

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, July 26, 2018, in the Spokane Transit Boardroom, 1230 West Boone Avenue, Spokane, Washington.

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

THE MEETING SHALL BE OPEN TO THE PUBLIC.

BY ORDER OF THE STA BOARD OF DIRECTORS.

DATED this 26th day of July, 2018.



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

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

BOARD MEETING

Thursday, July 26, 2018 at 1:30 p.m.
Spokane Transit Authority Boardroom
1230 West Boone Avenue, Spokane, Washington

AGENDA

Estimated meeting time: 80 minutes

1. Call to Order and Roll Call
2. Approve Board Agenda (*Kevin Freeman*)
3. Public Expressions
4. Recognitions and Presentations: *10 minutes*
 - A. Second Quarter 2018 Years of Service Awards (*Nancy Williams*)
 - B. Second Quarter 2018 Employee Recognition Winners (*Nancy Williams*)
5. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of June 21, 2018 Board Meeting – Corrections/Approval
 - B. Minutes of July 11, 2018 Board Workshop – Corrections/Approval
 - C. June 2018 Vouchers (*Lynda Warren*)
 - D. 2018 Transit Development Plan – Resolution (*Karl Otterstrom*)
 - E. Approve Interlocal Agreement GCB 2979 between Spokane Transit & Washington State Department of Transportation (*Karl Otterstrom*)
6. Board Action – Committee Recommendations: *None*
7. Board Action – Other: *None*
8. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Kevin Freeman*)
9. Planning & Development Committee: *5 minutes*
 - A. Chair Report (*Al French*)
10. Performance Monitoring & External Relations Committee: *20 minutes*
 - A. Chair Report (*Pam Haley*)
 - i. 2017 State Audit Exit Conference
 - ii. September 2019 Service Revisions: Preliminary Proposal (*Karl Otterstrom*)
 - iii. Supplemental Low Income Pass Subsidy Program (*Emily Arneson*)
11. CEO Report: *10 minutes*

12. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. May 2018 Financial Results Summary (*Lynda Warren*)
 - C. June 2018 Sales Tax Summary (*Lynda Warren*)
 - D. May 2018 Operating Indicators (*Roger Watkins*)
 - E. Monroe-Regal Line Implementation: Review Proposed Stop locations (*Karl Otterstrom*)
13. New Business
14. Board Members' Expressions
15. Executive Session (*McAloon Law PLLC*) – *15 minutes*
16. Adjourn

Cable 5 Broadcast Dates and Times of July 26, 2018 Board Meeting:

Saturday, July 28, 2018	4:00 p.m.
Monday, July 30, 2018	10:00 a.m.
Tuesday, July 31, 2018	8:00 p.m.

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

Planning & Development	Sept 5, 2018, 10:00 a.m. (Boardroom) 1229 West Boone
Performance Monitoring & External Relations	Sept 5, 2018, 1:30 p.m. (Boardroom) 1229 West Boone
Board Operations	Sept 12, 2018, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, September 20, 2018, 1:30 p.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.

NOTE: No Board or Committee Meetings are scheduled for August

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 26, 2018

AGENDA ITEM 2. : APPROVE BOARD AGENDA
REFERRAL COMMITTEE: N/A
SUBMITTED BY: Kevin Freeman, STA Board Chair

SUMMARY:

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

RECOMMENDATION TO BOARD: Approve Board agenda.

FINAL REVIEW FOR BOARD BY:

Division Head /

Chief Executive Officer ESM Legal Counsel CM

3.

PUBLIC EXPRESSIONS

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

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

**SPOKANE TRANSIT AUTHORITY
BOARD MEETING OF
July 26, 2018**

AGENDA ITEM 4.A.: 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

Fixed Route Coach Operator
Claudia Davis

30 Years

Fixed Route Coach Operator
Norman Anderson

20 Years

Fixed Route Coach Operator
Christopher Bullock
Paul Damon
Wendy Rankin

Customer Service Representative
Georgia Clark

10 Years

Technology Projects Manager
Krishawna Ellis

Fixed Route Supervisor
John Schlabach

Fixed Route Coach Operator
Aaron Hanke
Gregory Matthews

Assistant Vehicle Maintenance Manager
Todd Griffith

Journeyman Vehicle Technician
Thomas Leighty
Robert Vargas

PM Vehicle Technician
Carl Foeller

5 Years

Fixed Route Supervisor
Raymond Trammell

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head 

Chief Executive Officer 

Legal Counsel 

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 26, 2018

AGENDA ITEM 4.B.: 2018 2nd QUARTER EMPLOYEE RECOGNITION WINNERS
REFERRAL COMMITTEE: N/A
SUBMITTED BY: Nancy Williams, Director of Human Resources

SUMMARY:

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

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head rw

Chief Executive Officer Sam

Legal Counsel cm



2018 2nd QUARTER EMPLOYEE RECOGNITION WINNERS

April 2018	Thomas McElroy	Fixed Route Operator
	Dave Schmoe	Fixed Route Supervisor
	Christopher Stein	Transit Officer
	Gayell Rhodes	Customer Service Representative
May 2018	Damien Fleskes	Senior Data Technician
	Angea Fitchner	Network Engineer
	JoAnn Tourtellotte	Customer Service Representative
June 2018	None	

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 26, 2018

AGENDA ITEM 5.A.: MINUTES OF THE JUNE 21, 2018 BOARD MEETING -
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY:

Minutes of the June 21, 2018 Board meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO BOARD: Corrections and/or approval.

FINAL REVIEW FOR BOARD BY:

Division Head

Chief Executive Officer

Legal Counsel

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

BOARD OF DIRECTORS

Draft Minutes of the June 21, 2018, Meeting
Spokane Transit Boardroom
1229 West Boone Avenue, Spokane, Washington

MEMBERS PRESENT

Kevin Freeman, Small Cities Representative
(Millwood) *Chair*
Candace Mumm, City of Spokane
Lori Kinnear, City of Spokane
Pamela Haley, City of Spokane Valley
Sam Wood, City of Spokane Valley
Josh Kerns, Spokane County
Chris Grover, Small Cities Representative
(Cheney)
Veronica Messing, Small Cities Representative
(Airway Heights) *Ex Officio*
Rhonda Bowers, Labor Representative

MEMBERS ABSENT

Al French, Spokane County
Shirley Maike, Small Cities Representative
(Medical Lake)
Mike Kennedy, Small Cities Representative
(Liberty Lake) *Ex Officio*

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

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

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

2. **APPROVE BOARD AGENDA**

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

3. **PUBLIC EXPRESSIONS**

Samantha Guzman

Ms. Guzman, STA employee and ATU 1015 union member, spoke about the recent press conference held by Union President Thomas Leighty regarding allegations of racism by STA's Human Resources Director. She added that the press conference held on June 12, 2018 does not represent the views or opinions of a large portion of the ATU 1015 membership. Most members had no knowledge of this conference until after it was held. Union President Thomas Leighty said the public has a right to transparency and she believes union officials should hold themselves to the same standard.

Jack Talcott

Mr. Talcott said he is a union supporter and has used transit. He said people respond to perceptions and the union went public with perceptions of the Human Resources Director. The allegations were made

public a year after the selection of the Director position at STA. He asked what questions were posed at the time of the selection regarding ethics.

Dave Schmitt

The rank and file have been systematically excluded from decision making processes and they are not listened to. There needs to be a better line of communication. He advised STA to think outside the box at the Plaza and be flexible in planning ahead. There is a hub and spokes system currently but he favors an interlining of routes. He favors route #21 extending hours at peak times and more frequent service along Maxwell from Spokane Community College.

Rhonda Bowers

Ms. Bowers read a letter from Coach Operator Jim Fitzgerald that was included in Board members' gray folders. Mr. Fitzgerald explained that the rationale behind holding a press conference was due to a perception that previous incidents shared with the Board were mixed. He added that the suggestion from the Board Chair that the issue should have been handled through the Board member representing Labor was not a viable option because he felt the Board representative was bullied in the past.

Stacia Bowers

Ms. Bowers is an employee of Spokane Transit. She said the way the allegations against the HR Director were handled was malicious and sets a bad precedent. She has no idea why the Union handled it this way; the Director has been annihilated in the press and could be fired for a Facebook page comment.

Michael Williams

Mr. Williams is Nancy Williams' husband. He said in 19 years he has never heard her speak or act in a racist manner. Their family previously lived in Tacoma – a melting pot of races and cultures - and have taught their children to be open and culturally aware.

Tim Welch

Mr. Welch said he has known the Williams family for many years. He has never felt there was any racial insensitivity in the family. He added that Tacoma is a very diverse city with people from different races and backgrounds and he noted that the Williams children grew up going to school and doing sports with children from different ethnic backgrounds. He said the issue at hand sounds like a vendetta by disgruntled people and asked if perception convicts people. He concluded that it is the facts not perception.

Pam Haley arrived 1:40 p.m.

Michael Love

Mr. Love is Ms. Williams' attorney. He said that what Ms. Williams responded to on Facebook was a viral post from the New York Post newspaper showing a brutal attack by assailants on a disabled person. Her response had nothing to do with the assailants but their conduct and behavior. However, he said it was hijacked by others who interpreted it differently. He added that a statement will be forthcoming.

Janet Stowe

Ms. Stowe is STA's Paratransit and Vanpool Manager. She said that she supports and respects Ms. Williams. She does not believe that Ms. Williams is what she is accused of being. Ms. Stowe is disappointed in how the allegations have been handled and it does not represent what STA stands for.

4. RECOGNITIONS AND PRESENTATIONS

None.

5. PUBLIC HEARING

A. Draft 2018 Transit Development Plan

Mr. Otterstrom said STA is required by the Washington State Department of Transportation (WSDOT) to prepare a Transit Development Plan (TDP) annually. A public hearing is required.

The TDP is a mid-range plan covering six years and planning guidance was approved by the Board in April. The following are included in the TDP:

- 2017 Accomplishments
- 2018 Annual Strategic Plan
- Guiding Principles & Major Activities
- Service Implementation Plan (2019-2022)
- Capital Improvement Program
- Operating & Financial Projections

The Service Implementation Plan (SIP) includes STA Moving Forward and delivery of service over the next three years.

Proposed changes for 2019 include the Monroe-Regal High Performance Transit corridor and the new Moran Prairie Station.

In 2021, the Central City Line will be implemented and Phase II of the West Plains Transit Center improvements will take place.

The Capital Improvement Program (CIP) 2019 – 2024 includes projects already underway and changes anticipated to reflect recent grant awards. Total funding is \$222,316,242 over five years and includes new and replacement vehicles, facilities, and the Central City Line.

Action will be taken on the TDP at the Board meeting on July 26.

Mr. Freeman opened the public hearing at 2:06 p.m.

Dave Schmitt

Mr. Schmitt asked for a more detailed breakdown of the funding.

Mr. Freeman asked three times for comments from the public.

Hearing none, he closed the public hearing at 2:08 p.m.

B. Equal Employment Opportunity Policy & Affirmative Action Plans

Ms. Meyer introduced Andrea Morgan with Associated Industries.

Ms. Morgan said Associated Industries has been working with STA since 2006 on its Affirmative Action Plans. She explained that the Equal Employment Opportunity Commission (EEOC) is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or employee on the basis of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, veteran status or genetic information.

The main criteria are:

- Recruiting and hiring practices meet EEOC guidelines
- Applicants and hires help to achieve diversity objectives
- STA's current employee diversity is equal to or exceeds the available employees in the Spokane area.

Previous Affirmative Action Plan Goals:

- Attract, hire and retain qualified female service workers (Goal achieved in 2016)
- Increase the rate of hire for qualified Veterans and Individuals with Disabilities (Goal achieved in 2017)

- o Attract, hire and retain qualified female operators (Goal in 2017 & 2018)

Ms. Morgan added that STA’s recruiting and hiring practices meet EEOC guidelines in that job advertisements and postings encourage diversity. STA partners with many organizations including WorkSource, Department of Vocational Rehabilitation, Career Transitions, Spokane Tribe, NAACP, YMCA, YWCA, Department of Veteran Affairs and Martin Luther King Jr. Family Center and others. Local colleges offering courses for mechanics are also partners.

Areas of underutilization include:

Female Coach Operators

2016 23.95% (weighted market 37%)

2017 24.01% (weighted market 37%)

Individuals with Disabilities

2016 3.0% (weighted market 7% national goal)

2017 5.0% (weighted market 7% national goal)

Veterans

2016 6.0% (weighted market 7% national goal)

2017 11.0% (weighted market 7% national goal)

STA will continue to focus on increasing partnerships with organizations that encourage females in non-traditional jobs and also individuals with disabilities.

Ms. Morgan concluded by saying the Affirmative Action plans were developed with assistance from Associated Industries and Jackson Lewis.

Mr. Freeman opened the public hearing at 2:18 p.m.

Ms. Messing asked if these plans include sexual identity.

Ms. Meyer read STA’s anti-discrimination and harassment policy that includes sexual identity.

Mr. Freeman asked three times for comments from the public.

Hearing none, he closed the public hearing at 2:20 p.m.

6. **BOARD ACTION – CONSENT AGENDA**

Ms. Haley moved to approve consent agenda items 6.A through E, Ms. Mumm seconded and the motion passed unanimously:

- A. Approve the minutes of the May 17, 2018 Board meeting.
- B. Approve the following vouchers and payroll for May, 2018:

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (May)	Nos. 598453 – 598884	\$ 2,956,703.09
Workers Comp Vouchers (May)	Nos. 221846 – 221996	\$ 71,006.66
Payroll 05/11/18	ACH – 05/11/18	\$ 1,703,218.59
Payroll 05/25/18	ACH – 05/25/18	\$ 1,231,111.96
WA State – DOR (Use Tax) (May)	ACH – W0640	\$ 6,131.92
Travel Advance	Nos. 1687 & 1853	\$ 446.40
MAY TOTAL		\$ 5,968,618.62

- C. Approve and adopt as formal guidance the 2018 Transit Development Plan Revenue Forecast Assumptions.

- D. Award, by motion, a five-year contract to Argus Janitorial to provide janitorial services to the Plaza and the Boone Facility Second Floor for an estimated three-year cost of \$1,032,207.00 with prevailing wage adjustments for years four and five.
- E. By resolution, adopt STA's Affirmative Action Plans (Women & Minorities, Veterans & Disabilities) as presented.

7. BOARD ACTION – COMMITTEE RECOMMENDATIONS

None.

8. BOARD ACTION – OTHER

None.

9. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

Mr. Freeman asked Ms. McAloon to address the Quadrennial Review.

i. Quadrennial Review of STA Board Composition

Ms. McAloon said a Quadrennial Review is a review of the STA's Board composition and is mandated by statute every four years. The next Review is 2018 and a letter will be sent to every jurisdiction in the Public Transportation Benefit Area (PTBA) to appoint a representative. Spokane County is represented by all three Commissioners. The meeting is scheduled for Thursday, September 20, 2018 at 3:30 p.m. following the regular STA Board meeting.

Ms. McAloon advised that Washington State passed recent legislation mandating proportional representation on the Boards of PTBAs. Following the Review, action will be enacted through a change in the Bylaws.

Mr. Freeman said he has reached out to the five small cities in the PBTA to meet prior to the Review to discuss their representation and how they wish to allocate their one seat.

10. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

In Mr. French's absence, Ms. Mumm served as Acting Chair for this committee and reported that committee members discussed the revenue forecast assumptions for the Transit Development Plan and reviewed station locations for the Monroe-Regal corridor. She added that the City of Spokane's Monroe Street project is more than halfway finished and is ahead of schedule.

11. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

Ms. Haley said the committee discussed the First Quarter 2018 Performance Measures and the communications strategy for the fare change on July 1, 2018. There were also two action items referred to the Board consent agenda and a report from a Citizen Advisory Committee (CAC) member.

Ms. Meyer said the CAC member also spoke about proposed changes to that committee's charter.

12. CEO REPORT

Fixed Route ridership decreased by 1.6% over May 2017 for a year-to-date decrease of 1.2%.

Paratransit ridership increased by 0.3% over May 2017 for a year-to-date increase of 1.5%.

Vanpool ridership decreased by 11.6% over May 2017 for a year-to-date decrease of 13.5%.

There were five less vans in service, 79 vs. 85, than in May 2017.

Revenue Update

Non-capital revenue through April 2018 was \$29.5M (34.9% of budget).

Sales Tax Update

May sales tax revenue (March sales) is 9.1% above May 2017 or 27.3% if the additional ballot approved one tenth is included.

Expenditure Update

Operating expenditures through April 2018 were \$20.5M (29.7% of budget).

Boone Northwest Garage

Substantial completion of this project is scheduled for June 2019.

The Northeast parking lot is complete; cleaning and demolition is complete; and, utility work is underway. North and East stem walls are being reinforced and poured with concrete. The Adams Street area is undergoing utility relocation.

West Plains Transit Center

Substantial completion of this project is scheduled for September 1, 2018.

Paving is complete; two electric vehicle charging stations have been installed by Avista; and, shelters will be installed in the next two weeks. The project is scheduled to be completed on time and at or under budget.

Legislative

The House Appropriations Committee has approved the 2019 appropriations bill with more funding than previously anticipated. Under the Small Starts grant, the Federal Transit Administration (FTA) is directed to evaluate and award grants to approved projects. There may be a one year award for the entire amount requested. The Senate Appropriations Committee approved a similar bill for 2019. This is encouraging for the Central City Line (CCL) project.

Ms. Mumm asked if obtaining funding earlier than expected will result in a change in schedule for the CCL.

Ms. Meyer doubted that it would.

Mr. Kerns asked if there would be any cost savings.

Ms. Meyer said if the schedule remains the same there would probably be no measurable savings.

Employee Matters

Ms. Meyer said she does not usually report on employee matters but she believes this incident should be included in the CEO report. She said that ATU 1015 President Thomas Leighty made allegations of racism against an STA employee last Tuesday, June 12, 2018, at a press conference.

These allegations have been addressed to the Board of Directors. An independent investigator has been hired with the Board's concurrence and he started work today. Since Mr. Leighty is on vacation he will be interviewed next week. A thorough, complete and fair investigation will be forthcoming and Ms. Meyer will take appropriate actions when the results are known.

Ms. Mumm asked Ms. Meyer to address the structure of the Board and management of the agency.

Ms. Meyer confirmed that she, as Chief Executive Officer, is the only employee who reports to the Board according to the Bylaws, and matters of employment and personnel issues are handled by her.

13. BOARD INFORMATION

A. Committee Minutes

- B. April 2018 Financial Results Summary
- C. May 2018 Sales Tax Summary
- D. April 2018 Operating Indicators
- E. First Quarter 2018 Service Planning Input Report
- F. Central City Line Design Update
- G. 2018 New Fare Phase 2 Communications

14. NEW BUSINESS
None.

15. BOARD MEMBERS' EXPRESSIONS

Ms. Bowers said she wanted to respond to the situation regarding the Union press conference and allegations against STA's Human Resources Director. It has been suggested that she did not have STA's best interest in mind when she did not inform the Board Chair about the press conference and its purpose. She added that although she was notified of the press conference earlier that day, she was only involved in the elections of officers that were taking place that day. It was in fact such a busy day that she was unable to check on her father in the hospital. She said she knows the decision to hold a press conference was not taken lightly and she supports the union leadership locally and internationally. Ms. Bowers attested to the fact that she has served STA faithfully for 25 years including leadership roles on the Employee Advisory Committee, Safety Committee, and a member of the STA Board representing Labor for 8 years. She has only missed two Board meetings in that time and always comes prepared. She added that her interactions with staff, Board members, and passengers, have always been with dignity and respect.

Mr. Freeman said he sent a response to Mr. Leighty that reflected the consensus of the Board. He reiterated that the Board has one employee, the CEO, who is responsible for the management of all other employees. He has confidence in the CEO to perform her job in an ethical and professional manner. He is confident an independent investigation will be fair and transparent. He added that if there are any facts and instances that ATU 1015 has to support its claim of improper actions by the STA employee they should send the documentation to him and he will forward it to the investigator.

Mr. Freeman said STA has zero tolerance for any and all examples of racism, harassment, and intimidating behavior in the workplace including the Labor representation. STA denounces the malicious language in the robocalls referenced in a report by the Spokesman-Review. He concluded by thanking participants for their civility and decorum.

16. EXECUTIVE SESSION

At 2:50 p.m., Ms. McAloon announced that the Board would adjourn for an Executive Session for the following purpose:

1. Discussing, planning or adopting the strategy or position to be taken by the STA Board of Directors during the course of ongoing collective bargaining.
2. To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge.
(RCW 42.30.110(f))

The STA Board of Directors will reconvene in open session at approximately 3:10 p.m. If it becomes necessary to extend the Executive Session, Legal Counsel or a member of staff will return to announce the time at which the STA Board will reconvene.

At 3:10 p.m. Ms. McAloon said the Board will reconvene at 3:15 p.m.
At 3:15 p.m. the Board of Directors reconvened.

Ms. Mumm moved that the Board reaffirm Spokane Transit's commitment to diversity and non-discrimination and the confidence they have in the independent investigation to be conducted by the Washington State Transit Insurance Pool (WSTIP), to fulfill this commitment by completing the full, fair, and transparent investigation into ATU 1015's complaints of alleged racism, alleged violations of Title VI, and alleged biased employment decisions by STA.

Ms. Haley seconded the motion.

Ms. Meyer said the investigation is not being conducted by WSTIP. That agency gave a recommendation of a consultant with whom they contract and she contracted with that company.

Ms. Mumm moved to amend her motion to remove "WSTIP" and replace it with "Mix Sanders Thompson, PLLC."

Ms. Haley seconded and the motion to amend passed unanimously.

Ms. Kinnear said she preferred to wait until the investigation is complete.

Ms. Haley said Board members were brought into this situation and also into a complaint that they do not listen. She supports the CEO and the investigation.

Mr. Kerns said he stands by STA's policies and believes that the investigation will help STA come to a reliable decision.

The motion passed unanimously.

17. ADJOURNED

With no further business to come before the Board, Chair Freeman adjourned the meeting at 3:22 p.m.
Respectfully submitted,

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

Cable 5 Broadcast Dates and Times of June 21, 2018 Board Meeting:

Saturday, June 23, 2018	4:00 p.m.
Monday, June 25, 2018	10:00 a.m.
Tuesday, June 26, 2018	8:00 p.m.

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

Planning & Development	July 11, 2018, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	July 11, 2018, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	July 18, 2018, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, July 26, 2018, 1:30 p.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.

****Note: Committee and Board meetings in July are one week later due to the July 4 holiday****

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 26, 2018

AGENDA ITEM 5.B.: MINUTES OF THE JULY 11, 2018 BOARD WORKSHOP -
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY:

Minutes of the July 11, 2018 Board workshop are attached for your information, corrections and/or approval.

RECOMMENDATION TO BOARD: Corrections and/or approval.

FINAL REVIEW FOR BOARD BY:

Division Head /

Chief Executive Officer EAW

Legal Counsel UM

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

BOARD OF DIRECTORS

Draft Minutes of the July 11, 2018, Board Workshop
Spokane Transit Boardroom
1230 West Boone Avenue, Spokane, Washington

MEMBERS PRESENT

Candace Mumm, City of Spokane, *Acting Chair*
Lori Kinnear, City of Spokane
Pamela Haley, City of Spokane Valley
Josh Kerns, Spokane County
Veronica Messing, Small Cities Representative
(Airway Heights) *Ex Officio*
Rhonda Bowers, Labor Representative

MEMBERS ABSENT

Kevin Freeman, Small Cities Representative
(Millwood) *Chair*
Al French, Spokane County
Sam Wood, City of Spokane Valley
Chris Grover, Small Cities Representative
(Cheney)
Shirley Maike, Small Cities Representative
(Medical Lake)
Mike Kennedy, Small Cities Representative
(Liberty Lake) *Ex Officio*

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

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1. CALL TO ORDER AND ROLL CALL
Acting Chair Mumm called the meeting to order at 11:40 a.m.
 2. Executive Session
The scheduled Executive Session was not held due to the lack of a quorum. It will be held at the July 26, 2018 Board meeting.
 3. 2019 Workshop Objective
Ms. Meyer said the objective of this workshop is to review the 2018 Strategic Plan, and received Board guidance for the development of the 2019 Strategic Plan and Budget. The draft Annual Strategic Plan and Budget will be brought to the Planning & Development Committee and the Board in September. Public and employee outreach will take place in October and there will be a public hearing on the budget at the October Board meeting. The Strategic Plan will be adopted at the October Board meeting and the Budget at the November Board meeting.
 4. 2018 Strategic Plan Review
New Service – On Target
 - Extend Medical Shuttle (Route 2)
 - Extend Night & Weekend Service to Indian Trail (Route 23)
 - Evaluate Options and Implement New Service to West Plains Transit Center
 - Improve Schedule Reliability (Routes 25, 90 and others)

Continue Progress in Implementing High Performance Transit (HPT) – On Target

- Central City Line Final Design
- Cheney Corridor/Design of Four Lakes Station
- Division Corridor Improvements
- Monroe-Regal Corridor Improvements
- Sprague Corridor Improvements

Core Infrastructure

- Boone Northwest Garage – on target
- Fare Collection System Update – minor adjustment
- West Plains Transit Center – on target

The fare system collection project has a minor adjustment due to the time taken to develop specifications that will allow the collection of different kinds of fares as technology advances. The project will be extended into 2019 with completion expected in 2020.

Increase Ridership

Mode	2018 Goal	2018 YTD	2018 Projected EOY
Fixed Route	1.5%	-1.2% (4.47M)	0% (10.3M)
Paratransit	1.5%	1.5% (206K)	1.5% (484K)
Vanpool	2.5%	-13.5% (69K)	-10% (161K)

The 2018 goal was met for paratransit; fixed route was just under and vanpool showed a steep decline.

Mr. Kerns arrived at 11:56 a.m.

Ms. Mumm asked if there has been a change in ridership due to the construction on North Monroe Street.

Mr. Otterstrom said the Monroe Street route was moved to Post Street at that time and usually there are more riders in spring than summer. However, when the construction on Sprague Avenue was completed, ridership declined at first and then increased.

Gas prices have continued to climb.

Ms. Meyer said the Vanpool program has been impacted by sustained low fuel prices. Groups join and leave vanpools on a regular basis and ridership is down. The new facility being built in Airway Heights called “Project Rose” could have an impact on the program.

Fares

Phase II of the Fare Change was implemented July 1, 2018.
An adult cash fare valid for two hours is now \$2, up from \$1.75.

5. 2019 Draft Annual Strategic Plan
Continue Progress in Implementing HPT:

Central City Line

- Execute Small Starts Grant Agreement (Goal)
- Begin Construction
- Select Vehicles

Cheney Line

- Four Lakes Station Construction

Division Corridor

- Phase II Improvements
- Division HPT Study

Monroe-Regal Line Implementation

Sprague Line Improvements

I-90/Valley Preliminary Design

New Service

- Monroe-Regal Line
- South Commuter Express
- Redesigned South Hill Bus Network
- Geiger Blvd to West Plains Transit Center

Ms. Mumm asked how often routes have to get off I-90 for stops.

Mr. Otterstrom said I-90 is a critical corridor that is getting more congested. It is essential buses spend as little time as possible off the freeway. Staff is working with the Washington State Department of Transportation to get locations for bus stops as close to the freeway as possible. He added that there are no High Occupancy Vehicle (HOV) lanes planned for the North-South freeway which is disappointing.

Ms. Mumm asked if "Project Rose" will impact STA's projects in Airway Heights.

Ms. Messing said there are many construction projects in that area in the next few years.

Mr. Kerns said he did not believe there would be any impact on transit since Mr. Otterstrom works with the County Engineering & Planning departments.

Ms. Mumm said she anticipated more housing development in the Francis Avenue area and there has been business growth at the Franklin Park Mall.

Ms. Messing asked what the closest stop to the new recreation center in Airway Heights is.

Mr. Otterstrom said it is the stop near the casino driveway. STA commented on the plans for the new recreation center since it is on the edge of the urban growth area. It would be hard to justify another stop since no other growth is expected there.

Ms. Mumm asked about the east/west transit lines.

Mr. Otterstrom said the Wellesley line is well used as is the Mission/Maxwell. There are challenges to the Wellesley area since the sidewalks do not comply with the Americans with Disabilities Act (ADA).

Ms. Mumm said the Director of the Library said the Shadle Library is popular with transit users because of the Wellesley line.

Ms. Mumm asked if there will be a North Commuter Express.

Mr. Otterstrom said Route #124 from Hastings Park & Ride serves in that capacity.

Core Infrastructure

- Complete Boone Northwest Garage
- Begin Implementation of Fare Collection System Update
- Update Facilities Master Plan

Other Projects

- Upriver Transit Center
- SFCC Transit Station
- Vehicle Electrification Analysis
- Mobility Management Analysis

Ridership 2019 Projected

Mode	2019 Goal	2018 Projected	2019 Projected
Fixed Route	2.0%	10.3M	10.5M
Paratransit	1.5%	484K	491K
Vanpool	1.0%	161K	163K

Ms. Mumm asked about the marketing strategy for the 2019 Vanpool program.

Mr. Watkins said the marketing has increased and a new vanpool has formed at Eastern State Hospital. There will be opportunities once Project Rose is completed in the West Plains.

Fares

No change in 2019.

6. 2019 Budget Guidance

Ms. Warren outlined the guidance for the 2019 Budget:

- Foster & Sustain Quality
- Maintain a State of Good Repair
- Expand Ridership
- Proactively Partner in the Community
- Advance & Adapt the System Growth Strategy
- Continue with a Sustainable Plan that avoids debt

Board members agreed with this guidance.

