

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, January 21, 2021, via Webex Video Conference.

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

THE MEETING SHALL BE OPEN TO THE PUBLIC.

BY ORDER OF THE STA BOARD OF DIRECTORS.

DATED this 21st day of January 2021.



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

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

January 21, 2021

**AGENDA ITEM 2**: APPROVE BOARD AGENDA

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Pamela Haley, STA Board Chairwoman

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**SUMMARY:**

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

**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, January 21, 2021, at 1:30 p.m.  
Spokane Transit Authority  
**Via Webex Video Conference**

Board Members: Board Members Join [Here](#)  
General Public: Public Attendees Join [Here](#)  
Audio Conference: 1-408-418-9388; Event #: 146087607935 Password: 2021

### UPDATED AGENDA

*Estimated meeting time: 60 minutes*

1. Call to Order and Roll Call
2. Approve Board Agenda (*Pamela Haley*)
3. Board Action - Consent Agenda: *5 minutes*
  - A. Approval of the Minutes of the December 17, 2020, Board Meeting – Corrections/Approval
  - B. Approval of the December 2020 Vouchers (*Monique Liard*)
  - C. Approval of Travel for Board Members to attend 2021 APTA Conferences (*E. Susan Meyer*)
4. Board Action – Committee Recommendations: *10 minutes*

Board Operations

  - A. Confirmation of Board Chair’s Appointment of Board Members and Chairs to the Planning & Development and the Performance Monitoring & External Relations Committees for 2021 (*Pamela Haley*)

**Note: Item 4A requires a majority of 5 votes**
5. Board Action – Other: *10 minutes*
  - A. Election of Chair Pro Tempore (*Pamela Haley*)
  - B. Confirmation of Board Members Appointed to Board Operations Committee for 2021 (*Pamela Haley*) (*if needed*)
  - C. **Appointment of STA Public Records Officer – Resolution** (*E. Susan Meyer*)

**Note: Item 5A requires a majority of 5 votes**
6. Board Operations Committee: *10 minutes*
  - A. Chair Report (*Pamela Haley*)
    - i. 2021 Economic Situation Update - Information (*Monique Liard/E. Susan Meyer*)
7. Planning & Development Committee: *No January meeting*
8. Performance Monitoring & External Relations Committee: *No January meeting*

9. CEO Report: *10 minutes*
10. Board Information – *no action or discussion*
  - A. Committee Minutes
  - B. December 2020 Sales Tax Revenue (*Monique Liard*)
  - C. November 2020 Financial Results Summary (*Monique Liard*)
11. New Business
12. Board Members' Expressions
13. Adjourn

Cable 5 Broadcast Dates and Times of January 21, 2021, Board Meeting:

Saturday, January 23, 2021	4:00 p.m.
Monday, January 25, 2021	10:00 a.m.
Tuesday, January 26, 2021	8:00 p.m.

Next Committee Meetings (Via WebEx Virtual Conference) Wednesday:

Planning & Development	February 3, 2021, 10:00 a.m.
Performance Monitoring & External Relations	February 3, 2021, 1:30 p.m.
Board Operations	February 10, 2021, 1:30 p.m.

Next Board Meeting (Via WebEx Virtual Conference):

Thursday, February 18, 2021, 1:30 p.m.

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on STA's website: [www.spokanetransit.com](http://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](http://www.spokanetransit.com). Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

January 21, 2021

**AGENDA ITEM 3A** : MINUTES OF THE DECEMBER 17, 2020, BOARD MEETING -  
CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:** The minutes of the December 17, 2020, Board meeting are attached for your information, corrections and/or approval.

**RECOMMENDATION TO BOARD:** Corrections and/or approval.

**FINAL REVIEW FOR BOARD BY:**

Division Head di Chief Executive Officer BSM Legal Counsel LM

Attachment

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

## **BOARD OF DIRECTORS**

**Draft** Minutes of the December 17, 2020, Board Meeting

**Via WebEx Virtual Conference**

### **MEMBERS PRESENT**

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

### **MEMBERS ABSENT**

Tim Hattenburg, City of Spokane Valley  
Mike Kennedy, Small Cities Representative  
(Liberty Lake) *Ex Officio*

### **STAFF PRESENT**

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

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

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

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

2. **APPROVE BOARD AGENDA**

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

3. **RECOGNITIONS AND PRESENTATIONS**

A. **2020 STA Retirements**

Ms. Williams, Director of Human Resources and Labor Relations, noted Spokane Transit recognizes employees who retire with 20 or more years of service. The recognitions have been postponed during 2020 with the expectation of an in-person Board meeting. Staff invited retirees to join virtually to allow the Board and staff to celebrate and thank them for the years of service and dedication to STA. Each person will receive a plaque commemorating their years of service and Ms. Williams offered a few words about each of the 2020 “post-pandemic” retirees, concluding with heartfelt gratitude for all the years of service from STA’s many dedicated, great employees who contribute to making STA such a great organization.

Mr. French echoed Ms. Williams comments on behalf of the Board and thanked the retirees for their service, saying employees that spend this amount of time with an organization speaks to the quality of the organization and what a great place it is to work.

4. **BOARD ACTION – CONSENT AGENDA**

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

- A. Approve the minutes of the November 19, 2020, Board meeting.
- B. Approve the following November 2020 Vouchers:

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (November)	Nos. 610210 – 610606	\$ 3,499,529.25
Workers Comp Vouchers (November)	ACH – 2286	\$ 78,921.74
Payroll 11/06/2020	ACH – 11/06/2020	\$ 1,340,240.17
Payroll 11/20/2020	ACH – 11/20/2020	\$ 1,933,234.13
WA State – DOR (Use Tax) (November)	ACH – 1767	\$ 29,008.85
<b>NOVEMBER TOTAL</b>		<b>\$ 6,880,934.14</b>

- C. Approve a motion authorizing the CEO to execute a project order under Master Design and Construction Agreement 2018-10267 for the purpose of “Eastbound Bus Stop and Intersection Improvements – Riverside Avenue,” with a not-to-exceed value of \$600,000.
- D. Approval of the 2021 Performance Measures as presented.
- E. Approve the 2021 Board and Committee meeting calendar.
- F. Approve the Spokane Transit Authority Public Transportation Agency Safety Plan.

5. BOARD ACTION – COMMITTEE RECOMMENDATIONS

Planning and Development Committee

A. Adoption of the 2021 Operating & Capital Budgets

Chief Financial Officer (CFO), Ms. Liard, provided a final review in preparation of the Board’s adoption by Resolution of the 2021 Operating and Capital Budgets. The Board had the opportunity to review several times and was advised of any changes since the last update. The vision and organizational priorities remain the same and the budget guidance has been focused on recovering ridership while maintaining a state of good repair, fostering and sustaining quality, continuing to proactively partner in the community, implement high-performance transit and ensure financial resilience through sustainable planning that avoids debt.

Comparison of the 2021 final proposed budget against the 2020 budget, focus was on the items that had minor adjustments since the last review of the budget in November and review of the timeline.

Revenue in the amount of \$96.9M represents a 12.8% decrease from 2020 Operating Revenue budget. There is an \$8.8M reduction in sales tax, as well as a \$4.3M reduction in fares as ridership recovers.

No change in the revenue categories.

Budgeted operating expenses are \$82.229M. Staff’s original proposed budget of \$82.09M had a few revisions which include the ATU 1598 contract approval increasing wages by 2% in 2021, effective February 1<sup>st</sup>; a new position in the Planning Department; and contracting of a few additional services in the amount of \$75K, to arrive at the final proposed expenditure budget of \$82,229,691. Categories impacted by the changes include labor and benefits, services, and the net change over 2020’s budget is now a \$1.9M (2.2%) reduction.

No change in the personnel assumptions. With the one Principal Transit Planner noted previously, STA is at 661 approved positions for 2021 comprised of 633 full-time and 28 part-time.

No change in capital.

Cash and reserve analysis were updated to include the \$140,000 increase in expenses. Revenue over operating expense is \$14,765,000 and projected cash balance at the end of 2021 (before reserves) is \$100,354,000. There are reserve items included: operating expense reserve which is 15% of budgeted operating expenses has now changed to \$12,334,000. Risk, right-of-way and claims reserves have all stayed the same as the last review. The total Board designated and other reserves are now \$23,141,000, for an estimated end of year cash balance (after reserves) of \$77,213,000.

The final step of the budget process is adoption, by Resolution, by the Board of the 2021 Final Proposed Operating and Capital Budget.

Ms. Liard offered to answer any questions. There were no questions.

**Mr. Grover moved to recommend the Board adopt by Resolution the final proposed 2021 Operating and Capital Budgets. Ms. Haley seconded, and the motion passed unanimously.**

Chair French thanked the committees and staff for their hard work in getting this budget together.

#### Performance Monitoring and External Relations Committee

##### B. Spokane Police Department (SPD) Contract Approval

Ms. Williams, Director of Human Resources and Labor Relations, advised staff are seeking approval of an agreement for the years 2021 through 2023. Background on the program noted STA and SPD have utilized an interlocal agreement since 2005 to provide additional SPD presence in and around the STA Plaza. STA strives to provide a safe environment while being a good neighbor in the downtown Spokane area.

The proposed agreement continues to provide STA a dedicated full-time SPD officer at the Plaza Monday through Friday for at least eight hours a day. In addition, training is provided by SPD for STA Transit Officers, including annual recertifications, and additional annual trainings such as crisis intervention or baton usage. The interlocal agreement incorporates a three-year contract term of January 1, 2021, through December 31, 2023. The cost is fixed to STA at \$117,800 per year for the Interlocal Agreement.

Staff recommends the Board approve the Spokane Police Department Interlocal Agreement as presented.

Chair French asked if there were any questions on the proposed agreement. None were forthcoming.

**Ms. Haley moved to approve the Spokane Police Department (SPD) Interlocal Agreement as presented. Mr. Grover seconded.**

Ms. Burke said she heard about this agreement at the committee meeting and has concerns. Ms. Burke hopes that staff and the Board can have a more in-depth conversation about this next time. She noted the community has expressed that not every single person feels safe with an officer around them. She believes the Board needs to talk about that before signing an agreement like this, advising she would be a “no” vote today with the hope they can continue the conversation, noting it is an important point of safety, but we need to figure out how to do it in a better way.

Chair French thanked Ms. Burke and asked if anyone else had comments. None were forthcoming. Chair French shared with the Board that this is a partnership which was created when he was on the city council with the Downtown business group and the Business Improvement District, to have STA provide police protection around the Plaza to help ensure it is a safe environment, not only for STA patrons, but also for other businesses located around the Plaza that have periodically experienced some challenging activities.

**With there being no further comments, Chair French called for the vote and the motion passed by a 7/1 vote.**



C. Draft 2021 State Legislative Priorities

Mr. Rapez-Betty, Director of Communications and Customer Service, noted the Board adopts a list of State Legislative priorities each year to guide the CEO in efforts to direct the agency's government relations. The list was previously provided to the Performance Monitoring and External Relations Committee and offered a bit of background on the priorities.

Mr. Rapez-Betty examined the General Focus list and provided detail on the Priorities to Preserve and Maintain Funding for City Line, Cheney Line, Special Needs (Paratransit) Formula Grant Funding, and Vanpool Investment Grant funding.

