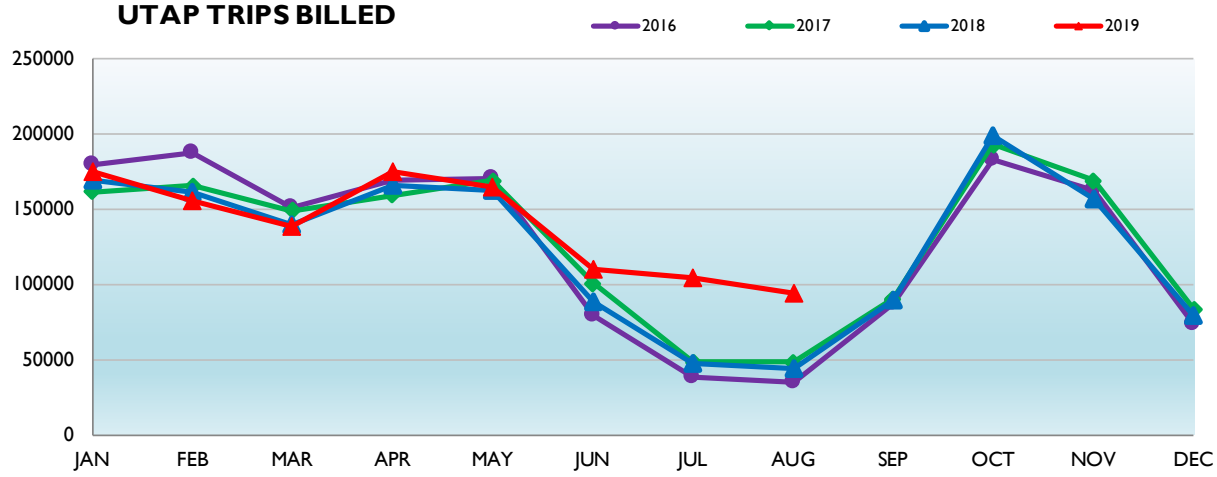

ADULT PASS/SMARTCARD SALES
2016
2017
2018
2019
8000
7000
6000
5000
4000
3000
2000
JAN
FEB
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC


SHUTTLE PARK PASS SALES
2016
2017
2018
2019
650
600
550
500
450
400
350
300
JAN
FEB
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC

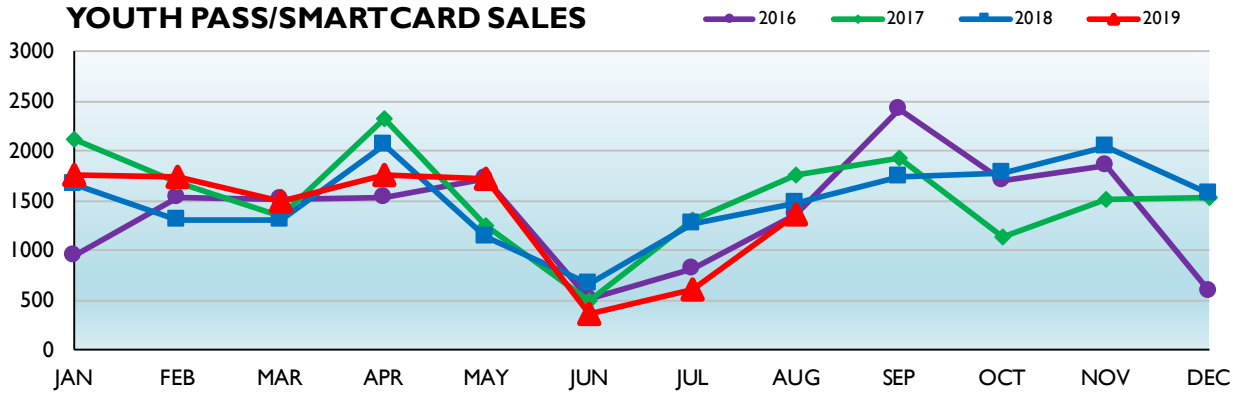

EMPLOYER SPONSORED BUS PASSES
2016
2017
2018
2019
1500
1300
1100
900
700
500
JAN
FEB
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC


STUDENT PASS SALES
2016
2017
2018
2019
100
75
50
25
0
JAN
FEB
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC

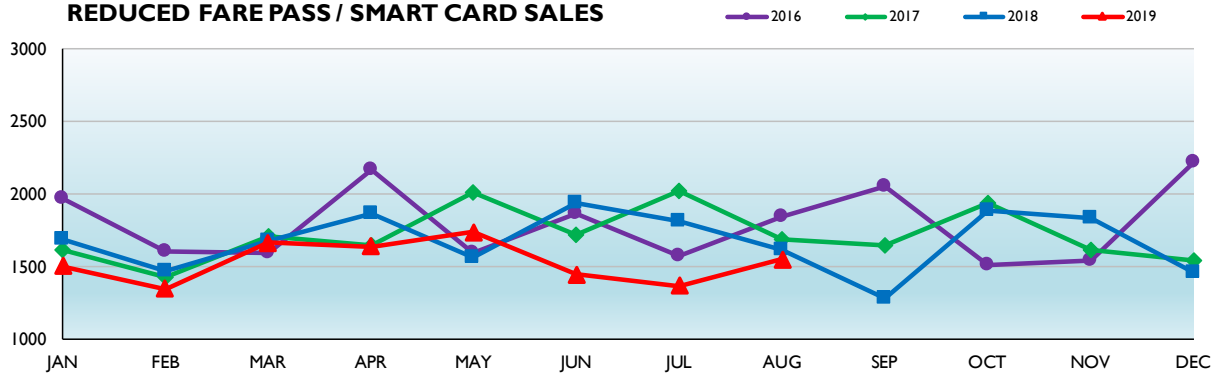
UTAP TRIPS BILLED



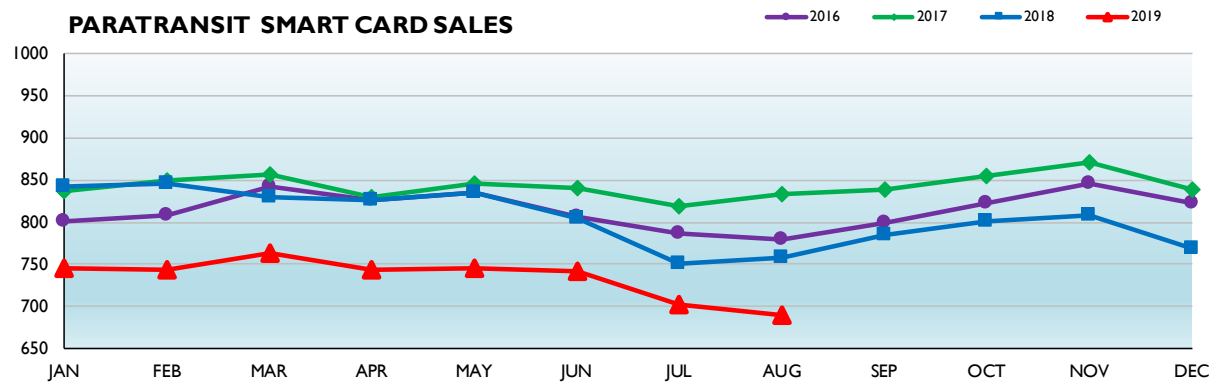
YOUTH PASS/SMARTCARD SALES



REDUCED FARE PASS / SMART CARD SALES



PARATRANSIT SMART CARD SALES



16

EXECUTIVE SESSION

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

1. To be determined

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 - tbd minutes