Revenue 2018

Ms. Warren said 44% of the budgeted sales tax revenue has been received as of May 2018

In June, the Board approved the sales tax assumptions – 3% trend beginning in 2014 with an annual adjustment to reflect economic conditions. In the past two years the annual adjustment has been \$500,000.

The most recent earnings rate for miscellaneous revenue is 1.25%. STA's interest income was \$550,000 in 2017 and \$651,000 in 2018 year-to-date. It will be projected at 1.6% for 2019.

The second 0.1% sale tax rate will be implemented in April 2019.

2019 Ridership assumptions – see table on page 4

Fares

No change.

Estimated Operating Grants for 2019

- Federal Operating Grants: \$8.3M Preventive Maintenance
- State Grants: \$1.4M Special Needs

Board members agreed with this guidance.

Operating Expenses

Fuel

Ms. Warren reported that STA's fuel budget is comprised of 89% ultra-low-sulfur diesel and 11% gasoline.

In 2017, STA paid \$1.98 for diesel and 2018 through April it is \$2.12.

Staff recommends utilizing the annual average from the Energy Information Administration (EIA) forecast plus ½ standard deviation as in the past.

Board members agreed with this guidance.

Compensation & Benefits

- ATU 1015 (Fixed Route Bus Operators, Vehicle & Facilities Maintenance, Customer Service & Clerical) – contract expires March 31, 2020 (396 employees)
- ATU 1598 (Fixed Route & Paratransit Supervisors) – contract proposed to expire January 31, 2021 (23 employees)
- AFSCME 3939 (Paratransit) – contract expired June 30, 2018 – in mediation (78 employees)
- Management & Administration (75 employees)

Medical/Dental

Medical premiums are expected to increase but the actual renewal information is not available until October. An estimate will be included in the draft budget.

There has been a shift from Premera to Kaiser that has saved STA approximately \$400,000.

Pension Rates

Washington State Pension rates (PERS):

- 12.7% increase effective July 1, 2017 – June 30, 2019.
- 13.05% increase effective July 1, 2019

2019 Strategic Plan/Budget Timeline

Date (2018)	Action
September 5	2019 Draft Strategic Plan and Budget presented to the Planning & Development Committee
September 20	2019 Draft Strategic Plan and Budget presented to STA Board
October	Citizen and Employee Outreach
October 3	2019 Proposed Budget-Operating & Capital presented to the Planning & Development Committee
October 18	Public Hearing for 2019 Proposed Budget-Operating & Capital
	Board adoption of the 2019 Strategic Plan
October 31	Recommendations of 2019 Final Proposed Budget-Operating & Capital presented to the Planning & Development Committee
November 15	Board adoption of the 2019 Final Proposed Budget-Operating & Capital

At the October Public Hearing there will be an automated presentation. Final budget adjustments will be made for the November Board meeting.

Ms. Warren added that staff from the Washington State Auditor’s office will be at the Performance Monitoring & External Relations Committee meeting at 1:30 p.m. today to give a report. She added that the audit was clean.

7. ADJOURN

With no further business to come before the Board at this workshop, Acting Chair Mumm adjourned the meeting at 12:41 p.m.

Respectfully submitted,

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 26, 2018

AGENDA ITEM **5.C.**:

JUNE 2018 VOUCHERS - MOTION

REFERRAL COMMITTEE:

N/A

SUBMITTED BY:

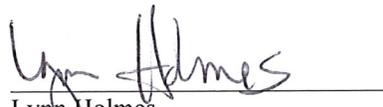
Lynda Warren, Director of Finance & Information Services
Lynn Holmes, Financial Services Manager
Tammy Johnston, Budget and Accounting Manager

SUMMARY: The following warrants and ACH transfers for the period of June 1 through 30, 2018 have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department for review.

<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers (June)	Nos. 598695 – 599258	\$ 4,283,011.40
Workers Comp Vouchers (June)	Nos. 221997 – 222184	\$ 118,624.01
Payroll 06/08/18	ACH – 06/08/18	\$ 1,750,764.65
Payroll 06/22/18	ACH – 06/22/18	\$ 1,175,094.79
WA State – DOR (Use Tax) (June)	ACH – W0640	\$ 8,332.20
JUNE TOTAL		\$ 7,335,827.05

Certified:


Tammy Johnston
Budget and Accounting Manager

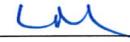

Lynn Holmes
Financial Services Manager

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


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

RECOMMENDATION TO BOARD: Approve claims as listed above.

FINAL REVIEW FOR BOARD BY:

Division Head  Chief Executive Officer  Legal Counsel 

Spokane Transit Authority
Vouchers - June 2018

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
05/18/18	598695	McAloon Law PLLC	VOID	-5,408.50
06/01/18	598885	Halme Construction Inc	2090	481,593.20
06/01/18	598886	Eric O'Leary	903	6,000.00
06/05/18	598887	Dario Re	2219	150.00
06/05/18	598888	US Bank	1678	7,031.44
06/08/18	598889	AFSCME	1328	403.11
06/08/18	598890	AFSCME	1328	144.00
06/08/18	598891	Amazon Capital Services Inc	2098	1,537.90
06/08/18	598892	Amalg Transit Union #1015	1055	17,681.65
06/08/18	598893	Amalg Transit Union #1598	1056	595.44
06/08/18	598894	Auto B Clean Inc	1077	2,960.67
06/08/18	598895	Appleway Chevrolet Inc	1068	406.37
06/08/18	598896	Avista Corporation	1081	42,086.77
06/08/18	598897	AxleTech International LLC	1892	1,110.00
06/08/18	598898	Battery Systems Inc	1089	670.60
06/08/18	598899	Robert J Berg	1099	119.68
06/08/18	598900	The Braun Corporation	1117	61.87
06/08/18	598901	Brown Bearing	1022	37.08
06/08/18	598902	Daniel H Brunner Trustee	1124	2,376.50
06/08/18	598903	Budinger & Associates Inc	2149	4,879.61
06/08/18	598904	California Department of Child Support Services	1130	118.61
06/08/18	598905	Camp Automotive Inc	1024	127.10
06/08/18	598906	Cardinal Infrastructure LLC	2059	12,000.00
06/08/18	598907	Pryor Learning Solutions	1138	149.00
06/08/18	598908	Carquest Auto Parts	1025	260.47
06/08/18	598909	CDW-Government	1132	3,991.11
06/08/18	598910	Consolidated Electrical Distributors Inc	1133	909.74
06/08/18	598911	QWEST Corporation	1148	132.09
06/08/18	598912	QWEST Corporation	1148	125.54
06/08/18	598913	Cerium Networks Inc	1149	609.28
06/08/18	598914	Cook Hammond & Kell Inc	1155	1,995.00
06/08/18	598915	City of Cheney - Utility	1158	305.84
06/08/18	598916	City of Spokane	1601	6,380.80
06/08/18	598917	Comcast Holdings Corporation	1170	337.87
06/08/18	598918	Compunet Inc	1166	22,768.52
06/08/18	598919	Consolidated Irrigation	1177	91.07
06/08/18	598920	Michael Hugh Maycumber	1179	2,393.60
06/08/18	598921	Creative Bus Sales Inc	1233	126.09
06/08/18	598922	Cummins Inc	1027	8,639.06
06/08/18	598923	Desautel Hege	1839	19,436.00
06/08/18	598924	DeVries Business Records Management Inc	1766	282.00
06/08/18	598925	Department of Social and Health Services	1210	3,285.31
06/08/18	598926	Employee Advisory Council	1236	504.50
06/08/18	598927	El Jay Oil Co Inc	1003	1,794.76
06/08/18	598928	Electric Smith Inc	2216	2,366.41
06/08/18	598929	Robert S Letson	2206	4,818.82
06/08/18	598930	Jeremy Fitch	1259	118.00
06/08/18	598931	Galls LLC	1271	763.70
06/08/18	598932	Gillig LLC	1279	28,939.01
06/08/18	598933	W.W. Grainger Inc	1285	1,123.85
06/08/18	598934	Greenburo	1290	977.57
06/08/18	598935	H & H Business Systems	1298	439.24
06/08/18	598936	H W Lochner Inc	1405	131,665.45
06/08/18	598937	HRA Veba Trust	1415	21,408.29
06/08/18	598938	Humanix Corp	1329	5,006.04
06/08/18	598939	Hunter Service Specialists Inc	2213	450.00
06/08/18	598940	Oil Price Information Service LLC	1346	131.65
06/08/18	598941	Kershaw's Inc	1374	194.21
06/08/18	598942	Life Ins Co of N America	1397	10,878.70
06/08/18	598943	Maintenance Solutions	1418	410.84
06/08/18	598944	McAloon Law PLLC	2178	5,408.50
06/08/18	598945	Modern Electric Water Co Inc	1439	2,172.80
06/08/18	598946	Mohawk Manufacturing & Supply Co	1011	1,435.86
06/08/18	598947	Motion Auto Supply Inc	1012	220.78
06/08/18	598948	Muncie Reclamation and Supply Co	1013	270.27

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
06/08/18	598949	MV Public Transportation Inc	1452	302,263.10
06/08/18	598950	Black Realty Management Inc	1658	6,527.46
06/08/18	598951	Genuine Parts Company	1014	1,132.09
06/08/18	598952	NAPA Auto Parts Inc	1014	5,122.56
06/08/18	598954	The Aftermarket Parts Company LLC	1015	2,508.77
06/08/18	598955	Office Depot Inc	1483	3,097.80
06/08/18	598956	Office Relief Inc	1991	4,517.70
06/08/18	598957	OpenSquare	2013	2,598.37
06/08/18	598958	Pacific Power Group LLC	1496	2,070.05
06/08/18	598959	Paratransit Inc	1501	96,685.21
06/08/18	598960	Spokane International Translation	1606	180.00
06/08/18	598961	Purchase Power	1513	1,073.37
06/08/18	598962	Power Machine Service Inc	1519	808.17
06/08/18	598963	Premera Blue Cross	1521	352,896.60
06/08/18	598964	Pressworks Inc	1522	3,583.87
06/08/18	598965	Professional Finishes	1526	5,711.92
06/08/18	598966	Rotary Club of Spokane	1549	385.00
06/08/18	598967	S T A - Well	1557	365.00
06/08/18	598968	Schetky Northwest Sales Inc	1570	772.04
06/08/18	598969	Securitas Security Svcs	1574	25,867.51
06/08/18	598970	Vanessa Bogensberger	1582	1,387.80
06/08/18	598971	Six Robbles Inc	1017	262.10
06/08/18	598972	Sportworks Northwest Inc	1617	173.63
06/08/18	598973	Standard Digital Print Co Inc	1623	1,159.11
06/08/18	598974	Staples Business Credit	1627	153.08
06/08/18	598975	State of Arizona	1770	30.86
06/08/18	598976	State of Arizona - Child Support Enforcement	1770	18.62
06/08/18	598977	Summit Law Group PLLC	1637	610.00
06/08/18	598978	Tennant Sales & Service Company	1647	117.18
06/08/18	598979	Thermo King Northwest	1650	206.20
06/08/18	598980	Trapeze Software Group	1669	4,525.00
06/08/18	598981	TRISTAR Risk Management	2124	12,972.50
06/08/18	598982	United Way of Spokane County	1684	210.60
06/08/18	598983	U S Healthworks Medical Group of Washington PS	1679	190.00
06/08/18	598984	USSC Acquisition Corp	1676	252.55
06/08/18	598985	Veritech Inc	2049	1,762.00
06/08/18	598986	Vic B Linden & Sons Sign Advertising Inc	1401	574.46
06/08/18	598987	US Bank National Association	1698	18,411.33
06/08/18	598988	American Federation of State County 2 WA Council	1705	1,677.61
06/08/18	598989	Washington State Department of Licensing-Tanks	1768	2,515.85
06/08/18	598990	Washington State	1710	37,570.06
06/08/18	598991	Waste Management Spokane	1702	339.80
06/08/18	598992	Wells Fargo Financial Leasing Inc	1735	913.95
06/08/18	598993	Whitley Fuel LLC	2016	31,090.04
06/08/18	598994	Steve A Williams	1749	118.00
06/08/18	598995	Washington State Transit Assoc	1715	100.00
06/08/18	598996	Washington State Transit Insurance Pool	1703	85.00
06/08/18	598997	Verizon	2142	8,615.32
06/13/18	598998	2120 Creative LLC	1819	95.00
06/13/18	598999	Inland Welding Supply Inc	1032	161.57
06/13/18	599000	Allied Safe & Vault Co Inc	1052	88.40
06/13/18	599001	Amazon Capital Services Inc	2098	766.04
06/13/18	599002	Argus Integrated Services LLC	1071	3,422.40
06/13/18	599003	Appleway Chevrolet Inc	1068	249.27
06/13/18	599004	Avista Corporation	1081	405.23
06/13/18	599005	Battery Systems Inc	1089	2,660.78
06/13/18	599006	Robyn Baugh	2179	3,743.00
06/13/18	599007	Joshua Belliaro	1095	150.00
06/13/18	599008	Bridgestone Americas Inc	1119	3,395.27
06/13/18	599009	Brown Bearing	1022	56.27
06/13/18	599010	Budinger & Associates Inc	2149	2,703.47
06/13/18	599011	Camp Automotive Inc	1024	358.32
06/13/18	599012	Carquest Auto Parts	1025	1,961.54
06/13/18	599013	Consolidated Electrical Distributors Inc	1133	91.77

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
06/13/18	599014	City of Medical Lake	1424	101.46
06/13/18	599015	City of Spokane	1601	7,241.67
06/13/18	599016	Kathleen M Collins	1163	4,871.29
06/13/18	599017	Comcast Holdings Corporation	1170	242.79
06/13/18	599018	Conseal Containers LLC	1176	347.08
06/13/18	599019	WA State Consolidated Technology Services	1712	121.94
06/13/18	599020	Corporate Translation Services Inc	2158	71.59
06/13/18	599021	Waterco of the Pacific North West Inc	2230	74.80
06/13/18	599022	Cummins Inc	1027	3,210.83
06/13/18	599023	Electrical Service Products Inc	1230	352.40
06/13/18	599024	Fastenal Company	1249	90.94
06/13/18	599025	Fire Control Sprinkler Systems Co Inc	1254	5,523.00
06/13/18	599026	Frankie V Ghee	2112	163.20
06/13/18	599027	Galls LLC	1271	785.28
06/13/18	599028	General Fire Extinguisher Service Inc	1274	494.82
06/13/18	599029	SPX Corpration	1268	255.81
06/13/18	599030	Diamond Auto Glass Inc	1308	594.70
06/13/18	599031	W.W. Grainger Inc	1285	1,405.86
06/13/18	599032	H & H Business Systems	1298	492.37
06/13/18	599033	Home Depot Credit Services	1318	1,362.43
06/13/18	599034	Horizon Distributors Inc	1321	2.65
06/13/18	599035	Johnson Controls Fire Protection LP	1584	509.18
06/13/18	599036	William Corp	1363	352.61
06/13/18	599037	Liberty Lake Sewer and Water District	1396	109.88
06/13/18	599038	Life Ins Co of N America	1397	3,480.98
06/13/18	599039	M & L Supply Co Inc	1413	87.20
06/13/18	599040	Car Wash Partners Inc	1436	25.60
06/13/18	599041	Matthew Mitchell	2221	150.00
06/13/18	599042	Black Realty Management Inc	1658	4,657.74
06/13/18	599043	Genuine Parts Company	1014	1,123.98
06/13/18	599044	Northern Energy - 1790	1064	6.36
06/13/18	599045	Lonnie Olson	903	32.64
06/13/18	599046	Lonnie Olson	903	75.62
06/13/18	599047	Pick Electric Inc	2095	4,442.50
06/13/18	599048	Multi Service Technology Solutions Inc	2146	406.88
06/13/18	599049	Safety Kleen Systems Inc	1564	12,843.64
06/13/18	599050	Securitas Security Svcs	1574	24,403.04
06/13/18	599051	The Sherwin-Williams Co	1580	276.69
06/13/18	599052	Six Robbles Inc	1017	102.92
06/13/18	599053	Spokane Public Facilities District	1941	6,972.00
06/13/18	599054	Spokane County Environmental Services	1603	424.55
06/13/18	599055	Spokane House of Hose Inc	1605	1,079.34
06/13/18	599056	Spokane Valley Power Tool	1615	59.31
06/13/18	599057	The Spokesman Review	1616	741.67
06/13/18	599058	Stripe Rite Inc	2212	581.24
06/13/18	599059	Verizon Wireless LLC	1686	7,268.64
06/13/18	599060	Washington State	1209	28,172.62
06/13/18	599061	Walter E Nelson Co	1721	507.37
06/13/18	599062	Wendle Motors Incorporated	1021	102.77
06/13/18	599063	Whitworth Water District No 2	1746	223.25
06/13/18	599064	Wilbur Ellis Company	1747	241.95
06/22/18	599065	CBS Reporting Inc	1035	113.00
06/22/18	599066	Moline Inc	1042	486.38
06/22/18	599067	AFSCME	1328	404.76
06/22/18	599068	AFSCME	1328	146.00
06/22/18	599069	AG Partners LLC	1051	3,313.82
06/22/18	599070	Amazon Capital Services Inc	2098	2,590.96
06/22/18	599071	Associated Industries of the Inland Northwest	1075	3,620.00
06/22/18	599072	Amalg Transit Union #1015	1055	17,511.26
06/22/18	599073	Amalg Transit Union #1598	1056	570.63
06/22/18	599074	Amalgamated Transit Union	1057	396.79
06/22/18	599075	Appleway Chevrolet Inc	1068	716.30
06/22/18	599076	Battery Systems Inc	1089	312.95
06/22/18	599077	Cleland Investments	2038	62.01
06/22/18	599078	Robert J Berg	1099	130.56
06/22/18	599079	Bridgestone Americas Inc	1119	82,349.53
06/22/18	599080	Brown Bearing	1022	38.79
06/22/18	599081	Daniel H Brunner Trustee	1124	2,376.50
06/22/18	599082	Budinger & Associates Inc	2149	2,832.66
06/22/18	599083	California Department of Child Support Services	1130	118.61

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
06/22/18	599084	Camp Automotive Inc	1024	1,414.35
06/22/18	599085	Carquest Auto Parts	1025	173.58
06/22/18	599086	Cascade Centers Inc	1142	1,630.20
06/22/18	599087	QWEST Corporation	1148	251.08
06/22/18	599088	City of Spokane	1601	76.90
06/22/18	599089	Comcast Holdings Corporation	1170	85.92
06/22/18	599090	Comcast Holdings Corporation	1170	106.17
06/22/18	599091	Compunet Inc	1166	965.60
06/22/18	599092	Conseal Containers LLC	1176	408.01
06/22/18	599093	Washington State Dept of Corrections	1708	305.48
06/22/18	599094	Cummins Inc	1027	28,372.94
06/22/18	599095	Dell Marketing LP	1204	67.55
06/22/18	599096	Department of Social and Health Services	1210	3,285.31
06/22/18	599097	Employee Advisory Council	1236	503.50
06/22/18	599098	Eaton Corporation	1221	4,662.93
06/22/18	599099	Electrical Service Products Inc	1230	730.03
06/22/18	599100	Federal Express Corporation	1808	51.62
06/22/18	599101	FedEx	1808	60.34
06/22/18	599102	Fleet-Net Corporation	1260	462.40
06/22/18	599103	Galls LLC	1271	7,354.89
06/22/18	599104	The General Store	1956	40.77
06/22/18	599105	Gibson's Nursery & Landscape Supply Inc	1278	157.76
06/22/18	599106	Gillig LLC	1279	13,429.17
06/22/18	599107	Diamond Auto Glass Inc	1308	223.91
06/22/18	599108	W.W. Grainger Inc	1285	3,901.30
06/22/18	599109	H & H Business Systems	1298	18.82
06/22/18	599110	H & H Business Systems	1298	4,120.88
06/22/18	599111	Home Depot Credit Services	1318	384.23
06/22/18	599112	Mike Howard	1323	159.00
06/22/18	599113	Humanix Corp	1329	3,564.56
06/22/18	599114	Kaiser Foundation Health Plan of Washington	1296	1,338.24
06/22/18	599115	Kaiser Foundation Health Plan of Washington	1296	24,436.62
06/22/18	599116	Kaiser Foundation Health Plan of Washington	1296	246,411.86
06/22/18	599117	Kaiser Foundation Health Plan of WA Options Inc	1295	1,875.16
06/22/18	599118	Kaiser Foundation Health Plan of WA Options Inc	1295	19,801.59
06/22/18	599119	Kershaw's Inc	1374	330.15
06/22/18	599120	Konecranes Inc	1367	1,137.90
06/22/18	599121	Jerry Lemke	1392	159.00
06/22/18	599122	Loomis Armored US LLC	1408	4,885.07
06/22/18	599123	LPM Supply Inc	1382	24.48
06/22/18	599124	Mohawk Manufacturing & Supply Co	1011	733.58
06/22/18	599125	Genuine Parts Company	1014	1,586.74
06/22/18	599126	NAPA Auto Parts Inc	1014	1,468.19
06/22/18	599127	The Aftermarket Parts Company LLC	1015	431.46
06/22/18	599128	Robert Niehenke	1465	77.00
06/22/18	599129	Norlift Inc	1470	355.78
06/22/18	599130	Tammy Lynne Glidewell	1282	1,296.00
06/22/18	599131	Northwest Vital Records Center Inc	1476	618.97
06/22/18	599132	Office Depot Inc	1483	146.73
06/22/18	599133	Office Depot Inc	1483	279.69
06/22/18	599134	Office Relief Inc	1991	1,784.20
06/22/18	599135	Sean Gummow	901	16.00
06/22/18	599136	Pacific Power Group LLC	1496	798.65
06/22/18	599137	Power Machine Service Inc	1519	14.62
06/22/18	599138	Pressworks Inc	1522	648.45
06/22/18	599139	Professional Finishes	1526	1,853.35
06/22/18	599140	Multi Service Technology Solutions Inc	2146	360.63
06/22/18	599141	Ram Plumbing Inc	1829	1,784.32
06/22/18	599142	S T A - Well	1557	362.00
06/22/18	599143	Safety Kleen Systems Inc	1564	871.24
06/22/18	599144	SBA Towers II LLC	1569	2,060.24
06/22/18	599145	Schetky Northwest Sales Inc	1570	230.43
06/22/18	599146	Senske Lawn & Tree Care Inc	2194	161.02
06/22/18	599147	The Sherwin-Williams Co	1580	172.43
06/22/18	599148	Vanessa Bogensberger	1582	4,026.17
06/22/18	599149	Six Robbles Inc	1017	54.14
06/22/18	599150	Spokane County Treasurer	1603	475.54
06/22/18	599151	Spokane County Treasurer	1603	1,442.30
06/22/18	599152	Spokane House of Hose Inc	1605	220.05
06/22/18	599153	Spokane Pump Inc	1609	1,537.45
06/22/18	599154	Staples Business Credit	1627	280.13

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
06/22/18	599155	State of Arizona	1770	308.33
06/22/18	599156	State of Arizona - Child Support Enforcement	1770	185.92
06/22/18	599157	Summit Law Group PLLC	1637	5,388.50
06/22/18	599158	Summit Rehabilitation Associates PLLC	1638	145.00
06/22/18	599159	Tennant Sales & Service Company	1647	1,027.18
06/22/18	599160	The Engraver Inc	1242	375.91
06/22/18	599161	Thermo King Northwest	1650	676.41
06/22/18	599162	Trans Machine Corporation	1019	636.00
06/22/18	599163	American Service Corp	1663	950.00
06/22/18	599164	United Way of Spokane County	1684	210.60
06/22/18	599165	American Federation of State County 2 WA Council	1705	1,702.66
06/22/18	599166	Walter E Nelson Co	1721	856.40
06/22/18	599167	Wells Fargo Financial Leasing Inc	1735	1,619.00
06/22/18	599168	Wendle Motors Incorporated	1021	185.91
06/22/18	599169	Western States Equipment	1740	59.67
06/22/18	599170	Whites Boots Inc	1744	355.09
06/22/18	599171	Whitley Fuel LLC	2016	34,250.51
06/22/18	599172	Wilbur Ellis Company	1747	439.93
06/22/18	599173	Verizon	2142	10,655.44
06/28/18	599174	Inland Welding Supply Inc	1032	884.87
06/28/18	599175	Amazon Capital Services Inc	2098	1,258.36
06/28/18	599176	American Public Transportation Association	1060	39,250.00
06/28/18	599177	Argus Integrated Services LLC	1071	26,472.35
06/28/18	599178	Aronson Security Group	1070	560.17
06/28/18	599179	Associated Credit Service Inc	1882	1,744.97
06/28/18	599180	Appleway Chevrolet Inc	1068	2,392.57
06/28/18	599181	Avista Corporation	1081	691.41
06/28/18	599182	Battery Systems Inc	1089	4,012.42
06/28/18	599183	Robert J Berg	1099	130.56
06/28/18	599184	Blanchard Auto Electric Co	1109	691.98
06/28/18	599185	The Braun Corporation	1117	277.36
06/28/18	599186	Bridgestone Americas Inc	1119	112,609.93
06/28/18	599187	Brown Bearing	1022	475.93
06/28/18	599188	Camp Automotive Inc	1024	1,331.90
06/28/18	599189	Carquest Auto Parts	1025	294.84
06/28/18	599190	CDW-Government	1132	1,905.40
06/28/18	599191	QWEST Corporation	1148	215.76
06/28/18	599192	CH2M Hill Inc	1131	544,437.24
06/28/18	599193	City of Spokane	1601	106.36
06/28/18	599194	Coffman Engineers Inc	1162	40,847.87
06/28/18	599195	Comcast Holdings Corporation	1170	95.92
06/28/18	599196	Comcast Holdings Corporation	1170	123.39
06/28/18	599197	Comcast Holdings Corporation	1170	337.87
06/28/18	599198	Compunet Inc	1166	12,612.48
06/28/18	599199	Consolidated Irrigation	1177	100.73
06/28/18	599200	Cummins Inc	1027	12,225.68
06/28/18	599201	Delta Dental of Washington	1726	53,915.35
06/28/18	599202	Desautel Hege	1839	9,495.91
06/28/18	599203	El Jay Oil Co Inc	1003	1,213.56
06/28/18	599204	Fastenal Company	1249	2,413.69
06/28/18	599205	Galls LLC	1271	4,355.30
06/28/18	599206	Garco Construction Inc	2173	552,511.74
06/28/18	599207	The General Store	1956	45.21
06/28/18	599208	Gillig LLC	1279	9,405.17
06/28/18	599209	W.W. Grainger Inc	1285	5,365.23
06/28/18	599210	H & H Business Systems	1298	883.10
06/28/18	599211	Eric Hamann	1307	35.00
06/28/18	599212	Hogan Mfg Inc	1008	111.42
06/28/18	599213	Cramblit Inc	1322	284.24
06/28/18	599214	IdentiSys Inc	2159	332.30
06/28/18	599215	JOPATAM LLC	2232	57,855.00
06/28/18	599216	Kershaw's Inc	1374	288.72
06/28/18	599217	Les Schwab Tire Centers of Washington Inc	1393	790.19
06/28/18	599218	Liebert Corp	1900	451.79
06/28/18	599219	LogMeIn Inc	1406	2,175.99
06/28/18	599220	Michael Boodel	1804	670.00
06/28/18	599221	Mohawk Manufacturing & Supply Co	1011	2,965.72
06/28/18	599222	Motion Auto Supply Inc	1012	133.18
06/28/18	599223	Black Realty Management Inc	1658	13,687.82
06/28/18	599224	Genuine Parts Company	1014	1,733.67
06/28/18	599225	NAPA Auto Parts Inc	1014	4,068.00

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
06/28/18	599226	The Aftermarket Parts Company LLC	1015	7,492.38
06/28/18	599227	Norlift Inc	1470	1,331.71
06/28/18	599228	Occupational Medicine Associates PS	1482	2,631.00
06/28/18	599229	Office Depot Inc	1483	712.65
06/28/18	599230	Paratransit Inc	1501	56,658.19
06/28/18	599231	Power Machine Service Inc	1519	793.54
06/28/18	599232	Pressworks Inc	1522	686.53
06/28/18	599233	Professional Finishes	1526	4,041.77
06/28/18	599234	Provantage LLC	1527	856.00
06/28/18	599235	Pure Filtration Products Inc	1531	205.31
06/28/18	599236	Multi Service Technology Solutions Inc	2146	326.03
06/28/18	599237	Safety Kleen Systems Inc	1564	1,316.45
06/28/18	599238	Schetky Northwest Sales Inc	1570	316.84
06/28/18	599239	Schindler Elevator Corporation	1930	193.52
06/28/18	599240	Securitas Security Svcs	1574	14,475.59
06/28/18	599241	The Sherwin-Williams Co	1580	6,098.87
06/28/18	599242	Vanessa Bogensberger	1582	1,341.11
06/28/18	599243	Six Robblees Inc	1017	979.31
06/28/18	599244	Spokane House of Hose Inc	1605	265.33
06/28/18	599245	Spokane Pump Inc	1609	72.05
06/28/18	599246	STA Operations	1556	301.30
06/28/18	599247	Standard Digital Print Co Inc	1623	244.80
06/28/18	599248	Staples Business Credit	1627	2,523.29
06/28/18	599249	Symetra Life Insurance Company	1562	3,705.58
06/28/18	599250	Tennant Sales & Service Company	1647	1,962.97
06/28/18	599251	US Bank	1678	13,155.95
06/28/18	599252	Voith Turbo Inc	1697	711.88
06/28/18	599253	Washington State	1704	1,759.35
06/28/18	599254	Waste Management Recycle America	1702	151.07
06/28/18	599255	WCP Solutions	1737	119.68
06/28/18	599256	Wendle Motors Incorporated	1021	1,453.01
06/28/18	599257	Westmatic Corporation	1742	80,639.42
06/28/18	599258	Wilbur Ellis Company	1747	389.17
TOTAL JUNE ACCOUNTS PAYABLE				4,283,011.40
6/1/18 - 6/30/18	221997-222184	WORKER'S COMPENSATION WARRANTS	VARIES	118,624.01
TOTAL JUNE WORKER'S COMPENSATION DISBURSEMENTS				118,624.01
6/8/18	724861-724896	PAYROLL AND TAXES PR 12,18	VARIES	1,750,764.65
6/22/18	724897-724934	PAYROLL AND TAXES PR 13,18	VARIES	1,175,094.79
TOTAL JUNE PAYROLL AND TAXES				2,925,859.44
6/25/18	ACH	WA STATE - DOR (USE TAX)	1767	8,332.20
TOTAL JUNE EXCISE TAX DISBURSEMENT				8,332.20
TOTAL JUNE DISBURSEMENTS FROM TO1 ACCOUNTS				7,335,827.05
TOTAL JUNE DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL JUNE DISBURSEMENTS TO1 & TO5 ACCOUNTS				7,335,827.05

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 26, 2018

AGENDA ITEM 5.D.