The New Funding and Legislative Priorities include funding for the I-90 / Valley Line, the Sprague Line, a Green Transportation grant, and to increase ridership and reduce regional congestion, support comprehensive legislation to update the RCWs related to the Vanpool Program.

The Developing Priorities list included the Division Line and Zero Emission Transit Vehicles.

The recommendation to the Board was to approve, by motion, the 2021 Legislative Priorities as presented and grant authority to the CEO to determine STA's interest on specific pieces of legislation, convey those interests to legislators and others, and report to the Performance Monitoring and External Relations Committee and the Board during the legislative session.

Mr. Rapez-Betty offered to answer questions. Chair French asked for questions from Board members. None were forthcoming. Chair French said he was open to a motion.

**Ms. Kinnear moved to approve the 2021 State Legislative Priorities as presented and grant authority to the CEO to determine STA's interest on specific pieces of legislation, convey those interests to legislators and others and report to the Performance Monitoring and External Relations Committee and the Board during the legislative session. Ms. Burke seconded, and the motion passed unanimously.**

6. BOARD OPERATIONS COMMITTEE

A. Chair Report

Chair French said the items discussed at the last Board Operations meeting were approved here today as the year-end is being wrapped up. He thanked Ms. Meyer and staff for being flexible enough to adjust to a changing and dynamic environment with regards to providing public transportation to the community. He thanked the drivers out on the front line interacting with the public and working to keep themselves safe. It has been an interesting year and a tribute to the strength of the agency, leadership, and all the employees for getting through the year.

7. PLANNING AND DEVELOPMENT COMMITTEE

A. Chair Report

Mr. Grover noted the committee finalized the 2021 Planning and Development Committee Work Program. He advised Mr. Otterstrom provided an update on Division *Connects* and that both these items are under Board Information today for review. Two other major items discussed at P&D were approved under consent today, the Capital and Operating Budget and the Riverside Project Order Agreement. The next P&D meeting would be February 3, 2021.

8. PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

A. Chair Report

Ms. Kinnear advised Mr. Kerns was the acting Chair for the last meeting and requested he provide the report. Mr. Kerns advised the committee reviewed, forwarded, voted on, and passed items on the consent agenda today. Mr. Rapez-Betty provided a great Community Essentials Marketing Campaign for public awareness. Mr. Kerns commented on the great marketing materials on social media, television, billboards, and in print by the Communications team.

9. CEO REPORT

Ms. Meyer advised her CEO report had two parts today, beginning with her usual report and followed by a year-in-review presentation.

Fixed Route ridership has decreased 55% in November over November 2019 and the year-to-date decrease is 41% but noted there were two months of normal ridership in January and February. Paratransit ridership is down 63% and year to date is showing a decrease of 53%. Vanpool had a success to report. Ridership continues to be down, but a new group was added this month at Triumph. There are 66 vans in operation, though some are on reduced schedules or are parked. She reviewed ridership trends this year over last year for Fixed Route and Paratransit.

Sales Tax for November, collected on September retail sales, was 4% above November 2019 actual of roughly \$315,000. It is 6.5% year-to-date above 2019 actual – almost \$5M higher than 2019. Year-to-date is 1.7% above budget and is \$1.3M above budget despite two months of declined sales tax revenue earlier in the year.

Operating Expenditures were at \$64M which is affected by a timing lag in expenditures.

Fare Revenue was discussed; when fares were suspended, and in October/November ridership was down and fare collection was down, and STA will probably have \$5M in fare revenue this year against a budget of \$12M

City Line update:

- Budget is \$92.2M; \$15.2M spent; committed \$41.7M; forecasted expenditures of \$17.4M, with uncommitted remaining amount of \$18M.
- The first 60', five door, Battery Electric City Line bus (pilot bus) will be here before the end of the month. We will have an event in mid-January (after the charging infrastructure is completed).
- Battery Electric charging infrastructure is being installed at SCC Transit Center.
- STA's high-performance amenities fabrication design is under way with Future Systems.
- The first year of construction is complete and staff are preparing for next year with Cameron Reilly and are preparing to bid other elements of the project: High Performance Transit Installation of Amenities, Wall Street Reconstruction between Riverside and Main, the Station at SCC Transit Center, and the three west-bound City Line Stations on Riverside Avenue.

A project in partnership with DOT to build eastern Washington's only Transit Only Lanes from I-90 at the Medical Lake Exit to access the West Plains Transit Center. This is going to save about 10% of the travel time for transit passengers between Cheney and Spokane and will allow us to introduce more service beginning in January. Pictures explained the location of the lanes and the WPTC in relation to the multi-use pathway built to cross the freeway and connect to Amazon. Ms. Meyer recapped the Board's authorization for the CEO to negotiate an increase in the contract with WSDOT and that has been completed. An amendment to the contract is being drafted.

Mayor Pete Buttigieg has been put forward by President-Elect Biden as the US Secretary of Transportation. As a candidate he proposed a trillion-dollar infrastructure plan that called for doubling the Build program. Spokane County has been able to win a grant through that program in the past. Also, he proposed replacing the gas tax with vehicle miles traveled fee, which is controversial but often talked about, and increasing funding for transit.

Congress has until tomorrow at 11:59 pm to pass appropriations for the remainder of FY 2021 or pass a 3<sup>rd</sup> continuing resolution using funding levels already approved. At the same time, an emergency relief bill is being contemplated. One has been proposed for \$908B and is more likely to be split into two packages – \$750B which includes \$15B for transit and \$160M for state and local governments and limited legal liability reform for Covid-19 related claims.

Part two of the presentation highlighted some of the accomplishments during the year of 2020.

- January-\$53.4M FTA City Line Bus Rapid Transit - Awards Ceremony in Boone NW Garage

- February-Spokane Library opened on 2<sup>nd</sup> floor of Plaza. Finished fleetwide installation of 3 position bike racks. Governor proclaimed State of Emergency on 2/29.
- March-CEO signed emergency proclamation; first confirmed case in eastern Washington was announced; colleges and universities suspended in-person classes; STA implemented level two service; President declared National Emergency 3/13 and Governor issued stay at home order.  
  
STA begins to communicate what is being done to make transit safe for passengers, community, and employees through a variety of means (newsletter, video, social media, updates on website).
- April-First virtual STA meeting, Board approves AOC for 10 City Line buses, Coronavirus emergency continues, STA implements Level 3 service, essential construction projects continue.
- May-Commence service to Amazon fulfillment center, transit improvements on N Division (sidewalks & shelters), Covid-19 impact assessment of future conditions, CaresAct Funding approved- and STA received a share of \$23M, Governor released Safe Start Washington Plan, and City Line Construction began.
- June-Commuter express service resumes, Spokane Regional Health District issues face covering directive, barriers on bus installation continues, Riverside Avenue construction and Plaza zone detours, coordinated project schedules reduce construction duration, Route 4 Monroe-Regal: Phase II Stop Improvements, and fare collection procurement RFP was issued.
- July-STA resumes front door boarding and fare collection; barrier installation continues; customer mask distribution begins; Board approved flat fare for Vanpool; Award of Contract for Content Management System for Digital Signage, Award of Contract for Battery Electric Bus charging infrastructure, Community Essentials Campaign is launched, 2020 Surplus Van Grant Program awards 10 vehicles to local human services organizations, the State Auditor issues STA its 13<sup>th</sup> clean audit in 14 years.
- August-FTA grant received for double decker buses for the Cheney line, I-90/Valley Corridor Planning for High Performance Transit investments begin.
- September-Plaza Zone 4 construction to install high performance transit platform and curb, Board approved Community Access Pass Pilot (CAP) program, STA Moving Forward and proposed amendment approved, Covid-19 the STA Shield Team completes barriers on 147 coaches, Board workshop to review fleet electrification study.
- October-Award of Contract for fare collection system, Steve Blaska leaves to resume his retirement and Fred Nelson takes a break from retirement to step in as interim COO.
- November-STA Board approves STA Moving Forward: 2020 Plan Amendment, West Plains Transit Only Lanes open for buses
- December-STA Board approves the 2021 budget. STA maintained service, maintained workforce, and maintains STA Moving Forward commitment. Frontline transit employees anticipated to be in second phase of vaccine distribution.

10. BOARD INFORMATION

- A. Committee Minutes
- B. November 2020 Sales Tax Revenue
- C. October 2020 Financial Results Summary
- D. October 2020 Operating Indicators
- E. January 2021 Service Changes
- F. 2021 Planning and Development Committee Work Program
- G. Division *Connects* Update
- H. STA Holiday Service and Office Hours

11. EXECUTIVE SESSION

Ms. McAloon advised, at this time, the STA Board of Directors will adjourn to an executive session for the purpose of:

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

The STA Board of Directors will reconvene in open session in approximately 10 minutes. If it becomes necessary to extend the executive session, a member of staff will announce via the chat feature of WebEx the time at which the STA Board will reconvene.

If any action is to be taken because of discussions in the executive session, that action will occur at the open public session. However, there is no action anticipated.

Chair French advised it is now 2:28. The members returned at 2:38, and there was no action taken.

12. NEW BUSINESS

- A. Election of 2021 Chair and Presentation of Gavel (*Majority of 5 votes required*)

According to STA Bylaws, the rotation of the Chair goes to Spokane Valley in 2021 and Chair French nominated Ms. Pamela Haley.

**Mr. Grover moved to approve the election of Ms. Pamela Haley as the 2021 STA Board Chairwoman pursuant to STA Bylaws. Mr. Kerns seconded.**

Chair French asked for comments to the motion on the floor. There were none.

**Chair French called for the vote and the motion passed unanimously.**

Mr. French virtually presented a gavel to Chairwoman Haley which will be mailed to her for use in 2021.

13. BOARD MEMBERS' EXPRESSIONS

- A. Presentation of Commendation to Al French – Outgoing Board Chair (*2021 Board Chair*)

Chairwoman Haley thanked Mr. French for chairing this year. This was his 5<sup>th</sup> year as Chairman of STA Board and he served on the Board for 18 years, making him the longest serving Board member. Mr. French has been instrumental in the organization's success and took on the task of leading the transformation of STA. With his leadership, STA regained credibility in the community as a trusted steward of public funds. His leadership was recognized at the national level when he received the Outstanding Public Transportation Board Member Award in 2008. The Board's greatest thanks goes to Al for his dedication and work with the federal agencies that helped STA receive the \$53.4M grant for the City Line. Chairwoman Haley thanked Mr. French. Mr. French said this was one of his favorite Boards to serve on and that he enjoys working with everyone. He said, "It's an incredible staff with a deep level of trust and confidence in the community and it is attributable to all the great work staff and leadership does and the guidance the Board provides. Thank you to all of you for your dedication to public transportation in Spokane. It's an honor to be included amongst you."

Mr. Grover thanked Commissioner French for his unwavering dedication and service to public transit. He said, "Mr. French's leadership has contributed to our region being a better place to work and live. As the Board representative for the Small Cities, I can confidently say, on behalf of the cities of Cheney, Airway Heights, Medical Lake, Liberty Lake, and Millwood, thank you for serving us so well. On a personal note, your leadership has helped me become a more effective board member for this great organization and I look forward to continuing to serve with you."

Ms. Mumm advised that the City of Spokane was so pleased with the outcome of the Youth Pass program in 2019 that they approved the budget to continue that program in 2021. She said she was looking forward to the great relationship with STA and the youth can once again take to the bus lines and get to all the places they need to go and hopes to build on this foundation for the whole system.

