

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

BOARD OPERATIONS COMMITTEE MEETING

Wednesday, April 13, 2022

1:30 p.m. – 3:00 p.m.

Via Virtual Conference

Committee Members: [Click here to join the meeting](#)

General Public: [Click here to join the meeting](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: 2485 050 7044 | Password: 2022

AGENDA

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Grover*)
3. Chair's Comments (*Grover*) (5 minutes)
4. Committee Action (5 minutes)
 - A. Minutes of the March 9, 2022, Committee Meeting – Corrections/Approval
5. Committee Discussion (10 minutes)
 - A. Washington State Transit Support Grant (*Otterstrom*) (5 minutes)
6. Committee Chair Reports (20 minutes)
 - A. Al French, Planning & Development
 - B. Pamela Haley, Performance Monitoring & External Relations
7. Increase of Contract Value for the Fare Collection System – Recommendation (*Liard*) (10 minutes)
8. Board of Directors Draft April 21, 2022, Meeting Agenda – Corrections/Approval (*Meyer*) (5 minutes)
9. Board Operations Committee Draft May 11, 2022, Meeting Agenda – Information (*Meyer*) (5 minutes)
10. CEO Report (15 minutes)
11. New Business
12. Adjourn

Next Committee Meeting: Wednesday, May 11, 2022, at 1:30 p.m. via WebEx

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. 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 OPERATIONS COMMITTEE MEETING

April 13, 2022

AGENDA ITEM 2 : APPROVE COMMITTEE AGENDA

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Chris Grover, Committee Chair

SUMMARY: At this time, the Board Operations Committee will review the meeting agenda.

RECOMMENDATION TO COMMITTEE: Approve agenda.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

April 13, 2022

AGENDA ITEM 3 : BOARD OPERATIONS COMMITTEE CHAIR'S COMMENTS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Chris Grover, Committee Chair

SUMMARY: At this time, the Committee Chair will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

April 13, 2022

AGENDA ITEM 4A : MINUTES OF THE MARCH 9, 2022, COMMITTEE MEETING –
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Amie Blain, Executive Assistant to the Chief Financial Officer

SUMMARY: The March 9, 2022, meeting minutes are attached for your information and correction and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

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

BOARD OPERATIONS COMMITTEE MEETING

Draft Minutes of the March 9, 2022, Meeting

Via Webex Video Conference

MEMBERS PRESENT

Chris Grover, Small Cities Representative
(Airway Heights), *Chair*
Pamela Haley, City of Spokane Valley,
*Performance Monitoring & External
Relations Committee Chair*
E. Susan Meyer, Chief Executive Officer,
Ex Officio

STAFF PRESENT

Brandon Rapez-Betty, *Chief Operations Officer
& Interim Chief Communications and Customer
Service Officer*
Karl Otterstrom, *Chief Planning and
Development Officer*
Monique Liard, *Chief Financial Officer*
Nancy Williams, *Chief People Officer*
Emily Arneson, *Ombudsman & Accessibility
Officer*
Dana Infalt, *Clerk of the Authority*
Amie Blain, *Executive Assistant to the Chief
Financial Officer*

MEMBERS ABSENT

Al French, Spokane County, *Planning &
Development Committee Chair*
Lori Kinnear, City of Spokane, *Chair Pro Tem*

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVE COMMITTEE AGENDA

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

3. CHAIR'S COMMENTS

Chair Grover mentioned that he is looking forward to the Fleet Electrification Expansion discussion, as well as the Board's trip to Washington DC the following week.

4. COMMITTEE ACTION/DISCUSSION

a. February 9, 2022, Committee Minutes

Ms. Haley moved to approve the February 9, 2022, committee meeting minutes as submitted, Chair Grover seconded, and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

Mr. Otterstrom provided the update in lieu of Mr. French. Items discussed during the Planning and Development Committee meeting include the Division Bus Rapid Transit work order, the grant applications for Spokane Regional Transportation Council (SRTC) projects, project implementation for the I-90 Corridor, and the next phase of development for the Transit Development Plan. A report for the Transit Development Plan will be brought forward to the Board at the next Board meeting on March 17. The Coordinated Public Transit Human Services Transportation Plan for Spokane County was introduced as a coordinated effort between STA and SRTC, with SRTC leading the effort.