ADOPT 2018 TRANSIT DEVELOPMENT PLAN

REFERRAL COMMITTEE:

Planning & Development (*French*)

SUBMITTED BY:

Karl Otterstrom, Director of Planning & Development

SUMMARY:

Each year, Spokane Transit is required by state law to develop a Transit Development Plan (TDP) for a six-year planning horizon and submit it to the Washington State Department of Transportation (WSDOT). The TDP is one of a series of planning documents that is built upon the goals, principles and policies contained within *Connect Spokane: A Comprehensive Plan for Public Transportation*.

Major elements of the TDP include:

- Mid-Range Planning Guidance (adopted by the Board on April 19, 2018)
- Major Activities
- 2019-2021 Service Improvement Plan
- 2019-2024 Capital Improvement Program
- Section 5307 Urbanized Area Formula Funding Program
- Section 5310 Mobility for Seniors and Persons with Disabilities Funding Program
- Section 5339 Bus and Bus Facilities Funding Program
- 2019-2024 Operating and Financial Projections

The Planning and Development Committee has been engaged in developing the various elements of the draft plan since March of 2018. The Board of Directors held a public hearing on the draft TDP on June 21, 2018. One resident spoke on route development and funding assumptions.

Updates to the Final Draft 2018 TDP

An updated draft of the 2018 TDP is available at <https://www.spokanetransit.com/projects-plans/transit-development-plan>. The Capital Improvement Program (CIP) and Financial Projections have been revised as follows:

- Reflect a change in strategy for the Paratransit replacement plan which includes purchasing replacement vehicles for both in-house and contractor operations, applying a slightly smaller van at a significant savings on a per-vehicle basis. For the six-year period covered in the CIP this represents an approximate \$1.2 million increase in costs (less than 1% increase over the earlier draft CIP), with the increase representing the change in timing and the inclusion of contractor-operated vehicles which had not been addressed in the earlier CIP.

A draft resolution to adopt the TDP is attached to this cover sheet.

RECOMMENDATION TO COMMITTEE: Move to recommend the STA Board of Directors adopt, by resolution, the 2018 Transit Development Plan. Propose forwarding to the Board agenda.

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

RECOMMENDATION TO BOARD: Adopt, by resolution, the 2018 Transit Development Plan.

FINAL REVIEW FOR BOARD BY:

Division Head ko

Chief Executive Officer gsm

Legal Counsel cm

RESOLUTION NO. 763-18

A RESOLUTION FOR THE PURPOSE OF ADOPTING THE 2018 TRANSIT DEVELOPMENT PLAN; AND OTHER MATTERS PROPERLY RELATING THERETO.

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, it is to the benefit of STA to define the general direction for the delivery of public transportation service in the future, assign a general timeline for future improvements to the public transportation system, and assign general cost and revenue requirements for future improvements to the public transportation system; and,

WHEREAS, RCW 35.58.2795 requires all transit agencies prepare a six-year transit development plan for that calendar year and the ensuing five years; and,

WHEREAS, STA has prepared the 2018 Transit Development Plan, which includes the previously approved 2018 Annual Strategic Plan, the 2019-2024 Capital Improvement Program, Federal Transit Section 5307, 5310 and 5339 anticipated programs of expenditure, Service Implementation Plan 2019 - 2021, and other sections and information included in the Plan for the aforementioned purposes; and,

WHEREAS, STA sought input from other transportation agencies, including private transportation operators pursuant to requirements related to Federal Transit Section 5307 funding; and,

WHEREAS, the STA Board of Directors conducted a duly noticed public hearing on June 21, 2018; and,

WHEREAS, a Washington State Environment Policy Act (SEPA) Checklist was completed for the proposed amendments and a determination of Non-Significance (DNS) was issued on June 13, 2018; and,

WHEREAS, the 2018 Transit Development Plan, is consistent with the policies of *Connect Spokane*, STA's comprehensive plan for public transportation; and,

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

- Section 1. The STA Board of Directors hereby adopts the 2018 Transit Development Plan.
- Section 2. The STA Board of Directors hereby authorizes the Chief Executive Officer to administer the 2018 Transit Development Plan.
- Section 3. This resolution shall take effect and be in force immediately upon passage.

ADOPTED by STA at a meeting thereof held on the 26th day of July 2018.

ATTEST:

SPOKANE TRANSIT AUTHORITY

Jan Watson
Clerk of the Authority

Kevin Freeman
STA Board Chair

Approved as to form:

Laura McAloon
Legal Counsel

**SPOKANE TRANSIT AUTHORITY
BOARD MEETING OF**

July 26, 2018

AGENDA ITEM **5.E.**

APPROVE INTERLOCAL AGREEMENT GCB 2979 BETWEEN SPOKANE TRANSIT AND THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION

REFERRAL COMMITTEE: Board Operations (*Freeman*)

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development

SUMMARY:

The existing curb radius at the southwest corner of SR-291/Francis Avenue and Alberta Street is not adequately sized to allow a 40' transit bus to make the turn without impacting the westbound turn lane on northbound Alberta Street or impacting the curb at the southwest corner. Spokane Transit worked on potential solutions to the intersection geometry with City of Spokane and WSDOT to include restriping lanes and modifying the curb radius. Due to existing signal infrastructure it was determined that lane striping was not feasible but curb modifications were provided there was funding for such a project.

The Washington State Department of Transportation (WSDOT) announced funding was available for road and pedestrian safety projects on state corridors in 2018. SR 291/Francis Avenue is a state highway so Spokane Transit reached out to WSDOT about potential intersection improvements. WSDOT agreed to share in the cost of the proposed intersection improvements.

Interlocal Agreement GCB 2979 allows WSDOT to provide \$225,000.00 towards the project. Spokane Transit, as identified in the 2019 – 2023 Capital Budget, would contribute up to \$175,000 for the remaining cost of the project. The total cost of the project shall not exceed \$400,000.00.

A secondary agreement between City of Spokane and STA for the design and construction of the work by the City of Spokane, using funds from the project budget described above and with the funding support from WSDOT, will be brought before the board later this fall.

RECOMMENDATION TO COMMITTEE: Recommend the Board authorize the Chief Executive Officer to execute Interlocal Agreement GCB 2979 and forward to the Board consent agenda.

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

RECOMMENDATION TO BOARD: Authorize the Chief Executive Officer to execute Interlocal Agreement GCB 2979.

FINAL REVIEW FOR BOARD BY:

Division Head *KCO*

Chief Executive Officer *JSM*

Legal Counsel *CM*

GCB 2979 INTERLOCAL AGREEMENT

This Interlocal Agreement (Agreement) is made and entered into this ____ day of July, 2018 by and between the Spokane Transit Authority, a political subdivision of the State of Washington, hereinafter referred to as “Local Agency”, and the Washington State Department of Transportation, hereinafter referred to as “WSDOT”; hereinafter to be referred to individually as the “Party” and collectively as the “Parties”.

Recitals

- A. The Local Agency desires to increase the turning radius at the intersection of SR 291 and Alberta Street, hereinafter referred to as the “Project”, as shown in SR-291/Francis and Alberta Intersection Improvement Project (“Exhibit A”), to eliminate transit buses having to split lanes on SR 291 and cross over into the northbound turn lane on Alberta Street to complete its southbound turn onto Alberta Street.
- B. The Local Agency is willing and able to complete the Project.
- C. WSDOT recognizes the completion of the Project will improve motorist and pedestrian safety at the location of the Project.
- D. WSDOT desires to further improve the safety of motorists and pedestrians at the location of the Project.

Now, therefore, pursuant to the provisions of RCW Chapter 39.34, the Interlocal Cooperation Act, the above recitals and Exhibit A that are incorporated herein as if fully set forth below, in consideration of the terms, conditions, covenants and performances contained in or attached hereto, and by this reference made a part of this Agreement:

It Is Mutually Agreed as Follows:

- 1. WSDOT Funding Commitments and Payment
 - 1.1. Both Parties benefit by this Project and WSDOT has agreed to participate with a one-time, lump sum contribution, paid to the Local Agency following the execution of this Agreement upon receipt of an invoice generated by the Local Agency and sent to WSDOT for their contribution in the amount of Two Hundred Twenty-Five Thousand and No/100s Dollars (\$225,000.00).
 - 1.2. The Local Agency agrees to pay all costs in excess of \$225,000.00 necessary to complete the Project.
 - 1.3. WSDOT will require the Local Agency to submit a summary report upon the completion of the Project detailing what was delivered.

2. Term

- 2.1. Unless otherwise provided herein, the term of this Agreement shall commence as of the date this Agreement is fully executed and shall continue until the Project is completed and all Local Agency obligations for payment have been met, unless otherwise terminated pursuant to Section 6.

3. Legal Relations

- 3.1. It is understood that this Agreement is solely for the benefit of the Parties hereto and gives no right to any other party. No joint venture, agent-principal relationship or partnership is formed as a result of this Agreement. No employees or agents of one Party or any of its contractors or subcontractors shall be deemed, or represent themselves to be, employees or agents of the other Party.

4. Applicable Laws, Venues

- 4.1. In the event that either Party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this Agreement, the Parties agree that any such action or proceedings shall be brought in Thurston County Superior Court in the State of Washington. Further, the Parties agree that each will be solely responsible for payment of its own attorneys' fees, witness fees, and costs. The Local Agency agrees that it shall accept personal service of process by Certified U.S. Mail or overnight mail delivery directed to the Local Agency.

5. Amendments

- 5.1. This Agreement may be amended or modified only by the mutual agreement of the Parties. Such amendments or modifications shall not be binding unless they are in writing and signed by persons authorized to bind each of the Parties.

6. Termination

- 6.1. Neither WSDOT nor the Local Agency may terminate this Agreement without the written concurrence of the other Party.
- 6.2. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.

7. Disputes Resolution

- 7.1. The Parties agree that any and all disputes, claims and controversies arising out of or relating to this Agreement shall be submitted to a mediator selected by both Parties for mediation pursuant to Section 7.2 below.

7.2. Mediation.

Either Party may commence mediation by providing the other Party with a written request for mediation, setting forth the matter in dispute and the relief requested. The Parties agree to cooperate with one another in the selecting of a mediation service and scheduling of the mediation proceedings. The Parties agree to participate in the mediation in good faith. If the Parties do not agree on a mediation service to conduct the mediation, the mediation shall be conducted in accordance with the Construction Industry Mediation Rules of the American Arbitration Association. All offers, promises, conduct and statements, whether written or oral, made in the course of mediation are confidential, privileged and/or inadmissible for any purpose in any litigation or arbitration of the dispute; provided, that evidence that is otherwise admissible or discoverable shall not be rendered inadmissible or non-discoverable as a result of its use in mediation.

8. Indemnification and Hold Harmless

8.1. The Local Agency agrees to defend, indemnify, and hold harmless WSDOT, including its officers, employees, and agents, from any and all claims, demands, losses, and/or liabilities to or by third parties arising from, resulting from, or connected with, acts or omissions performed or to be performed under this Agreement by the Local Agency, its agents, employees, contractors, subcontractors, consultants, and suppliers of any tier, including acts or omissions of Local Agency's invitees and licensees, to the fullest extent permitted by law and subject to the limitations provided below.

8.1.1. The Local Agency's duty to defend and indemnify WSDOT, including its officers, employees, and agents, shall not apply to liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of WSDOT, including its officers, employees, and agents. The Local Agency's duty to defend and indemnify WSDOT, including its officers, employees, and agents, for liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the concurrent negligence of (a) WSDOT, including its officers, employees, and agents, and (b) the Local Agency, its employees, contractors, subcontractors, and suppliers of any tier, and invitees and licensees, shall apply only to the extent of negligence of the Local Agency, its agents, employees, contractors, subcontractors, and suppliers of any tier, invitees and licensees.

8.1.2. The Local Agency specifically and expressly and by mutual agreement waives any immunity that it may be granted under the Washington State Industrial Insurance Act, Title 51 RCW. Further, the indemnification obligation under this Agreement shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable to or for any third party under workers' compensation acts, disability benefits acts, or other employee benefits acts; provided, the Local Agency's waiver of immunity by the provisions of this section extends only to claims against the Local Agency by WSDOT, and does not include, or extend to, any claims by the Local Agency's employees directly against the Local Agency.

8.2. WSDOT agrees to defend, indemnify, and hold harmless the Local Agency, including its officers, employees, and agents, from any and all claims, demands, losses, and/or liabilities to or by third parties arising from, resulting from, or connected with, acts or omissions performed or to be performed under this Agreement by WSDOT, its agents, employees, contractors, subcontractors, consultants, and suppliers of any tier, including acts or omissions of WSDOT's invitees and licensees, to the fullest extent permitted by law and subject to the limitations provided below.

8.2.1. WSDOT's duty to defend and indemnify the Local Agency, including its officers, employees, and agents, shall not apply to liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Local Agency, including its officers, employees, and agents. WSDOT's duty to defend and indemnify the Local Agency, including its officers, employees, and agents, for liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the concurrent negligence of (a) the Local Agency, including its officers, employees, and agents, and (b) WSDOT, its employees, contractors, subcontractors, and suppliers of any tier, and invitees and licensees, shall apply only to the extent of negligence of WSDOT, its agents, employees, contractors, subcontractors, and suppliers of any tier, invitees and licensees.

8.2.2. WSDOT specifically and expressly and by mutual agreement waives any immunity that it may be granted under the Washington State Industrial Insurance Act, Title 51 RCW. Further, the indemnification obligation under this Agreement shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable to or for any third party under workers' compensation acts, disability benefits acts, or other employee benefits acts; provided, WSDOT's waiver of immunity by the provisions of this section extends only to claims against WSDOT by the Local Agency, and does not include, or extend to, any claims by WSDOT's employees directly against WSDOT.

8.3. This indemnification and waiver shall survive the termination of this Agreement.

[signatures on the following page]

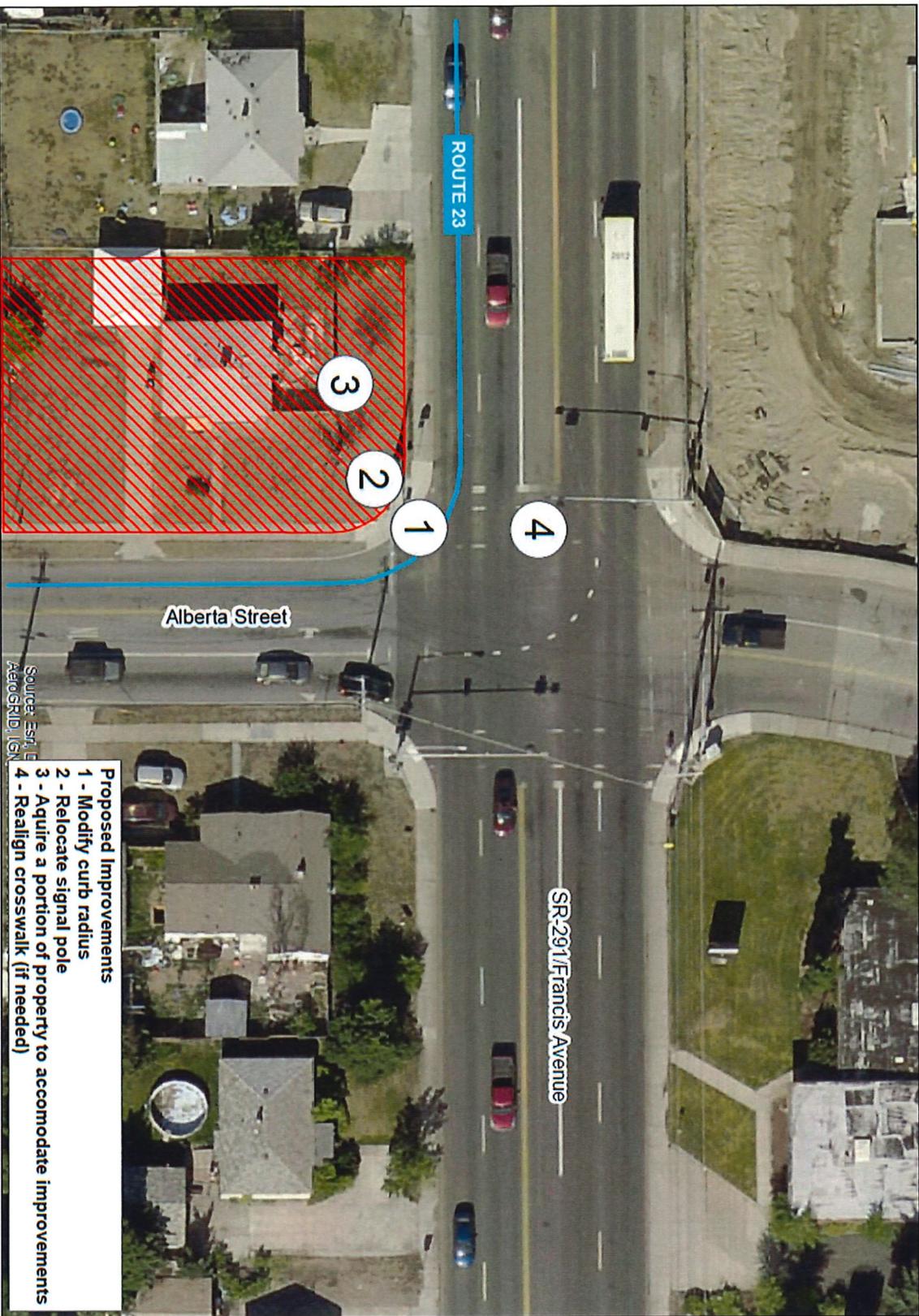
9. Signatures

In Witness Whereof, the Parties hereto have executed this Agreement as of the Party's date signed last below.

Spokane Transit Authority	Washington State Department of Transportation
By:	By:
Printed: E. Susan Meyer	Printed: Mike Gribner, P.E.
Title: Chief Executive Officer	Title: Regional Administrator
Date:	Date:
Attest	Approved as to Form
By:	By:
Printed: Jan Watson	Printed: L. Scott Lockwood
Title: Clerk of the Authority	Title: Assistant Attorney General
Date:	Date:

Exhibit A

SR-291/Francis and Alberta Intersection Improvement Project



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 26, 2018

AGENDA ITEM 8.A.

BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE:

Board Operations (*Freeman*)

SUBMITTED BY:

Kevin Freeman, Committee & Board Chair

SUMMARY:

A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head /

Chief Executive Officer EFM

Legal Counsel CM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 26, 2018

AGENDA ITEM 9.A.

PLANNING & DEVELOPMENT COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE:

Planning & Development (*French*)

SUBMITTED BY:

Al French, Committee Chair

SUMMARY:

A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head /

Chief Executive Officer EOM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 26, 2018

AGENDA ITEM 10.A.

**PERFORMANCE MONITORING & EXTERNAL RELATIONS
COMMITTEE CHAIR'S REPORT**

REFERRAL COMMITTEE:

Performance Monitoring & External Relations (*Haley*)

SUBMITTED BY:

Pam Haley, Committee Chair

SUMMARY:

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

- i. 2017 State Audit Exit Conference
- ii. September 2019 Service Revisions: Preliminary Proposal (*Karl Otterstrom*)
- iii. Supplementary Low Income Pass Subsidy Program (*Emily Arneson*)

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head /

Chief Executive Officer *PSM*

Legal Counsel *CM*

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 26, 2018

AGENDA ITEM 10.A.i: 2017 STATE AUDIT EXIT CONFERENCE

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

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

SUMMARY:

Ms. Haley will present the results of the 2017 Audit.

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head /

Chief Executive Officer ESW

Legal Counsel CW

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 26, 2018

AGENDA ITEM 10.A.ii SEPTEMBER 2019 SERVICE REVISIONS: PRELIMINARY PROPOSAL

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

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development

SUMMARY: As discussed at the May 2, 2018, Performance Monitoring and External Relations (PMER) Committee Meeting, the September 2019 Service Revisions will primarily focus on changes to the south Spokane network in conjunction with the implementation of the following improvements as part of *STA Moving Forward*:

- Monroe-Regal High Performance Transit (HPT) Line
- the relocated and expanded Upriver Transit Center at Spokane Community College
- the new Moran Station Park & Ride
- the new South Commuter Express

These programmed improvements, along with a new transit station at Spokane Fall Community College (SFCC), provide the opportunity to consider the south Spokane bus network comprehensively and review other opportunities for improvements. In addition to a presentation to the PMER Committee in May 2018, staff have discussed the opportunities for improvements with the STA Citizen Advisory Committee, the Spokane Pedestrian, Transportation & Traffic Committee, and various south Spokane neighborhood councils in May and June.

Following these stakeholder discussions, staff has prepared the Preliminary Proposal report that details three alternatives for changes to the south Spokane network in addition to other service changes proposed to take place on September 15, 2019, to include:

- Modifying Route 20 to serve the new transit station at SFCC, and in one alternative, use the Riverside Ave pattern for all trips, discontinuing the route's Clark Ave pattern through the Peaceful Valley neighborhood in favor of a local shuttle.
- Modifying the Route 33 Wellesley Routing to operate on N. Alberta Street instead of N. Driscoll Blvd. between W. Glass Avenue and Wellesley Avenue to reduce out-of-direction travel, providing faster trips to popular destinations.
- Moving up the start of new service between the West Plains Transit Center and the airport programmed for 2020 in *STA Moving Forward* to 2019 in order to serve a proposed distribution center expected to have over 2200 employees that is scheduled to be opened on Geiger Blvd in 2019.

The complete Preliminary Proposal report detailing the three south Spokane network alternatives as well as more information about the above listed proposals is available at the link on page 3.

The timeline for receiving further public input, refining, approving, and implementing the service changes provided on the following page.

Inventory Opportunities	
May-June 2018	Conditions & Opportunities Discussions with Neighborhoods
Preliminary Proposal & Outreach	
July 2018	Publish Preliminary Proposal
October 2018	Online Survey
	Stakeholder Outreach
Draft Recommendation	
January 2019	Publish Draft Recommendation
February 2019	Public Hearing
Final Recommendation	
March 2019	Final Recommendation Published
	STA Board Action
Implementation	
September 2019	Service Change

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head ko Chief Executive Officer ESM Legal Counsel CM

September 2019 Service Revisions

Page 3

https://www.spokanetransit.com/files/content/Sept_2019_Prelim_Proposal_Report.pdf

Item 10.A.ii **SEPTEMBER 2019 SERVICE REVISIONS:
PRELIMINARY PROPOSAL**

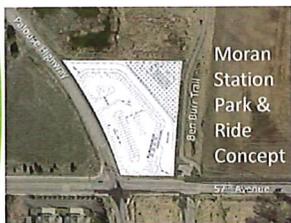
Purpose: Information.

Requirement: The board-adopted *STA Moving Forward* plan calls for additional routes and service throughout the STA service area, including investments in 2019.



Background: 2019 STA Moving Forward Improvements

- 2019 changes will mainly focus on south Spokane in conjunction with *STA Moving Forward* improvements:
 - Monroe-Regal HPT Line
 - Moran Station Park & Ride
 - New South Express Commuter
 - Upriver Transit Center at Spokane Community College



STA Moving Forward 2019 Improvements



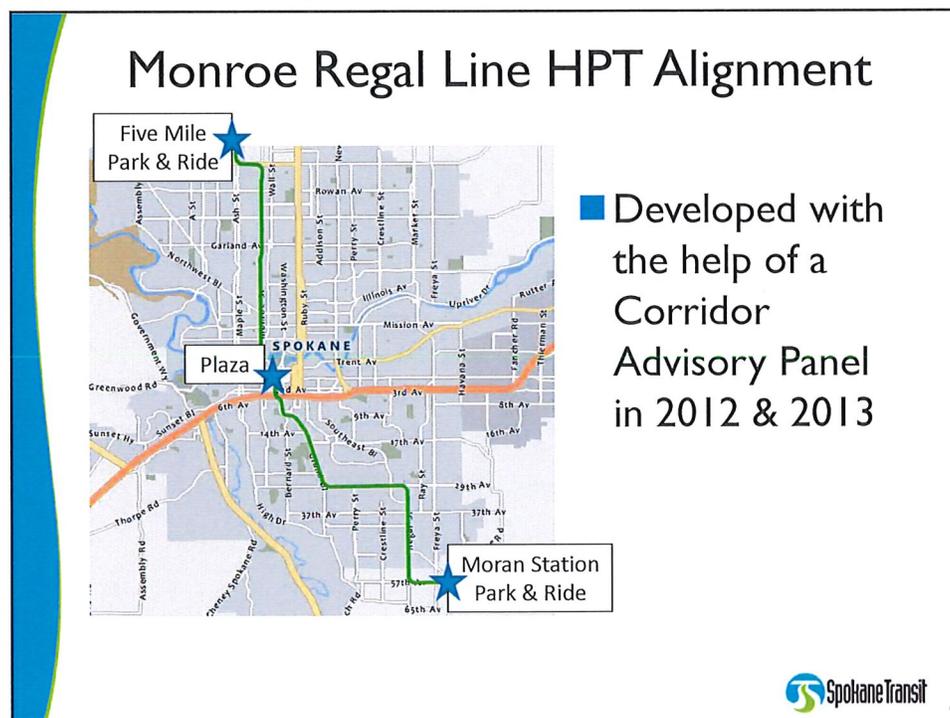
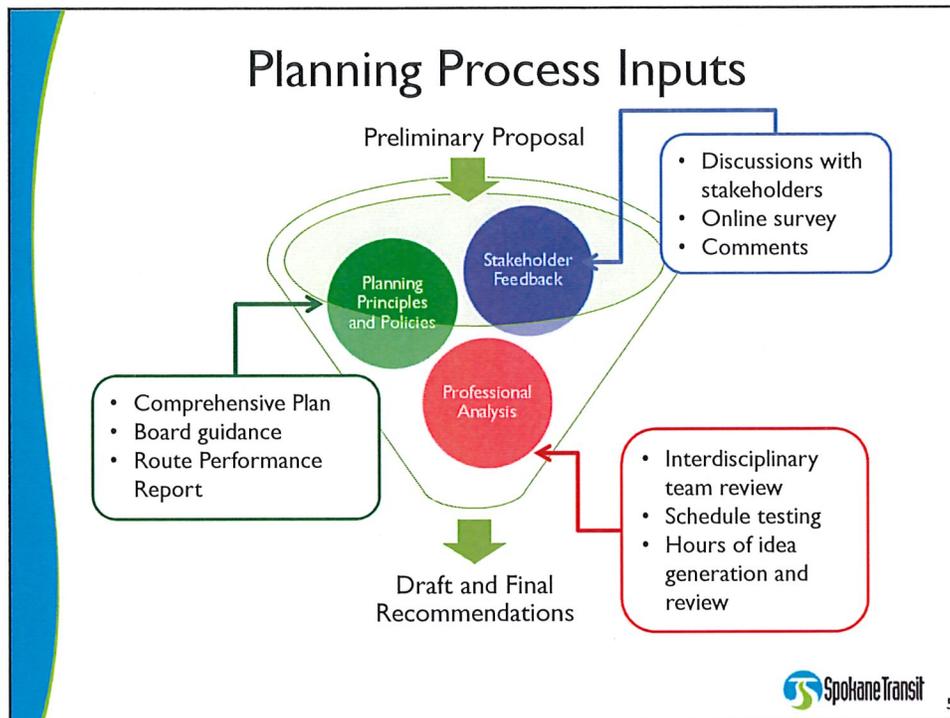
Other 2019 Revisions

- New transit station at Spokane Falls Community College will present opportunities for revisions to intersecting service
- Accelerate *STA Moving Forward* improvement programmed for 2021 in order to serve new distribution center on Geiger Boulevard