14. ADJOURNED

With no further business to come before the Board, Chairwoman Haley adjourned the meeting at 2:31 p.m.

Respectfully submitted,



Dana Infalt  
Clerk of the Authority

Cable 5 Broadcast Dates and Times of December 17, 2020, Board Meeting:

Saturday, December 19, 2020	4:00 p.m.
Monday, December 20, 2020	10:00 a.m.
Tuesday, December 22, 2020	8:00 p.m.

Next Committee Meetings (Via WebEx Video Conference):

Planning & Development	February 3, 2021, 10:00 a.m. (Southside)
Performance Monitoring & External Relations	February 3, 2021, 1:30 p.m. (Southside)
Board Operations	January 13, 2021, 1:30 p.m. (Northside)

Next Board Meeting: Thursday, January 21, 2021, 1:30 p.m., Via WebEx Video Conference.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

January 21, 2021

**AGENDA ITEM 3B :** DECEMBER 2020 VOUCHERS

**REFERRAL COMMITTEE:** N/A

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

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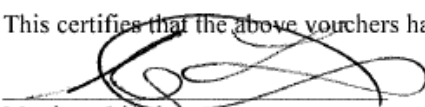
**SUMMARY:** The following warrants and ACH transfers for the period of December 1 through 31, 2020, have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department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

<b>DESCRIPTION</b>	<b>VOUCHER/ACH NUMBERS</b>	<b>AMOUNT</b>
Accounts Payable Vouchers (December)	Nos. 610607 – 610981	\$ 5,972,316.84
Workers Comp Vouchers (December)	ACH – 2286	\$ 250,707.96
Payroll 12/04/2020	ACH – 12/04/2020	\$ 2,000,118.66
Payroll 12/18/2020	ACH – 12/08/2020	\$ 1,352,653.44
Payroll 12/31/2020	ACH – 12/31/2020	\$ 1,460,903.04
WA State – DOR (Use Tax) (December)	ACH – 1767	\$ 5,484.88
<b>DECEMBER TOTAL</b>		<b>\$ 11,042,184.82</b>

Certified:

  
\_\_\_\_\_  
Tammy Johnston  
Senior Financial Services Manager

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

  
\_\_\_\_\_  
Monique Liard  
Chief Financial Officer  
(Auditing Officer)

**RECOMMENDATION TO BOARD:** Approve claims as listed above.

**FINAL REVIEW FOR BOARD BY:**

Division Head   tj   Chief Executive Officer   ESH   Legal Counsel   LM

Spokane Transit Authority  
Vouchers - December 2020

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
11/6/2020	610315	Solid Waste Systems Inc	VOID	-2,008.69
12/4/2020	610607	ABM Industry Groups LLC	1066	3,025.00
12/4/2020	610608	Francis Avenue Hardware	2279	1,785.42
12/4/2020	610609	AFSCME	1328	444.34
12/4/2020	610610	AFSCME	1328	132.00
12/4/2020	610611	Aluminum Entry Systems Inc	2409	1,739.10
12/4/2020	610612	Amazon Capital Services Inc	2098	988.16
12/4/2020	610613	Northwest Industrial Services LLC	1058	92.00
12/4/2020	610614	Amalg Transit Union #1015	1055	20,345.30
12/4/2020	610615	Amalg Transit Union #1598	1056	781.62
12/4/2020	610616	Battery Systems Inc	1089	158.32
12/4/2020	610617	Bellingham Bay Running Company LLC	2300	439.96
12/4/2020	610618	Cheryl Beckett	1092	250.00
12/4/2020	610619	BrakeMate Ltd	2566	3,750.00
12/4/2020	610620	Daniel H Brunner Trustee	1124	2,866.13
12/4/2020	610621	California Department of Child Support Services	1130	189.69
12/4/2020	610622	Cameron-Reilly LLC	1137	629,753.77
12/4/2020	610623	Canon Financial Services Inc	1154	110.54
12/4/2020	610624	Carquest Auto Parts	1025	515.42
12/4/2020	610625	CDW-Government	1132	475.09
12/4/2020	610626	QWEST Corporation	1148	644.93
12/4/2020	610627	QWEST Corporation	1148	126.88
12/4/2020	610628	Child Support Enforcement Agency	1825	392.30
12/4/2020	610629	Cintas Corporation No 2	2383	537.53
12/4/2020	610630	Clean Concepts Group Inc	1471	4,796.30
12/4/2020	610631	Coffman Engineers Inc	1162	206,008.17
12/4/2020	610632	Comcast	1170	110.00
12/4/2020	610633	Comcast	1170	195.00
12/4/2020	610634	Comcast	1170	827.10
12/4/2020	610635	CompuNet Inc	1166	2,286.69
12/4/2020	610636	Occupational Health Centers of Washington PS	2313	198.00
12/4/2020	610637	Creative Bus Sales Inc	1233	190.67
12/4/2020	610638	CCGS Holdings Corp	1511	1,954.84
12/4/2020	610639	Cummins Inc	1027	11,775.31
12/4/2020	610640	Downtown Spokane Development Association	1217	278.00
12/4/2020	610641	Employee Advisory Council	1236	541.50
12/4/2020	610642	Environmental Systems Research Institute Inc	1246	3,702.60
12/4/2020	610643	Fastenal Company	1249	2,101.38
12/4/2020	610644	FedEx	1808	230.62
12/4/2020	610645	FedEx Freight	2346	537.94
12/4/2020	610646	First Data Merchant Services Corporation	1257	3,160.05
12/4/2020	610647	First Transit Inc	2430	332,540.23
12/4/2020	610648	Francotyp-Postalia Inc	1878	3,000.00
12/4/2020	610649	Galls LLC	1271	1,638.17
12/4/2020	610650	Gillig LLC	1279	7,108.89
12/4/2020	610651	Gonzaga University	1283	320,667.91
12/4/2020	610652	H & H Business Systems	1298	750.78
12/4/2020	610653	Hogan Mfg Inc	1008	462.58
12/4/2020	610654	IBI Group	1336	53,001.94
12/4/2020	610655	Jacobs Engineering Group Inc	2285	128,221.20
12/4/2020	610656	Kershaw's Inc	1374	121.74
12/4/2020	610657	Modern Construction	1438	6,093.32
12/4/2020	610658	Mohawk Manufacturing & Supply Co	1011	1,430.03
12/4/2020	610659	MultiCare Health Systems	2453	4,171.00
12/4/2020	610660	NAPA Auto Parts Inc	1014	6,697.79
12/4/2020	610661	The Aftermarket Parts Company LLC	1015	4,595.84
12/4/2020	610662	National Native American Construction Inc	2251	2,870.00
12/4/2020	610663	Office Depot Inc	1483	1,622.43
12/4/2020	610664	Nicholas Williams	903	184.03
12/4/2020	610665	Pacific Office Solutions	2288	1,212.07
12/4/2020	610666	Pacific Power Group LLC	1496	255.87
12/4/2020	610667	Professional Finishes	1526	1,562.04
12/4/2020	610668	Pure Filtration Products Inc	1531	205.49
12/4/2020	610669	Rehn & Associates	2395	50.00
12/4/2020	610670	Roadwise Inc	1546	6,446.54
12/4/2020	610671	Romaine Electric Corporation	1548	1,534.87
12/4/2020	610672	S T A - Well	1557	384.50
12/4/2020	610673	SBA Towers II LLC	1569	2,149.33
12/4/2020	610674	Schetky Northwest Sales Inc	1570	80.07

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
12/4/2020	610675	Securitas Security Services USA Inc	1574	16,994.52
12/4/2020	610676	Spokane Public Facilities District	1941	1,946.00
12/4/2020	610677	Spokane Optical Company LLC	1607	500.00
12/4/2020	610678	Sportworks Northwest Inc	1617	490.05
12/4/2020	610679	Square Peg Multimedia LLC	2468	375.00
12/4/2020	610680	Standard Digital Print Co Inc	1623	294.03
12/4/2020	610681	Staples Business Credit	1627	1,296.31
12/4/2020	610682	TRISTAR Risk Management	2124	14,244.25
12/4/2020	610683	TVEyes Inc	1673	2,400.00
12/4/2020	610684	U S Postal Service	1680	700.00
12/4/2020	610685	United Way of Spokane County	1684	248.00
12/4/2020	610686	US Bank	1678	28,633.80
12/4/2020	610687	American Federation of State County 2 WA Council	1705	1,604.77
12/4/2020	610688	Walter E Nelson Co	1721	3,221.22
12/4/2020	610689	Wells Fargo Financial Leasing Inc	1735	147.02
12/4/2020	610690	West Plains Chamber of Commerce	1739	750.00
12/4/2020	610691	Whitley Fuel LLC	2016	33,609.32
12/4/2020	610692	Zipline Communications Inc	2492	4,900.00
12/9/2020	610693	US Bank National Association	1698	6,965.72
12/10/2020	610694	Alsco Inc	2196	146.92
12/10/2020	610695	Amazon Capital Services Inc	2098	2,106.93
12/10/2020	610696	Auto B Clean Inc	1077	3,215.05
12/10/2020	610697	NAF Fairchild AFB	1466	38.60
12/10/2020	610698	Avista Corporation	1081	43,602.50
12/10/2020	610699	Avista Utilities Contract	1081	8,315.00
12/10/2020	610700	Battery Systems Inc	1089	4,502.28
12/10/2020	610701	The Braun Corporation	1117	168.85
12/10/2020	610702	Budinger & Associates Inc	2149	28,161.73
12/10/2020	610703	Calvary Spokane	1136	103.46
12/10/2020	610704	Camp Automotive Inc	1024	318.47
12/10/2020	610705	Canon Financial Services Inc	1154	318.97
12/10/2020	610706	Consolidated Electrical Distributors Inc	1133	4,682.70
12/10/2020	610707	City of Cheney - Utility	1158	220.38
12/10/2020	610708	City of Spokane	1601	7,019.62
12/10/2020	610709	Coffman Engineers Inc	1162	6,435.48
12/10/2020	610710	Consolidated Irrigation	1177	22.00
12/10/2020	610711	Washington State Dept of Corrections	1708	261.36
12/10/2020	610712	Country Homes Christian Church	1183	25.00
12/10/2020	610713	Cummins Inc	1027	4,168.48
12/10/2020	610714	Delta Dental of Washington	1726	56,655.15
12/10/2020	610715	DeVries Business Records Management Inc	1766	148.00
12/10/2020	610716	Robert S Letson	2206	6,481.34
12/10/2020	610717	Fastenal Company	1249	1,821.94
12/10/2020	610718	The Fig Tree	2465	165.00
12/10/2020	610719	Francotyp-Postalia Inc	1878	147.02
12/10/2020	610720	Galls LLC	1271	974.73
12/10/2020	610721	Gillig LLC	1279	4,158.90
12/10/2020	610722	HRA Veba Trust	1415	23,896.31
12/10/2020	610723	Humanix Corp	1329	6,310.37
12/10/2020	610724	IBI Group	1336	16,485.77
12/10/2020	610725	Oil Price Information Service LLC	1346	150.28
12/10/2020	610726	Kaiser Foundation Health Plan of Washington	1296	43,172.93
12/10/2020	610727	Kaiser Foundation Health Plan of Washington	1296	316,799.27
12/10/2020	610728	Kaiser Foundation Health Plan of WA Options Inc	1295	4,217.28
12/10/2020	610729	Kaiser Foundation Health Plan of WA Options Inc	1295	22,430.65
12/10/2020	610730	L&M Truck Sales Inc	2400	107,266.50
12/10/2020	610731	Life Ins Co of N America	1397	16,675.87
12/10/2020	610732	McKinstry Essention LLC	1422	66,248.25
12/10/2020	610733	Modern Electric Water Co Inc	1439	1,325.28
12/10/2020	610734	Mohawk Manufacturing & Supply Co	1011	371.16
12/10/2020	610735	Momar Inc	1441	2,597.27
12/10/2020	610736	Motion Auto Supply Inc	1012	43.01
12/10/2020	610737	Black Realty Management Inc	1658	23,887.98
12/10/2020	610738	Genuine Parts Company	1014	162.56
12/10/2020	610739	NAPA Auto Parts Inc	1014	74.64
12/10/2020	610740	National Color Graphics Inc	1455	923.47
12/10/2020	610741	Argosy Credit Partners Holdings LP	2006	285.30
12/10/2020	610742	The Aftermarket Parts Company LLC	1015	1,878.69
12/10/2020	610743	North 40 Outfitters	1102	140.25
12/10/2020	610744	Office Depot Inc	1483	582.61
12/10/2020	610745	Pacific Office Solutions	2288	2,667.87