b. Pamela Haley, Chair, Performance Monitoring & External Relations (PMER)

Mr. Ropez-Betty provided the update on the items brought forward during the Performance Monitoring & External Relations Committee meeting. Final acceptance contracts presented during the PMER Committee meeting include the Boone South Energy Savings Contract, Fuel Facility Budget Adjustment and Award of Contract, U-District Layover Contract, and the Swiftly Software Award of Contract. The On-Call Geotechnical, Environmental and Special Inspection Services Scope of Work was submitted and recommended by the committee. Kinzie Michael was appointed to the Citizen Advisory Committee for a three-year term.

6. FLEET ELECTRIFICATION EXPANSION

Mr. Ropez-Betty presented and shared that STA's goal is to obtain up to 40 Battery Electric Buses (BEBs) in the Boone NW Garage by the end of 2024. STA received 10 new 60 ft. New Flyer electric buses for City Line, and 2 new 40 ft. New Flyer electric buses and 2 new 40 ft. Proterra electric buses for Monroe-Regal. Six additional electric buses will be ordered. The charging infrastructure at BNWG, SCC and Moran Station has been commissioned. STA was awarded a Low-No grant for 10 additional 40 ft. Proterra electric buses with an anticipated delivery date in Quarter 1 of 2023. Further electrification expansion potential includes the following additional buses and infrastructure totaling \$4.9 million:

- a.** One additional 60 ft. five-door articulated battery electric coach for the City Line
- b.** Three 35 ft. battery electric coaches – delivery in 2023
- c.** Three 60 ft. three-door battery electric articulated coaches replacing 60 ft. articulated diesel coaches
- d.** Three 40 ft. battery electric coaches replacing 60 ft. articulated diesel coaches

Ms. Haley moved the Board of Directors approve the recommendation as presented, Chair Grover seconded, and the motion passed unanimously.

7. 2022 MAY SERVICE CHANGE UPDATE

Ms. Meyer shared information with the Board regarding an update on the 2022 May Service Change. In May 20, 2021, the STA Board of Directors adopted a plan for fixed-route bus service changes that implemented STA Moving Forward improvements including the City Line. This was a culmination of two years of community input on specific route changes. In the Fall of 2021, the FTA approved a revised Revenue Service Date for the City Line BRT, beginning July 15, 2023. The revised date was influenced by supply chain delays and data obtained from an implementation study. The service revisions will be divided into two packages. Package 1 is scheduled to be implemented on May 15, 2022, and to be completed within the year. This package is independent of the City Line. Package 2 service revisions must be completed at the same time as the City Line.

STA has not been immune to current labor trends which are impacting recruitment and retention of its coach operator workforce. Recruitment efforts have not yielded the number of staff required for planned service growth. Coach operator numbers are approximately sixteen below optimal target for current service levels. The extra board and overtime strategy compensates for having fewer operators. Nine coach operators will be needed for the next service change. Additional time is needed to allow expanded recruitment and retention strategies to reach targeted staffing levels. Service revisions will be postponed from May 15, 2022, to August 28, 2022. This will ensure improved access to schools provided from day one of the academic calendar. It also allows for additional recruitment and training, including two additional coach operator training classes. In addition, STA will implement retention and recruitment strategies to ensure workforce availability. Mr. Rapez-Betty is leading a campaign called "Drive Your Career" to recruit coach operators. A website has been developed that steps interested candidates through the process of becoming a coach operator.

Mr. Otterstrom shared the 2022 Service Improvement Package Highlights which include the following new or revised routes:

- a. Route 36 North Central
- b. Route 35 Francis/Market
- c. Extended Route 27 Crestline
- d. Revised Route 98 Greenacres/Liberty Lake
- e. Revised Route 95 Mid-Valley
- f. Revised Route 74 Mirabeau/Liberty Lake

Chair Grover inquired as to whether STA will have any service revisions in September, to which Mr. Otterstrom replied and explained all revisions will take place in August and last through January 2023.

8. BOARD OF DIRECTORS AGENDA MARCH 17, 2022

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

9. BOARD OPERATIONS COMMITTEE DRAFT AGENDA APRIL 13, 2022

There were no questions or comments.