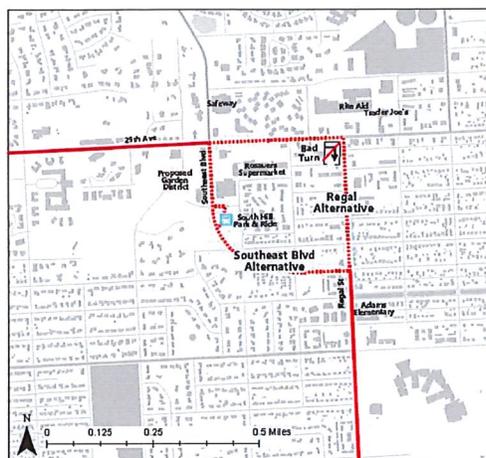
Preliminary Proposal

- Includes 3 alternatives for how the south Spokane network could be altered to implement the *STA Moving Forward* improvements and reflect changing ridership and operating conditions:
 - Demographics & job density
 - Performance of existing routes
 - Operating constraints- turns
- Public input and additional analysis will be used to develop a draft recommendation later in the planning process



Monroe Regal Line HPT Alignment

- Assumes a turn that cannot be made with a bus today
- Budget available to improve the intersection
- Requires Right-of-Way (ROW) Acquisition
- Potential routing alternative identified



7

Monroe Regal HPT Lincoln Heights Alignment Considerations

Option	Requirement to Implement	Advantages	Disadvantages
29th & Regal	<ul style="list-style-type: none"> •Partial reconstruction of intersection •Relocation of signal cabinet 	<ul style="list-style-type: none"> •Direct service to Lincoln Heights Shopping Center •Aligns with neighborhood plan •Retains 15-minute service on 29th Ave in the Lincoln Heights commercial center 	<ul style="list-style-type: none"> •Reduces utility of South Hill P&R for commuters •30-60 seconds slower than SE Blvd routing •Requires Right of Way
SE Blvd	<ul style="list-style-type: none"> •Improved pedestrian crossing on SE Blvd for southbound passenger access 	<ul style="list-style-type: none"> •Direct service to South Hill Park & Ride •Supports access/connection with proposed Garden District •30-60 seconds faster •Not dependent on Right-of-Way acquisition 	<ul style="list-style-type: none"> •Conflicts with Lincoln Heights Neighborhood Plan for HPT at 29th/Regal •532 fewer jobs are within walking distance*

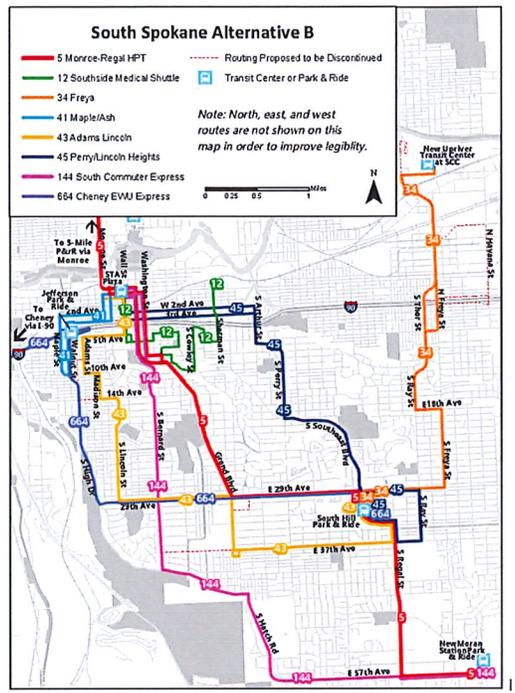
*Longitudinal Employer-Household Dynamics 2015



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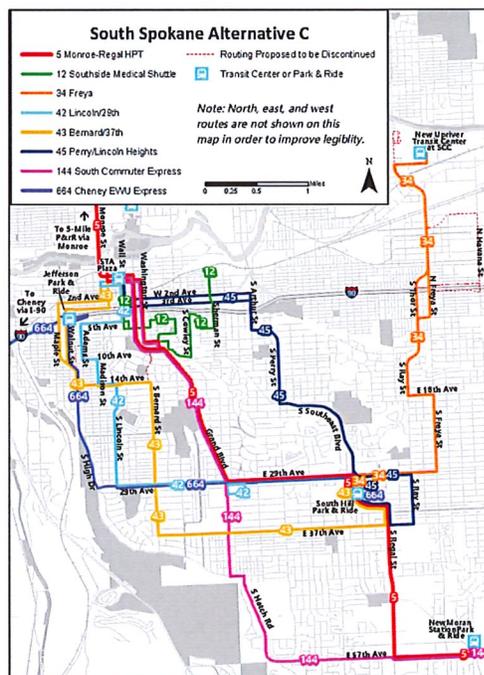
South Spokane Alternative B

- Monroe-Regal HPT uses Southeast Blvd.
- Frequency reduced on Route 34, route revised
- New Route 41
- Elements of current Routes 42 and 43 combined into one route
- Route 45 operates on 29th Avenue and Ray Street
- South Commuter Express operates on Bernard Street



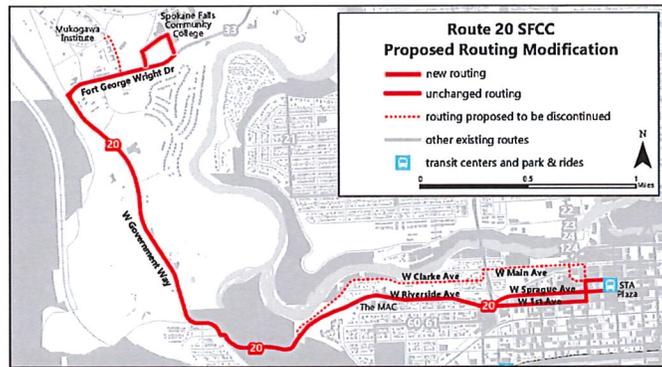
South Spokane Alternative C

- Monroe-Regal HPT uses Southeast Blvd.
- Route 42 extended to Manito Shopping Center
- Route 43 modified to operate on Bernard Street instead of Lincoln Street
- Route 45 operates on 29th Avenue and Ray Street
- South Commuter Express operates on Grand Blvd



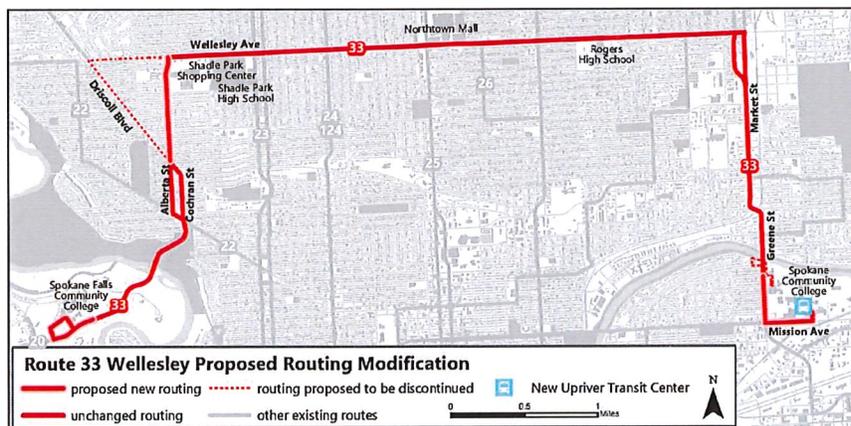
Route 20 SFCC Modification

- Today the route alternates between W. Clark Avenue and W. Riverside Avenue on weekdays
- The Clarke Avenue Branch has experienced low ridership; every trip proposed to use the Riverside Avenue pattern in conjunction with South Spokane Alternative A
 - Replace with new Cliff Cannon / Peaceful Valley Shuttle
- Modifications for new off-street station at Spokane Falls Community College



Spokane Transit 13

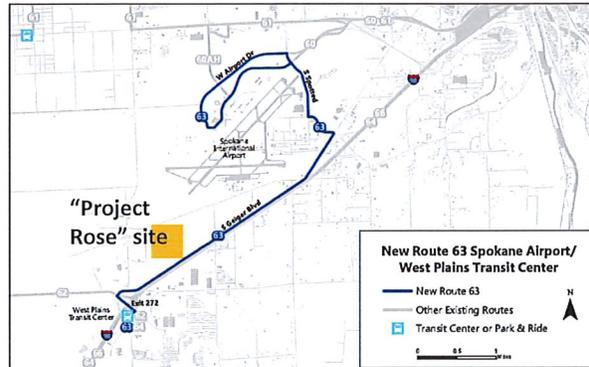
Route 33 Wellesley Modifications



Spokane Transit 14

New Route 63

- Accelerate *STA Moving Forward* improvement programmed for 2021 in order to serve new distribution center
- Route proposed to be extended to Airway Heights and potentially Fairchild in 2021



15

2019 Service Revision Timeline

Inventory Opportunities	
May-June 2018	Conditions & Opportunities Discussions with Neighborhoods
Preliminary Proposal & Outreach	
July 2018	Publish Preliminary Proposal
October 2018	Online Survey Stakeholder Outreach
Draft Recommendation	
January 2019	Publish Draft Recommendation
February 2019	Public Hearing
Final Recommendation	
March 2019	Final Recommendation Published STA Board Action
Implementation	
September 2019	Service Change



16

Item 10.A.iii

**SUPPLEMENTAL LOW INCOME
PASS SUBSIDY PROGRAM-UPDATE**

Purpose: Information.

Creation of Grant Program

- Resolution 757-17, November 16, 2017
- Cited reasons for the creation of the pilot Supplemental Low Income Pass Subsidy program:
 - 2017 fare increase and anticipated 2018 increase
 - Concern of advocacy groups about the impact of the fare increase(s) to individuals with very low incomes

Request for Proposal – Outreach

- RFP was out for 6 weeks
- Contacted over 115 nonprofits and public agencies throughout the region
- Received five proposals from some of the areas largest service providers
- Serving thousands of clients, low-income rental units and multiple service programs

Proposals Received

- Transitions
- Excelsior Youth Center
- Our Place Community Ministry
- SNAP (as primary agency, along with Catholic Charities, Aging and Long-term Care of Eastern Washington, and The Arc)
- Catholic Charities

Findings & Next Steps

- A review of the proposals and follow-up conversations with these organizations indicated the community's need for access to transit by very low-income groups was beyond the scope of the RFP specifically aimed at addressing a transitional solution to the 2017-2018 fare increase.
- Discussions with these service providers indicated access to public transit was among the most important needs (top 3) for their clients.

Findings & Next Steps

- After meeting with social service representatives, staff intends to continue studying the viability of the proposal as a transitional resource post-increase, as well as a broader program that could expand access to public transit to those unable to afford transit at all.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 26, 2018

AGENDA ITEM 12.A.:

COMMITTEE MINUTES – INFORMATION

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

REFERRAL COMMITTEE: N/A

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

SUMMARY:

Minutes of the June 6, 2018 meetings of the Planning & Development Committee and the Performance Monitoring & External Relations Committee are attached. Minutes of the June 13, 2018 Board Operations Committee meeting are also attached.

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head /

Chief Executive Officer EBM

Legal Counsel CM

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Minutes of the June 6, 2018 Meeting, 10:00 a.m.
Spokane Transit Southside Conference Room

MEMBERS PRESENT

Al French, Spokane County*
Candace Mumm, City of Spokane
Sam Wood, City of Spokane Valley
Veronica Messing, City of Airway Heights
E. Susan Meyer, CEO, Ex-Officio

MEMBERS ABSENT

Chris Grover, City of Cheney

*Chair

STAFF PRESENT

Karl Otterstrom, Director of Planning & Development
Lynda Warren, Director of Finance & Information Services
Nancy Williams, Director of Human Resources
Beth Bousley, Director of Communications & Customer Service
Emily Arneson, Ombudsman & Accessibility Officer
Jan Watson, Executive Assistant to the CEO & Clerk of the
Authority
Dan Wells, Deputy Director of Capital Development
Mike Tresidder, Associate Transit Planner

GUESTS

Mike Kunder, AFSCME 3939, President

1. CALL TO ORDER AND ROLL CALL

Acting Chair Mumm called the meeting to order at 10:03 a.m. Roll was called and introductions were made.

2. PUBLIC EXPRESSIONS

None.

3. COMMITTEE CHAIR REPORT

Item deferred by Acting Chair Mumm.

(Chair French provided a Committee Chair Report at the end of the meeting which is listed under agenda item #11.)

4. COMMITTEE ACTION

A. MINUTES OF THE APRIL 4, 2018 COMMITTEE MEETING (MARCH)

Acting Chair Mumm moved to recommend approval of the May 2, 2018 Planning & Development Committee meeting minutes. The motion was seconded by Mr. Wood and passed unanimously.

5. COMMITTEE ACTION

A. Board Consent Agenda

No items being presented this month.

B. Board Discussion Agenda

1. 2018 TRANIST DEVELOPMENT PLAN: REVENUE FORECAST ASSUMPTIONS

At the April and May Committee meetings, revenue forecast assumptions for the 2019-2024 Transit Development Plan, as well as current economic conditions, were discussed. Ms. Warren would like to formalize

these assumptions and place them on the Board Consent Agenda for action at the June 21 Board meeting. Ms. Warren reviewed information first presented at the May Committee meeting. Ms. Warren is asking the Committee to approve the following:

- Maintain the Current Assumption: 3% trend beginning with 2014 actual amount received (2014 was the first year sales tax revenue exceeded 2007).
- Budget adjusted annually to reflect current economic conditions (2017 & 2018, \$500,000 added to the trend amount).

Acting Chair Mumm, Mr. Wood and Ms. Messing agreed this seemed reasonable.

Ms. Warren noted that the FTA Section 5307 Urbanized Federal Formula grant is used for preventative maintenance and transit improvements. It is the third largest source of operating revenue and is consistent with the growth rate in the 2015 FAST (Fixing America's Surface Transportation) Act through 2020 and is then expected to grow at a 1% rate thereafter. This is about \$8M per year.

Other revenue includes the fare change scheduled for July 2018 and the second 1/20th of sales tax rate implemented April 2019.

Ms. Warren asked the Planning & Development Committee to approve the revenue forecast assumptions for the 2019-2024 Transit Development Plan (TDP) and to forward to the consent agenda of the June 2018 Board of Directors meeting. Mr. Wood made a motion for this recommendation. Acting Chair Mumm seconded the motion and it passed unanimously.

6. REPORTS TO COMMITTEE

A. DRAFT 2018 TRANSIT DEVELOPMENT PLAN FOR PUBLIC COMMENT

Mr. Otterstrom reported that it takes a half a year's work to produce the Transit Development Plan (TDP) that then gets replaced the next year. STA is required by WSDOT to prepare the TDP annually and a public hearing on the TDP is mandated by *Connect Spokane*. It ensures that STA has a good handle on projects, service implementation and economic conditions. Mr. Otterstrom reminded the committee that the Transit Development Plan is part of our overall pyramid of plans with the Annual Strategic Plan/Budget at the top as the one-year action plan, the Transit Development Plan for a mid-term range plan, and both are founded on the comprehensive plan called *Connect Spokane*. Mr. Otterstrom reviewed the TDP Project Timeline: Introduction and overview took place in February; mid-range planning guidance was developed with this Committee which was actually a refreshing of last year's guidance for the six-year period; financial assumptions have been reviewed and the Committee took an extra step during today's meeting to ensure that there is Board confirmation even before it is adopted; the Capital Improvement Plan was reviewed last month and discussion took place regarding Service Improvement Opportunities which gets folded into the Service Implementation portion of the TDP. We now have a full draft. The link has been available since yesterday and the whole TDP is in today's packet for your enjoyment. While the Transit Asset Management (TAM) plan appendix is missing, it was approved by PMER late last year. It is documentation of our fleet and other assets and the methodology by which we determine something is in a state of good repair.

Mr. Otterstrom reviewed the sections of the plan (*see chart on next page*):

Sections	Review Notes
1. <i>Introduction and Overview</i>	Updated from last year and included in the June 2018 packet in the Draft TDP.
2. <i>2017 Accomplishments</i>	Updated from last year and included in the June 2018 packet in the Draft TDP.
3. <i>2018 Annual Strategic Plan</i>	Approved by the STA Board 10/19/2017.
4. <i>Guiding Principles and Major Activities for the Plan</i>	Workshopped, reviewed and revised by the Planning and Development Committee in March and April 2018. Approved by the Board in April 2018.
5. <i>Service Implementation Plan (2019-2021)</i>	A review of major service improvements and opportunities was conducted by the Planning and Development Committee in May 2018.
6. <i>Capital Improvement Program</i>	The committee reviewed the detail list of capital programs and projects in May 2018. Updated to reflect revised cost estimates for Paratransit vans.
7. <i>Operating and Financial Projections</i>	Workshopped, reviewed and revised by the Planning and Development Committee in April and May 2018. The Board of Directors will be asked to approve the revenue assumptions in June 2018.
<i>Appendix: Transit Asset Management Plan</i>	Delivered to February 2018 PMER Committee meeting as a report.
<i>Additional Appendices</i>	Includes: Performance Measures, System Ridership/Miles/Hours, 2017 Fuel Consumption, 2017 Reportable Collisions/Injuries/Fatalities, Bus Fleet Contingency Plan.

STA uses the information in this documentation, especially the SIP, for assessing location and time frame for service changes. Acting Chair Mumm mentioned that a heat map might be helpful.

Acting Chair Mumm asked when the Public Transportation Benefit Area (PTBA) boundaries will be reviewed. Mr. Otterstrom responded that it will be reviewed as part of the Quadrennial Review. Ms. Meyer added that the PTBA boundaries are generally consistent with the urban growth area boundaries. It was shared that Eagle Ridge is in the PTBA by the virtue of being located within the city limits.

Al French joined the meeting at 10:23 a.m.

Mr. Wood asked questions about the number of service requests listed in the TDP. Mr. Otterstrom responded that these are requests submitted by email and/or phone, etc. which are assessed in conjunction with numerous other data - the employment base, the location of the stop, population density – to determine if it will generate a service change. The areas that are most effective to connect are those that are between two other generators of ridership. For example, the West Plains Transit Center is located by a residential area, a commercial area and is included in STA’s long-range plans. On the other hand, Pineroft Business Park has consistently requested bus service for several years and STA has evaluated different options but one of the challenges is that there is nothing to the north that can be serviced efficiently; we see this changing in the future if and when the Pines Road is separated from railroad traffic because STA cannot reliably provide a scheduled bus service there.

Mr. Otterstrom reviewed page nine of the TDP showing the PTBA map as the agency’s taxing district, which is 83% of Spokane County’s population (about a half a million residents) and about 13% of the county’s land mass. The PTBA includes the cities of Airway Heights, Cheney, Medical Lake, Millwood, Liberty Lake, Spokane and Spokane Valley, as well as portions of the unincorporated county surrounding those municipalities. The original legislation called for the boundaries of the PTBA to be as similar as possible to school boundaries. In 2006, the Quadrennial review requested focus on urban growth areas.

Mr. Otterstrom reviewed the Conceptual 2021 Fixed Route Network. The purpose of this map is to show the concept of what service could look like in 2021. There are three major service changes before then: September 2018 (already Board-approved), 2019 (Monroe-Regal Line and Moran Station Park & Ride), and 2021 (a two-year implementation effort; includes the Central City Line and restructure of north Spokane). The concept map includes service from the West Plains Transit Center to the Spokane International Airport. At the last Planning & Development Committee meeting, the Committee suggested that STA explore ways to accelerate this West Plains connection due to the fact that WSDOT is expected to go out to bid in March of 2019 for the interchange improvements and there is an active permit for a 2.5 million square foot building along Geiger Boulevard. This suggestion is within the TDP; it is just shifting of timing. As a result and subject to Board approval, this West Plains connection could be in place as early as 2019 (two years earlier than expected).

Ms. Mumm asked how STA addresses isolated higher density areas located within the PTBA such as Eagle Ridge (almost 3,000 people) and Five Mile (almost 6,000 people). Mr. Otterstrom responded that in response to the latest update to *Connect Spokane*, STA is seeking funds for a Five Mile Mobility Hub study that will evaluate Five Mile Park & Ride as a launching site for other mobility services that are different than fixed route for the purpose of serving transportation needs. Conceptually, the routes on this map will provide connection solutions to many areas. Mr. Otterstrom noted that service changes are still subject to Board approval following a robust public input processes.

Next Steps: A public hearing will take place at the June 21st Board meeting and the Planning & Development Committee is scheduled to recommend the plan on July 11 with Board action on July 26.

B. CENTRAL CITY LINE UPDATE: DESIGN UPDATE

Mr. Otterstrom reviewed the progress on the project development phase of the Central City Line (CCL). The final draft environmental documentation (documented categorical exclusion) was submitted May 25, 2018 to the Federal Transit Administration and STA is encouraging them to accelerate their review. STA is finalizing their intermediate design of stations and related infrastructure with most at 60%. Work with neighborhoods on identification station elements has begun. The Appropriations Committee of the US House of Representatives has recommended a FY 2019 funding bill for Transportation, Housing and Urban Development that includes \$502M for the Small Starts Program and is the largest appropriations ever. STA is poised to secure the remaining from the appropriation, subject to approval by Congress and the Federal Transit Administration. The Senate side also has funding which Ms. Meyer will elaborate on later in her CEO Report.

Next Steps:

- 60% design complete in Summer
- Conduct constructability review late Summer 2018
- 90% design complete Winter 2019
- Permitting Winter/Spring 2019
- Out to bid in Spring 2019
- Construction start Summer 2019
- Open for service Fall 2021

Mr. Otterstrom reviewed the Central City Line Station Components. The vision of Central City Line is part of the High Performance Transit (HPT) vision, a regional product, which includes multiple corridors and lines: the Monroe-Regal line, the Cheney line, the I-90/Valley line, the Division line, the Sprague line. The work that goes toward CCL is also going toward HPT. These design elements, Kit of Parts, would be applied to each of these lines and are categorized as:

- Design Elements – shelter, side windscreen, back windscreen, HPT Marker (STA logo), pedestrian light
- Equipment – LCD display or static map, next bus display(s), fare validator, off-board fare collection, camera
- Site Fixtures – way-finding signage, smart waste bin, smart recycling bin, seating, leaning rail, railing, flag, bike racks

Mr. Otterstrom noted that the shelter design began in 2014 after receiving feedback. The clear roof and transparent glass allows people to see through the shelters. The roofline consists of clear trapezoids that provide a flowing look and feel. Panels enclose the seating area. The entire shelter design is scalable, modular and expandable for easier modification as HPT popularity increases. The footings for larger stations would be installed in the beginning of construction for easier modification.

Mr. Otterstrom reported that STA needs a station design that can be maintained consistently and that clearly identifies it as part of HPT, frequent service. Neighborhoods have communicated the desire for stations that reflect their culture, history and/or identity. The elements will give unique identity to each station while still conforming to the existing Kit of Parts, and by providing opportunity for stations to include surrounding character as defined by the neighborhood and key stakeholders. STA is partnering with Spokane Arts to:

- Provide input on station identification elements that fit within the existing Kit of Parts.
- Work directly with neighborhoods and key stakeholders to design station identification graphics that can be included in the elements as the project proceeds with design.
- Identify future opportunity for the addition of art at specific stations.

Mr. Otterstrom reminded the Committee that in the update to *Connect Spokane*, STA added an identification/customization policy. The scope of work requires Spokane Arts to outreach to the neighborhoods.

Upcoming Outreach: Station identification will continue work with Spokane Arts, online open house will take place late summer 2018, and an open house will take place in fall 2018.

Ms. Mumm asked if STA is using solar for electrification. Mr. Otterstrom responded that for stations with more components than just the lighting, it is not as practicable because the draw on power is too great. Mr. Wells has completed many solar installations in Seattle and shared that from a capital investment standpoint, his experience with costs was about \$5,000/unit and batteries were replaced every five years at about \$400 while Seattle City Light only charged \$7 per year for lighting; economically, it was not the best choice. STA has looked at these locations and assessed that there will probably be more of an electrical draw than what can be sustained from average size solar panels that might fit on the roof and would need to be supplemented with additional solar panels offsite. STA is trending toward hardwiring these locations.

Ms. Mumm asked if the stations will be wired for interactive video communications. For example, if a rider is having difficulty acquiring a ticket, a button can be pushed to speak with a real person over video. Mr. Otterstrom responded he has not seen any transit agencies explore that idea. Data will be available at the sites and riders can use their phones for communication. Ms. Mumm also asked if there will be a real time map at the station. Mr. Otterstrom responded that the countdown clocks are the best method for determining bus arrival since people have difficulty determining the distance/time shown by the bus icon. The LCD displays will be dynamic signs that may be able to provide that type of information. Ms. Mumm asked if STA will be messaging/marketing at the stations. Mr. Otterstrom responded that STA will be testing out a Customer Content Management System which could incorporate this type of information, emergency information, etc. Mr. Wood shared a concern for vandalism of the LCD displays. Mr. Otterstrom responded that the displays will be encased for protection. Ms. Meyer added that the STA facilities and grounds department is aware of "tagging" and does a great job of staying on top of the cleanup. Ms. Messing asked if there will be charging stations or Wi-Fi access. Mr. Otterstrom responded that STA did evaluate this and determined that because it is frequent service, STA does not expect riders to be there long enough to benefit from charging stations and the exposure to the weather is problematic. STA has not ruled one way or the other on Wi-Fi, however, it is important to consider the amount of excessive time we want to encourage people to spend at stations. King County provides free Wi-Fi on their Rapid Ride BRT vehicles but not at Rapid Ride stations.

7. CEO REPORT

STA Chief Executive Officer, E. Susan Meyer, presented her CEO Report to the Committee which included the following topics:

House Committee Action – The Senate subcommittee on Transportation, Housing and Urban Development, and Related Agencies (THUD) of the House Committee on Appropriations marked up the fiscal year (FY) 2019 THUD Appropriations bill. The bill provides \$16.5 billion for public transportation and intercity passenger rail (\$13.6 billion for public transportation and \$2.9 billion for intercity passenger rail). This funding level is \$141 million more than the FY 2018 funding levels and \$1.1 billion more than authorized by the Fixing America’s Surface Transportation (FAST) Act for FY 2019. The money for public transportation will see an increase in formula funding and competitive grants from the Federal Transit Administration. STA is encouraged by the timing for this provision.

Bus Fare Increase – STA Bus Fare increases July 1, 2018. The price of an adult two-hour bus pass will change from \$1.75 to \$2.00. Ms. Meyer referred to the Communications “New Fare” flyer for the other types of bus passes that will change and the “Options Just for You” flyer. Under the philosophy of “you don’t have to marry public transportation, just date us”, the “Options” flyer provides a comparison of the passes available based on the amount of times a customer rides the bus.

Low Income Pass Subsidy Program - Emily Arneson will be presenting to the Performance Monitoring and External Relations Committee about the Low Income Pass Subsidy Program that the Board established. An RFP was released to local non-profit organizations that STA hoped would attract entities willing to conduct the income verification for people impacted by the fare increase to the extent that the cost is prohibitively expensive. No organizations submitted a responsive proposal to STA. The organizations proposed that STA simply make the passes available for free. Ms. Meyer and Ms. Arneson will meet with the five non-profit organizations that submitted proposals for the purpose of trying to meet the Board’s objectives.

Bus Tour with Senator Hobbs and Representative Fey– On May 30, 2019 STA provided a bus tour of the Central City Line with Senator Hobbs and Representative Fey. Senator Padden and Commissioner Al French also joined along with officials from WSDOT and committee and caucus staff from the Legislature. Ms. Meyer presented on the Central City Line in a pre-tour briefing. The bus toured the Central City Line route, the black tank farm adjacent to the North Spokane Corridor (NSC), Barker Road, and Harvard Road. Lunch was at WSDOT’s offices and Mr. Otterstrom assisted in the tour.

Senator Murray Meeting with Thelma Drake – STA learned that Senator Murray was to meet with former Congresswoman, Thelma Drake who is the President’s nominee for FTA Administrator. Her staff reached out to STA for information regarding the Central City Line. STA is very pleased that Senator Murray is reaching out to the nominee about the importance of STA’s project.

Live on Riverside– STA’s Communications Department has launched a new music program, “Live on Riverside” at 5pm on Wednesday nights throughout the summer.

8. COMMITTEE INFORMATION

(No information included this month)

9. JULY 11, 2018 COMMITTEE PACKET DRAFT AGENDA REVIEW

No changes were suggested at this time.

10. NEW BUSINESS

(No information included this month)

11. COMMITTEE MEMBERS' EXPRESSIONS

None.

(Deferred Committee Chair Report) Chair French shared that he is aware of a lot of good growth throughout the City of Spokane and Spokane County. It will create some interesting challenges as the landscape changes drastically in a short amount of time. On the West Plains alone there are about 5,000+ jobs that will be available within 20 months. At some point, as a Committee, it may be necessary to "circle back" to discuss how to get ahead of the some of these items.

12. ADJOURN

Chair French adjourned the meeting at 11:24 a.m.

13. NEXT COMMITTEE MEETING: JULY 11, 2018 at 10:00 a.m., STA SOUTHSIDE CONFERENCE ROOM, 1230 W. BOONE AVENUE

Respectfully submitted,



Vicki 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 June 6, 2018, Meeting
Southside Conference Room

MEMBERS PRESENT

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

MEMBERS ABSENT

John Paikuli, City of Medical Lake

* Chair

STAFF PRESENT

Karl Otterstrom, Director of Planning and Development
Lynda Warren, Director of Finance and Information Services
Beth Bousley, Director of Communications & Customer Service
Nancy Williams, Director of Human Resources
Emily Arneson, Community Ombudsman & Accessibility Officer

GUESTS

Charles Hansen, Citizen Advisory Committee Member
Mike Kunder, AFSCME 3939 President

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

Chair Haley called the meeting to order at 1:37 p.m. Introductions were made.

2. **PUBLIC EXPRESSIONS**

None.