<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
12/10/2020	610746	Pacific Power Group LLC	1496	142.18
12/10/2020	610747	People 2.0 Global LP	2472	2,718.86
12/10/2020	610748	Premera Blue Cross	1521	304,568.39
12/10/2020	610749	Professional Finishes	1526	4,950.36
12/10/2020	610750	Rocore Holdings Inc	2574	2,152.00
12/10/2020	610751	Schindler Elevator Corporation	1930	172.76
12/10/2020	610752	Six Robblees Inc	1017	1,879.53
12/10/2020	610753	Spokane County Solid Waste	1603	252.88
12/10/2020	610754	Spokane Regional Transportation Council	1610	32,615.19
12/10/2020	610755	Standard Digital Print Co Inc	1623	855.41
12/10/2020	610756	Staples Business Credit	1627	153.95
12/10/2020	610757	Summit Rehabilitation Associates PLLC	1638	98.80
12/10/2020	610758	Symetra Life Insurance Company	1562	4,048.02
12/10/2020	610759	Titan Truck Equipment Inc	1655	34,005.80
12/10/2020	610760	Tolar Manufacturing Company, Inc.	2065	5,286.00
12/10/2020	610761	Trapeze Software Group	1669	18,022.95
12/10/2020	610762	Transit Solutions LLC	2440	338,816.65
12/10/2020	610763	Verizon Wireless LLC	1686	11,085.95
12/10/2020	610764	Walter E Nelson Co	1721	273.59
12/10/2020	610765	Washington Assoc of Public Records Officers	1725	25.00
12/10/2020	610766	Waste Management Spokane	1702	357.71
12/10/2020	610767	Waste Management Recycle America	1702	183.36
12/18/2020	610768	Access	2340	553.40
12/18/2020	610769	AFSCME	1328	444.34
12/18/2020	610770	AFSCME	1328	134.00
12/18/2020	610771	AlSCO Inc	2196	5,560.34
12/18/2020	610772	Amazon Capital Services Inc	2098	1,597.51
12/18/2020	610773	Northwest Center Services	2271	3,667.07
12/18/2020	610774	Amalg Transit Union #1015	1055	18,171.67
12/18/2020	610775	Amalg Transit Union #1598	1056	781.62
12/18/2020	610776	Amalgamated Transit Union	1057	250.36
12/18/2020	610777	Avista Corporation	1081	13,356.66
12/18/2020	610778	Battery Systems Inc	1089	555.19
12/18/2020	610779	Robert J Berg	1099	408.39
12/18/2020	610780	Daniel H Brunner Trustee	1124	2,661.63
12/18/2020	610781	Stanley James Burke Jr	2305	762.30
12/18/2020	610782	California Department of Child Support Services	1130	189.69
12/18/2020	610783	Carquest Auto Parts	1025	93.74
12/18/2020	610784	QWEST Corporation	1148	1,272.33
12/18/2020	610785	Cerium Networks Inc	1149	630.18
12/18/2020	610786	Child Support Enforcement Agency	1825	392.30
12/18/2020	610787	City of Medical Lake	1424	75.61
12/18/2020	610788	Coaching Systems LLC	1160	450.00
12/18/2020	610789	COAST Transportation	2040	535.50
12/18/2020	610790	Cobalt Truck Equipment	1161	5,989.50
12/18/2020	610791	CompuNet Inc	1166	9,823.01
12/18/2020	610792	Occupational Health Centers of Washington PS	2313	297.00
12/18/2020	610793	Copiers Northwest Inc	2429	269.26
12/18/2020	610794	Michael Hugh Maycumber	1179	2,014.66
12/18/2020	610795	Cummins Inc	1027	14,897.56
12/18/2020	610796	Displays2go	2342	229.78
12/18/2020	610797	Employee Advisory Council	1236	541.50
12/18/2020	610798	Energy Saving Products Inc	1238	1,034.55
12/18/2020	610799	Fastenal Company	1249	1,201.90
12/18/2020	610800	FedEx	1808	63.03
12/18/2020	610801	Ferguson Enterprises Inc	1252	1,695.05
12/18/2020	610802	FP Mailing Solutions	1878	500.00
12/18/2020	610803	Freedman Seating Company	1827	178.50
12/18/2020	610804	Galls LLC	1271	1,426.58
12/18/2020	610805	General Fire Extinguisher Service Inc	1274	249.76
12/18/2020	610806	The General Store	1956	342.94
12/18/2020	610807	Gillig LLC	1279	5,130.53
12/18/2020	610808	Spokane Area Chamber of Commerce	1291	8,404.80
12/18/2020	610809	H & H Business Systems	1298	788.68
12/18/2020	610810	Hogan Mfg Inc	1008	489.28
12/18/2020	610811	Humanix Corp	1329	2,653.23

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
12/18/2020	610812	Jacobs Engineering Group Inc	2285	159,467.33
12/18/2020	610813	Kershaw's Inc	1374	55.60
12/18/2020	610814	Kirk's Automotive Inc	1007	239.95
12/18/2020	610815	Liberty Lake Sewer and Water District	1396	120.95
12/18/2020	610816	Maintenance Solutions	1418	274.43
12/18/2020	610817	McAloon Law PLLC	2178	12,954.01
12/18/2020	610818	McKinstry	2493	966.70
12/18/2020	610819	McKinstry Essention LLC	1422	27,692.80
12/18/2020	610820	Mohawk Manufacturing & Supply Co	1011	1,280.17
12/18/2020	610821	Motion Auto Supply Inc	1012	106.62
12/18/2020	610822	Muncie Reclamation and Supply Co	1013	164.92
12/18/2020	610823	Black Realty Management Inc	1658	12,855.78
12/18/2020	610824	Genuine Parts Company	1014	547.56
12/18/2020	610825	NAPA Auto Parts Inc	1014	4,441.44
12/18/2020	610826	The Aftermarket Parts Company LLC	1015	5,861.85
12/18/2020	610827	National Native American Construction Inc	2251	47,967.68
12/18/2020	610828	CSWW Inc	1102	151.33
12/18/2020	610829	Tammy Lynne Glidewell	1282	1,422.90
12/18/2020	610830	Office Depot Inc	1483	390.79
12/18/2020	610831	Oil Re-Refining Co Inc	1486	3,378.08
12/18/2020	610832	Gerald Gadberry	903	48.00
12/18/2020	610833	Pacific Office Solutions	2288	477.90
12/18/2020	610834	Pacific Power Group LLC	1496	165.35
12/18/2020	610835	Perfection Tire #5 Inc	1504	2,996.24
12/18/2020	610836	Professional Finishes	1526	19,225.36
12/18/2020	610837	S T A - Well	1557	383.50
12/18/2020	610838	Safety-Kleen Systems Inc	1564	574.98
12/18/2020	610839	Schetky Northwest Sales Inc	1570	888.37
12/18/2020	610840	Vanessa Bogensberger	1582	533.44
12/18/2020	610841	Six Robbles Inc	1017	105.85
12/18/2020	610842	Spokane County Treasurer	1603	172.75
12/18/2020	610843	Spokane County Treasurer	1603	1,442.30
12/18/2020	610844	Staples Business Credit	1627	715.97
12/18/2020	610845	Summit Rehabilitation Associates PLLC	1638	407.00
12/18/2020	610846	United Parcel Service Inc	1683	20.06
12/18/2020	610847	United States Ombudsman Association	1682	150.00
12/18/2020	610848	United Way of Spokane County	1684	144.00
12/18/2020	610849	Vanner Inc	2534	2,097.50
12/18/2020	610850	Veracity Networks	2461	1,168.28
12/18/2020	610851	Verizon Wireless LLC	1686	1,641.41
12/18/2020	610852	American Federation of State County 2 WA Council	1705	1,604.25
12/18/2020	610853	Walter E Nelson Co	1721	2,807.17
12/18/2020	610854	Wells Fargo Financial Leasing Inc	1735	1,113.11
12/18/2020	610855	Western States Equipment	1740	712.24
12/18/2020	610856	Whitley Fuel LLC	2016	48,897.96
12/18/2020	610857	Whitworth Water District	1746	23.16
12/18/2020	610858	Washington State Ridesharing Org	1714	225.00
12/18/2020	610859	Verizon	2142	10,627.23
12/18/2020	610860	Zayo Group LLC	2321	23,984.10
12/24/2020	610861	Inland Welding Supply Inc	1032	395.30
12/24/2020	610862	Francis Avenue Hardware	2279	533.52
12/24/2020	610863	Amazon Capital Services Inc	2098	2,506.60
12/24/2020	610864	Amerigas 1790	1064	6.37
12/24/2020	610865	Arctic Lighting & Electric LLC	2100	918.34
12/24/2020	610866	Northwest Center Services	2271	25,930.91
12/24/2020	610867	Avista Corporation	1081	439.69
12/24/2020	610868	Budinger & Associates Inc	2149	632.70
12/24/2020	610869	Camp Automotive Inc	1024	7,142.54
12/24/2020	610870	Cardinal Infrastructure LLC	2059	12,000.00
12/24/2020	610871	Consolidated Electrical Distributors Inc	1133	834.76
12/24/2020	610872	QWEST Corporation	1148	866.73
12/24/2020	610873	Cintas Corporation No 2	2383	311.42
12/24/2020	610874	City of Spokane	1601	19,633.34
12/24/2020	610875	Coffman Engineers Inc	1162	220,289.96
12/24/2020	610876	Kathleen M Collins	1163	5,012.24
12/24/2020	610877	CompuNet Inc	1166	195,989.09
12/24/2020	610878	Conseal Containers LLC	1176	347.40
12/24/2020	610879	Copiers Northwest Inc	2429	37.91
12/24/2020	610880	Critical Data Strategies LLC	2003	17,400.00
12/24/2020	610881	Cummins Inc	1027	1,826.83