10. CEO REPORT

Ms. Meyer shared that the Conference Committee approved the supplemental transportation budget, the resources for a \$17 billion, 16-year transportation package and the spending. This is awaiting passage by the legislature. More information will be available at next week's Board meeting. The Board will need to consider whether it is interested in offering a zero-fare fare for riders aged 0 to 18 in order to be eligible for additional state grant funds. Also, the sales tax rate must not be diminished to maintain eligibility for the grant. Zero-fare is already available by Board approval, for riders aged 0-12, and a 50% discount was approved by the Board for riders aged 13-18. The Board must decide by October 1, 2022, or the funding will be inaccessible until the following biennium. The grant is estimated to benefit STA approximately \$6.5 million per year, and Susan will confirm that information next week. Chair Grover mentioned that discussion has been surrounding the source of the grant revenue, which seems to be leaning toward the Public Works Trust Fund. He noted that cities rely on that resource for infrastructure support. Ms. Meyer mentioned that there seems to be less intent to sweep from the Public Works Trust Fund, and allocate more from the Operating Fund. The funding source information will be available soon.

11. NEW BUSINESS

There was no new business.

12. ADJOURN

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

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

April 13, 2022

AGENDA ITEM 5A : WASHINGTON STATE TRANSIT SUPPORT GRANT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer

SUMMARY: Staff will review recent state legislation that created the Transit Support Grant Program and identify activities the Board may wish to take in response to the grant opportunity over the coming months.

BACKGROUND: During the 2021 Legislation Session, the Washington State Legislature passed two bills that are considered the “Move Ahead Washington” transportation package to increase transportation revenues for variety of projects, maintenance, and operating requirements, both for WSDOT and agencies across the state engaged in transportation infrastructure and services. Engrossed Substitute Senate Bill (ESSB) 5974 established authorized revenue sources and program structures and Substitute Senate Bill (SSB) 5975 provided supplemental funding in the current 2021-2023 biennium.

The Transit Support Grant Program was created to provide direct funding allocations for transit agencies for public transportation needs. Over a 16-year period, the Move Ahead Washington program plans for \$1.45 billion in state funding for this program, representing approximately \$181.5 million per biennium and allocated in proportion to a transit agency’s operating costs relative to other participating agencies. Only agencies that implement a “zero-fare policy” for youth 18 and younger are eligible for the program. The Washington State Transit Association has projected STA would be allocated approximately \$6.4 million annually under the assumption that all transit agencies participate in the program.

These new state laws went into effect immediately after signing by the Governor on March 25, 2022. For the current biennium, a prorated appropriation amount for the Transit Support Grant Program was included in SSB 5975 of \$33.6 million. To receive approximately \$2.2 million of this first tranche of funding, STA will need to have a zero-fare policy in place on or before October 1, 2022.

Staff have identified several policy and operational considerations for Board discussion relative to the new grant program:

- Board interest in pursuing the grant funding and attendant policy changes. Recently the Board amended its fare policy to provide for zero-fare options for ages 12 and younger. To be eligible, STA will need to expand eligibility of zero-fare options for youth 13 through 18.
- Procedures for public input on a fare policy revision, including the required Title VI equity analysis and timeline for such.
- Operational implications, such as age verification, distribution of fare media, ridership demand changes, particularly related to transportation to and from schools.

RECOMMENDATION TO COMMITTEE: For discussion.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

April 13, 2022

AGENDA ITEM 6A : PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Al French, Chair, Planning & Development

SUMMARY: At this time, the Committee Chair will review the April 6, 2022, and Draft May 4, 2022, committee meeting agendas as part of the report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: For information and discussion.

Spokane Transit Authority
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PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, April 6, 2022
10:00 a.m. – 11:30 a.m.