3. **COMMITTEE CHAIR REPORT**

None.

4. **COMMITTEE APPROVAL**

A. **MINUTES OF MAY 5, 2018 COMMITTEE MEETING**

Mr. Kerns moved to recommend approval of the May 5, 2018, Committee meeting minutes. The motion was seconded by Ms. Kinnear and passed unanimously.

B. **CITIZEN ADVISORY COMMITTEE CHARTER UPDATE**

Ms. Bousley and Mr. Hansen provided background on the Citizen Advisory Committee's (CAC) formation and role and explained how CAC functions as a subcommittee of Performance Monitoring and External Relations Committee (PMER).

Mr. Hansen noted the intent of the update is to clarify the process for the public and CAC members and to simplify the membership application program, while enhancing the membership selection process. Ms. Bousley advised that members have been unclear on the process through which the public and CAC members can make recommendations to PMER. She noted the members have had good ideas but have been uncertain which items were actionable. She also wanted to make it clear that the public could come to the CAC and bring recommendations for consideration.

Proposed changes to the membership selection process include updating the term renewal method to assist and enhance recruitment and adding multi-modal transportation wording to the selection category section. The resolution and

revised CAC Charter were provided for review and approval. Ms. Bousley offered a detailed description of the changes in the redlined version of the CAC charter.

Chair Haley asked about the number of members currently serving on CAC. Ms. Bousley provided the breakdown. No further questions were forthcoming.

Ms. Kinnear moved to approve the revised CAC Charter reflecting minor changes to the Citizen Advisory Committee’s purpose, desired group representation and term renewal process. The motion was seconded by Mr. Kerns and passed unanimously.

5. COMMITTEE ACTION

A. Board Consent Agenda

1. CUSTODIAL PLAZA AND 2ND FLOOR BOONE – AWARD OF CONTRACT

Ms. Bousley noted the current contract for janitorial services at the STA Plaza and the second floor Boone facility will expire on July 31, 2018. A Request for Proposals (RFP) was advertised on April 10, 2018, and issued to eleven (11) potential contractors. A pre-proposal meeting and site visit held on April 18 had nine (9) contractors represented. Two (2) Amendments to the RFP were issued, on April 19 and May 3, 2018.

As of May 10, 2018, six responsive proposals were received. An evaluation committee met to review the proposals using the following criteria: 1) price, 2) firm’s experience and stability, 3) firm’s proposed work plan, 4) references, 5) qualifications of personnel, and 6) RFP compliance. Proposals scored as indicated:

PROPOSER	ESTIMATED 3-YEAR COST	AVERAGE SCORE	RANK
Argus Janitorial	\$1,032,207	97.67	1
Uniserve	\$1,062,650	90.50	2
ABM	\$1,137,092	85.17	3
Vanguard	\$1,065,204	80	4
Varsity	\$1,212,816	79.67	5
MSNW	\$1,560,600	75.33	6

Ms. Bousley noted the first year price was a firm price and the three-year totals represented estimates, clarifying that in accordance with prevailing wage law, hourly rates must be reviewed annually and adjusted as necessary to account for prevailing wage rate changes. The figures shown are to be used as a starting point for the prevailing wage adjustment each year. Third year rates plus prevailing wage adjustment will be year four rates. Fourth year rates plus prevailing wage adjustment will be year five rates.

The evaluation committee recommends an award of a five-year contract to Argus Janitorial. They are the current Contractor, staff is pleased with their work and the quote they provided is approximately 2% lower than their current rate.

Brief discussion ensued.

Mr. Kerns moved to recommend the Board award a five-year contract to Argus Janitorial to provide janitorial services to the STA Plaza and the Boone Facility Second Floor for an estimated three-year cost of \$1,032,207. The motion was seconded by Ms. Kinnear and passed unanimously.

2. EEOC – EQUAL EMPLOYMENT OPPORTUNITY COMMISSION POLICY & AFFIRMATIVE ACTION PLANS – RESOLUTION

Ms. Williams presented the Affirmative Action Plans for Plan Years 2017 and 2018 and provided background that Federal Transit Administration (FTA) requires STA reaffirm its commitment to equal employment opportunity and update its Affirmative Action Plans annually.

In terms of Equal Employment Opportunity responsibilities, the Equal Employment Opportunity Commissioner (EEOC) is responsible for enforcing federal laws that make it illegal to discriminate against job applicants or an employee due to the person's race, color, religion, sex (including pregnancy), national origin, age, disability, veterans status, or genetic information. It is also illegal to discriminate against a person because a person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. Affirmative Action is the term used in the workplace to show an active effort to improve employment opportunities of historically under-represented or discriminated against groups and to foster diversity in the workplace.

She reviewed several of the different laws that are enforced through the EEOC which include Title VII of the Civil Rights Act of 1964, Pregnancy Discrimination Act, Equal Pay Act of 1963, Age Discrimination and Employment Act of 1967, Veterans and Americans with Disabilities Act of 1990, Sections 102 and 103 of the Civil Rights Act of 1991, Sections 501 and 505 of the Rehabilitation Act of 1973, and the Genetic Information Non-Discrimination Act (GINA) of 2008.

Ms. Williams noted there are three main criteria STA looks at when evaluating and putting together the Affirmative Action Plans – recruiting and hiring practices at STA meet the EEOC guidelines, the applicants and hires help staff achieve diversity objectives, and STA's current employee diversity is equal to or exceeds the available employees in the Spokane area. The objective is to ensure employees are representative of the demographics in which STA operates.

She provided details of the previous Affirmative Action Plan goals. In 2016, to attract, hire, and retain qualified female service workers (achieved in 2016). In addition, to increase the rate of hire for qualified veterans and individuals that identify as having a disability, which nationally is approximately 7%. STA achieved increasing the rate of those hires, but did not quite meet the goal in 2017. One of the goals in 2017 and 2018 is to attract, hire, and retain qualified female operators, which is an area of underutilization for STA.

Ms. Williams circled back to recruiting and hiring practices and noted one of the things that STA does in their job advertisements is to encourage diversity in the workplace, always making sure to reference STA's status as an Equal Opportunity and Affirmative Action Employer statement. Staff make several good faith efforts to encourage female, minority, veterans, and individuals with disabilities to apply for all available positions. Staff distributes job postings to various agencies that have an interest in diversity concerns through face-to-face meetings, email notifications, and sending of notices via USPS to ensure people know of the positions available. STA also works with local community colleges to assist with resume building, interview skills, and developing a pipeline for various positions. Specifically, staff have been working with Spokane Community College and their mechanic's program through this past year.

Ms. Williams provided a list of community partners that staff works with to make ensure they are engaged and understand the roles STA has available to be certain they are getting their people to STA. She presented slides that reviewed the total applications received year over year 2016 versus 2017, as well as the breakdown of internal promotions, external new hires, female, veteran, disabled, and minority applicant hires. She noted that the figures are representative of those individuals who identify as having a disability, but not every individual that applies identifies as having a disability. As such, the actual numbers may be higher than represented.

Discussion ensued regarding number of jobs posted, number of applications received for those jobs, and how the applicants may or may not identify themselves in the application process as being disabled, minority, etc. Another question arose concerning turnover and retirement, Ms. Williams expounded on the hiring and attrition, as well as recruitment strategy in 2017 that increased STA's applicant pool.

Ms. Williams shared STA's action plan for achieving 2018 goals. She noted that all plans were developed with assistance from Associated Industries who performed an independent review and conducted the required analysis. She advised a public hearing scheduled for June 21, 2018, at 1:30 p.m. when a Summary of the Plans will be reviewed.

Ms. Williams stated that a proposed resolution reaffirming STA's commitment to EEO policy was included for members' review, as well as copies of STA's updated Affirmative Action/EEO Plans, for reference.

Ms. Kinnear moved to recommend the Board approve a resolution adopting STA's Affirmative Action Plans (Women & Minorities, Veterans and Disabilities) as presented and forwarded to the consent agenda. The motion was seconded by Mr. Kerns and passed unanimously.

B. Board Discussion Agenda

(No items were presented this month.)

6. REPORTS TO COMMITTEE

A. 1st Quarter Performance Measures

Mr. Otterstrom reviewed the performance measures priorities and provided an overview of the 1st quarter results, advising Fixed Route ridership was down slightly for the first quarter. He noted some items that affect the numbers include gas prices and new routes in the community. The goal for ridership in Fixed Route is a 1.5% increase from 2017 ridership.

Paratransit's goal is to manage growth and maintain a 1.5% increase over 2017 ridership. First quarter results show Paratransit up slightly at 2.2%, which is below the 2005 "high water" mark. Paratransit ridership is managed by the Mobility Training, In-Person Assessment, and Special Use Van programs, which all help to offset the cost of Paratransit service. Discussion ensued regarding cost management and cost avoidance measures of the program.

Vanpool ridership has struggled in recent years and staff are working to realize its goal of a 2.5% increase from 2017. First quarter results are down by 16% over 2017. Many folding groups in the first quarter have been due to retirements. Rising gas prices predicted for the balance of the year could lead to more ridership and group formations. In addition, the opening of the new West Plains Transit Center offers additional opportunity to promote Vanpool's new first/last mile (Vanshare) solution. Ms. Kinnear asked if STA works with Downtown Spokane Partnership (DSP) to promote Vanpool. Mr. Otterstrom confirmed that partnership, and noted that Mr. Blaska worked with DSP to allow free parking for Vanpool downtown and Ms. Meyer reminded that Vanpool vans could park at the Arena with the City Ticket, too.

Mr. Otterstrom continued to review the other performance measures, noting the Fixed Route On-Time Performance of 94.3% is an exceptional number and Paratransit is above average, too. He advised the 93% goal is a stretch-goal for both Fixed Route and Paratransit. Quality Counts!, STA's mystery shopper program, for Professional and Courteous exceed all goals; Ride checks are on target for completion by year end; Cost Effectiveness is below the goal of no more than 95% of the statewide industry average; Fixed Route Accidents met the 1st Quarter goal and Paratransit came in just under the goal. Accident rates are in line with goals.

Mr. Otterstrom asked for questions. Brief discussion ensued.

B. 2018 New Fare – Phase II

Ms. Bousley provided a review on the background of the fare increase, noting this is the second phase of the two-phase approach, which goes into effect July 1, 2018. The Communications Department has provided employee communications in the form of operating notices, frequently asked questions (FAQs) forms, and a briefing at the All Employee Meeting. For the public, there are new fare handouts and a description of the types of passes available (samples provided), posters on buses, and social media posts.

Discussion ensued.

C. 2018 Communications Plan

Ms. Bousley updated the committee of the great work performed by the team to support the goals of increasing ridership 1.5% over 2017 through passenger education and information, service promotion, and community engagement. She advised how the Communications Department is supporting the 2018 priorities of Ridership, STA Moving Forward (STAMF), Strategic Communications, New Employee Recruitment, Internal Communications, and Departmental Communications.

Ms. Bousley advised of the forecasted increase in ridership at the colleges and noted the finalized UTAP agreement with Whitworth begins in the fall of 2018.

Bloomsday results showed that ridership was up even though participation was down from 2017.

Summer Youth Pass is being promoted for the 3-month pass via social media and digital advertising on Pandora and Facebook. There are handouts available at libraries, customer service, and on the buses. An in-house production of a short promotional video was well received. She showed examples of the handouts.

Ms. Bousley provided details on the web statistics. She said most people who go to STA's website want to know where to take the bus. The visits to Spokanetransit.com have remained steady throughout the year.

Promotion of the STA Plaza events is another venue staff are helping promote – Flag Day on June 14th and Live on Riverside Summer Series – featuring local entertainers.

Staff are working to educate and engage audiences about STA Moving Forward projects and progress; to demonstrate STA is fulfilling promises; educate and promote service with regular community and media relations helps build public trust through transparent and accessible information.

Strategic communications continue to establish STA as a key player and leader in the region's future growth and development through community and media relations. Staff distributed the Annual Report to over 500 people.

Ms. Bousley noted that Susan Meyer participated in a great article in the Spokesman. She noted that since it was published in early May, STA Facebook page views are up 21%, page "likes" are up 8%; the number of people reached is up 94%; post engagement increased 108%; and page followers are up 33%.

She reported on the communications efforts concerning the 2018 Van Grant Recipients as well as departmental communications to promote Vanpool and Vanshare; New Employee Recruitment and internal communications regarding projects, programs, and items employees need to know.

Chair Haley asked if STA still reaches out to the younger children and Ms. Bousley advised staff does the KXLY coats for kids and touch-a-bus program where an operator goes to the library with a bus, reads to the children, and then they all take a ride on the bus.

7. CEO REPORT

- Ms. Meyer advised staff was asked to include information on the Supplemental Low Income Pass Subsidy Program status. She reported staff anticipates bringing a recommendation in July but this is an update on where we are today. Emily Arneson, STA's Community Ombudsman and Accessibility Officer is going to report. She advised that Mr. Otterstrom has to leave due to a prior commitment.

Ms. Arneson advised that when Steve Blaska retired, she took the lead for this program. She provided background that prior to the anticipated fare increase in July 2017, STA engaged in a series of meetings with community stakeholders who work with the low-income population. The intent was to discuss the anticipated impact of the impending fare increase, and to determine what, if anything, STA could do to mitigate the transition for those of low income. What came out of these meetings was the idea to fund an 18-month grant program through which STA could subsidize the value of the fare increase to ease this transition for those existing riders who were expected to be the most drastically hit by the increase, such as those on a fixed income.

The PMER committee recommended the program to the Board, which approved it by Resolution on November 16, 2017. The phrasing of the Resolution, in addition to the conversations in the months leading up to it, indicated that the purpose of the program is to address the *fare increase*, not to create a general subsidized bus pass program. As presented to and approved by the Board, the Program was intended to be flexible. This is because staff wanted to have our community partners tell us what would best serve their clients who were bus riders and would be adjusting to the fare increase. The pilot program was intended to cover an 18-month period, and then either be terminated as having served its purpose, or passed on to the community partner. Specifically, the funding source was "intended to be transitional" and administered by the applicant(s).

The Request for Proposals was issued February 12, 2018, and emailed and/or mailed to over 115 non-profit and public agencies. STA received five proposals by the due date of March 26, 2018, from Transitions, Excelsior

Youth Center, Our Place Community Ministry, SNAP (as primary agency, along with Catholic Charities, Aging and Long-term Care of Eastern Washington, and The Arc), and Catholic Charities.

Each proposal was impressive and highlighted the extraordinarily important work performed by these organizations in the community. One theme identified by all applicants was the significant importance of transit access to their clients, to get to work, school, medical appointments, and other necessary services.

Ms. Arneson provided overview of each applicant's intent.

- Transitions – Intended to serve clients “challenged with poverty, homelessness, mental and physical illness, isolation, histories of felonies, trauma, unemployment, and who are fleeing abuse.” Most clients have incomes less than 50% of the Federal Poverty Level. Transitions operate five programs. Transitions operates 5 programs: Women’s Hearth – drop-in center, basic needs; Miryam’s House – transitional housing program for single women; Transitional Living Center/EduCare – transitional housing for single mothers; Home Yard Cottages – supportive housing community currently under construction; New Leaf Bakery Café – social enterprise providing job training and practical work experience with support services. Their proposed program would have STA fund 100% of the cost of bus passes to allow “participants get to New Leaf job training, health care appointments, treatments, job interviews, employment, court obligations, food shopping, apartment hunting, meetings with children’s teachers, and more.” Participants would not pay any part of the cost of passes, nor would Transitions. **This proposal did not reflect a focus on the fare increase, but rather suggested a 100% subsidy (i.e., free passes) for the participants of the program.**
- Excelsior Youth Center - Intended to benefit “low-income, homeless, receiving state assistance youth and their families who are customers of Excelsior.” Excelsior clients “need assistance in reaching appointments, work, school, and have other general mobility needs.” Proposed program would have STA fund 100% of cost of passes to Excelsior clients who receive case management services and are on state Medicaid assistance. Participants would not pay any part of the cost of passes, nor would Excelsior. **This proposal did not reflect a focus on the fare increase, but rather suggested a 100% subsidy (i.e., free passes) for the participants of the program.**
- Our Place Community Ministries - Intended to benefit residents of the West Central neighborhood battling poverty, unemployment, and inability to access medical care. Proposed a Mobility Access Program (MAP) to provide day passes and 31-day passes. Proposed that Our Place would distribute passes to its clients as needed and requested. Participants would not pay any part of the cost of passes, nor would Our Place. **This did not address the purpose of the grant program, which was to help riders adjust to the increase.**
- SNAP - Multi-agency partnership between: SNAP (lead agency), Catholic Charities (St. Margaret’s Shelter and House of Charity), The Arc of Spokane, and Aging & Long Term Care of Eastern Washington. Proposed “LILAC” (Low Income Low Access Card), which would be given to clients identified as qualifying for the program based on financial need. Card would function similarly to the existing Reduced-Fare Program, establishing eligibility. The application specifically indicated that the agencies wished to focus on the broader need for free or nearly free passes - “After much discussion among the collaborating agencies, it was decided that the \$10 discount...for the targeted very low income client (30% AMI) would not be enough of a useful benefit to the target population because most individuals at that income level do not have the extra resources necessary to purchase a bus pass at the reduced monthly price of \$50...” **This proposal did not reflect a focus on the fare increase, but rather suggested a 100% subsidy or significantly reduced fare for the participants of the program.**
- Catholic Charities - Intended to benefit homeless families and individuals, homeless public school students, low-income parents of young children, those needing to access Catholic Charities Emergency Services, low-income seniors and counseling clients in Catholic Charities housing programs, and low-income families at imminent risk of homelessness. Intended to benefit homeless families and individuals, homeless public school students, low-income parents of young children, those needing to access Catholic Charities Emergency Services, low-income seniors and counseling clients in Catholic Charities housing programs, and low-income families at imminent risk of homelessness. Proposed that daily and monthly passes be distributed to clients of St. Margaret’s Shelter, House of Charity, Rising Strong, Diversion, Homeless Student Stabilization Program, Counseling, Senior Services, Emergency Services, and Childbirth & Parenting Assistance clients. Monthly passes to be subsidized by STA at 80% during 2018,

and 70% in 2019, “to help decrease the burden of the fare increase as well as to gradually build self-sufficiency of participants.” Daily passes to be 100% subsidized by STA. Catholic Charities would distribute passes for free or at significantly reduced amounts to their clients. Due to the language in the proposal, we initially believed that his proposal was responsive. However, the numbers did not work out – there seemed to be either a mathematical error or a misunderstanding of the intention of the program itself. I reached out to Catholic Charities for clarification. I came to understand that there was a calculation error, but also that their program intent was to offer free or nearly free passes to their clients, not just address the impact of the fare increase itself. I inquired as to whether they were still interested in the program if it was focused only on the fare increase, and after some internal discussion their answer was “no.” **This proposal did not reflect a focus on the fare increase, but rather suggested a 100% or nearly 100% subsidy for the participants of the program.**

Overall, none of the applications was responsive to the Request for Proposals because they did not address the fare increase. They all proposed broader sweeping subsidy programs but that was not the call of the RFP and was not in line with the stated intent of the program per the Resolution.

Staff advised all of the applicants via email and U.S. mail that there were no responsive proposals. Staff intends to study the viability of a broader subsidy or grant program to address the needs of those who do not have the financial means to access transit. Staff offered to meet with each applicant to understand their services and their clients’ needs.

Based upon there being no responsive proposals, staff believes this is evidence that our community partners are not concerned that the fare increase will be a significant burden on those who are currently utilizing our services. Rather, our partners have highlighted a need that we already knew was there – there is a population who cannot access our services regardless of the fare increase. This is a much broader issue and one that was not intended to be addressed by the Supplemental Low Income Pass Subsidy Program.

Staff expected to bring this discussion to you in July, after having a chance to meet with the applicants and determine if there was another way to collaborate with them in the future. Our offer to meet with the applicants has been accepted by SNAP, Catholic Charities, and Transitions and we have meetings scheduled throughout June and July.

Ms. Meyer reminded that staff’s objective was to find something that did not provide free passes for everyone. The passes are already approximately 80% subsidized. The objective was to find that slice of the population that these organizations serve for which the hardship would be the fare increase difference. Encouraged that everyone saw the need for transit in their proposals, but they are not currently providing transit passes for their customers (except Catholic Charities that provide some), they all want to provide transit service, they understand how important it is, but it is not part of their budget and they want STA to pay for all of it. Staff got a good sense of their proposals from reading them but think we can get an even better sense when we meet with them one on one to find out if there is a shared interest for this \$150,000 grant for half of a year 2018 and a full year in 2019. It was intended to be transitional so that it would help people with the fare increase and would become sustainable or the agencies would pick up the responsibility for the subsidy in the future. Emily attended some training this week and came back with some ideas. There are other transit agencies that provide just free transit and we did not think that was what the board was asking us to do, but are interested in your input now.

Ms. Kinnear advised she was the member who asked to have a report because she works so closely with the agencies and there was concern and general confusion about why their RFP requests were not met. She was not sure they understood exactly what the RFP was saying. She noted they were all used to following directions and filling out grant proposals and forms so she was not sure where the disconnect occurred. She is glad staff are meeting with them to find out more because she would like to know where the disconnect occurred so the next time we have some viable proposals to consider. She noted it is a little disconcerting that all five applicants were off the mark.

Ms. Meyer agreed and said that the intention was to help people with the fare increase. Ms. Arneson said staff had all the low-income outreach meetings and she had received calls with questions from many organizations that were intending to submit proposals.

Ms. Kinnear confirmed that only five responses were received out of 150 mailers. She said that didn’t seem like a very good response. Mr. Kennedy said he thought that getting even a 10% response on mailers is considered

really good. Ms. Haley agreed. Discussion ensued concerning the methodology and inability of smaller organizations to complete the application.

Ms. Haley noted that from her standpoint on the Board, we were looking for the working poor – the people who are actually purchasing passes and need it. All the agencies that replied were agencies that deal with homeless, do not have the \$50 to start with, so they are not going to have the \$60. It may just be the wrong people / charities that were approached. Mr. Kennedy thought that was a good point. Chair Haley said there are companies that work with the working poor that that \$10 would be a big deal.

Ms. Meyer said staff would be creative and bring back information, and will be interested in input as well. She thanked Ms. Kinnear for letting staff know that they were hearing people were concerned that STA was not going to do it. Staff were trying to be very careful to say the way you propose to do it is not going to work, but staff is trying to figure out some other way to approach it. Ms. Meyer advised members if they had ideas before staff come back in July, to email Ms. Arneson Earneson@spokanetransit.com or her at Smeyer@spokanetransit.com.

Ms. Kinnear expressed interest in what Chair Haley said because she was not on the board when this started. She agreed that there was a section of the population that is working poor and the question is how STA can reach those people. Chair Haley reported she has a list of resources for people who are working poor, so they might be some of the organizations that staff can approach. Mr. Kerns asked if the five organizations that applied would be on that list. Chair Haley said no, they were different. Discussion ensued.

Ms. Meyer reminded that STA tried this before the last fare increase in 2012 to see if STA could get a group to take on this program and did not receive any proposals that year. Receipt of five this time is encouraging. The fare increase goes into effect July 1. It would have been staff's preference to bring a recommendation for approval in time for that increase but staff will work on it as quickly as possible and bring something back at July's PMER meeting.

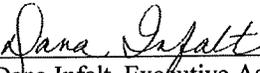
- Ms. Meyer continued her CEO Report to advise staff continue to be encouraged by progress in Congress. Senate Subcommittee on the Transportation Housing Urban Development (THUD) and related agencies has come up with a 2019 markup that adds more funding for transit and the capital investment program than had been recommended in 2018 or in the Transportation Authorization Act. Support appears to be bipartisan in the House and Senate for transit funding and the capital investment grants. The Central City Line (CCL) is rated "in the money", sufficient to receive Federal Transit Administration Funding. Everything appears to be on track and could have full funding grant agreement next year. If this funding moves forward, STA will be ready for it.
- STA provided a bus tour last week with Senator Hobbs and Representative Fey, Chairs of the Senate and House Transportation Committees. Spokane Valley Mayor Higgins and Senator Paden, Mayor Peterson from Liberty Lake, and some others to discuss transportation priorities in the Spokane region. They discussed the airport expansion and Project Rose (the big Amazon-like project on the West Plains), the Central City Line, Barker Road, Harvard Road Interchange, as well as the North Spokane Corridor Black Tank project. It was great to have representatives from the West side come and hear about Spokane's priorities. They spent the day with STA staff on a 2018 40' Gillig bus and brought staff with them from the House and Senate Transportation committees and from some of their offices. It was a good day and a way for us to be supportive. Mr. Otterstrom did an enlightening tour with all the history of the Brown's Addition and the entire area of the Central City Line. It was a great day.
- Senator Murray met this week with the President's nominee to be the FTA Administrator, Thelma Drake, who is the former Congresswoman from Virginia. Senator Murray's office wanted up-to-date information about the CCL progress so she could talk with Ms. Drake. Staff are encouraged by those events.

8. COMMITTEE INFORMATION

- A. April 2018 Financial Results Summary – *as presented*
- B. May 2018 Sales Tax Revenue Information – *as presented*
- C. April 2018 Operating Indicators - *as presented*
- D. 1st Quarter Planning Input Report – *as presented*
- E. 1st Quarter Safety and Loss Report– *as presented*
- F. STA Outreach Update – *as presented*

9. July 11, 2018 - COMMITTEE PACKET AGENDA REVIEW
No changes at this time.
10. NEW BUSINESS
None.
11. COMMITTEE MEMBERS' EXPRESSIONS
None
12. ADJOURN
Chair Haley adjourned the meeting at 3:14 p.m.
13. NEXT MEETING – WEDNESDAY, JULY 11, 2018, (2ND WEDNESDAY) 1:30 P.M., STA SOUTHSIDE CONFERENCE ROOM, 1230 WEST BOONE AVENUE

Respectfully submitted,



Dana Infalt, Executive Assistant

BOARD OPERATIONS COMMITTEE MEETING

Draft Minutes of the June 13, 2018 Meeting
Spokane Transit Northside Conference Room

MEMBERS PRESENT

Kevin Freeman, Small Cities Representative (Millwood),
Board Operations Committee Chair
Candace Mumm, City of Spokane, *Chair Pro Tempore*
Al French, Spokane County, *Planning & Development*
Committee Chair
Pamela Haley, City of Spokane Valley, *Performance*
Monitoring & External Relations Committee Chair
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

STAFF PRESENT

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

MEMBERS ABSENT

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

GUESTS

None

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

Chair Freeman called the meeting to order at 1:37 p.m. Roll call was conducted.

2. **APPROVE COMMITTEE AGENDA**

Mr. French moved approval of the Committee agenda, Chair Freeman seconded and the motion passed unanimously.

3. **CHAIR'S COMMENTS**

Mr. Freeman noted that there will be an Executive Session this afternoon.

4. **COMMITTEE ACTION/DISCUSSION**

a. **May 9, 2018 Committee Minutes**

Mr. French moved approval of the May 9, 2018 committee meeting minutes, Mr. Freeman seconded and the motion passed unanimously.

Ms. Haley arrived at 1:39 p.m.

5. **COMMITTEE CHAIR REPORTS**

a. **Al French, Chair, Planning & Development (P&D)**

The Committee approved the 2018 Transit Development Plan Revenue Forecast Assumptions and forwarded the item to the Board consent agenda. The Committee discussed and prepared for a Public Hearing on the 2018 Transit Development Plan scheduled for June 21 and received an update on the Central City Line.

b. **Pamela Haley, Chair, Performance Monitoring & External Relations (PM&ER)**

The Committee approved changes to the Citizen Advisory Committee (CAC) Charter, which clarified the process through which the public and CAC members can make recommendations to the PM&ER Committee, as well as the term renewal process to assist and enhance recruitment to the CAC.

The Committee approved an Award of Contract for custodial services at the STA Plaza and second floor Boone facility which it forwarded to the Board consent agenda. The Committee received reports on the First Quarter Performance Measures, the new fare effective July 1, and the 2018 Communications Plan update.

The Committee reviewed the Equal Employment Opportunity Commission (EEOC) Policy and Affirmative Action Plans in preparation for a Public Hearing scheduled for June 21. The three main criteria of the plan are to ensure: 1) recruiting and hiring practices meet the EEOC Guidelines; 2) applicants and hires help to achieve STA's diversity objectives; and, 3) STA's current employee diversity is equal to or exceeds the available employees in the Spokane area with a goal that employees are representative of the demographics in which STA operates. Mr. Freeman asked if limitations for accommodating persons with disabilities in some positions are well documented given the nature of STA's business. Ms. Williams believes the limitations are spelled out and staff continue to develop new and creative ideas to attract applicants such as females for particular roles and individuals with disabilities. STA is able to document a good faith effort to meet recruitment goals.

Ms. Mumm arrived at 1:48 p.m.

6. QUADRENNIAL REVIEW – STA BOARD COMPOSITION

STA is scheduled for a Quadrennial Review in 2018. The Quadrennial Review (Review) is a statutorily mandated process that must be followed every four years (RCW.36.57A.055). The statute was amended by the Legislature during the 2018 Session and it will be necessary to revise the current Board composition in compliance with the new representation requirement based on population, with no entity having more than 50 percent of the votes within the nine vote maximum identified in statute.

Prior to the Review, Ms. McAloon will schedule a meeting with the Mayors of the five Small Cities in the Public Transportation Benefit Area (PTBA) to discuss how they would like their representation to be depicted under the new statute. Ms. Mumm asked if the rotation for the Small Cities is in the STA Bylaws. Ms. McAloon said yes, including which jurisdiction holds the Chair position.