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12/24/2020	610882	Dell Marketing LP	1204	1,415.59
12/24/2020	610883	Delta Dental of Washington	1726	58,280.02
12/24/2020	610884	Evergreen Professional Recoveries Inc	2341	952.22
12/24/2020	610885	Ferguson Enterprises Inc	1252	79.99
12/24/2020	610886	Galls LLC	1271	63.70
12/24/2020	610887	Gard Communications Inc	1272	1,072.25
12/24/2020	610888	Glass Doctor	1308	315.81
12/24/2020	610889	W.W. Grainger Inc	1285	374.04
12/24/2020	610890	H & H Business Systems	1298	394.44
12/24/2020	610891	H W Lochner Inc	1405	24,537.06
12/24/2020	610892	Haskins Steel Co	1309	225.30
12/24/2020	610893	Humanix Corp	1329	2,236.64
12/24/2020	610894	William Corp	1363	261.03
12/24/2020	610895	K & N Electric Motor	1368	245.03
12/24/2020	610896	Kershaw's Inc	1374	207.61
12/24/2020	610897	Michael Boodel	1804	330.00
12/24/2020	610898	Maintenance Solutions	1418	789.52
12/24/2020	610899	Mark Douglas Radaskiewicz	2036	596.00
12/24/2020	610900	Genuine Parts Company	1014	1,125.90
12/24/2020	610901	North 40 Outfitters	1102	206.69
12/24/2020	610902	Office Depot Inc	1483	130.23
12/24/2020	610903	Dwain Weems	900	44.93
12/24/2020	610904	Pacific Office Solutions	2288	145.38
12/24/2020	610905	Proterra Inc	2519	787,221.10
12/24/2020	610906	Tanner Chaffin	2253	119.79
12/24/2020	610907	Rehn & Associates	2395	135.00
12/24/2020	610908	River City Glass	1545	8,067.26
12/24/2020	610909	Safety-Kleen Systems Inc	1564	8,592.92
12/24/2020	610910	Securitas Security Services USA Inc	1574	46,711.36
12/24/2020	610911	Senske Lawn & Tree Care Inc	2194	107.81
12/24/2020	610912	Vanessa Bogensberger	1582	176.11
12/24/2020	610913	SiteOne Landscape Supply LLC	2557	13.98
12/24/2020	610914	Six Robblees Inc	1017	2,573.68
12/24/2020	610915	Spokane County Environmental Services	1603	368.63
12/24/2020	610916	Spokane House of Hose Inc	1605	664.14
12/24/2020	610917	Standard Digital Print Co Inc	1623	2,891.02
12/24/2020	610918	Stoneway Electric Supply Co	1633	29.11
12/24/2020	610919	Solid Waste Systems Inc	2514	2,008.69
12/24/2020	610920	Tennant Sales & Service Company	1647	137.32
12/24/2020	610921	The Engraver Inc	1242	395.31
12/24/2020	610922	USSC Acquisition Corp	1676	228.67
12/24/2020	610923	Utilities Plus LLC	2488	18.00
12/24/2020	610924	Verizon Wireless LLC	1686	10,245.84
12/24/2020	610925	Washington State Department of Licensing	1768	30.00
12/24/2020	610926	Washington State Dept of Labor and Industries	1208	2,700.00
12/24/2020	610927	Walt's Mailing Service	1976	3,810.83
12/24/2020	610928	Walter E Nelson Co	1721	734.75
12/24/2020	610929	Washington State	1709	302,931.88
12/24/2020	610930	Washington State Transit Assoc	1715	75.00
12/24/2020	610931	Washington State Transit Insurance Pool	1703	50.00
12/24/2020	610932	Zipline Communications Inc	2492	4,445.00
12/24/2020	610933	Emily Arneson	903	3,823.10
12/31/2020	610934	The ADT Security Corporation	2462	498.22
12/31/2020	610935	Amazon Capital Services Inc	2098	680.59
12/31/2020	610936	Amalg Transit Union #1015	1055	18,114.33
12/31/2020	610937	Battery Systems Inc	1089	1,946.59
12/31/2020	610938	Cheryl Beckett	1092	250.00
12/31/2020	610939	Stacia Bowers	1918	600.00
12/31/2020	610940	California Department of Child Support Services	1130	189.69
12/31/2020	610941	Canon Financial Services Inc	1154	352.73
12/31/2020	610942	QWEST Corporation	1148	126.88
12/31/2020	610943	Child Support Enforcement Agency	1825	392.30
12/31/2020	610944	COAST Transportation	2040	550.50
12/31/2020	610945	Occupational Health Centers of Washington PS	2313	198.00
12/31/2020	610946	Cummins Inc	1027	7,651.89
12/31/2020	610947	Dell Marketing LP	1204	8,047.12
12/31/2020	610948	Employee Advisory Council	1236	542.50
12/31/2020	610949	Fastenal Company	1249	103.10
12/31/2020	610950	Encore Ventures LLC	2583	408.72
12/31/2020	610951	FedEx	1808	423.50
12/31/2020	610952	Freedman Seating Company	1827	1,981.47
12/31/2020	610953	The General Store	1956	127.41

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
12/31/2020	610954	Gillig LLC	1279	7,420.28
12/31/2020	610955	Imagine GPS Inc	2568	416.69
12/31/2020	610956	H & H Business Systems	1298	521.06
12/31/2020	610957	Humanix Corp	1329	1,923.90
12/31/2020	610958	IR Specialty Foam LLC	1345	383.09
12/31/2020	610959	IRS Environmental of WA Inc	2546	19,470.79
12/31/2020	610960	Kershaw's Inc	1374	194.49
12/31/2020	610961	Kirk's Automotive Inc	1007	90.00
12/31/2020	610962	LifeMed Safety Inc	1398	287.30
12/31/2020	610963	Mohawk Manufacturing & Supply Co	1011	316.76
12/31/2020	610964	Nanonation Inc	2554	9,675.68
12/31/2020	610965	Genuine Parts Company	1014	58.52
12/31/2020	610966	NAPA Auto Parts Inc	1014	1,377.79
12/31/2020	610967	The Aftermarket Parts Company LLC	1015	2,313.76
12/31/2020	610968	New Flyer Of America Inc	2528	205.25
12/31/2020	610969	Office Depot Inc	1483	680.81
12/31/2020	610970	River City Glass	1545	1,423.64
12/31/2020	610971	Romaine Electric Corporation	1548	1,178.83
12/31/2020	610972	S T A - Well	1557	383.50
12/31/2020	610973	Schetky Northwest Sales Inc	1570	403.84
12/31/2020	610974	STA Operations	1556	248.49
12/31/2020	610975	Staples Business Credit	1627	174.91
12/31/2020	610976	United Way of Spokane County	1684	70.00
12/31/2020	610977	American Federation of State County 2 WA Council	1705	1,616.28
12/31/2020	610978	Walt's Mailing Service	1976	57.16
12/31/2020	610979	Wells Fargo Financial Leasing Inc	1735	833.10
12/31/2020	610980	Wendle Motors Incorporated	1021	86.77
12/31/2020	610981	Whitley Fuel LLC	2016	46,016.56
<b>TOTAL DECEMBER ACCOUNTS PAYABLE</b>				<b>5,972,316.84</b>
12/1/2020-12/31/2020	ACH	WORKER'S COMPENSATION	2286	250,707.96
<b>TOTAL DECEMBER WORKER'S COMPENSATION DISBURSEMENTS</b>				<b>250,707.96</b>
12/4/2020	727269-727294	PAYROLL AND TAXES PR 25,2020	VARIES	2,000,118.66
12/18/2020	727295-727320	PAYROLL AND TAXES PR 26,2020	VARIES	1,352,653.44
12/31/2020	727321-727345	PAYROLL AND TAXES PR 27,2020	VARIES	1,460,903.04
<b>TOTAL DECEMBER PAYROLL AND TAXES</b>				<b>4,813,675.14</b>
12/21/2020	ACH	WA STATE - DOR (USE TAX)	1767	5,484.88
<b>TOTAL DECEMBER EXCISE TAX DISBURSEMENT</b>				<b>5,484.88</b>
<b>TOTAL DECEMBER DISBURSEMENTS FROM TO1 ACCOUNTS</b>				<b>11,042,184.82</b>
<b>TOTAL DECEMBER DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT</b>				<b>0.00</b>
<b>TOTAL DECEMBER DISBURSEMENTS TO1 &amp; TO5 ACCOUNTS</b>				<b>11,042,184.82</b>

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

January 21, 2021

**AGENDA ITEM 3C :** APPROVAL OF BOARD MEMBER TRAVEL TO 2021 AMERICAN PUBLIC TRANSPORTATION ASSOCIATION (APTA) CONFERENCES

**REFERRAL COMMITTEE:** Board Operations (*Haley*)

**SUBMITTED BY:** E. Susan Meyer, Chief Executive Officer

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**SUMMARY:** STA Bylaws require Board approval for Board member travel.

APTA is scheduled to hold its 2021 Legislative Conference & CEO's Seminar in Washington, D.C., May 18-21, 2021. There will also be opportunities to meet with legislators and Federal Transit Administration (FTA) staff.

Of additional interest to Board Members is the APTA Transform Conference and EXPO meeting in Anaheim, California, being held September 1-3, 2021.

Up to eight Board members are budgeted to attend APTA conferences this year at an approximate cost of \$3,000 each.

**RECOMMENDATION TO COMMITTEE:** Recommend approval for travel for up to eight Board members to attend APTA conferences in 2021.

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

**RECOMMENDATION TO BOARD:** Approve travel for up to eight Board members to attend APTA conferences in 2021.

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_//\_\_\_\_\_

Chief Executive Officer *ESM*

Legal Counsel *LM*

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

January 21, 2021

**AGENDA ITEM 4A :** APPOINTMENT OF BOARD MEMBERS AND CHAIRS TO THE  
PLANNING & DEVELOPMENT AND PERFORMANCE  
MONITORING & EXTERNAL RELATIONS COMMITTEES FOR 2021

**REFERRAL COMMITTEE:** Board Operations Committee (*Haley*)

**SUBMITTED BY:** Pamela Haley, STA Board Chairwoman

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**SUMMARY:** The Board Chair appoints the Board members and Chairs of STA's Planning & Development Committee and the Performance Monitoring & External Relations Committee for the coming year, subject to confirmation by the Board.

The Chief Executive Officer is an ex-officio member of all Board committees.

The proposed list of 2021 committee appointments will be provided at the meeting.

**RECOMMENDATION TO COMMITTEE:** Recommend confirmation of the Board Chair's appointment of members to the Planning & Development and Performance Monitoring & External Relations Committees, and confirm Spokane County Commissioner Al French, as Chair of the Planning & Development Committee and Mayor Chris Grover, (Airway Heights) as Chair of the Performance Monitoring & External Relations Committee for 2021.

**COMMITTEE ACTION:** Approved subject to final confirmation of appointments from all jurisdictions.

**RECOMMENDATION TO BOARD:** Confirm the Board Chair's appointment of members to the Planning & Development and Performance Monitoring & External Relations committees, and approve Spokane County Commissioner Al French, as Chair of the Planning & Development Committee. The chair will make a recommendation for the Chair of Performance Monitoring and External Relations at the Board meeting, following final confirmation of appointments from all jurisdictions.