Via Virtual Conference

Committee Members: [April Committee Member Link](#)

General Public: [April Guest / Attendee Link](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: 2484 486 7736 | Password: 2022

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(10 minutes)*
3. Committee Action *(5 minutes)*
 - A. Minutes of the March 2, 2022, Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda *(5 minutes)*
 1. Federal Transit Administration Section 5310 Program Adjustments *(Otterstrom)*
 - B. Board Discussion Agenda *(no items being presented)*
5. Reports to Committee *(30 minutes)*
 - A. 2023-2028 Transit Development Plan: Planning Guidance *(Otterstrom)*
 - B. 2023-2028 Transit Development Plan: Review Preliminary Revenue and Expenditure Forecast Assumptions *(Liard)*
 - C. Connect Spokane: Phase I Draft Revision for Public Comment *(Otterstrom)*
6. CEO Report *(E. Susan Meyer) (10 minutes)*
7. Committee Information
8. Review May 4, 2022, Committee Meeting Agenda *(5 minutes)*
9. New Business
10. Committee Members' Expressions *(10 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, May 4, 2022, at 10:00 a.m. via WebEx

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PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, May 4, 2022
10:00 a.m. – 11:30 a.m.

Via Virtual Conference

Committee Members: [Insert Link here](#)

General Public: [Insert Link here](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: **xx** | Password: 2022

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(10 minutes)*
3. Committee Action *(5 minutes)*
 - A. Minutes of the April 6, 2022, Committee Meeting -- *Corrections/Approval*
4. Committee Action *(25 minutes)*
 - A. Board Consent Agenda
 1. 2022 Regional Mobility Grant Application *(Otterstrom)*
 2. Connect Spokane Phase I Revision (Resolution) *(Otterstrom)*
 3. Sprague High Performance Transit Design Services Work Order *(Otterstrom)*
 - B. Board Discussion Agenda *(no items being presented)*
5. Reports to Committee *(40 minutes)*
 - A. 2023-2028 Transit Development Plan: Identify Major Activities *(Otterstrom)*
 - B. 2023-2028 Transit Development Plan: Proposed 2023-2025 Service Improvements *(Otterstrom)*
 - C. 2023-2028 Transit Development Plan: 2023-2028 Capital Improvement Program *(Otterstrom)*
 - D. 2023-2028 Transit Development Plan: Review Financial Forecasts *(Liard)*
 - E. I-90 Valley High Performance Transit – Public Outreach Summary and Evaluation Results *(Otterstrom)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information
8. Review June 1, 2022, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, June 1, 2022, at 10:00 a.m. via Webex

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

April 13, 2022

AGENDA ITEM 6B : PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE
CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Pamela Haley, Chair, Performance Monitoring & External Relations

SUMMARY: At this time, the Committee Chair will review the April 6, 2022, and Draft May 4, 2022, committee meeting agendas as part of the report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: For information and discussion.

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PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, April 6, 2022

1:30 p.m. – 3:00 p.m.

Via Virtual Conference

Committee Members: [April Committee Member Link](#)

General Public: [April Guest/Attendee Link](#)

Audio Conference: Call the number below and enter the access code.

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AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(10 minutes)*
 - A. Minutes of the March 2, 2022, Committee Meeting -- *Corrections/Approval*
 - B. Reappointment of Member to Citizen Advisory Committee *(Rapez-Betty)*
4. Committee Action *(45 minutes)*
 - A. Board Consent Agenda
 1. 2021 Year-End Performance Measures Summary and Proposed 2022 Goals *(Rapez-Betty)*
 2. Plaza Security Office Carpet Final Acceptance *(Rapez-Betty)*
 3. Award of Contract Bus Schedule Printing *(Rapez-Betty)*
 4. Sole Source Contract Award: Web Development & Maintenance Services *(Rapez-Betty)*
 - B. Board Discussion Agenda *(none)*
5. Reports to Committee *(none)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information (no discussion/staff available for questions)
 - A. February 2022 Operating Indicators *(Rapez-Betty)*
 - B. May 2022 Minor Service Change *(Otterstrom)*
 - C. February 2022 Financial Results Summary *(Liard)*
 - D. March 2022 Sales Tax Revenue *(Liard)*
8. Review May 4, 2022, Committee Meeting Agenda *(5 minutes)*
9. New Business *(5 minutes)*
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn
12. Next Committee Meeting: Wednesday, May 4, 2022, at 1:30 p.m. via WebEx

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PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, May 4, 2022

1:30 p.m. – 3:00 p.m.