Following the action of the Review, STA Bylaws will be amended to reflect the new Board composition and address any related Bylaw provisions that are affected by the composition changes. Ms. McAloon requested that the Bylaws be included in the Board packet for the June meeting. Ms. McAloon noted that the last time STA revised the Bylaws as a result of a change in Board composition there were three separate amendments resulting in a longer process to adopt the amended Bylaws.

Ms. Mumm asked if the Board composition change would happen earlier than January 2019. The effective date of the composition change will be addressed in the amended Bylaws. Mr. Freeman said he did not believe it could happen earlier than January and believes the intent of the Board would be to have the changes effective January 2019.

Mr. French asked if the voting structure at the Review is the same as the regular Public Transportation Improvement Conference (PTIC). Ms. McAloon said yes; representatives present from the city jurisdictions and the three county commissioners each have one vote.

7. PROPOSED BOARD WORKSHOP AGENDA

A Board Workshop is scheduled for July 11, 2018 between the morning meeting of the P&D Committee and the afternoon meeting of the PM&ER Committee. The Board will discuss the status of the 2018 Strategic Plan and provide guidance for 2019 Strategic Plan and the 2019 Budget. Lunch will be provided. Ms. Meyer asked if the Board wanted to include additional agenda items. There were no additional agenda items.

8. BOARD OF DIRECTORS AGENDA JUNE 21, 2018

Ms. Meyer noted there will be two Public Hearings at the meeting: 1) the 2018 Transit Development Plan (TDP); and, 2) the Equal Employment Opportunity Policy and Affirmative Action Plan. The approval for the Affirmative Action Plans is included in the Board consent agenda; the action for the TDP will be taken at the Board meeting in July. Information about the Quadrennial Review and the Bylaws will be discussed. Ms. Watson polled the members of the PTBA jurisdictions and determined September 20 following the Board meeting is a good date for the Quadrennial Review. Ms. Watson will send a meeting hold to the jurisdictions. Ms. Watson confirmed that an Executive Session should be added to the agenda.

Ms. Haley moved approval of the amended Board agenda, Ms. Mumm seconded and the motion passed unanimously.

9. CEO REPORT

Washington State University (WSU) expressed an interest in proposing a project in Spokane, Auburn, Washington, and Pullman, Washington for funding for the development of an autonomous vehicle policy and deployment grant issued by the Federal Highway Administration (FHWA). WSU learned about the grant a month after it was announced, and under the leadership of Kim Zentz they were able to quickly pull together a project. However, Pullman and Auburn declined to participate leaving STA and the City of Spokane. STA was not involved in the development of the project. WSU and Ms. Zentz made the decision to pull the application. Ms. Meyer and Sabrina Minshall from the Spokane Regional Transportation Council (SRTC) have offered to meet with WSU to discuss the project to see if there is a way to move forward on the project together. Ms. Zentz will attend the next SRTC Board meeting to talk about the project and its genesis. Mr. French said the item was added to the SRTC agenda for information purposes, not action.

Mr. Otterstrom said the County is applying for a Build Grant for Geiger Boulevard and other improvements including sidewalk and bus stop improvements. STA will provide a letter of support for the grant application.

Ms. Warren said the State Auditors will attend the PM&ER Committee meeting on July 11 to report on the 2017 Audit. Board members are invited to attend the Committee meeting for the Audit presentation which will be at the top of the agenda. Ms. Meyer said there were no audit findings. STA received kudos from the State Auditor's Office about working with STA staff and our responsibility and transparency for the accountability of public funds. Ms. Warren noted they did a full audit of all the federal programs this year. Chair Freeman congratulated Ms. Warren on a successful audit.

11. EXECUTIVE SESSION

At 2:12 p.m., Mr. Freeman announced that the Committee would adjourn for an Executive Session for the following purpose:

To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge. (RCW 42.30.110(f))

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

At 2:30 p.m., Mr. Freeman announced the Board of Directors will reconvene at 2:45 p.m.

At 2:45 p.m., Mr. Freeman announced the Board of Directors will reconvene at 2:50 p.m.

At 2:50 p.m., Mr. Freeman announced the Board of Directors will reconvene at 3:00 p.m.

At 3:00 p.m., the Committee reconvened and Mr. Freeman declared the meeting back in public session. No action was taken.

9. **NEW BUSINESS**

Ms. Mumm asked about the Board and Committee meeting schedule for July. Ms. Meyer said the Committee and Board meetings are a week later than usual due to the Independence Day holiday. The PM&ER Committee, P&D Committee, and Board Workshop will be held July 11; Board Operations Committee will be July 18; and the Board Meeting will be July 26.

9. **ADJOURN**

With there being no further business to come before the Committee, Chair Freeman adjourned the meeting at 3:05 p.m.

Respectfully submitted,



Kathleen Roberson

Executive Assistant to the Director of Finance & Information Services

**SPOKANE TRANSIT AUTHORITY
BOARD MEETING OF**

July 26, 2018

AGENDA ITEM 12.B. **MAY 2018 FINANCIAL RESULTS SUMMARY**

REFERRAL COMMITTEE: N/A

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

SUMMARY: Attached are the May 2018 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. May equates to 42.0% of the year.

Revenue

Overall, revenue is at 44.5% of budget (\$37.6M) which is higher than the expected \$35.5M.

Fares & Other Transit Revenue is slightly higher than the budget at 42.3%.

Sales Tax Revenue is higher than the budget at 44.3%.

Federal & State Grants is higher than the budget at 46.4%.

Miscellaneous Revenue is higher than the expected budget at 65.1%.

Operating Expenses

Operating expenses at 36.0% of budget (\$26.4M) are 14% below the expected amount of \$30.9M.

Fixed Route 37.3% of budget expended

Paratransit 34.2% of budget expended

Vanpool 32.0% of budget expended

Plaza 29.4% of budget expended

Administration 33.8% of budget expended

Operating expenses are greatly influenced by timing of payments. For example, only 31.0% (\$1.3M) of the fuel budget has been spent to date and we expect that to change significantly as the year progresses.

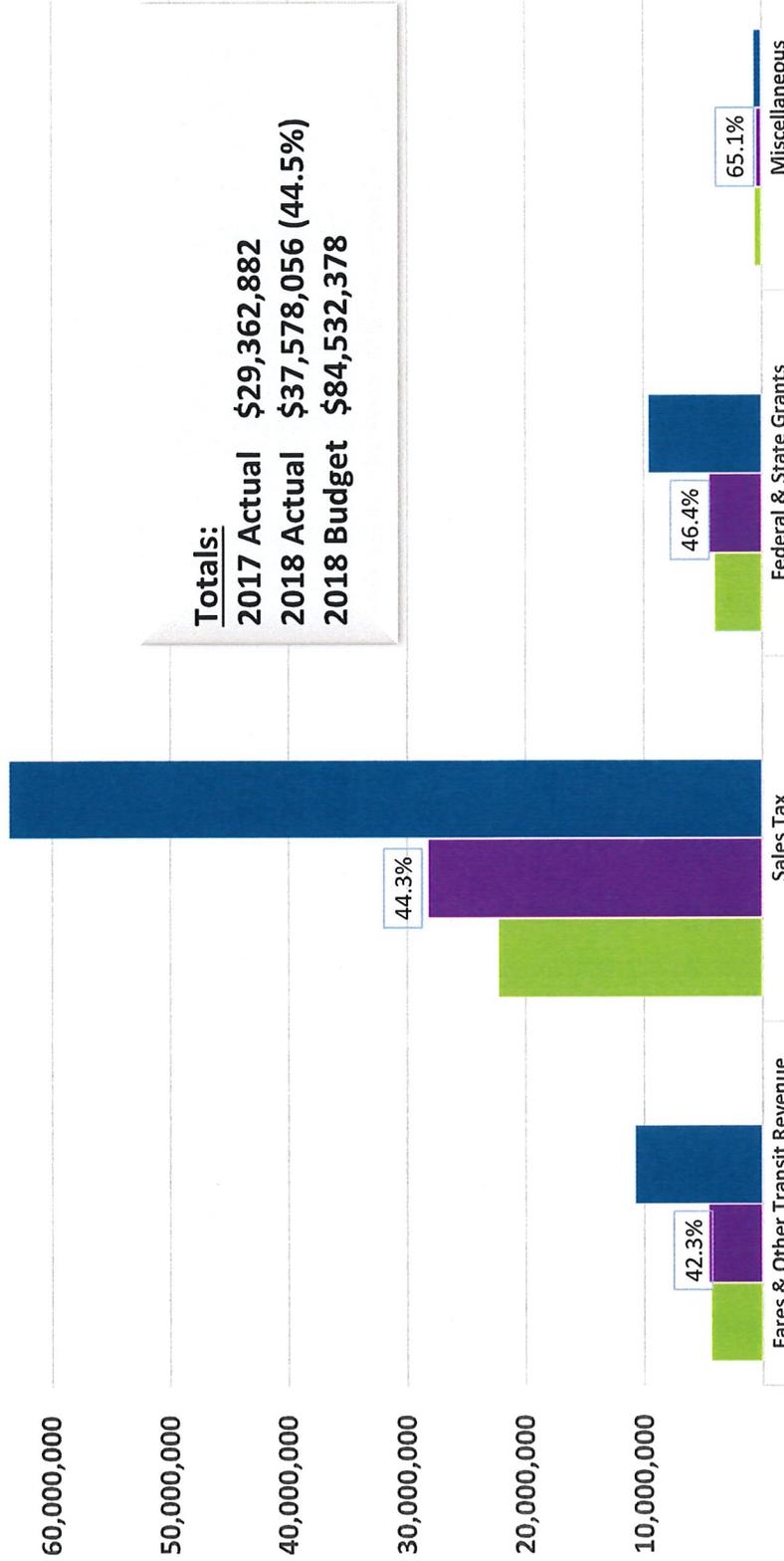
RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head w Chief Executive Officer SAM Legal Counsel LM

Spokane Transit Revenues ⁽¹⁾ - May 2018

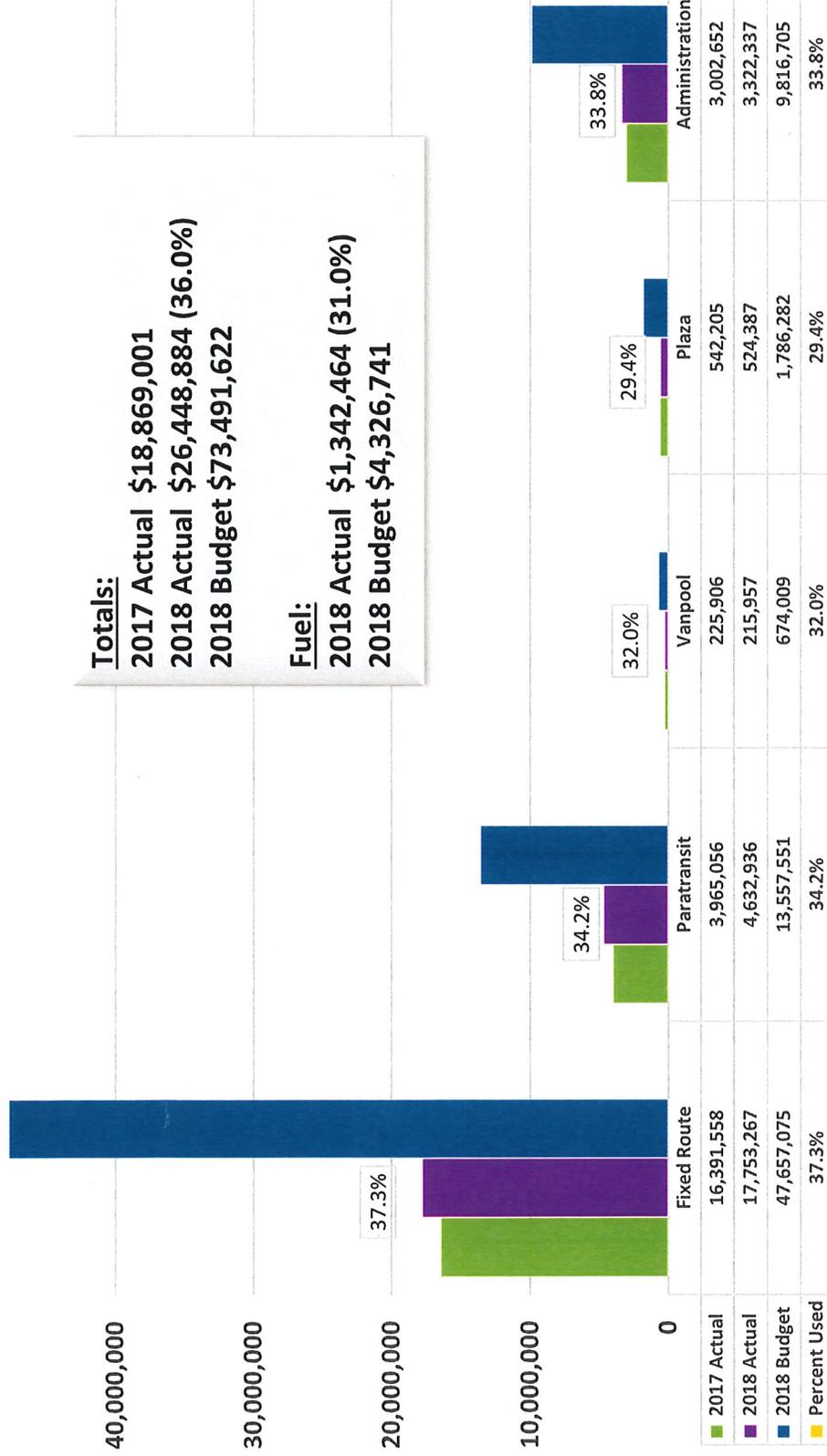
[May = 42% of Year]



⁽¹⁾ Above amounts exclude grants used for capital projects. Year-to-date May state capital grant reimbursements total \$1,196,108 and federal capital grant reimbursements total \$1,295,589.

Spokane Transit Operating Expenses⁽¹⁾ - May 2018

[May = 42% of Year]



Totals:

2017 Actual \$18,869,001
 2018 Actual \$26,448,884 (36.0%)
 2018 Budget \$73,491,622

Fuel:

2018 Actual \$1,342,464 (31.0%)
 2018 Budget \$4,326,741

⁽¹⁾ Operating expenses exclude capital expenditures of \$9,323,159 and Street/Road cooperative projects of \$37,304 for year-to-date May.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 26, 2018

AGENDA ITEM 12.C. JUNE 2018 SALES TAX REVENUE INFORMATION

REFERRAL COMMITTEE: N/A

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

SUMMARY: Attached is June 2018 sales tax revenue information.

June sales tax revenue, which represents sales for April 2018, was:

- +11.5% over June 2017 actual
- +23.8% above YTD actual
- +15.0% YTD above budget

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head W

Chief Executive Officer BSM

Legal Counsel LM

Sales Tax Revenue History-June 2018⁽¹⁾

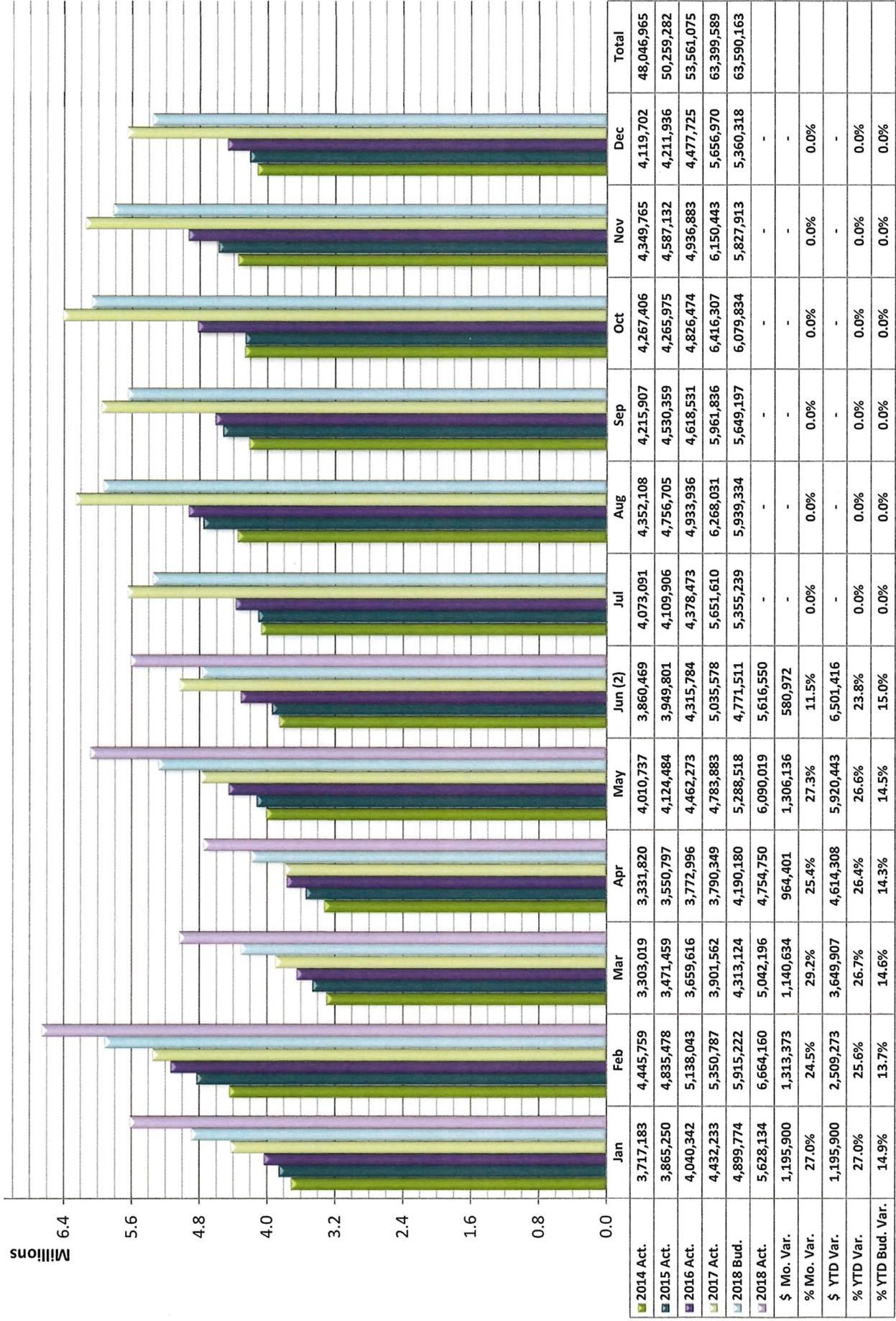


(1) Sales tax distributions lag two months after collection by the state. For example, collection of January taxable sales are distributed in March.

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

Sales Tax Summary (with Mitigation for All Jurisdictions)				
Jun-18				
	YTD 2017	YTD 2018	\$ CHANGE	% CHANGE
STA	\$ 27,294,392	\$ 33,795,808	\$ 6,501,416	23.8%
MEDICAL LAKE	132,286	150,308	18,022	13.6%
SPOKANE COUNTY	12,163,687	13,652,168	1,488,481	12.2%
AIRWAY HEIGHTS	903,993	1,004,172	100,179	11.1%
LIBERTY LAKE	1,557,258	1,718,819	161,561	10.4%
PFD	4,702,817	5,189,416	486,599	10.3%
SPOKANE VALLEY	9,995,491	10,937,328	941,837	9.4%
SPOKANE	21,172,409	23,083,073	1,910,665	9.0%
MILLWOOD	244,259	251,977	7,718	3.2%
CHENEY	691,602	697,140	5,538	0.8%
ALL \$	\$ 78,858,194	\$ 90,480,210	\$ 11,622,016	14.7%

2014 - 2018 SALES TAX RECEIPTS (1)



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

(2) June 2017 distribution is April 2017 taxable sales in which the sales and use tax rate increased one-tenth of one percent (.001) from .006 to .007.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 26, 2018

AGENDA ITEM 12.D.: MAY 2018 OPERATING INDICATORS

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

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

SUMMARY: May 2018 had the same number of weekdays as compared to May 2017.

FIXED ROUTE

The 2018 ridership goal for Fixed Route is to increase 2017 ridership levels by 1.5%. Average weekday ridership decreased 2.9% (37,084 vs. 38,179) in May 2018 and is down 2.2% (36,622 vs. 37,446) YTD. Total monthly ridership decreased 1.6% in May 2018 (950,701 vs. 966,260) and is down 1.2% (4,470,968 vs. 4,525,995) year-to-date.

Detailed breakdown:

- Adult ridership decreased 1.9% (582,022 vs. 593,358) in May 2018 compared to May 2017 and is down 0.7% (2,820,119 vs. 2,840,880) year-to-date.
 - CCS Pass ridership decreased 7.4% (66,879 vs. 72,220) in May 2018 compared to May 2017 and is up 1.4% (322,201 vs. 317,811) year-to-date.
 - Eagle Pass ridership decreased 2.2% (81,790 vs. 83,640) in May 2018 compared to May 2017, and is down 1.4% (402,951 vs. 408,871) year-to-date.
 - GU Bulldogs Pass ridership increased 26.3% (3,749 vs. 2,969) in May 2018 compared to May 2017 and is up 14.5% (20,340 vs. 17,759) year-to-date.
- Youth ridership increased 2.0% (69,583 vs. 68,238) in May 2018 compared to May 2017 and is up 2.6% (311,972 vs. 304,062) year-to-date.
- Reduced Fare / Para ridership increased 1.4% (126,911 vs. 125,203) in May 2018 compared to May 2017, and is up 1.9% (575,312 vs. 564,338) year-to-date.

Fixed Route On Time Performance for May was 91% which is slightly below the goal for 2018 of 93%.

PARATRANSIT

Paratransit goal for 2018 ridership is to increase 2017 ridership levels by 1.5%. Combined total ridership for May increased 0.3% (43,374 vs. 42,234) in May and increased 1.5% (205,599 vs. 202,573) year-to-date.

Detailed breakdown:

- Directly Operated Service increased 10.3% in May (22,054 vs. 20,002) and increased 6.2% (100,319 vs. 94,472) year-to-date.
- MV Contracted Service decreased 12.6% in May (14,789 vs. 16,914) and decreased 5.5% (75,168 vs. 79,577) year-to-date.
- Special Use Vans (SUV) increased 14.4% (3,709 vs. 3,250) in May and increased 12.0% year-to-date (15,669 vs. 13,993).
- Purchased Transportation (SUV and MV combined) provided 50.09% of the service in May 2017 compared to 45.23% in May 2018.

In 2018 there the same number of weekdays in May compared 2017 and the weather in May 2018 was comparable to weather in May of 2017.

- Directly Operated Service on time performance (OTP) for May was 92.38%, slightly under the goal of 93%
- MV Contracted Service OTP was 85.36% in May, lower than the 92.31% achieved in May 2017.
- Combined, the service ran at 89.6% in May 2018 compared to 91.5% in May 2017.
- Year-to-date, the combined service operated at 91.49% on time compared to 89.55% in 2017, for an increase of 2.2%.

VANPOOL

Vanpool Ridership goal for 2018 is to increase 2017 numbers by 2.5% and have 88 vans in service.

Detailed Breakdown:

Vanpool passenger trips decreased 11.6% in May (14,064 vs. 15,912) and decreased 13.5% year-to-date (68,973 vs. 79,777). There were 79 vans in service in May 2018 vs. 85 in May 2017. One less van in service for May 2018 vs April 2018 (79 vs 80).

534 riders took at least one trip in May 2018 vs 649 in May 2017.

- Riders added were 16 vs 15 May 2017.
- Riders removed were 31 vs 28 May 2017.
- Days operated per van 19 (out of 21) vs 19 (out of 22) May 2017.
- Average Trips Per van is 178 vs 187 May 2017.
- Average vanpool round trip is 54.8 vs 51.4 May 2017

Three Vanpool groups closed in May and two new groups started. Only one of the lost vans was unexpected: Eastern Washington University (EWU) closed a group due to students completing school and other riders moving to Cheney.

Plans are under development to display Vanpool Vans and information booths around Spokane, including the Spokane Valley Mall and Northtown Mall in August.

CUSTOMER SERVICE

Two notable employers not purchasing passes in the month of May generally explains the 9.2% Employer Sponsored Buss Pass (ESBP) decrease from May, 2017. Alorica was down 125 passes and Northern Quest was down 60 passes. Both made purchases in the first week of June. The large month-over-month decrease in Adult passes (24.8%) is caused primarily by Yoke's Fresh Market skipping their May purchase, although they made a large purchase in the first week of June. Special Mobility Services (SMS) bought fewer passes in the month of May, although they also made a large purchase in the first week of June. The Department of Child & Family Services (DCFS) purchased 800 more passes in May of 2017, although their purchase pattern is sporadic, and sometimes purchase through other DSHS accounts.

Detailed breakdown:

Total monthly pass sales decreased 19.8% in May (9,313 vs. 11,607) and year-to-date pass sales decreased 5.7% (48,399 vs. 51,327).

- Adult Pass/Smartcard sales decreased 24.8% (5,198 vs. 6,911) in May while year-to-date sales decreased 5.1% (27,877 vs. 29,382).
- 7-Day Pass/Smartcard sales decreased 0.09% from last month (973 vs. 981 in April 18).\
- ESBP sales decreased 9.2% (843 vs 928) in May and year-to-date pass sales increased 7.2% (5,134 vs 4,789).
- Student Pass sales decreased in May by 42.9% (12 vs. 21) while year-to-date pass sales decreased 20.0% (96 vs. 120).
- City Ticket monthly sales increased 8.9% (501 vs. 560) in May and year-to-date pass sales increased 9.6% (2,379 vs. 2,171).

Youth Pass/Smartcard monthly sales decreased 6.9% (1,708 vs. 1,834) in May and year-to-date pass sales decreased 13.5% (8,049 vs. 9,300).

Reduced Fare Pass/Smartcard monthly sales decreased in May by 22.1% (1,571 vs. 2,016). Year-to-date pass sales decreased 1.6% (8,294 vs. 8,426).