**FINAL REVIEW FOR BOARD BY:**

Division Head     //    

Chief Executive Officer     *ESH*    

Legal Counsel     *LM*

## **2021 COMMITTEE MEMBER APPOINTMENTS**

### **Planning & Development (P&D) Committee Members**

*Committee meets 1<sup>st</sup> Wednesday of the month at 10:00 a.m.*

1. **Al French, Spokane County, Chair**
2. Candace Mumm, City of Spokane
3. Karen Stratton, City of Spokane
4. Tim Hattenburg, City of Spokane Valley
5. Kevin Freeman, Small Cities (Millwood) (Ex-Officio)
6. Tbd, Small Cities (Liberty Lake) (Ex-Officio)
7. E. Susan Meyer, CEO (Ex-Officio)

### **Performance Monitoring & External Relations (PMER) Committee Members \***

*Committee meets 1<sup>st</sup> Wednesday of the month at 1:30 p.m.*

1. Tbd, Small Cities (Airway Heights)
2. Josh Kerns, Spokane County
3. Kate Burke, City of Spokane
4. Lori Kinnear, City of Spokane
5. Veronica Messing, Small Cities (Cheney) (Ex-Officio)
6. Don Kennedy, Small Cities (Medical Lake) (Ex-Officio)
7. Rhonda Bowers (non-voting labor representative)
8. E. Susan Meyer, CEO (Ex-Officio)

- *Chair TBD*

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

January 21, 2021

**AGENDA ITEM 5A :** ELECTION OF 2021 CHAIR PRO TEMPORE

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Pamela Haley, STA Board Chairwoman

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**SUMMARY:** In accordance with the existing STA Bylaws, a Chair Pro Tempore is elected to serve a one-year term beginning in January of each year.

The Bylaws also state that this selection requires a majority of five votes.

**RECOMMENDATION TO BOARD:** By motion, nominate and vote on the election of the Chair Pro Tempore.

**FINAL REVIEW FOR BOARD BY:**

Division Head // Chief Executive Officer ESH Legal Counsel LM



**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

January 21, 2021

**AGENDA ITEM 5B :** CONFIRMATION OF APPOINTMENT OF BOARD MEMBERS TO BOARD OPERATIONS COMMITTEE FOR 2021 (IF NEEDED)

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Pamela Haley, STA Board Chairwoman

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**SUMMARY:**

Pursuant to Resolution No. 733-15, the Board Operations Committee is automatically composed of:

Chair of STA Board (also chairs Board Operations Committee)  
Chair of Performance Monitoring & External Relations  
Chair of Planning & Development Committee  
Chair Pro Tempore of the Board

The Chief Executive Officer is an ex-officio member.

Resolution No. 733-15 also states that in any calendar year in which the automatic composition listed above does not include at least one Board member appointed by the legislative body of each government or groups of governments appointing members to the Board, the Board Chair shall make such additional appointments to the Board Operations Committee as are needed to provide for such representation. If necessary, the Board Chair will make such an additional appointment and seek Board confirmation at the meeting.

**RECOMMENDATION TO BOARD:** *(If needed pursuant to Rsltn No. 733-15)* By motion, confirm an additional appointment made by the Board Chair to the Board Operations Committee following the result of Board Action items 4A (Confirmation of Committee Chairs) and 5A. (Election of Chair Pro Tempore).

**FINAL REVIEW FOR BOARD BY:**

Division Head     //     Chief Executive Officer     **PH**     Legal Counsel     **LM**

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

January 21, 2021

**AGENDA ITEM 5C :** DESIGNATION OF PUBLIC RECORDS OFFICER FOR  
STA - RESOLUTION

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** E. Susan Meyer, Chief Executive Officer

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**SUMMARY:** Pursuant to Chapter 42.56 of the Revised Code of Washington (RCW) requiring all local governments to designate specified individuals as the public records officers, the CEO appoints STA Ombudsman and Accessibility Officer, Emily Arneson, as the Public Records Officer for Spokane Transit.

**RECOMMENDATION TO BOARD:** Approve, by resolution, the appointment of Emily Arneson, STA Ombudsman and Accessibility Officer, as Public Records Officer for all records of Spokane Transit Authority

**FINAL REVIEW FOR BOARD BY:**

Division Head // Chief Executive Officer  Legal Counsel 

RESOLUTION NO. 783-21

A RESOLUTION FOR THE PURPOSE OF APPOINTING AND DESIGNATING A PUBLIC RECORDS OFFICER FOR THE SPOKANE TRANSIT AUTHORITY AND OHER MATTERS PROPERLY RELATING THERETO.

SPOKANE TRANSIT AUTHORITY  
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, the Legislature has enacted legislation requiring all local governments to designate specified individuals as the public records officers for purposes of receiving and responding to citizen requests for disclosure of public records in accordance with Chapter 42.56 RCW; and,

WHEREAS, the Board of Directors for the Spokane Transit Authority believes it is in the best interests of the Spokane Transit Authority to assist its citizens in exercising their rights under the Public Records Act, Chapter 42.56 RCW;

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

Section 1. The Public Records Officers of the Spokane Transit Authority for all records shall be the Ombudsman and Accessibility Officer, Emily Arneson, or in her absence, an alternate designated by the Chief Executive Officer.

Section 2. The STA Board of Directors hereby authorizes and instructs the Chief Executive Officer to take such further action and make such additional appointments as may be necessary to effect the purpose of this Resolution.

Section 3. This resolution shall take effect and be in force immediately upon passage.

Section 4. All prior resolutions inconsistent herewith are repealed.

Adopted by STA at a regular meeting thereof held on the 21st day of January 2021.

ATTEST:

SPOKANE TRANSIT AUTHORITY:

\_\_\_\_\_  
Dana Infalt  
Clerk of the Authority

\_\_\_\_\_  
Pamela Haley  
Board Chairwoman

Approved as to form:

\_\_\_\_\_  
Laura McAloon  
Legal Counsel

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

January 21, 2021

**AGENDA ITEM 6A** : BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

**REFERRAL COMMITTEE:** Board Operations (*Haley*)

**SUBMITTED BY:** Pamela Haley, Committee & Board Chairwoman

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**SUMMARY:**

A verbal report will be given at the Board meeting.

**RECOMMENDATION TO BOARD:** Receive report.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

January 21, 2021

**AGENDA ITEM 6Ai : 2021 ECONOMIC SITUATION UPDATE – INFORMATION**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Monique Liard, Chief Financial Officer  
E. Susan Meyer, Chief Executive Officer

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**SUMMARY:** Commensurate with the start to the new year and the recently approved Coronavirus Response and Relief Supplemental Appropriations Act of 2021, staff will provide a 2021 economic update for STA.

**RECOMMENDATION TO BOARD:** Information only.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

January 21, 2021

**AGENDA ITEM 10A :** COMMITTEE MINUTES – INFORMATION  
- Board Operations Committee

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:**

Approved Minutes of the December 9, 2020, Board Operations Committee meeting are attached.

**RECOMMENDATION TO BOARD:** Information only.

**BOARD OPERATIONS COMMITTEE MEETING**

Minutes of the December 9, 2020 Meeting  
Via Webex Video Conference

**MEMBERS PRESENT**

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

**STAFF PRESENT**

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

**MEMBERS ABSENT**

Lori Kinnear, City of Spokane, *Performance Monitoring & External Relations Committee Chair*

**PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

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

Chair French called the meeting to order at 1:30 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**

Mr. French commented that we are living in interesting times and hopes that everyone stays safe.

**4. COMMITTEE ACTION/DISCUSSION**

**a. November 11, 2020 Committee Minutes**

*Ms. Haley moved to approve the November 11, 2020, committee meeting minutes as presented, Mr. Grover seconded and the motion passed unanimously.*

**5. COMMITTEE CHAIR REPORTS**

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

Mr. Grover said the Committee finalized the 2021 P&D Committee Work Program. The Committee forwarded the City of Spokane Riverside Project Order Agreement to the Board consent agenda and a recommendation that the Board approve the Final Proposed 2021 Operating and Capital Budgets. Mr. Otterstrom presented an update on the Division *Connects* project. The next Committee meeting is scheduled for February 3, 2021.

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

Mr. Rapez-Betty said the Committee approved three new members to the Citizen Advisory Committee: Dan Brown, Linda Carroll, and Chris Fortensky. Their backgrounds include involvement in local community groups and extensive knowledge of STA's transit system. The Committee forwarded the 2021 Performance Measures to the Board consent agenda and a recommendation that the Board approve the 2021 Spokane Police Department Agreement renewal, as well as the 2021 State Legislative Priorities. Mr. Rapez-Betty presented a summary of the current STA Public Awareness Marketing Campaign – Community Essentials. The campaign spotlights how STA employees are caring for our transit system during the global pandemic.

**6. PUBLIC TRANSPORTATION AGENCY SAFETY PLAN**

The Federal Transit Administration (FTA) established a new requirement that all public transportation systems that receive financial assistance from the FTA develop and implement an Agency Safety Plan (ASP). The ASP documents processes used to identify and mitigate hazards posed to the public, employees, and property. Spokane Transit's ASP was vetted through the FTA Public Transportation Agency Safety Plan Technical Assistance Center to ensure all requirements were addressed in the Plan. The ASP is signed by the Chief Executive Officer, approved by STA Board, and reviewed annually. Mr. Grover commented that the Spokane Transit ASP was very detailed and well written.

*Mr. Grover moved to forward to the Board consent agenda a recommendation to approve the Spokane Transit Public Transportation Agency Safety Plan. Ms. Haley seconded the motion and the motion passed unanimously.*

**7. 2021 BOARD AND COMMITTEE MEETING CALENDAR**

The Committee reviewed the 2021 Board and Committee Meeting Schedule noting exceptions to traditional meeting dates for April, July, and August. The Board Operations Committee will meet on January 13, and the Board of Directors on January 21. The P&D and PMER Committees do not meet in January. The Board of Directors Strategic Planning and Budget Workshop will be held on June 30, 2021.

*Mr. Grover moved to forward to the Board consent agenda a recommendation to approve the 2021 Board and Committee Meeting Calendar as presented. The motion was seconded by Ms. Haley and the motion passed unanimously.*

**8. BOARD OF DIRECTORS DRAFT DECEMBER 17, 2020 AGENDA**

Committee members reviewed the agenda and amended the length of the Executive Session to ten minutes.

*Mr. Grover moved to approve the December 17, 2020, Board of Directors agenda as amended, Ms. Haley seconded and the motion passed unanimously.*

**9. BOARD OPERATIONS COMMITTEE DRAFT JANUARY 13, 2021 AGENDA**

No discussion.

**10. CEO REPORT**

November 2020 sales tax revenue, collected on September retail sales, was 4% above November 2019 (\$300,000). Sales tax revenue year-to-date is 1.7% above the 2020 budget (\$1.3 million).

Staff are developing contingency plans should COVID-19 affect a large number of employees. Currently, administrative staff are teleworking either full- or part-time. Staff who are involved in operating or maintaining vehicles are working on-site. Staff are reviewing options for bus service if full service is not viable because of staffing. Service Level 1 is full service, Level 2 does not include commuter service, and Level 3 is Saturday service. The intent is to develop a service option in between Level 2 and 3.

The Spokane Regional Transportation Council (SRTC) will meet on December 11, to discuss the process to extend an invitation to the two local tribes to join the SRTC. The executive director of the SRTC has resigned effective December 28, 2020. A search committee, including Mr. French and Ms. Meyer, will begin the process of recruiting for a new executive director. The intent is to extend an invitation for an interim executive director and then begin a search for the permanent executive director.