Via Virtual Conference

Committee Members: [Insert Link here](#)

General Public: [Insert Link here](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: **xx** | Password: 2022

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(10 minutes)*
 - A. Minutes of the April 6, 2020, Committee Meeting - *Corrections/Approval*
4. Committee Action *(10 minutes)*
 - A. Board Consent Agenda
 1. West Plains Connector Project Cooperative Agreement Approval *(Otterstrom)*
 - B. Board Discussion Agenda *(none)*
5. Reports to Committee *(40 minutes)*
 - A. System Performance Report *(Otterstrom)*
 - B. 1st Quarter 2022 Performance Measures *(Rapez-Betty)*
 - C. 2021 Bus Rider Survey *(Rapez-Betty)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information (no discussion/staff available for questions)
 - A. March 2022 Financial Results Summary *(Liard)*
 - B. April 2022 Sales Tax Revenue Information *(Liard)*
 - C. 1st Quarter 2022 Service Planning Input Report *(Otterstrom)*
 - D. March 2022 Operating Indicators *(Rapez-Betty)*
8. Review June 1, 2022, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions *(10 minutes)*
11. Adjourn
12. Next Committee Meeting: Wednesday, June 1, 2022, at 1:30 a.m. via WebEx

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. 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 OPERATIONS COMMITTEE MEETING

April 13, 2022

AGENDA ITEM 7 : INCREASE OF CONTRACT VALUE FOR THE FARE COLLECTION SYSTEM

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Monique Liard, Chief Financial Officer

SUMMARY: In October 2020, the Board of Directors approved the award of contract for a Fare Collection System to INIT Innovations in Transportation, Inc. (INIT) and authorized the CEO to execute a five (5) year contract for a rounded price not to exceed \$8,186,000, inclusive of Washington State sales tax, broken out as follows between capital and operating costs:

Description	Capital Costs	Operating Costs	Total
INIT Contract	\$5,146,333	\$1,598,689	\$6,745,022
Contingency – 15%	771,950		771,950
Sales Tax (at 8.9% when approved)	<u>526,727</u>	<u>142,283</u>	<u>669,010</u>
Total Board-Approved Contract Authority	\$6,445,010	\$1,740,972	\$8,185,982

The project funding for the capital portion of the Fare Collection System is provided by the City Line (CIP 347) and the Fare Collection Project (CIP 431) with a combined budgetary value of \$11,726,870 in October 2020 as shown below:

CIP #	Description	Oct-2020 Budgeted Amount
347	City Line – Fare Collection SCC 50.06	\$ 3,336,870
431	Fare Collection Project	<u>8,390,000</u>
	Total	\$11,726,870

During the Board-approved 2022-2027 Capital Improvement Program cycle in July 2021, CIP 431 was reduced by \$2,500,000 to reallocate the farebox upgrade component, previously included in CIP 431, into its own project, Genfare Farebox Upgrade (CIP 907), thereby reducing the overall Fare Collection project budget to \$9,226,870, as detailed in the following table:

CIP #	Description	Current Budgeted Amount
347	City Line – Fare Collection SCC 50.06	\$ 3,336,870
431	Fare Collection Project - revised	<u>5,890,000</u>
Total		\$9,226,870

Staff has been working on the Fare Collection System implementation with INIT over the past 15 months and is moving toward a go live date of October 2022. Commensurate with these implementation efforts, staff is recommending the exercise of certain optional features, which were included in INIT’s proposal, to further enhance the functionality of the system for riders. The key **optional features** include:

- 1) Switch to a retail network from point-of-sale system installed at various locations – this will allow riders many more options to purchase STA smart cards for use with the system and reduce the amount of equipment and space required of retailers to sell STA smart cards
- 2) Open payments – this allows riders to pay with a credit card directly on the fare validator
- 3) Mobile application enhancements – provide better functionality to the rider and more integration from the website
- 4) Integration with Paratransit – this will allow Paratransit riders to have their fare deducted from their customer account after their ride is complete rather than paying at boarding
- 5) Translation of mobile app – this will provide alignment between the new STA website and the fare collection mobile application to provide additional languages beyond English.

Further, staff adapted to a few **technical changes and the delay of the City Line** launch which triggered some incremental costs such as splitting the installation of onboard validators into 2 phases and changing the communication technology on board the bus so the operator can do a single sign-on with the Computer-Aided Dispatch/Automated Vehicle Location (CAD/AVL) system and the onboard fare validators.