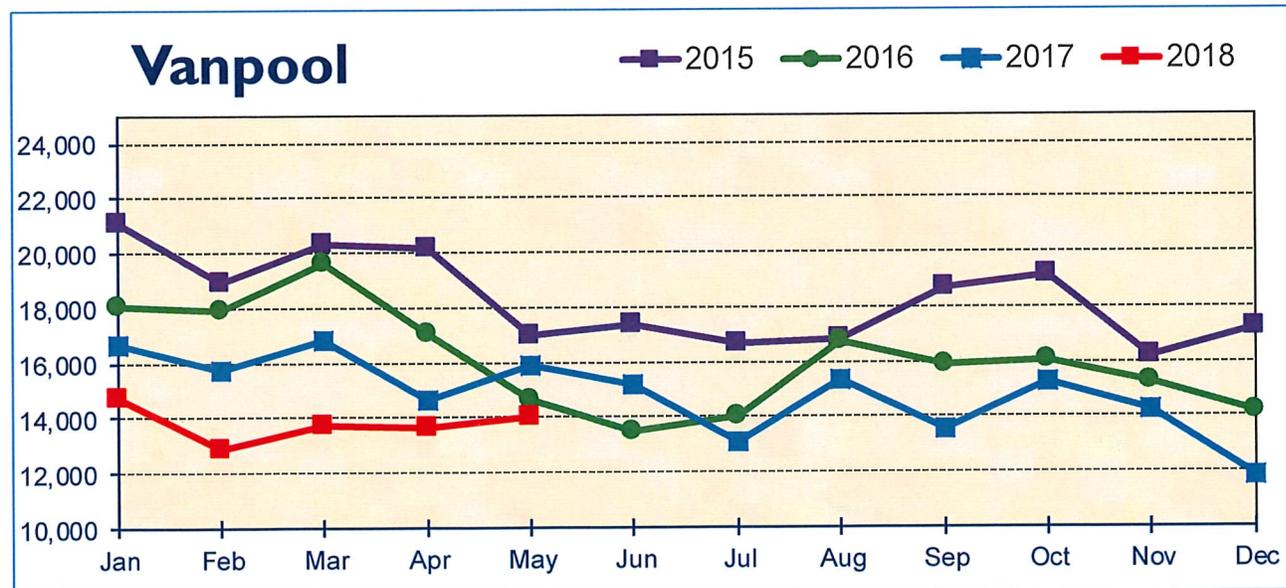
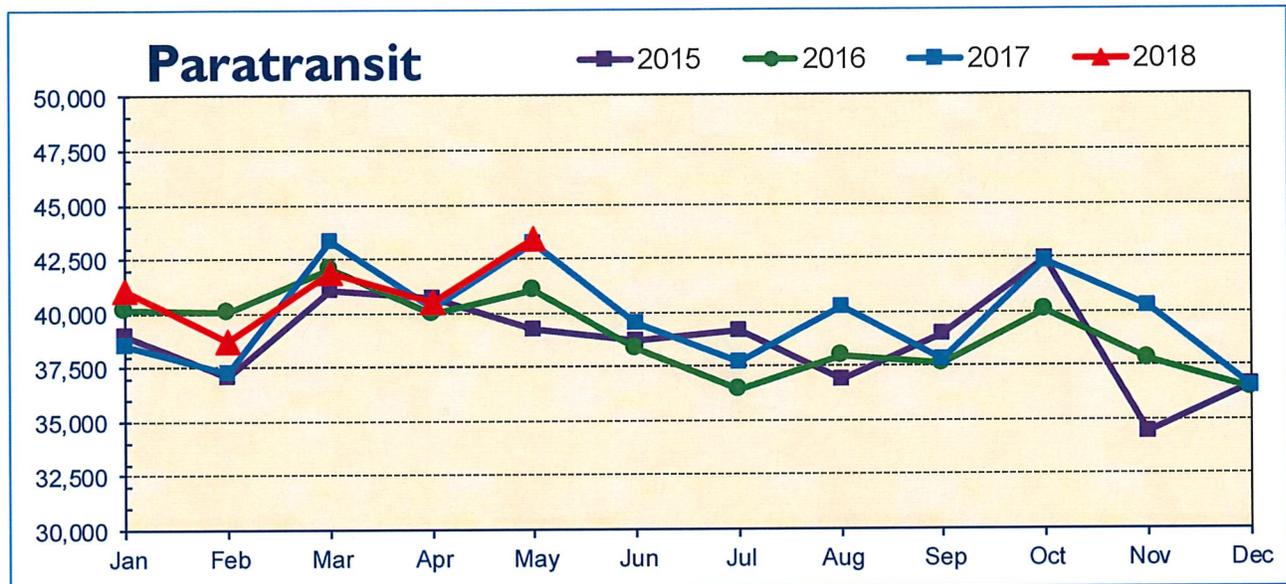
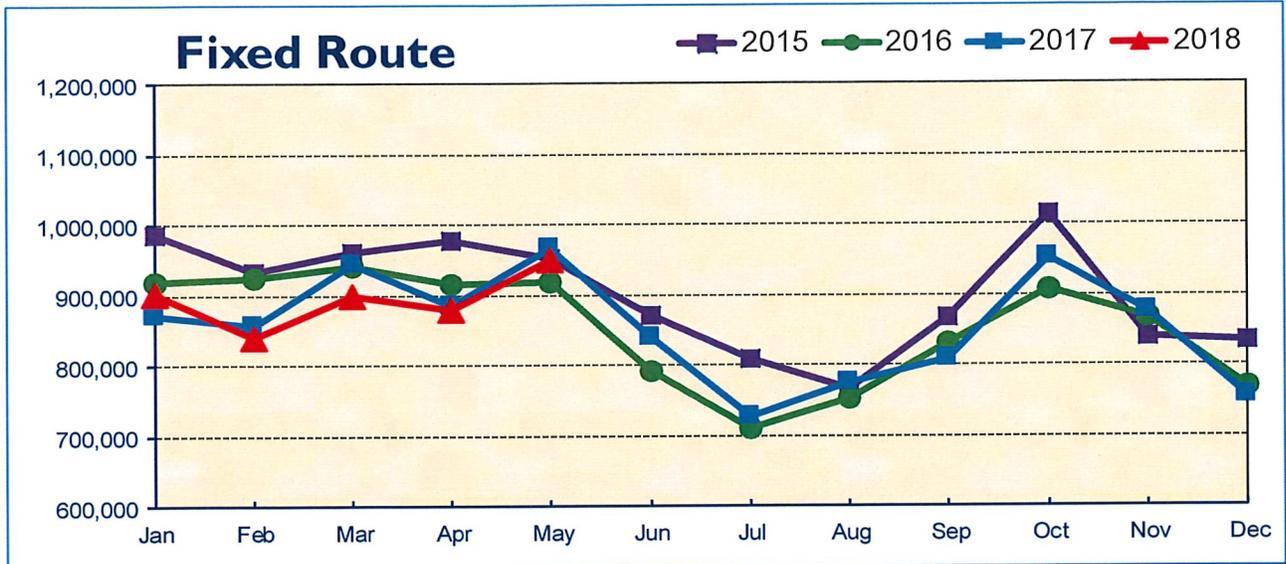
Paratransit Pass/Smartcard sales decreased 1.2% (836 vs. 846) in May. Year-to-date sales decreased 0.9% (4,179 vs. 4,219).

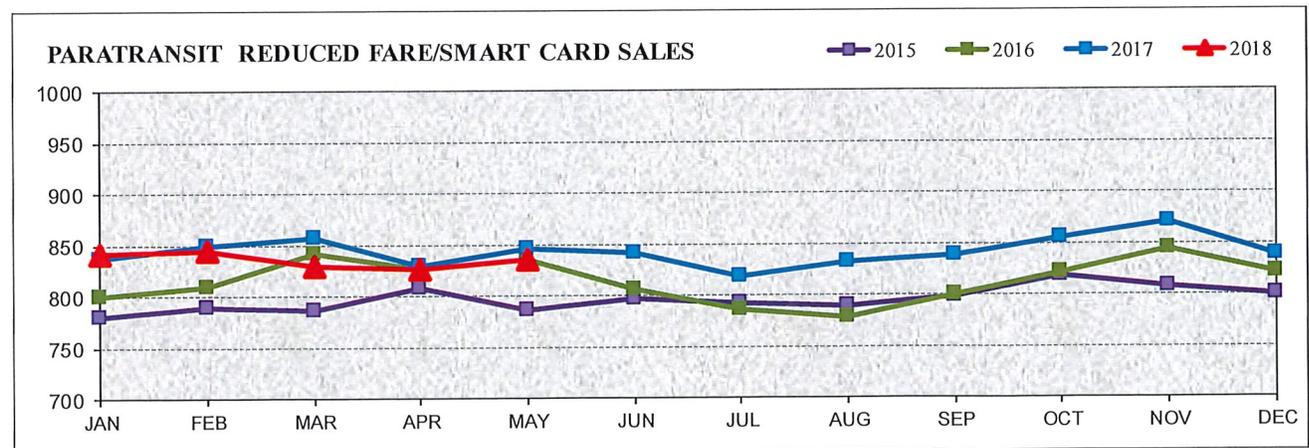
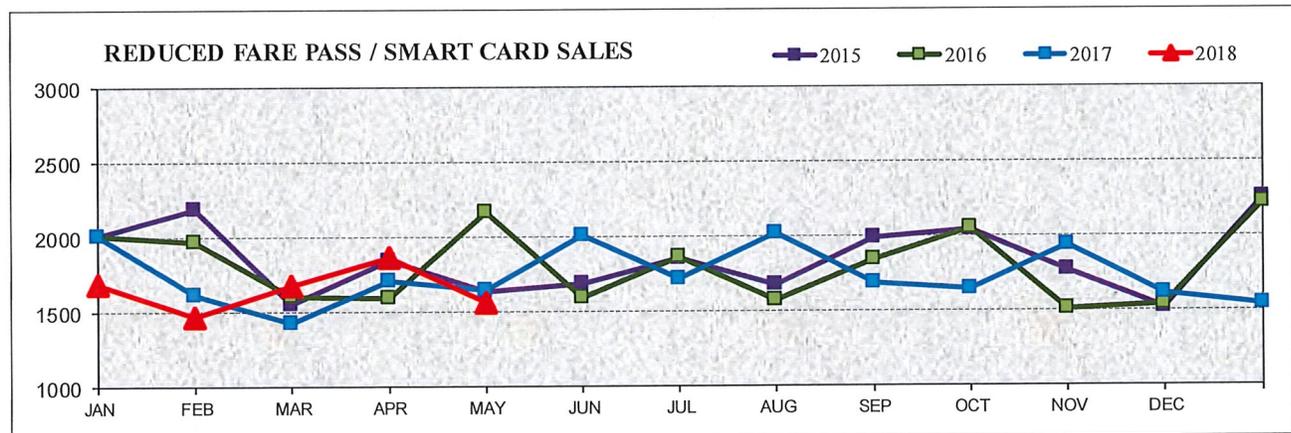
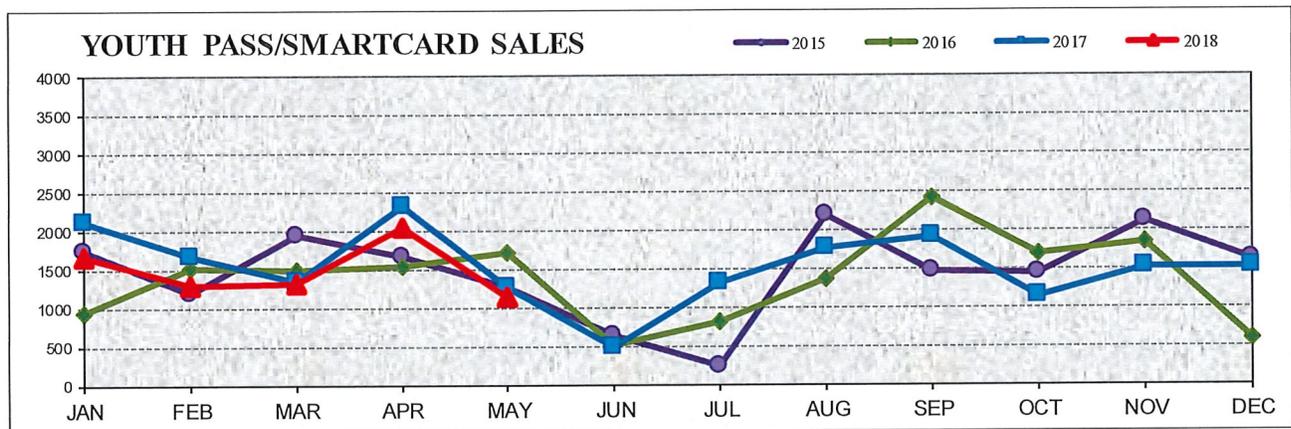
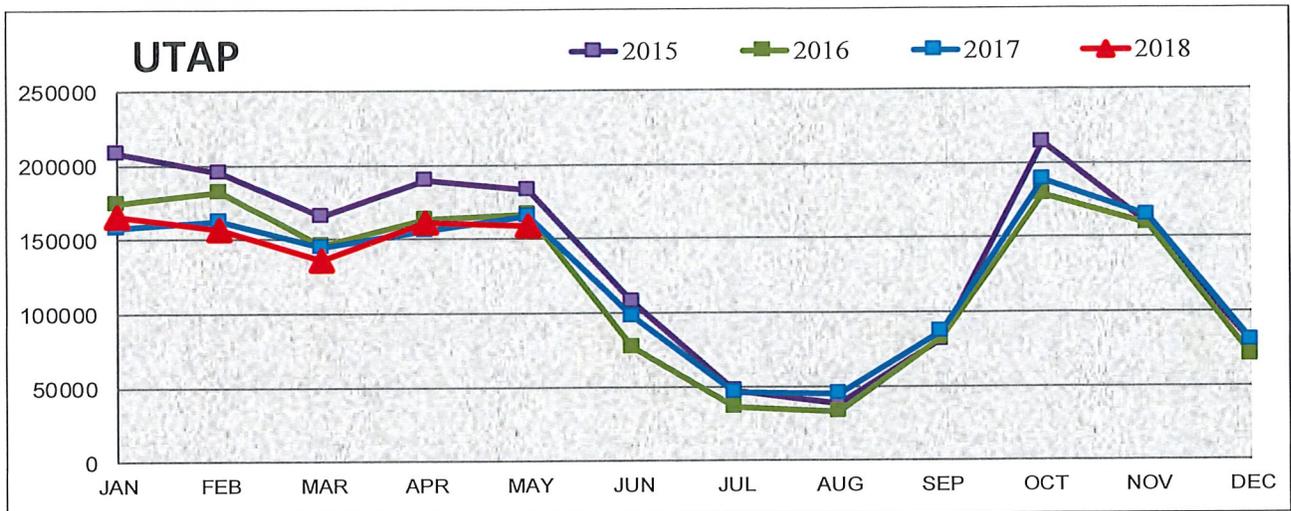
RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head  Chief Executive Officer  Legal Counsel 

RIDERSHIP





SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 26, 2018

AGENDA ITEM 12.E.

MONROE-REGAL LINE IMPLEMENTATION: REVIEW PROPOSED STOP LOCATIONS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning & Development

SUMMARY:

The Monroe-Regal High Performance Transit Line extends from the Five Mile Park & Ride, located in north Spokane, south through downtown Spokane and extending south to the currently under-design Moran Station Park & Ride. Corridor improvements will include upgraded stops to include better ADA accessibility, raised passenger platforms, shelters, lighting, ticket vending, and other amenities based on ridership and location. Each stop location will also be evaluated for improved pedestrian mobility and sidewalk connectivity.

Through a Request for Qualifications process, IBI Group was selected for the planning and design of the project corridor, which was approved by the STA Board on July 27, 2017. Final contract was executed on February 13, 2018. IBI Group held a project kickoff workshop at STA on March 1st, 2018 to start the planning phase. Preliminary recommendations for stop locations and station improvements were presented to STA staff during an Implementation Workshop on May 31st, 2018. STA staff reviewed and provided comments back to IBI Group for finalization. The attached exhibits show proposed station locations and level of improvement, which will be the basis for preliminary design efforts and continued public outreach.

Over May and June 2018, STA Planning staff attended multiple neighborhood meetings to present an overview of the Monroe-Regal Line, concepts for the Moran Station Park & Ride, and associated fall 2019 service changes. Presentations were also given to the SRTC Transportation Technical Committee, the Garland Business District, and internal STA Projects Committee. Over the 2018 summer, property owners within a ¼ mile of the corridor will be sent a project-specific mailer, with direction to view online design proposals with an associated survey. Separate notifications will also be sent to property owners directly affected by changes in stop locations. STA staff and IBI Group will also host a project Open House at The Plaza in September 2018 to present proposed stop locations and amenities and invite public input. STA planning staff will then re-visit all neighborhoods over September and October 2019 to present final design proposals for review and comment.

Design is anticipated to be complete by late 2018, with project put out to bid in early 2019. Improvements are expected to be complete by September 2019.

RECOMMENDATION TO BOARD: For information only.

FINAL REVIEW FOR BOARD BY:

Division Head ko

Chief Executive Officer ESM

Legal Counsel LM

Monroe-Regal Line

Preliminary Bus Stop Action Plan

DRAFT July 2, 2018

Route Street	Cross Street	Direction	Proposed Action
5 Mile P&R			
Francis	Cedar	Eastbound	Retain
Francis	Cedar	Westbound	Retain
Francis	Jefferson	Westbound	Close
Francis	Jefferson	Eastbound	Close
Francis	Monroe	Eastbound	Retain
Francis	Monroe	Westbound	Retain
Monroe	Dalke	Southbound	Close
Monroe	Dalke	Northbound	Close
Monroe	Columbia	Southbound	Move 1 block north to Central
Monroe	Columbia	Northbound	Move 1 block north to Central
Monroe	Rowan	Southbound	Retain
Monroe	Rowan	Northbound	Retain
Monroe	Queen	Southbound	Retain
Monroe	Queen	Northbound	Retain
Monroe	Wellesley	Southbound	Retain
Monroe	Wellesley	Northbound	Retain
Monroe	Longfellow	Southbound	Retain
Monroe	Longfellow	Northbound	Retain
Monroe	Garland	Southbound	Retain
Monroe	Garland	Northbound	Retain
Monroe	Kiernan	Northbound	Close
Monroe	Kiernan	Southbound	Close
Monroe	Dalton	Southbound	Move 1 block north to Alice
Monroe	Dalton	Northbound	Move 1 block north to Alice
Monroe	Frederick	Southbound	Close
Monroe	Frederick	Northbound	Close
Monroe	Grace	Southbound	Retain
Monroe	Grace	Northbound	Retain
Monroe	Carlisle	Northbound	Retain
Monroe	Montgomery	Southbound	Retain
Monroe	Indiana	Northbound	Retain
Monroe	Nora	Southbound	Move 1 block north to Indiana
Monroe	Maxwell	Southbound	Retain
Monroe	Maxwell	Northbound	Retain
Monroe	Boone	Northbound	Retain
Monroe	Gardner	Southbound	Retain
Monroe	Broadway	Southbound	Retain
Monroe	Broadway	Northbound	Retain
Monroe	Summit	Southbound	Retain
Monroe	Bridge	Northbound	Retain

Monroe-Regal Line

Preliminary Bus Stop Action Plan

DRAFT July 2, 2018

Route Street	Cross Street	Direction	Proposed Action
Main	Spokane Falls	Northbound	New
Riverside	Monroe	Eastbound	Close
Plaza			
Stevens	Sprague	Southbound	Retain
Sprague	Stevens	Westbound	Retain
Stevens	2nd	Southbound	Retain
Washington	2nd	Northbound	Retain
Stevens	4th	Southbound	Close
Washington	4th	Northbound	Close
Stevens	6th	Southbound	Retain
Washington	6th	Northbound	Retain
8th	McClellan	Southbound	Move SE to NB McClellan
9th	McClellan	Northbound	Retain
Grand	13th	Northbound	Close
Grand	13th	Southbound	Close
Grand	14th	Southbound	Retain
Grand	14th	Northbound	Retain
Grand	18th	Southbound	Retain
Grand	18th	Northbound	Retain
Grand	20th	Southbound	Move 1 block south to 21st
Grand	20th	Northbound	Move 1 block south to 21st
Grand	22nd	Northbound	Close
Grand	22nd	Southbound	Close
Grand	25th	Southbound	Retain
Grand	25th	Northbound	Retain
Grand	28th	Northbound	Retain
31st	Grand	Westbound	Close
Garfield	30th	Southbound	Close
29th	Grand	Eastbound	Retain
29th	Garfield	Eastbound	Close
29th	Ivory	Eastbound	Move 1 block west to Arthur
29th	Ivory	Westbound	Move 1 block west to Arthur
29th	Perry	Eastbound	Retain
29th	Perry	Westbound	Retain
29th	Pittsburg	Westbound	Retain
29th	Pittsburg	Eastbound	Retain
29th	Martin	Westbound	Close
29th	Martin	Eastbound	Close
29th	SE Blvd	Westbound	Retain
29th	SE Blvd	Eastbound	Retain
29th	Regal	Westbound	Option

Monroe-Regal Line

Preliminary Bus Stop Action Plan

DRAFT July 2, 2018

Route Street	Cross Street	Direction	Proposed Action
29th	Regal	Eastbound	Option
SE Blvd	31st	Southbound	Option
SE Blvd	31st	Northbound	Option
SE Blvd	34th	Westbound	Option
SE Blvd	34th	Eastbound	Option
Regal	33rd	Southbound	Option
Regal	33rd	Northbound	Option
Regal	37th	Southbound	Retain
Regal	37th	Northbound	Retain
Regal	Thurston	Southbound	Retain
Regal	Thurston	Northbound	Retain
Regal	44th	Southbound	Retain
Regal	44th	Northbound	Retain
Regal	Palouse Hwy	Southbound	Retain
Regal	Palouse Hwy	Northbound	Retain
Regal	Regal Ridge Apt	Northbound	Close
Regal	Regal Ridge Apt	Southbound	Close
Regal	53rd	Northbound	Retain
Regal	53rd	Southbound	Retain
Regal	55th	Northbound	Close
Regal	55th	Southbound	Close
57th	Regal	Northbound	Retain
57th	Regal	Southbound	Retain
57th	Hailee	Westbound	Move 1 block east to Moran
57th	Hailee	Eastbound	Move 1 block east to Moran
57th	Freya	Westbound	Close
57th	Freya	Eastbound	Close

Moran Station P&R

Summary

Total Existing Stops: 103

Closures: 26

New: 1

Total Proposed Stops: 78

Item _____ :

**MONROE-REGAL LINE
IMPLEMENTATION: REVIEW
PROPOSED STOP LOCATIONS**

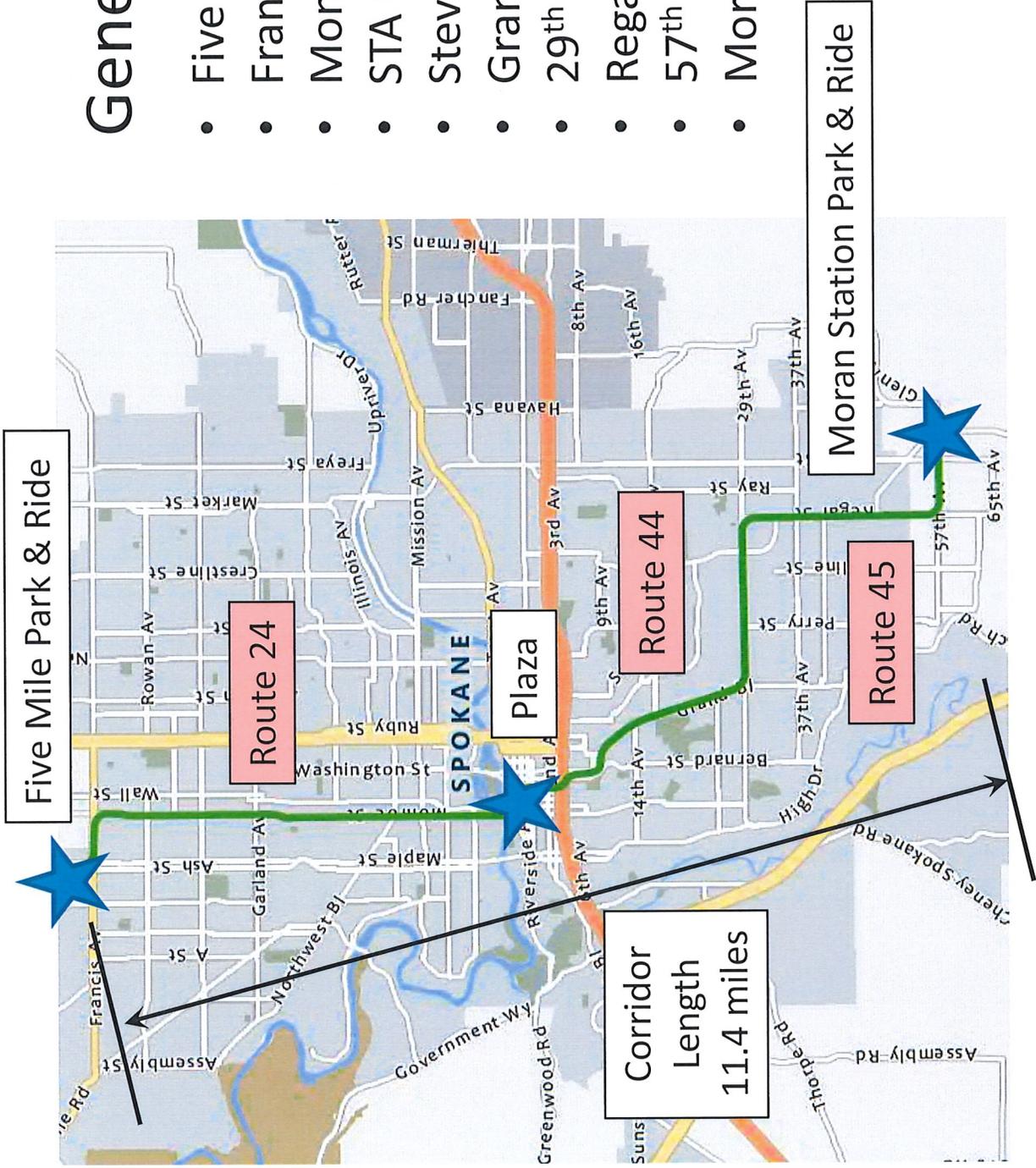
Purpose:

Overview of proposed stop locations and level of improvement

Requirement:

Proposed Implementation Plan will be shared with the public through mailers, online open house with accompanying survey, and an in-person open house.

Monroe-Regal Corridor



General Route

- Five Mile P&R
- Francis Avenue
- Monroe Street
- STA Plaza
- Stevens/Washington
- Grand Boulevard
- 29th Avenue
- Regal Street
- 57th Avenue
- Moran Station P&R

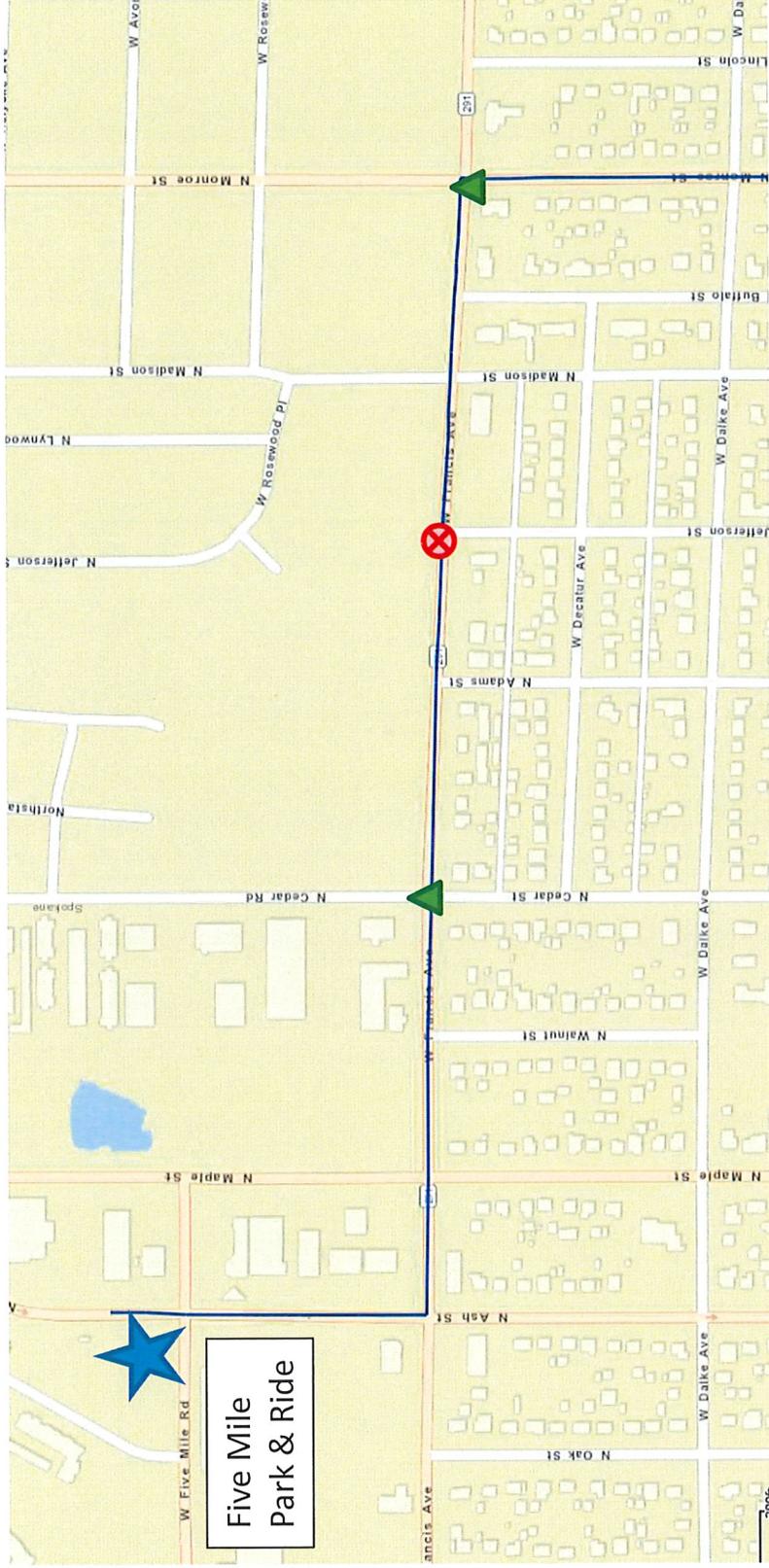
Work To-Date

- STA staff presented project overview to the committee, affected neighborhoods and interested stakeholder groups over May-June 2018
- A corridor planning and implementation plan is complete
- Moran Station Park and Ride design is underway
- 3 of 6 HPT stations associated with City of Spokane's Monroe Street project are complete (horizontal elements only)

Proposed Bus Stop Actions

- Stop locations will generally follow existing stop patterns found along the corridor
- Some stops will be closed or moved to improve stop spacing and/or secure better site conditions (width of right of way, slopes, adjacent activities)
- Finalizing stop locations is essential before completing full design on station improvements
- Public outreach later this summer will seek feedback on proposed stop locations and actions