STA expects the first City Line battery electric bus to be delivered next week. It is the first of ten 60' battery electric buses that STA has purchased. There will be a public announcement and Board members will be invited to see and ride the bus once it arrives.

*Chair French lost the online connection to the Committee meeting at 1:52 p.m. Ms. Haley, Chair Pro Tempore, chaired the meeting for the remaining time.*

**11. NEW BUSINESS**

None.

**12. EXECUTIVE SESSION**

Cancelled.

**13. ADJOURN**

With no further business to come before the Committee, Ms. Haley adjourned the meeting at 1:57 p.m.

Respectfully submitted,



Kathleen Roberson  
Executive Assistant to the Chief Financial Officer

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

January 21, 2021

**AGENDA ITEM 10B** : DECEMBER 2020 SALES TAX REVENUE

**REFERRAL COMMITTEE:** N/A

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

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

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

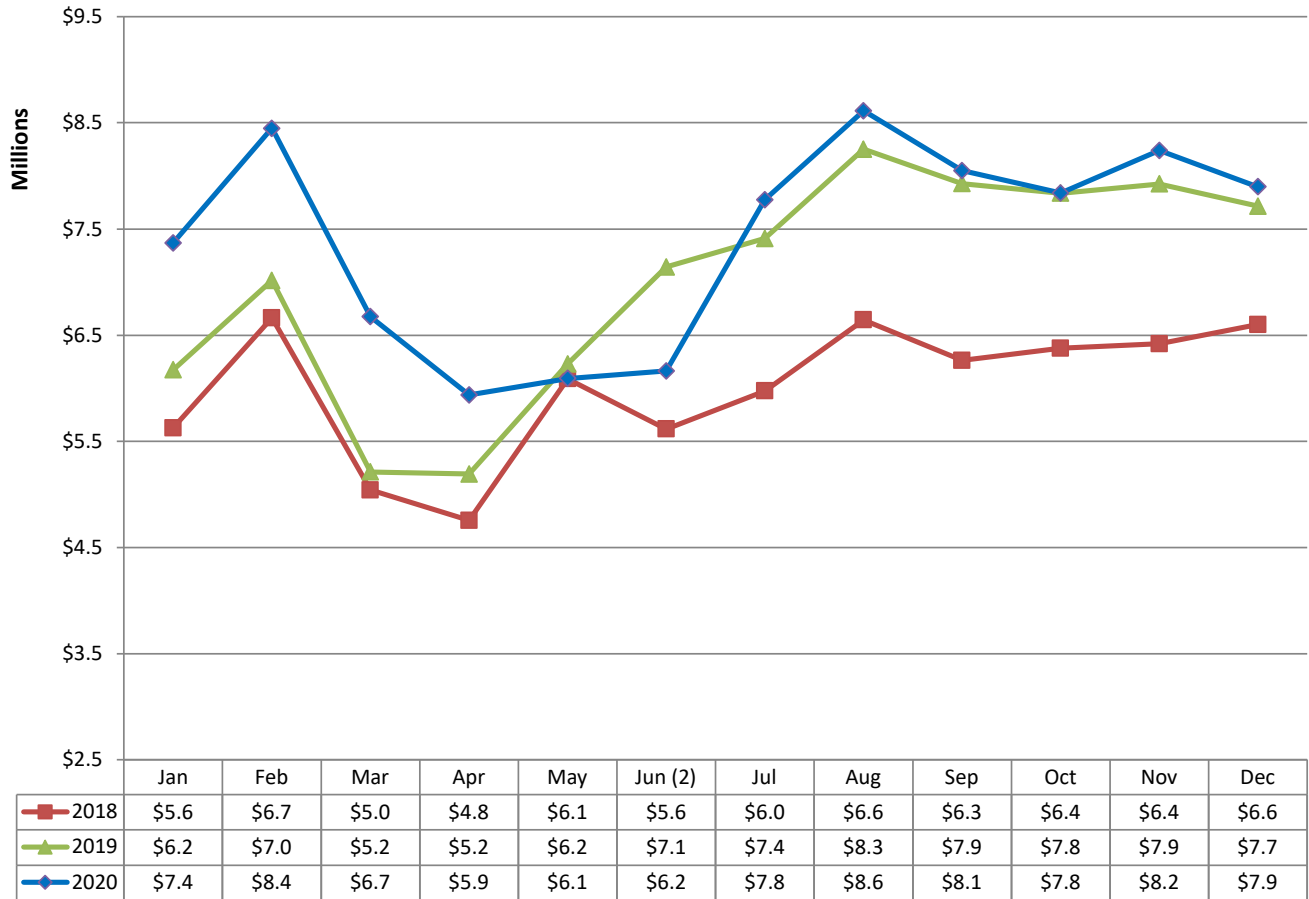
- 2.4% above budget and December 2019 actual
- 6.0% YTD above 2019 actual
- 2.1% YTD above budget

Total taxable sales for October 2020 were *up* 2.0% from October 2019. October YTD is 0.2% *below* October 2019 YTD. Retail, Construction and Accommodation and Food Services continue to be the top three rankings YTD, with Accommodation and Food Services experiencing significant decreases from prior years:

- Retail Trade *increased* by 13.6% in October 2020 vs October 2019 and is *up* by 7.3% (\$314.5M) October 2020 YTD vs October 2019 YTD
  - Other Miscellaneous Store Retailers *increased* 24.2% (\$105.0M) YTD over October 2019 YTD
  - Building Material & Supplies Dealers *increased* 19.0% (\$83.9M) YTD over October 2019 YTD
  - Electronics and Appliance Stores *increased* by 29.1% (\$65.1M) YTD over October 2019 YTD
  - Department Stores *decreased* 42.5% (\$36.6M) YTD from October 2019 YTD
  - Clothing Stores *decreased* 24.0% (\$47.1M) YTD from October 2019 YTD
- Construction *decreased* by 9.6% in October 2020 vs October 2019 and is *down* by 1.5% (\$21.7M) from October 2019 YTD
- Accommodation and Food Services *decreased* by 24.6% in October 2020 vs October 2019 and is *down* 26.0% (\$258.4M) from October 2019 YTD.

**RECOMMENDATION TO BOARD:** Information only.

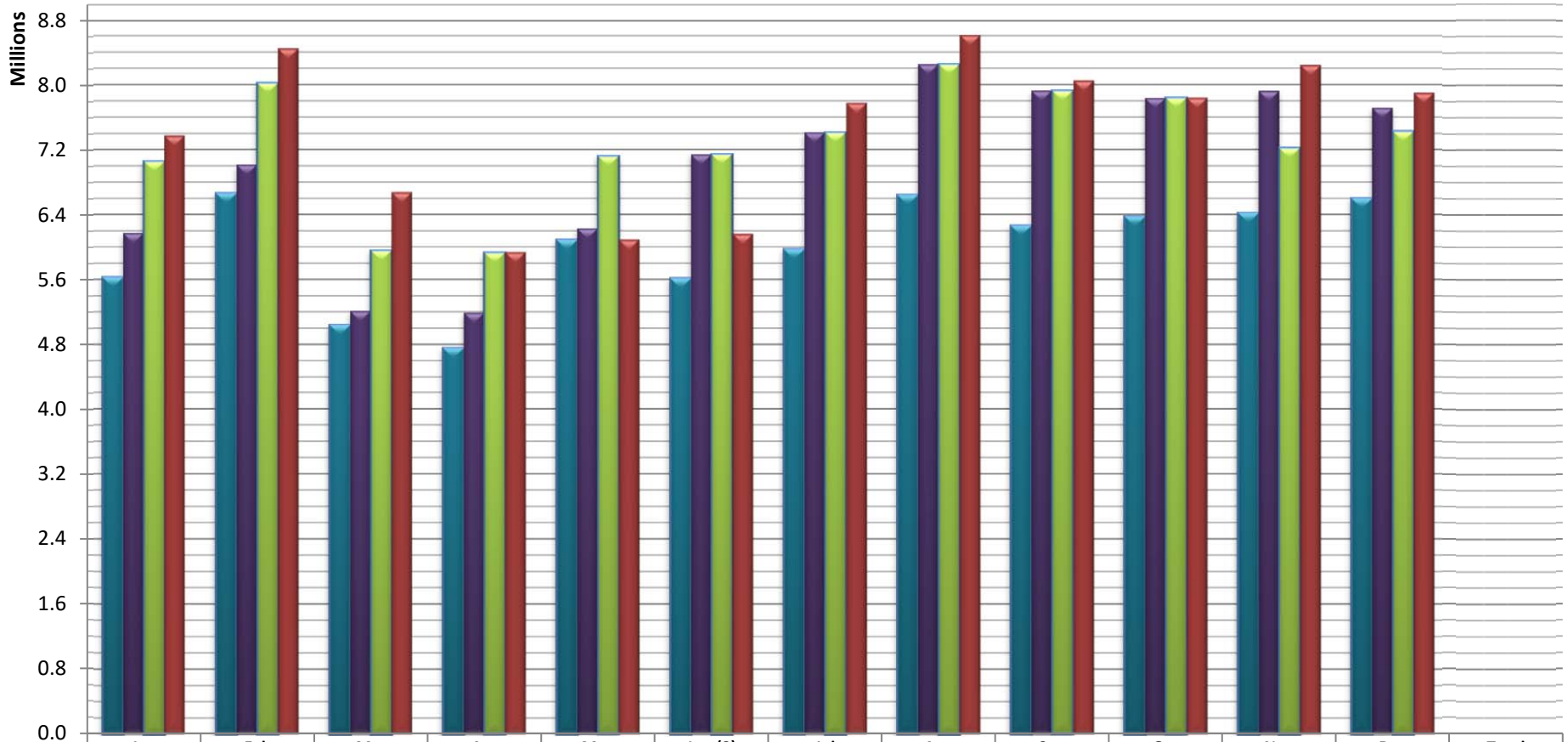
## Sales Tax Revenue History-December 2020<sup>(1)</sup>



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

(2) June distribution is April taxable sales in which the sales and use tax rate increased one-tenth of one percent (.001) from .007 to .008 in 2019.

## 2018 - 2020 SALES TAX RECEIPTS <sup>(1)</sup>



	Jan	Feb	Mar	Apr	May	Jun (2)	Jul	Aug	Sep	Oct	Nov	Dec	Total
■ 2018 Act.	5,628,134	6,664,160	5,042,196	4,754,750	6,090,019	5,616,550	5,975,411	6,645,055	6,263,667	6,377,811	6,420,673	6,601,135	72,079,561
■ 2019 Act.	6,174,964	7,017,558	5,212,448	5,191,296	6,230,070	7,142,964	7,412,766	8,253,600	7,928,815	7,838,478	7,925,862	7,717,259	84,046,080
■ 2020 Bud.	7,057,102	8,020,066	5,957,084	5,932,909	7,120,079	7,142,964	7,412,766	8,253,600	7,928,815	7,838,478	7,223,009	7,426,024	87,312,896
■ 2020 Act.	7,370,074	8,448,309	6,674,740	5,937,757	6,092,534	6,163,749	7,776,530	8,613,027	8,051,397	7,840,122	8,241,404	7,898,954	89,108,597
\$ Mo. Var.	1,195,110	1,430,751	1,462,292	746,461	(137,536)	(979,215)	363,764	359,427	122,582	1,644	315,542	181,695	
% Mo. Var.	19.4%	20.4%	28.1%	14.4%	-2.2%	-13.7%	4.9%	4.4%	1.5%	0.0%	4.0%	2.4%	
\$ YTD Var.	1,195,110	2,625,861	4,088,153	4,834,614	4,697,078	3,717,863	4,081,627	4,441,054	4,563,636	4,565,280	4,880,822	5,062,517	
% YTD Var.	19.4%	19.9%	22.2%	20.5%	15.7%	10.1%	9.2%	8.4%	7.5%	6.7%	6.4%	6.0%	
% YTD Bud. Var.	4.4%	4.9%	6.9%	5.4%	1.3%	-1.3%	-0.4%	0.3%	0.5%	0.4%	1.7%	2.1%	

<sup>(1)</sup> Voter approved sales tax distributions lag two months after collection. For example, collection of January taxable sales are distributed in March.