Lastly, commensurate with the switch to a retail network and the global shortage of chips, STA ordered larger quantities of **fare media inventory** to ensure sufficient stock was available at launch.

The exercise of the options along with the technical specification changes and added smart cards inventory has extended the overall value beyond the 15% contingency which was established when the INIT contract was authorized, and staff requests the Committee recommend the Board approve additional funds to complete the contract. This amendment is being requested as a sole source arrangement as it is an extension of existing work which only the current contractor can provide as part of its fare collection solution.

The overview of the INIT contract including details of the additional requested funds is summarized below:

Description	Capital Costs	Operating Costs	Total
INIT Contract	\$5,146,333	\$1,598,689	\$6,745,022
Contingency – 15%	771,950		771,950
Sales Tax (at 8.9% when approved)	<u>526,727</u>	<u>142,283</u>	<u>669,010</u>
Total INIT Contract as Awarded	\$6,445,010	\$1,740,972	\$8,185,982
Proposed INIT Contract Amendment:			
Optional Features	\$ 617,156	\$ 167,536	\$ 784,692
Technical Changes and City Line Delay	263,470	31,142	294,612
Fare Media Inventory	265,120		265,120
Sales Tax (currently at 9%)	<u>109,035</u>	<u>19,480</u>	<u>128,515</u>
<i>Subtotal Proposed Contract Amendment</i>	<i>\$1,254,781</i>	<i>\$ 218,158</i>	<i>\$1,472,939</i>
Less Contingency including Sales Tax	<u>(841,425)</u>		<u>(841,425)</u>
<i>Proposed INIT Contract Amendment, Net</i>	<i>\$ 413,356</i>	<i>\$ 218,158</i>	<i>\$ 631,514</i>
Total Proposed INIT Contract	\$6,858,366	\$1,959,130	\$8,817,496

The project budget is currently forecasted to be underspent by \$1.4 million including the requested increase to the INIT contract with the detail captured in the following table:

Capital Costs	CIP #431 – Fare Collection System	CIP #347 – City Line	Total
Project Budget	\$5,890,000	\$3,336,870	\$9,226,870
<i>Project Expenditures:</i>			
Proposed INIT Contract	4,115,020	2,743,346	6,858,366
Other Project Expenditures	<u>781,436</u>	<u>189,495</u>	<u>970,931</u>
Remaining Project Budget	\$ 993,544	\$ 404,029	\$1,397,573

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors authorize the CEO to amend STA’s contract with INIT for a fare collection system for an additional value of \$632,000 for a revised aggregate value of \$8,818,000.

COMMITTEE ACTION:

RECOMMENDATION TO THE BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

April 13, 2022

AGENDA ITEM 8 : BOARD OF DIRECTORS MEETING AGENDA APRIL 21, 2022 –
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: The Board of Directors meeting agenda for April 21, 2022, is attached for your information, correction and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

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

BOARD MEETING

Thursday, April 21, 2022

1:30 – 3:00 p.m.

Via Webex Video Conference

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

General Public: [Guests/Public Join Here](#)

Audio Conference: 1-408-418-9388; Event #: 2495 725 0669; Password: 2022

DRAFT AGENDA

1. Call to Order and Roll Call
2. Approve Board Agenda (*Chris Grover*)
3. Public Expressions
4. Recognitions and Presentations
 - A. Years of Service Awards – Recognition (*Nancy Williams*)
5. Public Hearing
 - A. Connect Spokane Phase I Draft Revision for Public Comment (*Karl Otterstrom*)
Comments should be addressed to Karl Otterstrom, Chief Planning Officer:
kotterstrom@spokanetransit.com (*Action at the May Board meeting*)
6. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the March 17, 2022, Board Meeting – Corrections/Approval
 - B. March 2022 Vouchers (*Monique Liard*)
 - C. Increase of Contract Value for the Fare Collection System (*Monique Liard*)
 - D. Plaza Security Office Carpet Contract: Final Acceptance (*Brandon Ropez-Betty*)
 - E. Bus Schedule Printing: Award of Contract (*Brandon Ropez-Betty*)
 - F. Web Development & Maintenance Services: Award of Contract (*Brandon Ropez-Betty*)
 - G. 2021 Year-End Performance Measures Summary and Proposed 2022 Goals (*Brandon Ropez-Betty*)
 - H. Federal Transit Administration Section 5310 Program Adjustments (*Karl Otterstrom*)
7. Board Action – Other: *None*
8. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Chris Grover*)
 - i. Washington State Transit Support Grant– Discussion (*Karl Otterstrom*)
9. Planning & Development Committee: *5 minutes*
 - A. Chair Report (*Al French*)
2023-2028 Transit Development Plan: Planning Guidance (*Karl Otterstrom*)
2023-2028 Transit Development Plan: Review Preliminary Revenue and Expenditure Forecast Assumptions (*Monique Liard*)