Proposed Bus Stop Actions



Five Mile
Park & Ride

Legend

-  Retain
-  Close
-  Move

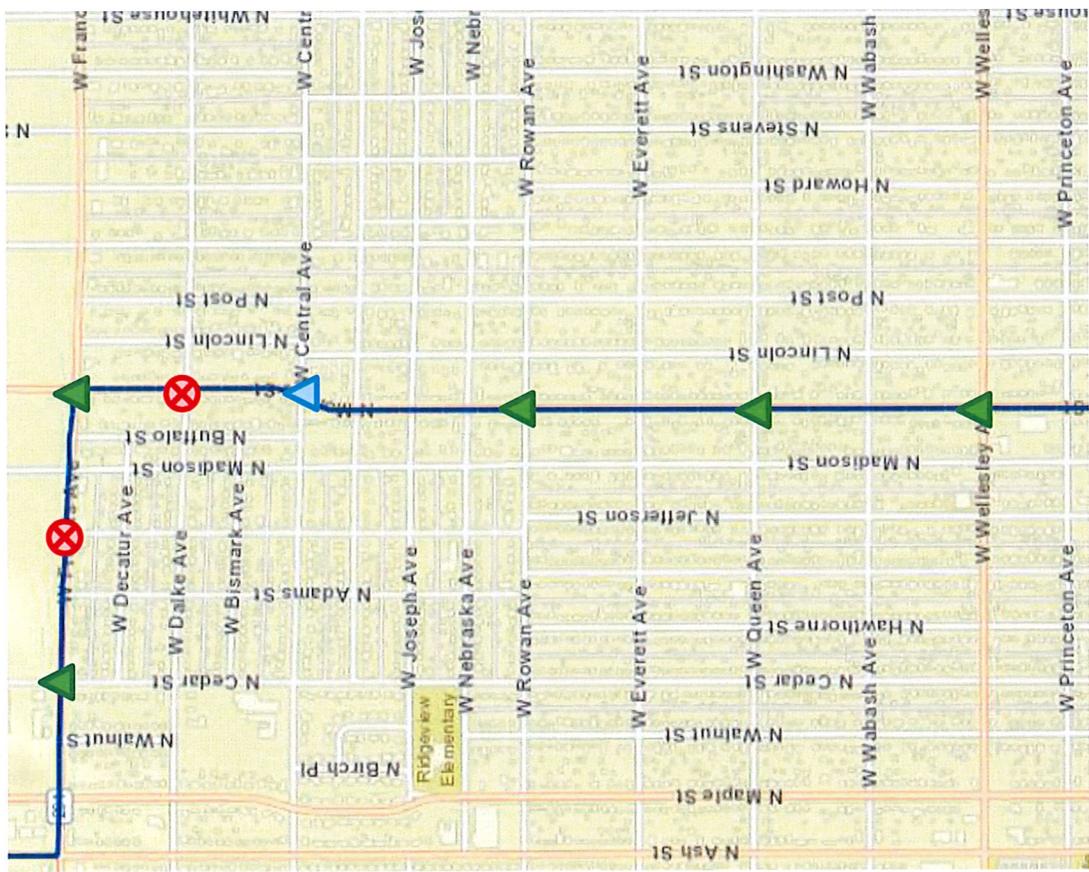
Francis Avenue

Ash to Monroe

**Symbols represents stop pairs when shown along a two-way street*



Proposed Bus Stop Actions



Monroe Street
Francis to Wellesley

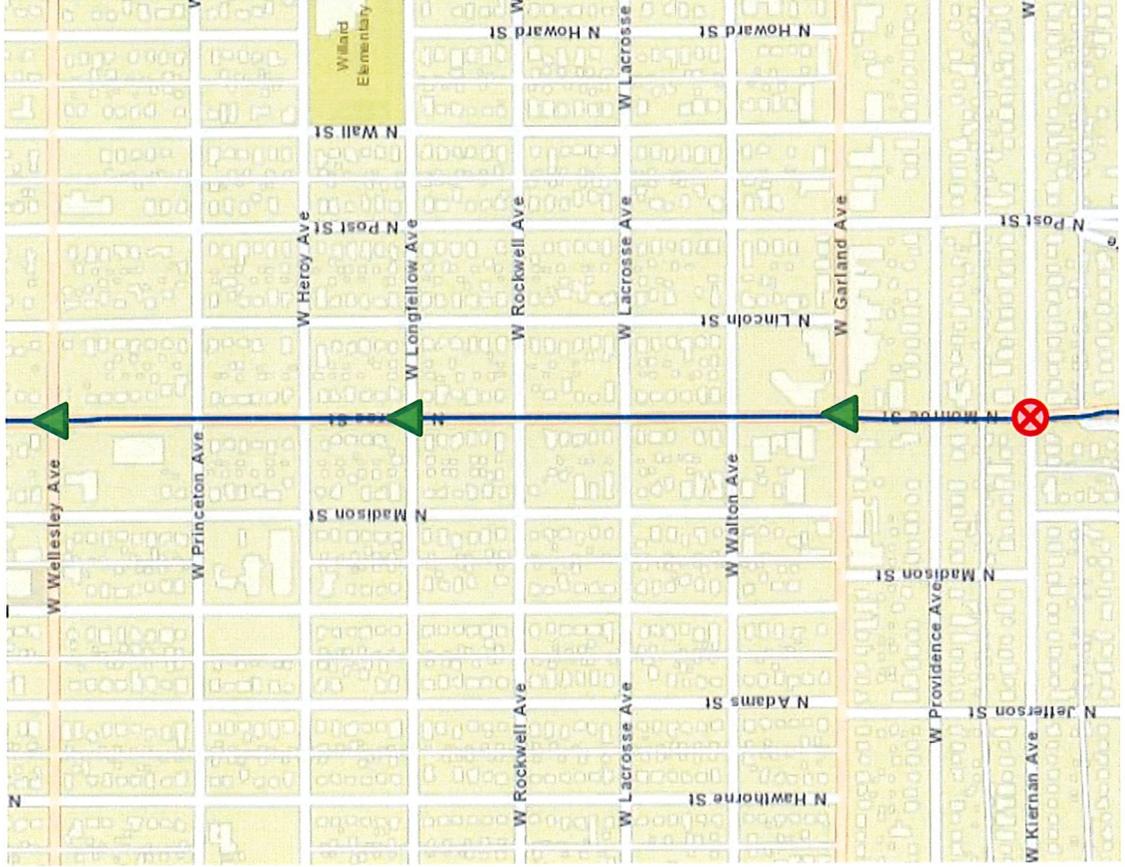
Legend

- ▲ Retain
- ⊗ Close
- ▲ Move

* Symbols represents stop pairs when shown along a two-way street



Proposed Bus Stop Actions



Monroe Street
Wellesley to Garland

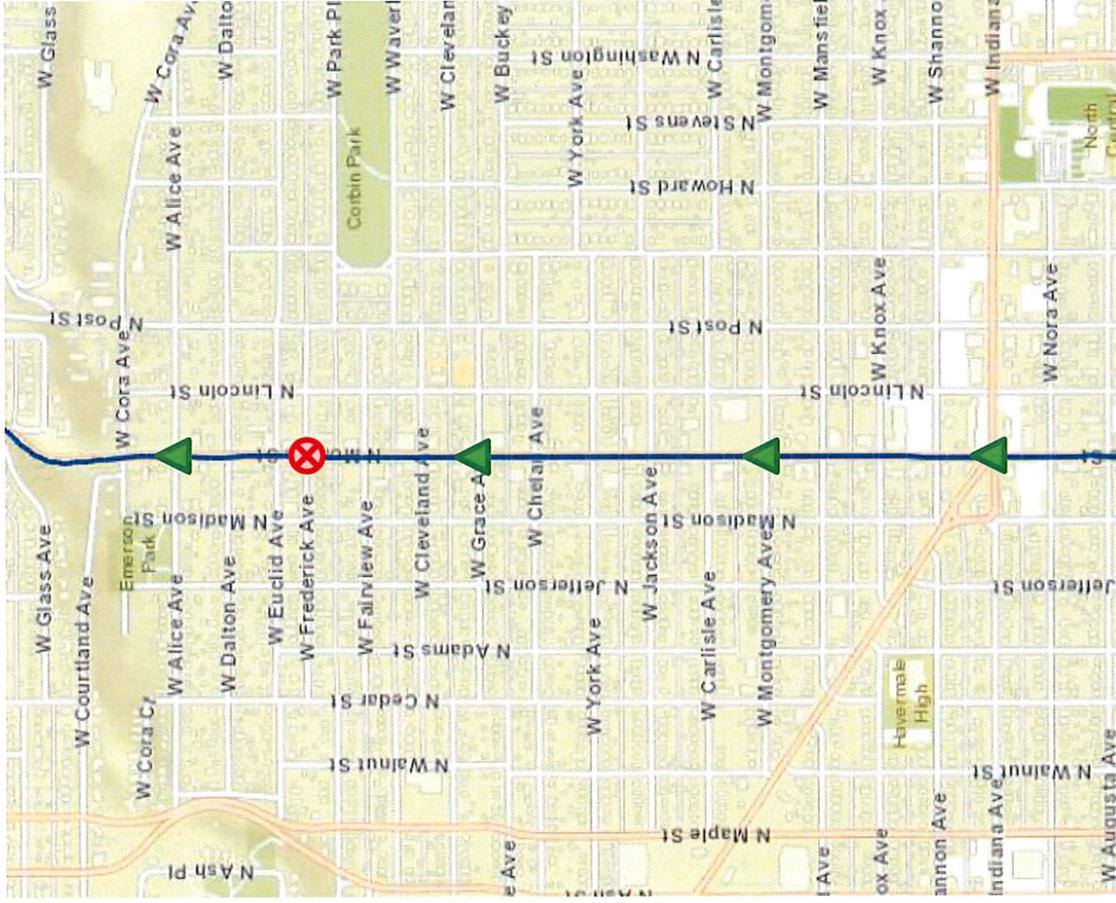
Legend

- ▲ Retain
- ⊗ Close
- ▲ Move

*Symbols represents stop pairs when shown along a two-way street



Proposed Bus Stop Actions



Monroe Street
Garland to Indiana

Legend

- ▲ Retain
- ⊗ Close
- ▲ Move

*Symbols represents stop pairs when shown along a two-way street

Proposed Bus Stop Actions



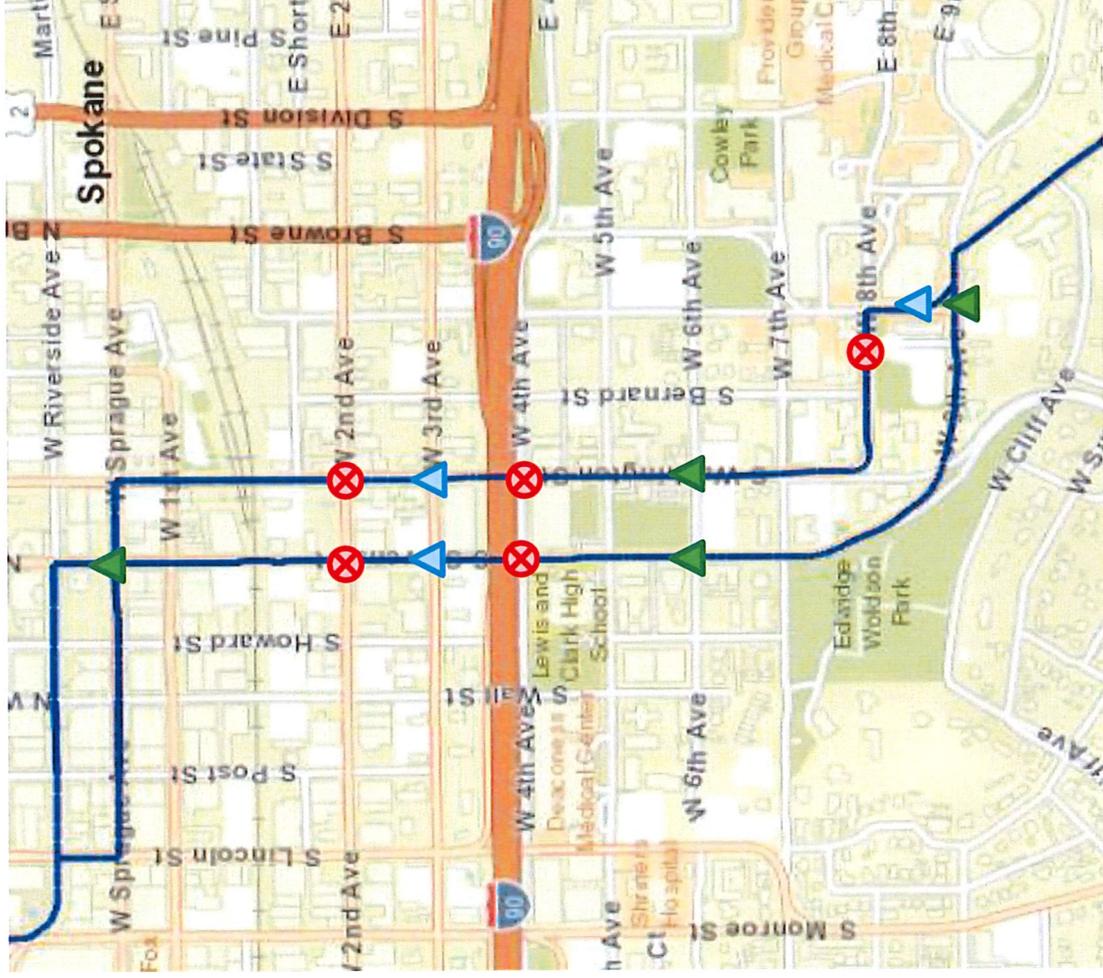
Legend

-  Retain
-  Close
-  Move

Downtown

*Symbols represents stop pairs when shown along a two-way street

Proposed Bus Stop Actions



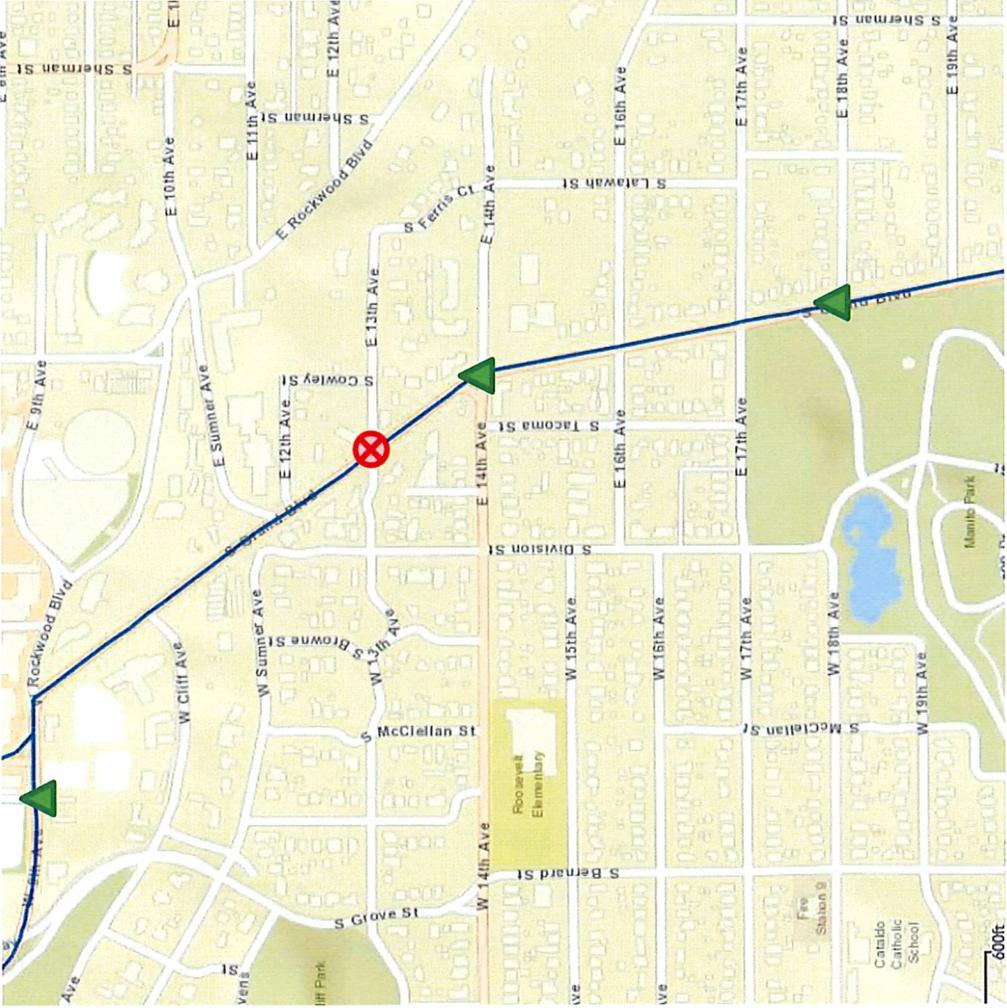
Washington/Stevens
Downtown to Grand

Legend

- ▲ Retain
- ⊗ Close
- ▲ Move

*Symbols represents stop pairs when shown along a two-way street

Proposed Bus Stop Actions



Grand Boulevard
Rockwood to 19th

Legend

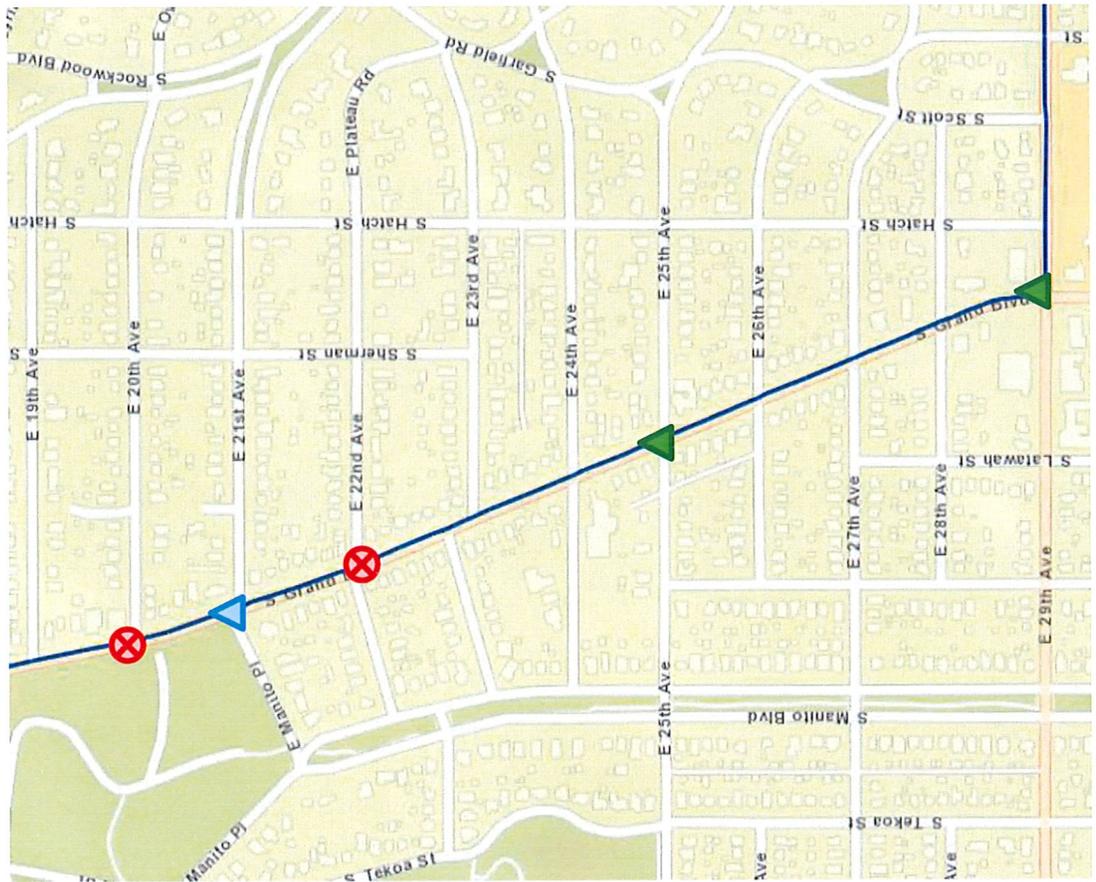
- ▲ Retain
- ⊗ Close
- ▲ Move

*Symbols represents stop pairs when shown along a two-way street



Proposed Bus Stop Actions

Grand Boulevard 19th to 29th

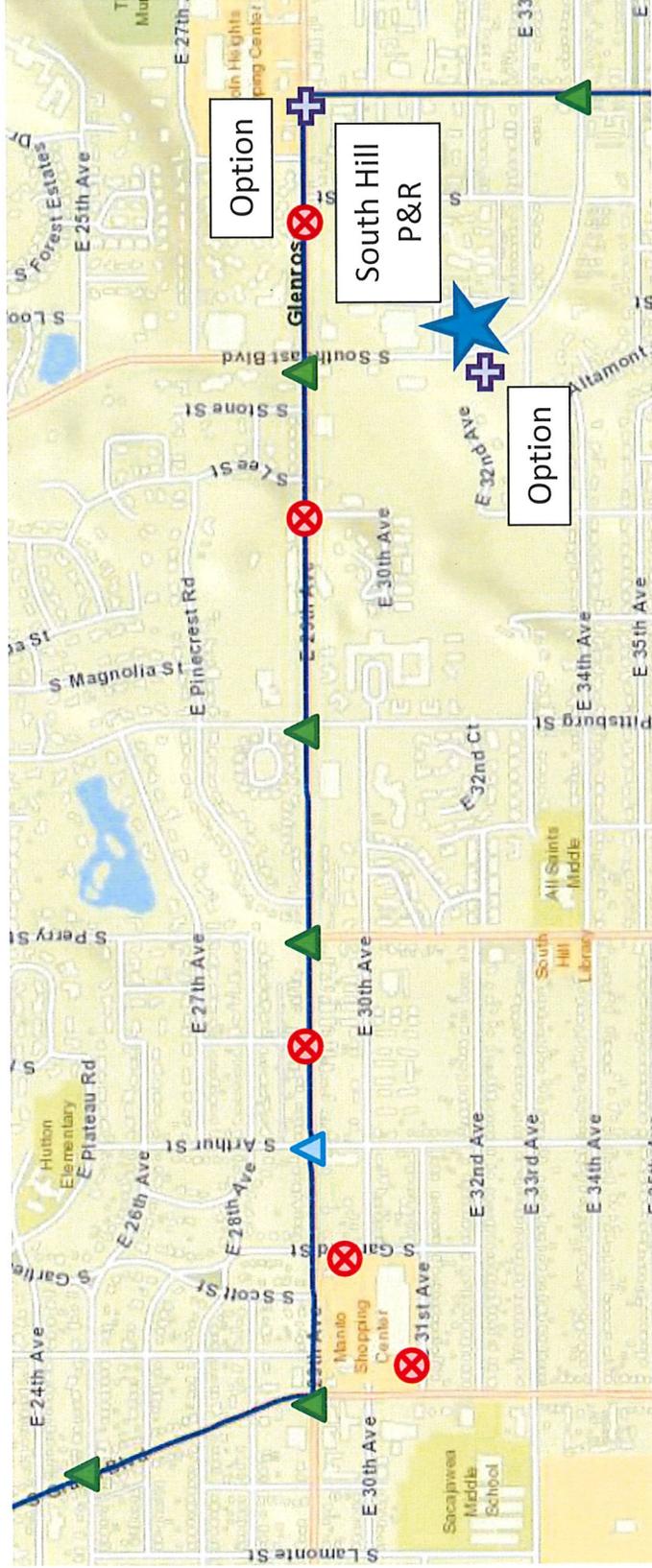


Legend

- ▲ Retain
- ⊗ Close
- ▲ Move

*Symbols represents stop pairs when shown along a two-way street

Proposed Bus Stop Actions



Legend

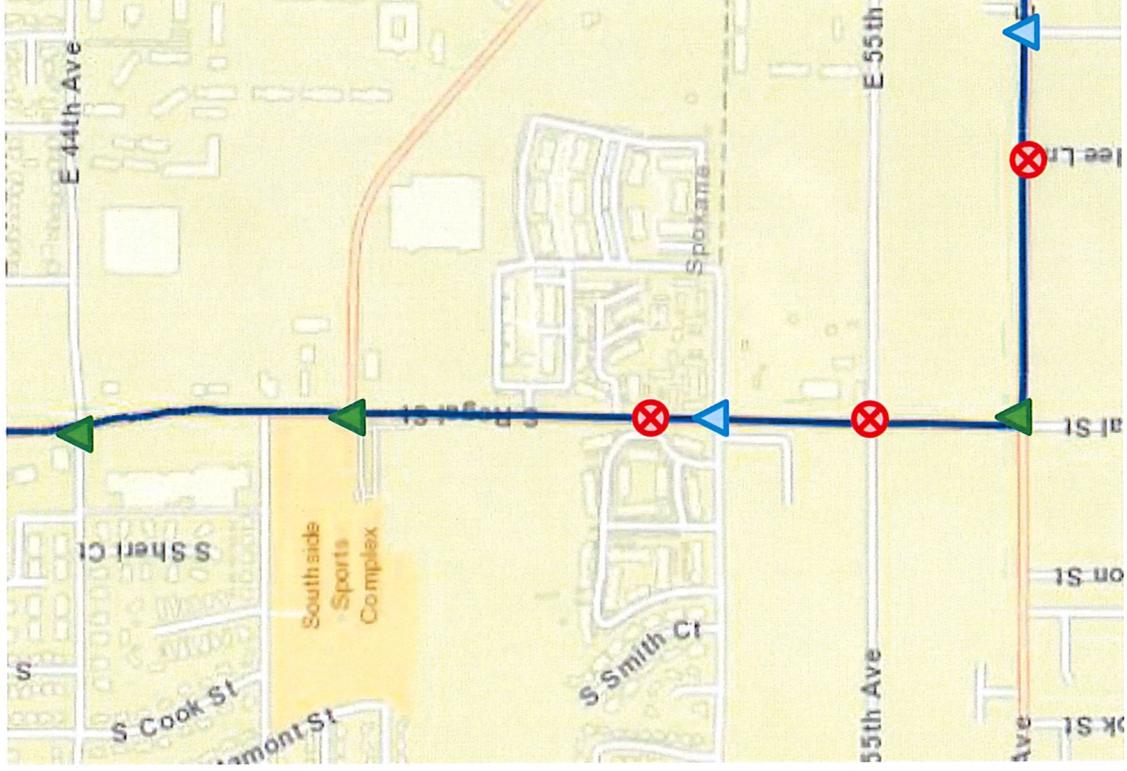
- ▲ Retain
- ⊗ Close
- ▲ Move

29th Avenue

Grand to Regal

*Symbols represents stop pairs when shown along a two-way street

Proposed Bus Stop Actions



Regal
44th to 57th

Legend

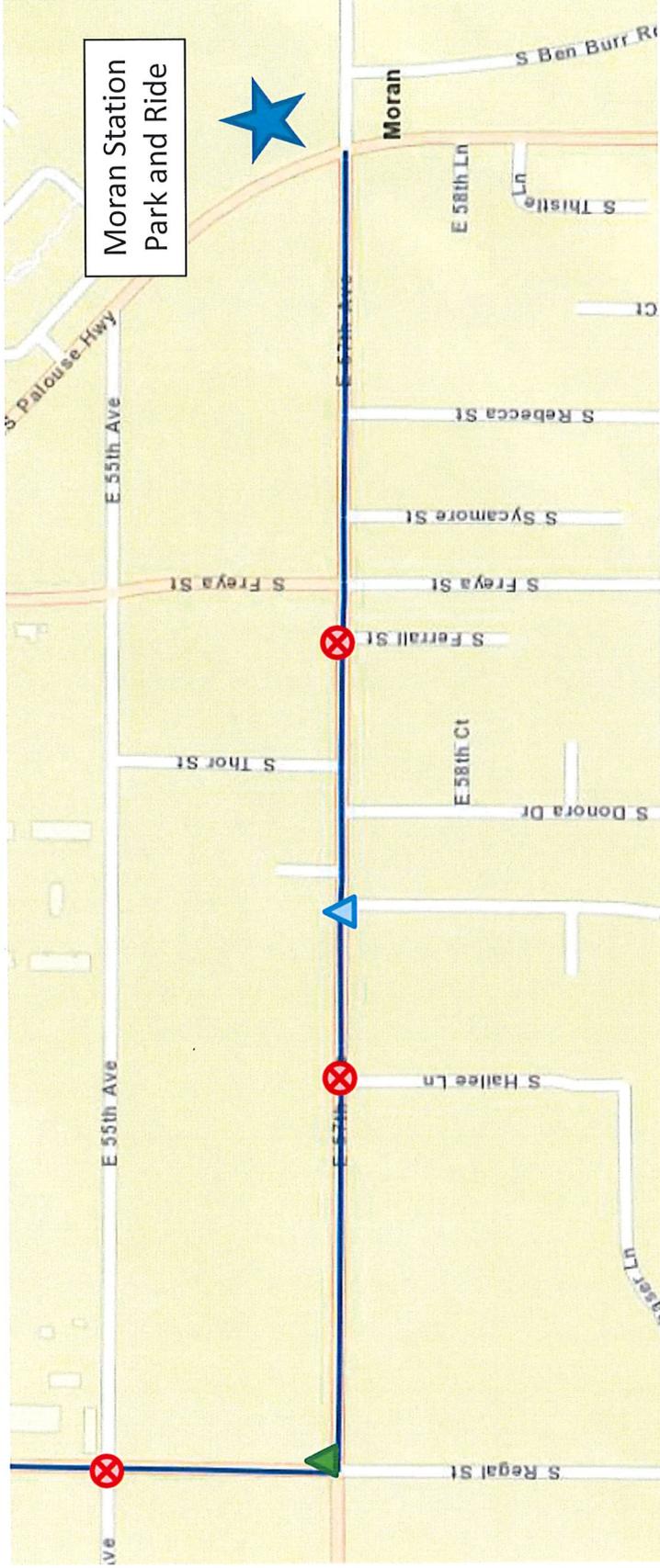
▲ Retain

⊗ Close

▲ Move

*Symbols represents stop pairs when shown along a two-way street

Proposed Bus Stop Actions



Legend

- ▲ Retain
- ⊗ Close
- △ Move

57th Avenue
Regal to Palouse Hwy

*Symbols represents stop pairs when shown along a two-way street

Continued Work

- Design consultant is preparing Scope of Work for corridor design
- Substantial public engagement (mailers, online open house) over summer of 2018
- Complete corridor and park and ride design by late 2018
- Projects out to bid in early 2019
- Monroe-Regal Line service anticipated to begin in September 2019

15.

EXECUTIVE SESSION

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

1. Discussing, planning or adopting the strategy or position to be taken by the STA Board of Directors during the course of ongoing collective bargaining.
2. Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency (RCW 42.30.110 (1)(i)(iii))
3. To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge. (RCW 42.30.110(f))

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

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

Estimated time - 15 minutes