<sup>(2)</sup> June distribution is April taxable sales in which the sales and use tax rate increased one-tenth of one percent (.001) from .007 to .008 in 2019.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

January 21, 2021

**AGENDA ITEM 10C** : NOVEMBER 2020 FINANCIAL RESULTS SUMMARY

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:** Attached are the November 2020 financial results. The emphasis is on what percent of the budget has been received or expended to date compared to where we are in the year. November equates to 91.7% of the year.

Revenue

Overall, year-to-date revenue is at 107.6% of budget (\$119.7M) which is 17.4% higher than the expected \$101.9M.

Fares & Other Transit Revenue is lower than the budget at 41.7%.

Sales Tax Revenue is higher than the budget at 93.0%.

Federal & State Grants is higher than the budget at 311.7%.

Miscellaneous Revenue is higher than the budget at 127.2%.

Operating Expenses

Year-to-date operating expenses at 83.0% of budget (\$69.8M) are 9.5% below the expected amount of \$77.1M.

Fixed Route 87.5% of budget expended

Paratransit 67.0% of budget expended

Vanpool 61.8% of budget expended

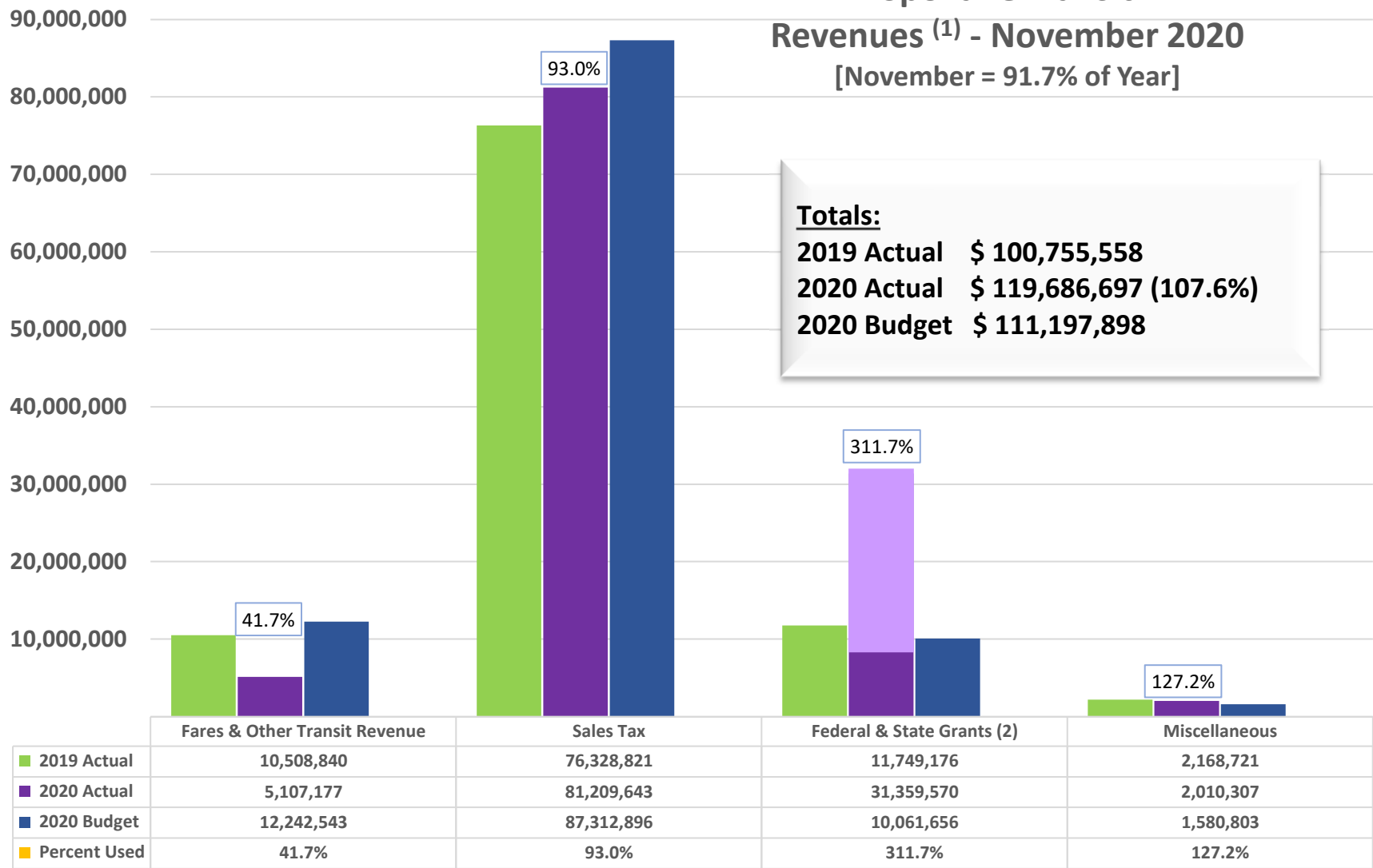
Plaza 99.6% of budget expended

Administration 83.9% of budget expended

Operating expenses are greatly influenced by the timing of payments.

**RECOMMENDATION TO BOARD:** Information only.

## Spokane Transit Revenues <sup>(1)</sup> - November 2020 [November = 91.7% of Year]

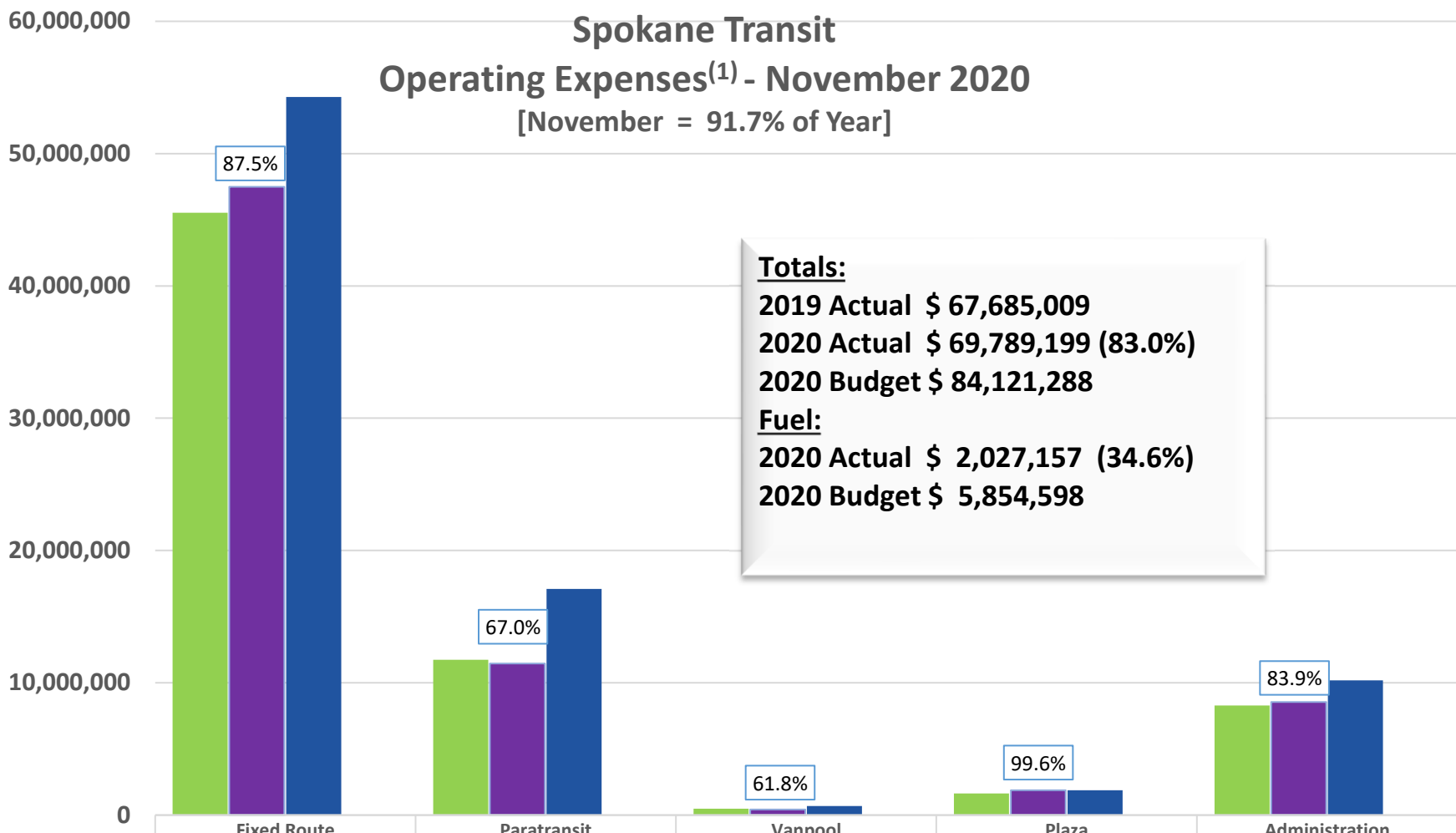


**Totals:**  
**2019 Actual** \$ 100,755,558  
**2020 Actual** \$ 119,686,697 (107.6%)  
**2020 Budget** \$ 111,197,898

(1) Above amounts exclude grants used for capital projects. Year-to-date November state capital grant reimbursements total \$9,479,125 and federal capital grant reimbursements total \$1,054,951.

(2) Federal/State Grants over budget in 2020 due to full Cares Act Funding of \$23,440,069 (denoted in lilac) which is partially offset by the amount of the Washington State Consolidated Grant (Special Needs) drawn down in 2019 - \$1,604,616 in 2020 budget.

## Spokane Transit Operating Expenses<sup>(1)</sup> - November 2020 [November = 91.7% of Year]



**Totals:**  
 2019 Actual \$ 67,685,009  
 2020 Actual \$ 69,789,199 (83.0%)  
 2020 Budget \$ 84,121,288

**Fuel:**  
 2020 Actual \$ 2,027,157 (34.6%)  
 2020 Budget \$ 5,854,598

	Fixed Route	Paratransit	Vanpool	Plaza	Administration
2019 Actual	45,523,577	11,736,518	492,045	1,640,708	8,292,161
2020 Actual	47,495,293	11,448,740	427,535	1,868,072	8,549,559
2020 Budget	54,276,944	17,089,208	691,704	1,876,076	10,187,356
Percent Used	87.5%	67.0%	61.8%	99.6%	83.9%

(1) Operating expenses exclude capital expenditures of \$18,572,423 and Street/Road cooperative projects of \$645,558 for year-to-date November 2020.