STA Board Meeting Agenda

April 21, 2022

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10. Performance Monitoring & External Relations Committee: *5 minutes*
 - A. Chair Report (*Pam Haley*)
11. CEO Report: *15 minutes*
12. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. February 2022 Financial Results Summary (*Monique Liard*)
 - C. March 2022 Sales Tax Revenue (*Monique Liard*)
 - D. February 2022 Operating Indicators (*Brandon Ropez-Betty*)
 - E. 2023-2028 Transit Development Plan: Planning Guidance (*Monique Liard*)
 - F. 2023-2028 Transit Development Plan: Review Preliminary Revenue and Expenditure Forecast Assumptions (*Monique Liard*)
 - G. Federal Transit Administration Section 5310 Program Adjustments (*Karl Otterstrom*)
 - H. May 2022 Minor Service Change (*Karl Otterstrom*)
13. New Business: *5 minutes*
14. Board Members' Expressions: *5 minutes*
15. Executive Session (*McAloon Law PLLC*): (*none*)
16. Adjourn

Cable 5 Broadcast Dates and Times of April 21, 2022, Board Meeting:

Saturday, April 23, 2022	4:00 p.m.
Monday, April 25, 2022	10:00 a.m.
Tuesday, April 26, 2022	8:00 p.m.

Next Committee Meetings (Via WebEx Virtual Conference) Wednesday:

Planning & Development	May 4, 2022, 10:00 a.m.
Performance Monitoring & External Relations	May 4, 2022, 1:30 p.m.
Board Operations	May 11, 2022, 1:30 p.m.

Next Board Meeting (Via WebEx Virtual Conference):

Thursday, May 19, 2022, 1:30 p.m.

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on STA's website: www.spokanetransit.com. 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 OPERATIONS COMMITTEE MEETING

April 13, 2022

AGENDA ITEM 9 : BOARD OPERATIONS COMMITTEE DRAFT MAY 11, 2022, MEETING
AGENDA – INFORMATION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: The draft Board Operations Committee meeting agenda for May 11, 2022, is attached for your information.

RECOMMENDATION TO COMMITTEE: For information and discussion.

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

BOARD OPERATIONS COMMITTEE MEETING

Wednesday, May 11, 2022
1:30 p.m. – 3:00 p.m.

Via Virtual Conference

Committee Members: [Click here to join the meeting](#)

General Public: [Click here to join the meeting](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: **xx** | Password: 2022

DRAFT AGENDA

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Grover*)
3. Chair's Comments (*Grover*) (*5 minutes*)
4. Committee Action/Discussion (*5 minutes*)
 - A. Minutes of the April 13, 2022, Committee Meeting – Corrections/Approval
5. Committee Chair Reports: (*20 minutes*)
 - A. Al French, Planning & Development
 - B. Pamela Haley, Performance Monitoring & External Relations
6. Board of Directors Draft May 19, 2022, Meeting Agenda – Corrections/Approval (*Meyer*) (*5 minutes*)
7. Board Operations Committee Draft June 8, 2022, Meeting Agenda – Information (*Meyer*) (*5 minutes*)
8. CEO Report (*15 minutes*)
9. New Business
10. Adjourn

Next Committee Meeting: Wednesday, June 8, 2022, at 1:30 p.m. via WebEx

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. 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 OPERATIONS COMMITTEE MEETING

April 13, 2022

AGENDA ITEM 10 : CEO REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: At this time, the CEO will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: Information only.